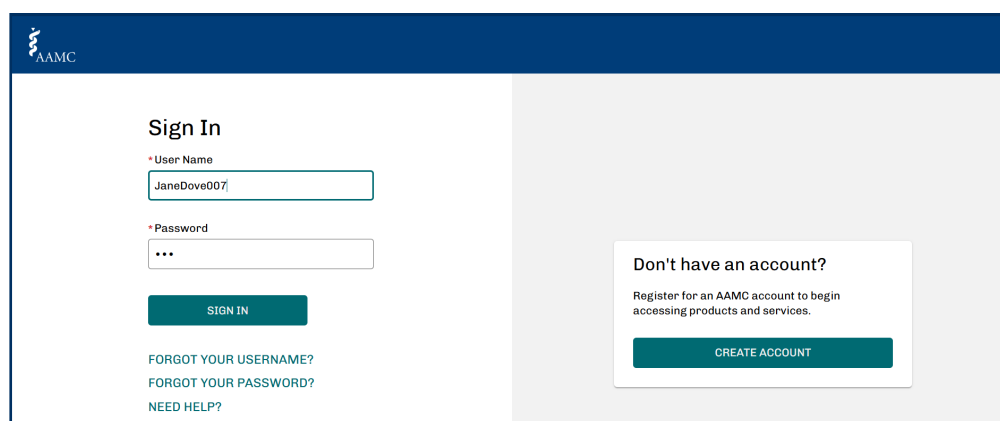


# User Instructions for Accessing MCAT® and PREview® Scores in the Testing Services Score Reporting System

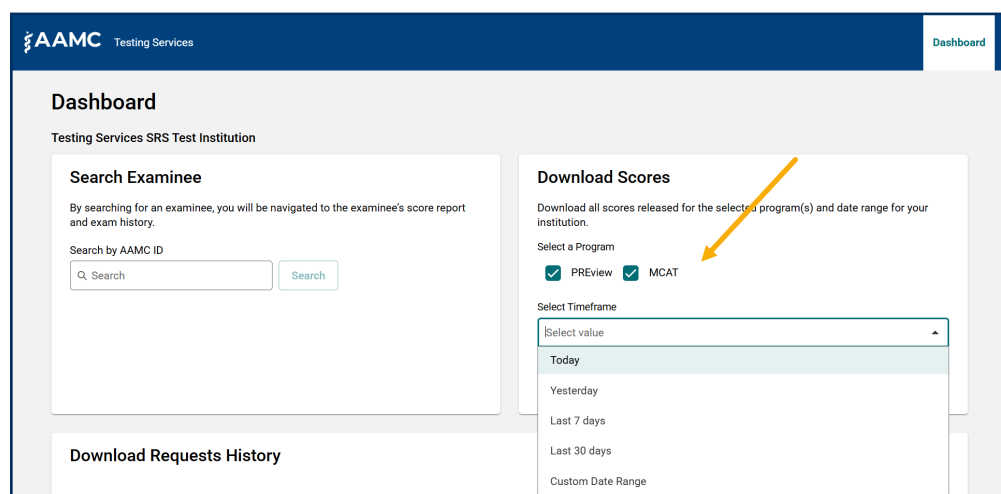
This guide provides instructions for using the Testing Services Score Reporting System to access MCAT® and PREview® scores released to your institution and view individual examinee score reports. Please contact [mcats@aaamc.org](mailto:mcats@aaamc.org) or [previews@aaamc.org](mailto:previews@aaamc.org)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

## Download Scores Released to Your Institution

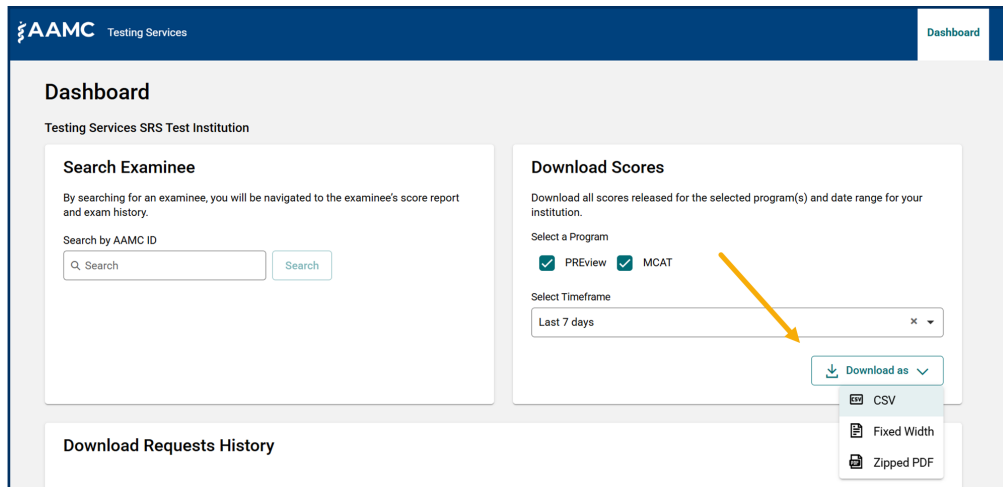
1. Log in to the [Testing Services Score Reporting System](#) with your AAMC credentials.



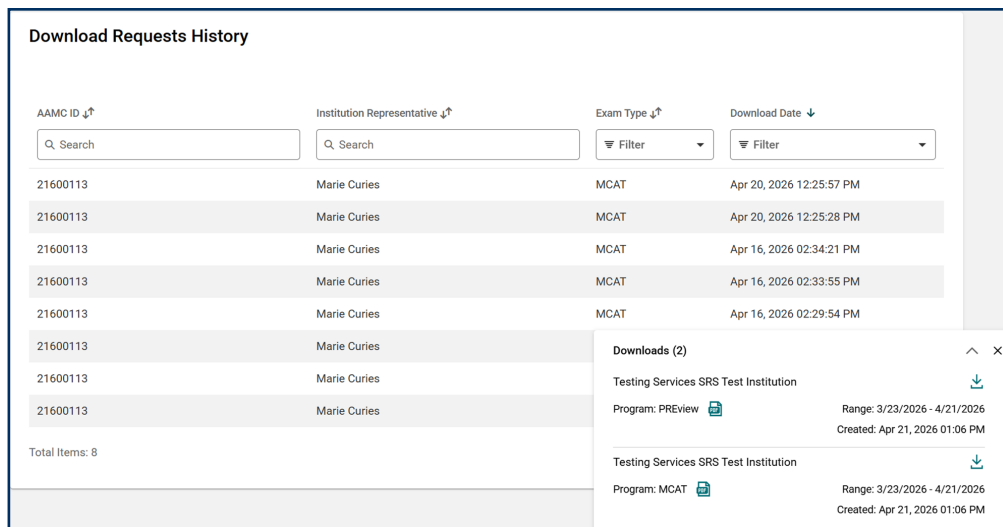
2. Navigate to the **Download Scores** card on the dashboard to access all scores released to your institution during a specific time period.
3. Verify that the checkbox next to **MCAT and/or PREview** is selected, reflecting your score needs.
4. Select your desired timeframe. Select from today, yesterday,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



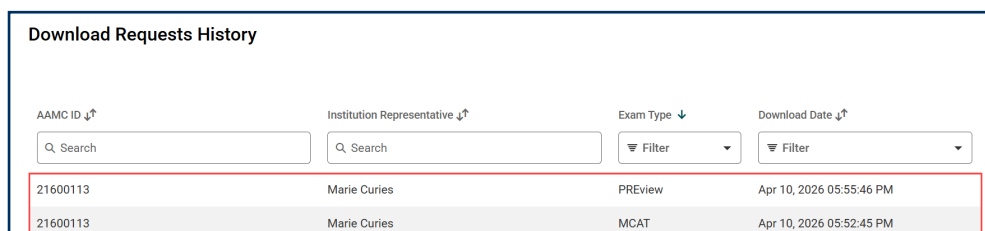
- Click **Download As** to select from available file formats (CSV, Fixed Width, Zipped PDF) and download all scores released to your institution. **Note:** CSV and fixed width files will display dates as MM-DD-YYYY. PDF files will display dates as MM, DD, YYYY.



- Depending on the size of the file, it may take some time 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.

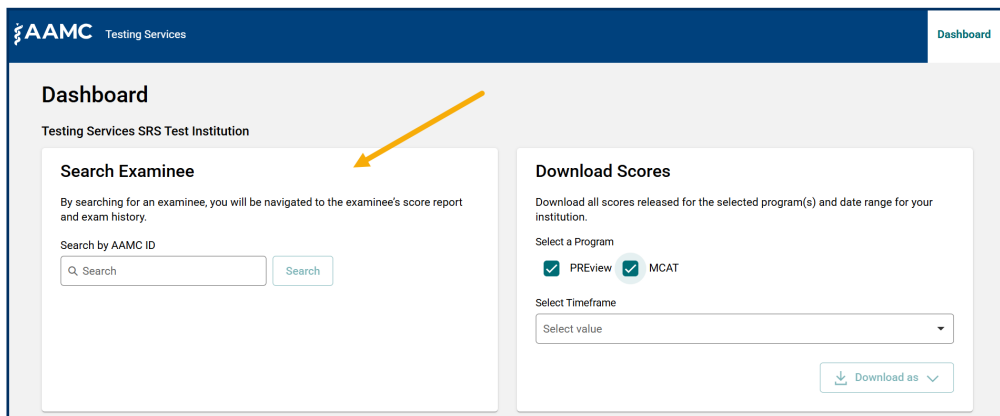


- If you wish to see a record of your institution's download history, the **Download Requests History** section provides an audit trail so you can monitor who from your institution has downloaded scores. The audit trail includes smart filters and high-level information of all records downloaded within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



# Search and View an Individual Examinee Score Report

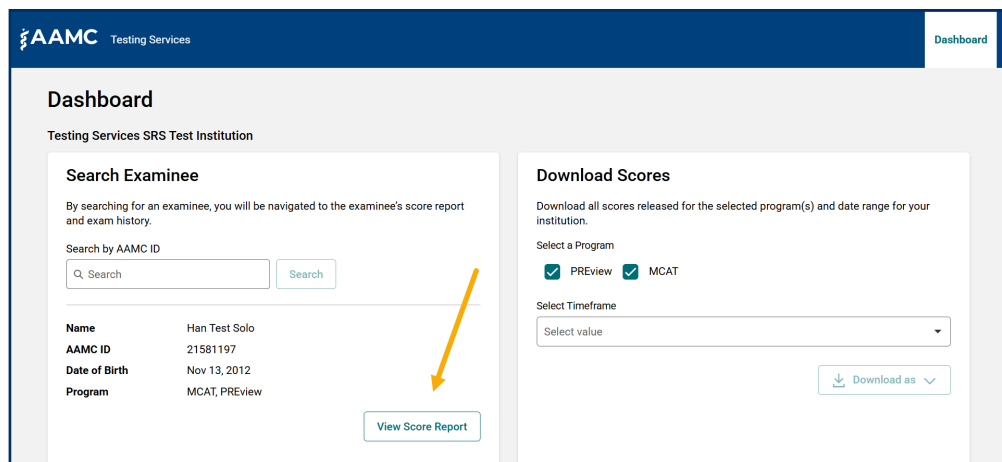
8. On the **Search Examinee** card, enter the AAMC ID of the examinee and click **Search**.



9. You will be able to see the following information if the examinee has released scores to your institution:

- 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.



11. The MCAT and/or PREview examinee score report similar to those 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.

