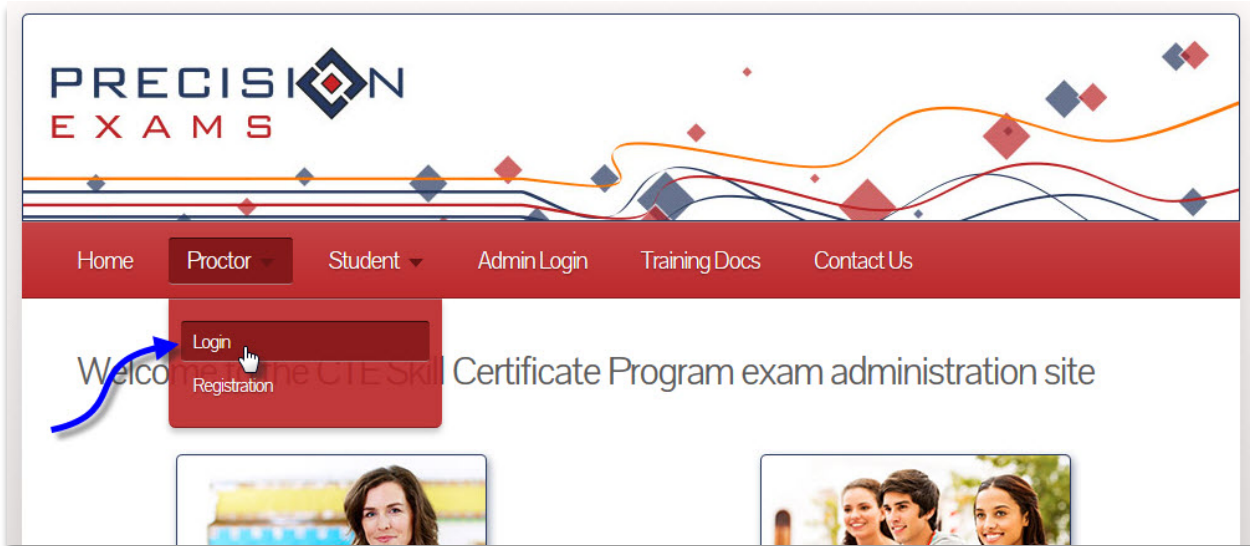


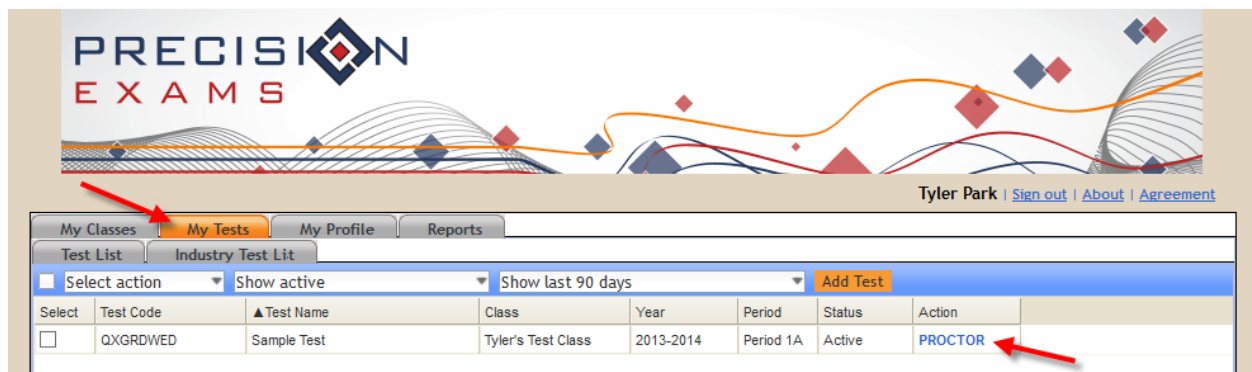
# Printing Certificates and Student Score Reports


Step-by-step instructions for printing certificates and student score reports.

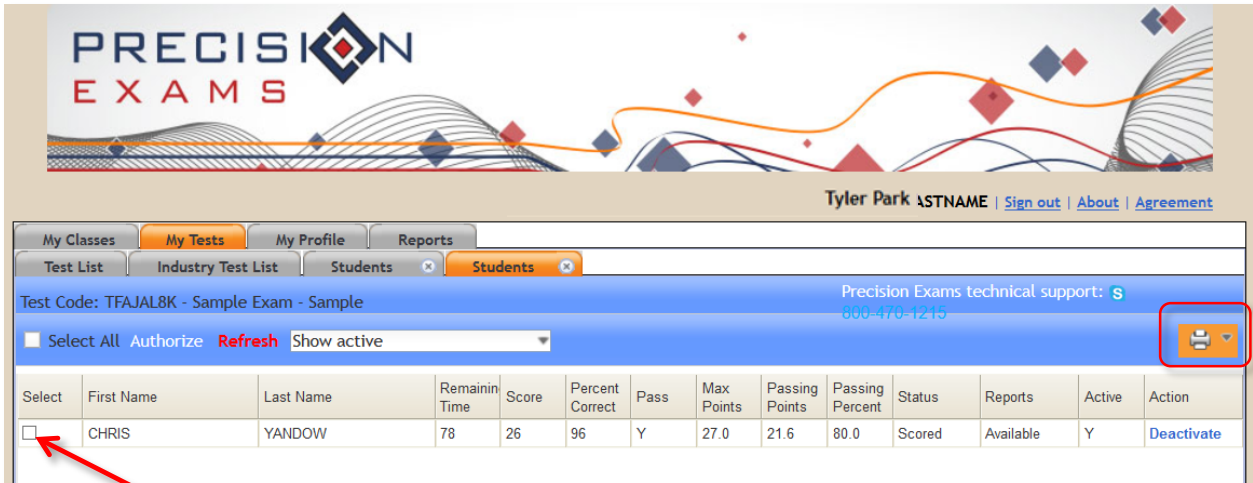
- ◆ Go to your state landing page
- ◆ **Step 1:** Click **Proctor Login**



- ◆ **Step 2:** Login, then click on **My Tests** tab, then click **Proctor** to the right of the appropriate test code you created and gave to the students to login to the test.



- ◆ **Step 3:** To print student certificates and score reports, select the students who achieved a passing score on the exam, and click the  button on the top right. Or for Score Reports you can Select All.



The screenshot shows the Precision Exams user interface. At the top, there is a navigation bar with tabs for 'My Classes', 'My Tests', 'My Profile', and 'Reports'. Below this, there are sub-tabs for 'Test List', 'Industry Test List', 'Students', and 'Students'. The main content area displays a table of student results for a test with code 'TFAJAL8K - Sample Exam - Sample'. The table has columns for 'Select', 'First Name', 'Last Name', 'Remainin Time', 'Score', 'Percent Correct', 'Pass', 'Max Points', 'Passing Points', 'Passing Percent', 'Status', 'Reports', 'Active', and 'Action'. A red arrow points to the 'Select' checkbox for the student 'CHRIS YANDOW'. To the right of the table, there is a blue bar with buttons for 'Select All', 'Authorize', 'Refresh', and a 'Show active' dropdown menu. A red box highlights a print icon in the top right corner of the interface.

Select	First Name	Last Name	Remainin Time	Score	Percent Correct	Pass	Max Points	Passing Points	Passing Percent	Status	Reports	Active	Action
<input type="checkbox"/>	CHRIS	YANDOW	78	26	96	Y	27.0	21.6	80.0	Scored	Available	Y	Deactivate

*-Note- (Certificates will download as a single PDF file, but will have a separate page for each student)*

## Technical Support

For technical support, please contact: [support@precisionexams.com](mailto:support@precisionexams.com)

For immediate assistance, please call: (801)-653-9356

