# A-State Testing Center
Test Results Reporting

The A-State Testing Center will convert to electronic test reporting in the Fall 2023 semester. Instructors will use the same method of providing exams and scoring directions as in previous years. Cover sheets and a limited supply of envelopes are available in the Testing Center.

ShareSpace Test Reports

- All requested test reports will be combined in a PDF file and uploaded to ShareSpace.
- An email will be sent from the ShareSpace platform to the instructor's email address.
- The instructor will receive an email from both ShareSpace and the A-State Testing Center when the test results are uploaded to ShareSpace.

Retrieving Test Results from ShareSpace

- Open the ShareSpace email. Double-click on the file link.
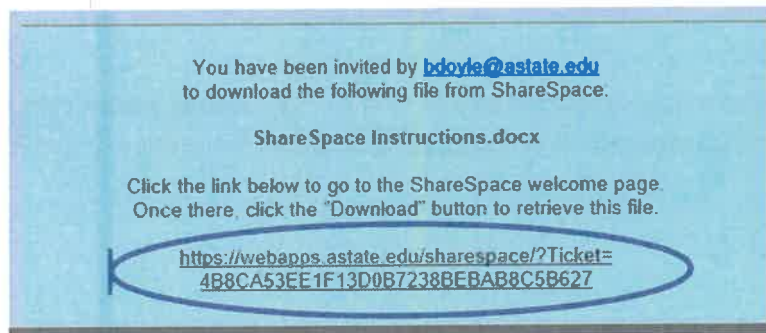
- Click on the download link. (No sign-in or password is required.) Ticket number automatically loads.

New to ShareSpace? Download the PDF manual here.

- Click on the link for the name of your file. When the file opens, you may either save or print your test results. If the file does not automatically open, it can be found in your download file in the upper right-hand corner of the taskbar.

Your file is ready to download.

Click the link below to open the file, or right-click and select "Save As" to save to your computer

Test Results Example for SS.docx

This link expires in 2 days, 20 hours, and 51 minutes.

Return to the ShareSpace Welcome Page
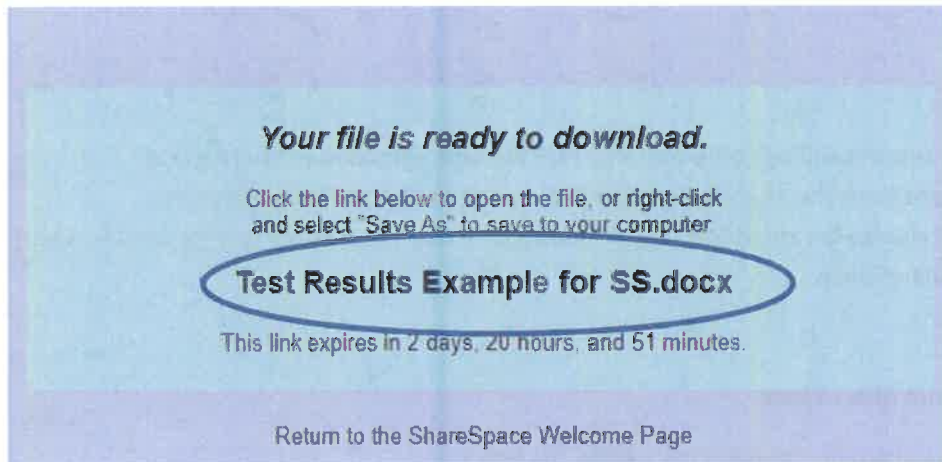
IMPORTANT REMINDER – ShareSpace files expire in three days. **Test results will be sent Monday through Thursday to allow ample time for the instructor to retrieve the test results file.** Friday requests will be handled on an individual basis.