# 11) <br> Skills Builder 

Admin
Screening, Initial Assessment \& Diagnostic Results

## Screening Results

To view the 'Screening' results for the subject in question (English or Maths), Select the 'Screening' button next to that subject.


From here you can use the drop down menu to view the 'Screening' answers, print/save the 'Screening' results as a PDF or view the wrong answers given.

To close the 'Screening' down you select the ' X ' button


## Initial Assessment Results

To view the Initial Assessment results for the subject in question (English or Maths), you select the
'Initial Assessments' button next to that subject.


The Initial Assessment results for the chosen subject will then appear and you can view the 'Answers' given by the learner, Print/Save the Initial Assessment results or view the 'Incorrect' answers given by the learner.


Using the 'Destination' drop down menu, select the 'Save as PDF' option (to just print the result you would pick you desired printer).
Then select the 'Save' button.


To close the 'Initial Assessment' down you select the ' X ' button.


## Diagnostic Results

To view the Diagnostic Assessment results for the subject in question (English or Maths), you select the
'Diagnostic' button next to that subject.


The Diagnostic Assessment results for the chosen subject will then appear and you can view the 'Answers' given by the learner, Print/Save the Diagnostic Assessment results or view the 'Incorrect' answers given by the learner, just as you can for Initial Assessments.


You are then returned to the Assessments view, where you can repeat the above process to view the Screening, Initial Assessment Diagnostics for the other subjects.


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