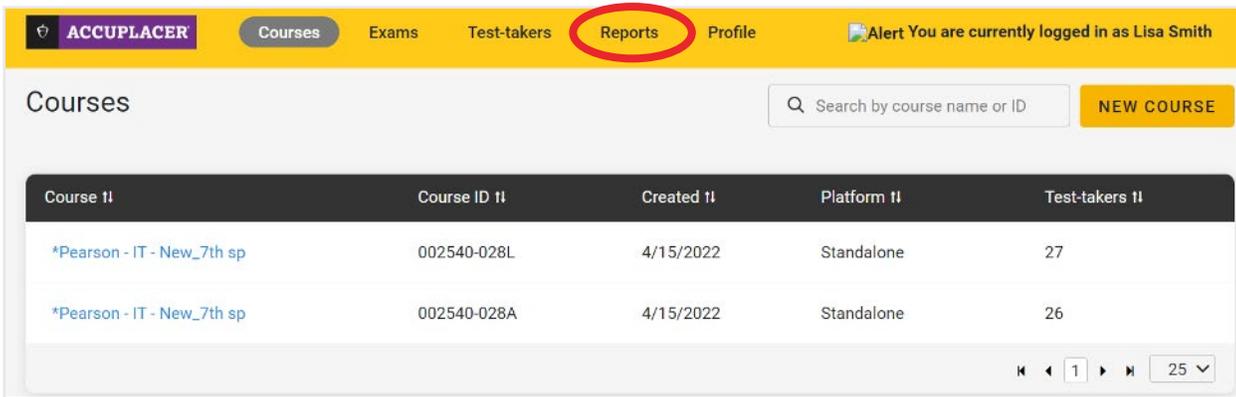


How to Run an Exam Status Report With ACCUPLACER

The Exam Status report shows all the past exam sessions along with any flags and notes provided by the auditors or proctors.

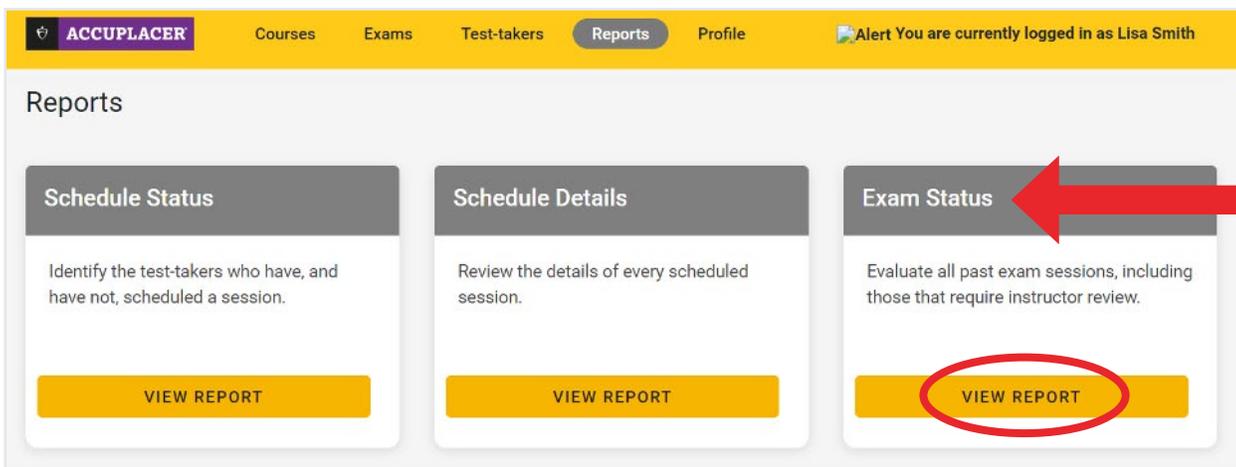
Step 1: Click “Reports” on your Examity dashboard



The screenshot shows the ACCUPLACER dashboard with a yellow navigation bar. The 'Reports' menu item is circled in red. Below the navigation bar, there is a 'Courses' section with a search bar and a 'NEW COURSE' button. A table lists courses with columns for Course ID, Course ID ID, Created ID, Platform ID, and Test-takers ID.

Course ID	Course ID ID	Created ID	Platform ID	Test-takers ID
*Pearson - IT - New_7th sp	002540-028L	4/15/2022	Standalone	27
*Pearson - IT - New_7th sp	002540-028A	4/15/2022	Standalone	26

Step 2: Then click “Exam Status” under the available reports



The screenshot shows the ACCUPLACER Reports page with three report cards: 'Schedule Status', 'Schedule Details', and 'Exam Status'. A red arrow points to the 'Exam Status' card, and its 'VIEW REPORT' button is circled in red.

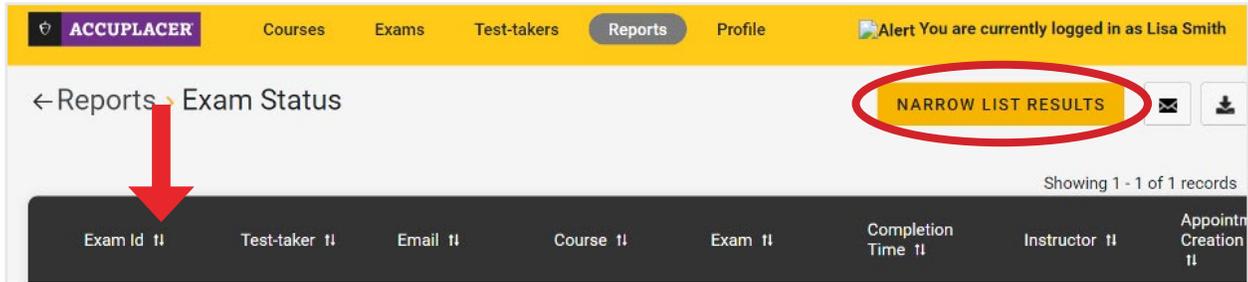
Schedule Status
Identify the test-takers who have, and have not, scheduled a session.
[VIEW REPORT](#)

Schedule Details
Review the details of every scheduled session.
[VIEW REPORT](#)

Exam Status
Evaluate all past exam sessions, including those that require instructor review.
[VIEW REPORT](#)

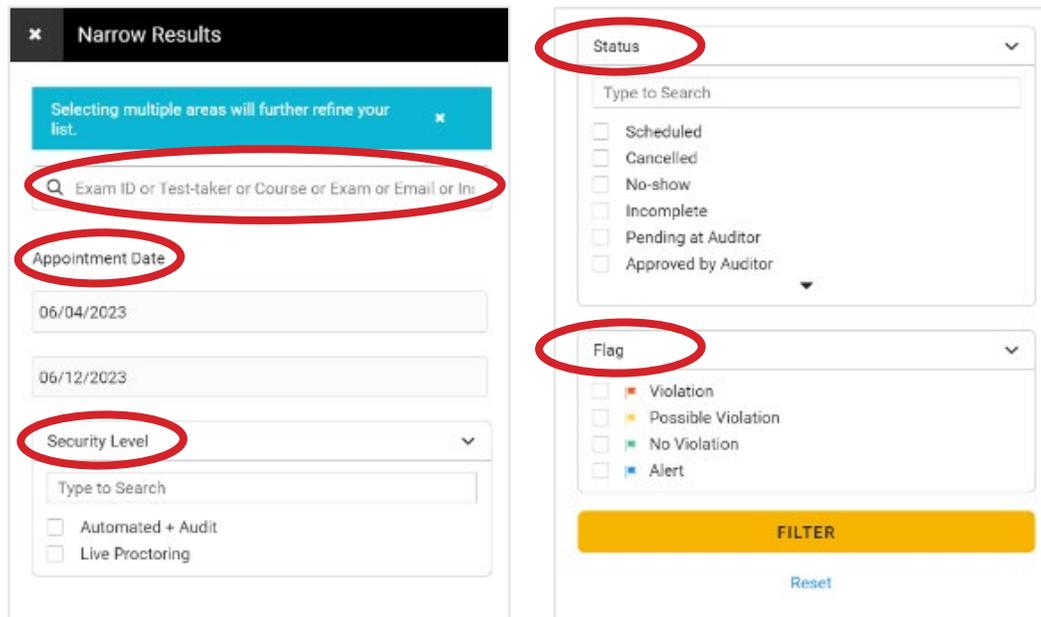
Contact the Examity ACCUPLACER Account Service Team for questions. Email: placement@examity.com

You can sort the columns or click “Narrow List Results” to filter for specific test takers names or Exam IDs.



You can filter by the following data points:

- Exam ID, test takers name or email address
- Appointment date
- Security Level (proctoring modality)
- Appointment status
- Session flag(s)



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You are able to send the report in an email or download it as an excel spreadsheet



The screenshot shows the ACCUPLACER interface. The top navigation bar includes 'COURSES', 'EXAMS', 'TEST-TAKERS', 'REPORTS', and 'PROFILE'. A user alert indicates 'You are currently logged in as Lisa Smith'. The breadcrumb trail is '← Reports > Exam Status'. A 'NARROW LIST RESULTS' button is present, along with two icons: an envelope icon for email and a download icon for Excel, both of which are circled in red. Below the navigation is a table with the following headers: Exam Id, Test-taker, Email, Course, Exam, Completion Time, Instructor, and Appointment Creation.

Exam Id	Test-taker	Email	Course	Exam	Completion Time	Instructor	Appointment Creation
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