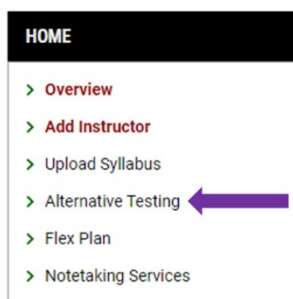


Downloading Completed Exam Files from the ANU Faculty Portal

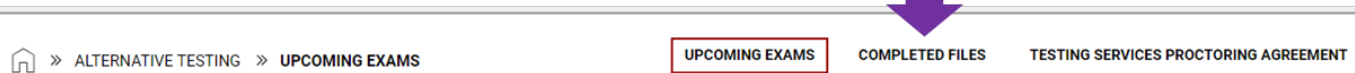
Testing Services returns all completed exams by 12:00pm the following business day via the delivery method indicated in the Testing Services Proctoring Agreement. You will receive a message to your Northwestern email when a completed exam has been uploaded.

Instructors may view and download all completed exams for their course at the same time by logging in to the ANU Faculty Portal and following the steps below.

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



3. Select “Completed Files” at the top of the Alternative Testing module page.



4. Scroll to the appropriate exam and click “Download” to download the completed exam file.

Records Found: 1 (Showing: 1 - 1)										Show Per Page: 100	Page: 1
Download	Proctor	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Requested On
Download	Not Assigned	99999	AIM	101	20	Willy Wildcat	Quiz	06/11/2024	11:30 AM - 12:00 PM (30)		06/11/2024

5. To download up to 10 completed exams at once, select the box to the left of each exam appointment you wish to download and click “Download Selected Exams.”

Records Found: 3 (Showing: 1 - 3)

☐	Download	CRN	Subject	Course	Section	Full Name
☒	Download	99999	TESTING	100-0	01	Mickey Mouse
☒	Download	99999	TESTING	100-0	01	Mickey Mouse
☒	Download	99999	TESTING	100-0	01	Mickey Mouse

 **HANDY TOOLS: DOWNLOAD SELECTED EXAMS**

Important Note: You may select up to 10 completed exams from the table above to download in bulk.

DOWNLOAD SELECTED EXAMS >



Please see the [Managing Exam Files video tutorial](#) for additional assistance or email testing@northwestern.edu with questions regarding Testing Services or the ANU Faculty Portal.