



### **TechTip #3 - Retrieving Past Scores (annual and branded-metered licenses only)**

Past test scores are stored on the SkillCheck servers for two years.

You may only access scores generated under your log-in.

**Search For Scores** link is on the **Main Menu** Screen to make it easier for you to access past testing results.

You may search by test name, candidate first or last name, ID number or within a date range. If additional demographic fields are included in your "Search By" screen, you may also use them as criteria.

Hint: If you want all tests for any candidate named "Susan", just enter this in the "First Name" field. When the results display, select the record you want to view.

You may view scores on-screen but must also specify a delivery format and delivery (valid e-mail) address.

Several delivery formats are available - HTML, PDF, Text only and CSV.