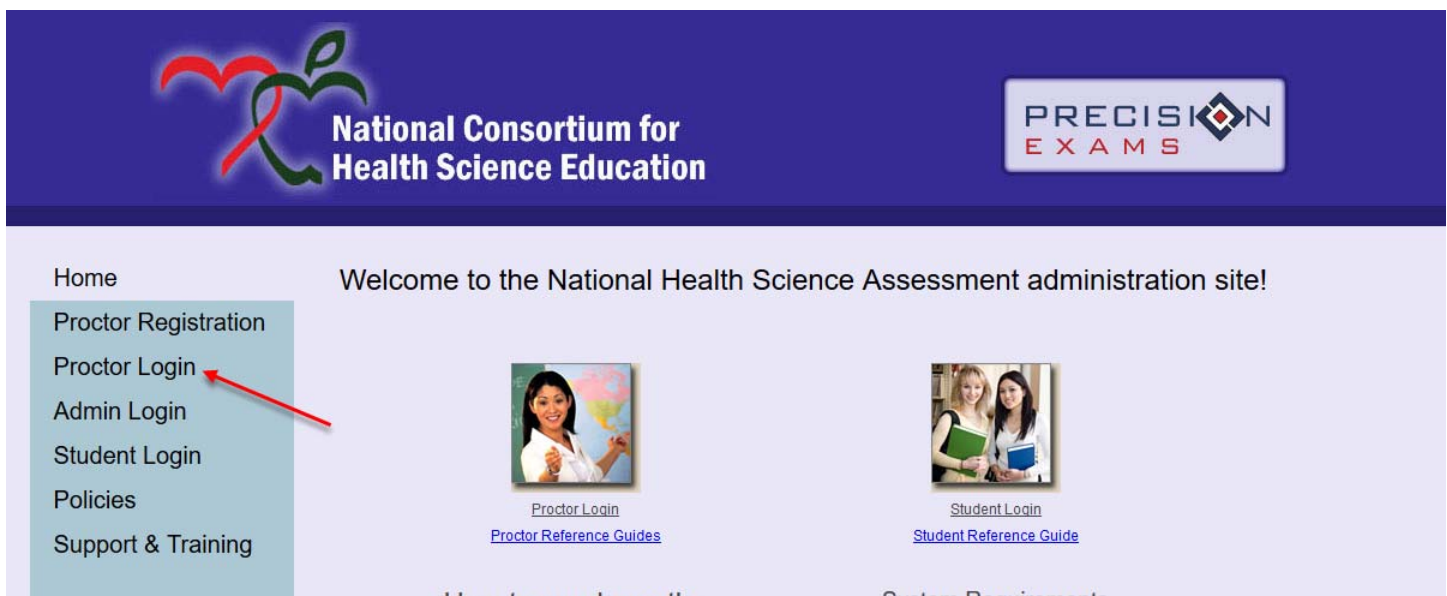


Printing Certificates and Student Score Reports

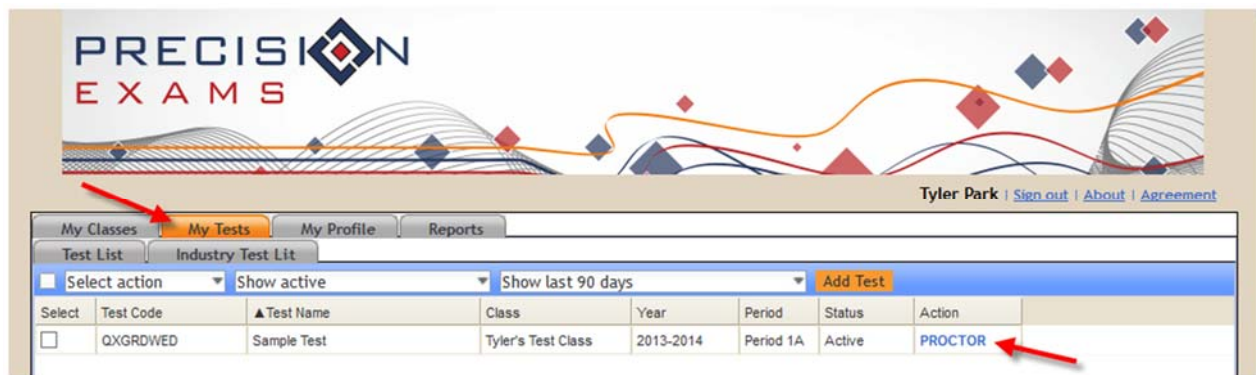
Step-by-step instructions for printing certificates and student score reports.


Go to <http://www.precisionexams.com/nchse>

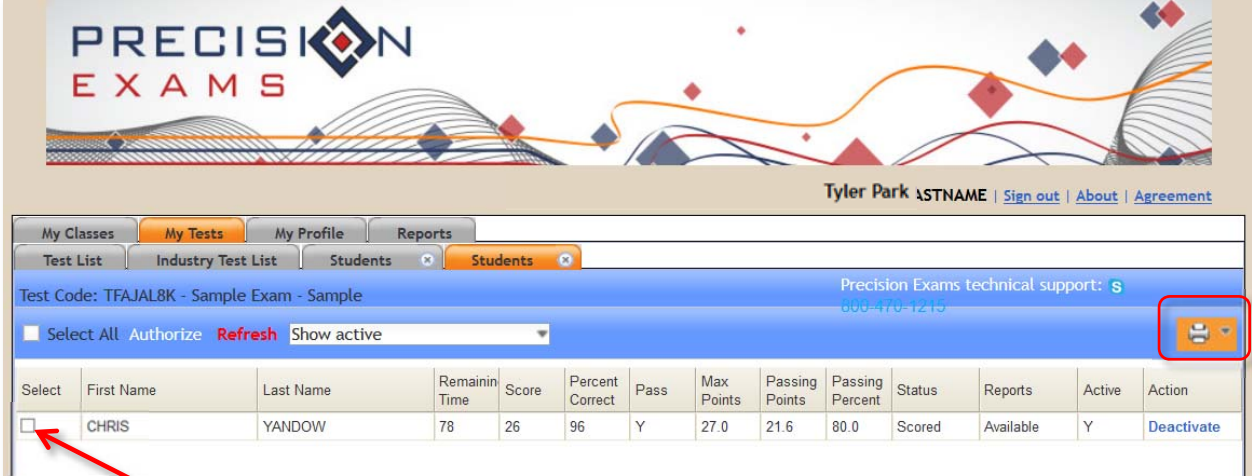
Step 1: Click **Proctor Login**



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 'TFAJALBK - 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'. On the right side of the interface, there is a 'Print' button (represented by a printer icon) which is highlighted with a red box. Above the table, there are buttons for 'Select All', 'Authorize', 'Refresh', and a 'Show active' dropdown menu. The top right of the interface shows the user's name 'Tyler Park', a 'Sign out' link, and 'About' and 'Agreement' links. The Precision Exams logo is visible in the top left 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

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

