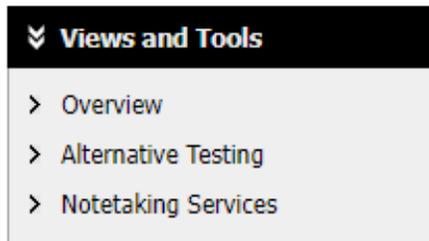


Accessing & Downloading Completed Exam Files Uploaded to ANU Faculty Portal

1. Sign in to the ANU Faculty Portal and click the “Continue to View Student Accommodations” button
 - a. The ANU Faculty Portal can be accessed from the [AccessibleNU homepage](#)
2. Select “Alternative Testing” in the “Views and Tools” box on the left side of the page



3. Select the “Completed Exam Files” tab on the upper right side of the page

[List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

4. At the bottom of the “Completed Exam Files” page, there will be a section called “List Completed Exams by Students (Sorted by Last Uploaded).” This is where the completed exam files can be downloaded from. To download the exam file, select “View” on the left side of the exam file entry.
5. When “View” is selected, an automatic email with a verification code will be sent to the email listed in the ANU Faculty Portal. Look for the email subject line “[ANU] Exam Download Request.” The verification code from this email will need to be entered to download the exam files. Once the code is verified, the exam will automatically download. The same verification code can be used for multiple completed exam files.

Important Note: Code for Verification was sent to your email.

Please check your email right away since the code is only available for **20 minutes**. If you need a new code, simply click on **Back to Exam List**, try to download the file again.

Important Note: Verification code will **APPLY** to all available exams per login session.

Verification

Code *:

Verify Code

Back to Exam List