

# User Instructions for Accessing PREview® Scores in the Testing Services Score Reporting System



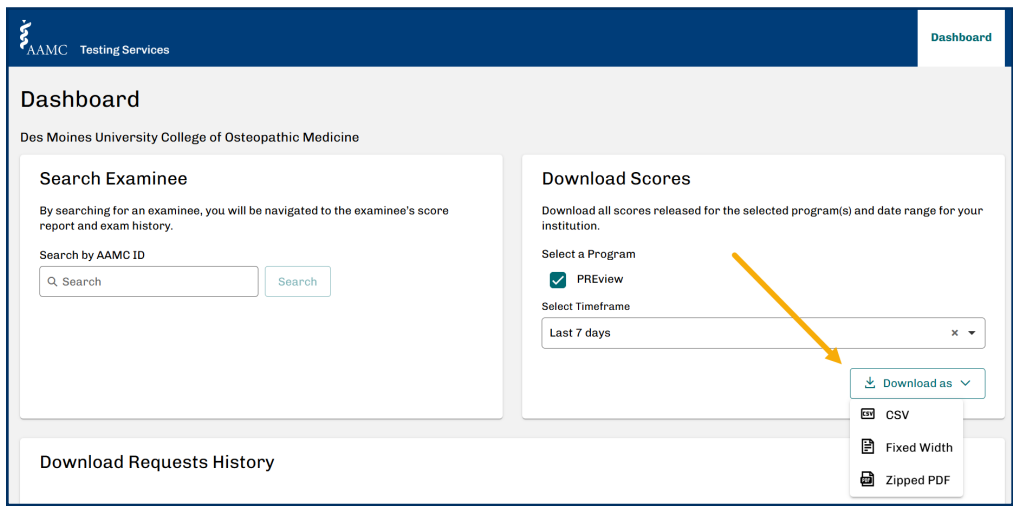
This guide provides instructions for using the Testing Services Score Reporting System to access PREview® scores released to your institution and view individual examinee score reports. Please contact [preview@aamc.org](mailto:preview@aamc.org) with questions.

## Download Scores Released to Your Institution

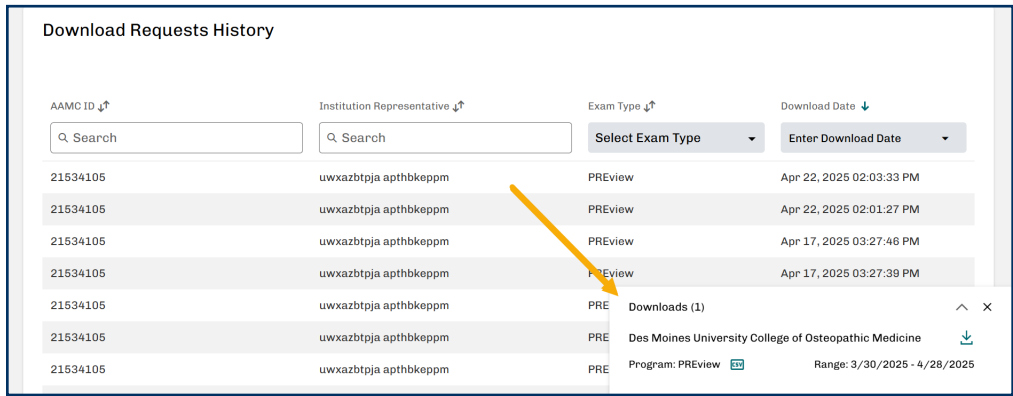
1. Log in to the score reporting system with your AAMC credentials.

2. Navigate to the **Download Scores** card on the dashboard to access all scores released to your institution during a specific time period.
3. Verify that the checkbox next to **PREview** is selected.
4. Select your desired timeline. Select from today, yesterday, last 7 days, last 30 days, or a custom date range. **Note:** Score(s) released to your institution will be available for up to 1 year. The examinee will need to release their score(s) again for you to access it after 1 year.

5. Click **Download As** to select from available file formats (CSV, fixed width, zipped PDF) and download all scores released to your institution. **Note:** CSV and fixed width files will display dates as MM-DD-YYYY. PDF files will display dates as MM DD, YYYY.

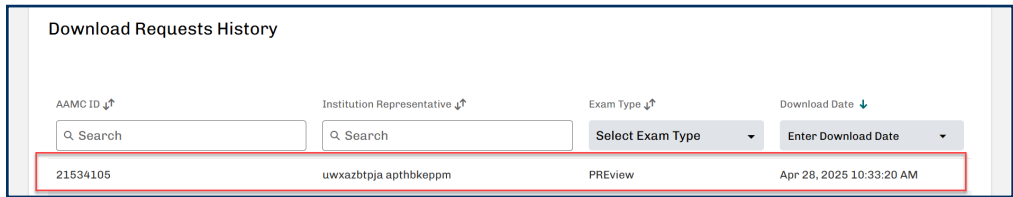


6. Depending on the size of the file, it may take some time for it to download. The pop-up/drawer at the bottom of the page will let you know when the file is ready. Click the **Download** icon to save the file to your computer and open the file. **Note:** All scores for each examinee will be displayed.



AAMC ID	Academic Year	First Name	Last Name	Middle Name	Suffix	Date of Birth	Email	Total Score	Percentile Rank	Confidence Band Low	Confidence Band High	Exam Date
21482695	2026	Test	User			4/1/1999	testuser@test.com	7	85	5	6	2/27/2025
21482699	2019	Test	User			4/1/1999	testuser@test.com	6	66	5	7	6/29/2023
21535699	2025	Test	Examinee			3/1/2000	testexaminee@test.com	6	67	5	7	7/29/2024

7. If you wish to see a record of your institution’s download history, the **Download Requests History** section provides an audit trail so you can monitor who from your institution has downloaded scores. The audit trail includes smart filters and high-level information of all records downloaded within the last year.



# Search and View an Individual Examinee Score Report

8. On the **Search Examinee** card, enter the AAMC ID of the examinee and click **Search**.

The screenshot shows the AAMC Testing Services Dashboard for Des Moines University College of Osteopathic Medicine. The 'Search Examinee' card is on the left, featuring a search input field with the placeholder 'Q Search' and a 'SEARCH' button. An orange arrow points to the 'SEARCH' button. The 'Download Scores' card is on the right, showing options to select a program (with 'PREview' selected) and a timeframe, followed by a 'DOWNLOAD AS' button.

9. If the examinee has released scores to your institution, you will be able to see the following:

- Name
- AAMC ID
- Date of birth
- Program for which the examinee released scores

10. Click **View Score Report** to view the examinee's score report and download a copy.


This screenshot shows the same dashboard after a search. The 'Search Examinee' card now displays results for 'Saline Vance' with their AAMC ID (21482695), date of birth (Jan 01, 1971), and program (PREview). An orange arrow points to the 'VIEW SCORE REPORT' button at the bottom of the results. The 'Download Scores' card remains on the right.

11. The examinee score report similar to that shown below will appear. **Note:** If you cannot find the examinee, the examinee has not released score(s) to your institution within the last year and will need to re-release their score(s) to you.

[/ Score Report](#)

### Score Report

[Save as PDF](#)



PREview® Score Report

Name: Salne Vance  
AAMC ID: 21482695  
DOB: Jan 01, 1971

Exam Date	Total Score	Confidence Bands <sup>1</sup>	Percentile Rank of Score <sup>2</sup>
Feb 27, 2025	7	5-6	97%

NOTES:

1. Test scores, like other measurements, are not perfectly precise. The confidence bands that are shown for the Total Scores above mark the ranges in which the test taker's true scores probably lie.

2. The percentile ranks of scores are the percentages of test takers who received the same scores or lower scores. The percentile ranks are updated on May 1 every year to reflect the results from the three most recent previous calendar years.