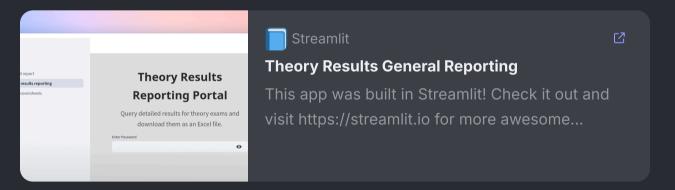
# Theory Results Reporting Portal

An overview of the process of extracting the theory results using the Reporting Portal



# **Accessing the Portal**

Click on the below link to access the reporting portal:





### **Enter the Password**

To access the portal, enter the password.

### **Theory Results Reporting Portal**

Query detailed results for theory exams and download them as an Excel file.

Enter Password



### **Selecting Reporting Period**

#### 1-Start Date

Choose the desired start date for the reporting period

### 2 - End Date

Choose the desired end date for the reporting period

### 3 - Generate Report

Click the 'Query and Download' button to generate the report

# **Vocational Assessment Thoery Reporting Portal** Enter the password to access the Reporting Portal. Password theory Authenticated successfully! Select a date range to query the database and download results as an Excel file. Start Date 2024/11/26 End Date 2024/11/26 Query and Download

# **Downloading Reports**

Click on the 'Download Excel File' button to download the theory results for the desired period.

# **Vocational Assessment Thoery Reporting Portal** Enter the password to access the Reporting Portal. Select a date range to query the database and download results as an Excel file. Start Date 2024/11/01 End Date 2024/11/26 Query and Download Querying database... Query returned 5094 rows. Download Excel File

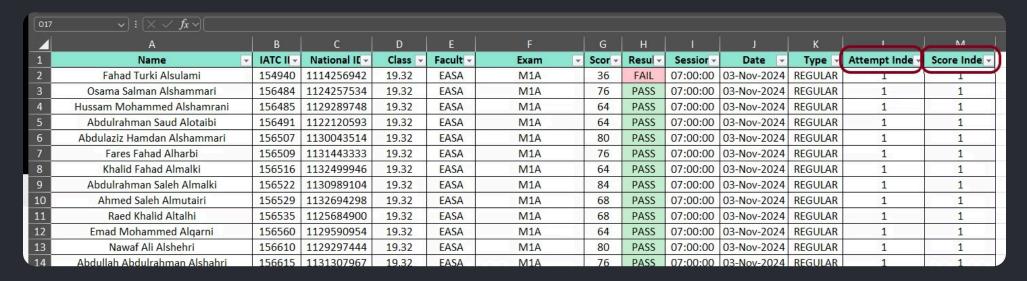
## **Navigating Report Data**

The downloaded report will be an Excel file with the duration present in the file name:



Exam Results (2024-11-01 to 2024-11-26)

The report will include the key data from the daily theory reports sent to Operations in addition to two new columns.



#### 1 - Attempt Index

This column denotes whether a particular exam attempt is the students 1st, 2nd, or 3rd attempt for that subject.

A 1 means it's the student's first attempt.

#### 2 - Score Index

This column denotes whether a particular exam attempt is the student's highest score, second highest, or so on for that subject.

A 1 means it's the student's highest score.



# Benefits of the Reporting Portal

1 Ease of Use

Allows for streamlined access to theory results in Excel format with ease and without the risk of contaminating the records.

**3** Reporting Parameters

Included parameters such as exam attempt number and score index allow for more flexible and focused reporting. **2** Localized Reports

Allows for specific time periods of data to be extracted for localized reporting.

4 Recordkeeping

Provides a central location to access all validated theory results including historical data and with the most updated student list.