

Viewing exam result summary reports

A guide for heads of training and programme administrators

9 Steps

Created by

WDAT

Creation Date

July 17, 2023

Last Updated

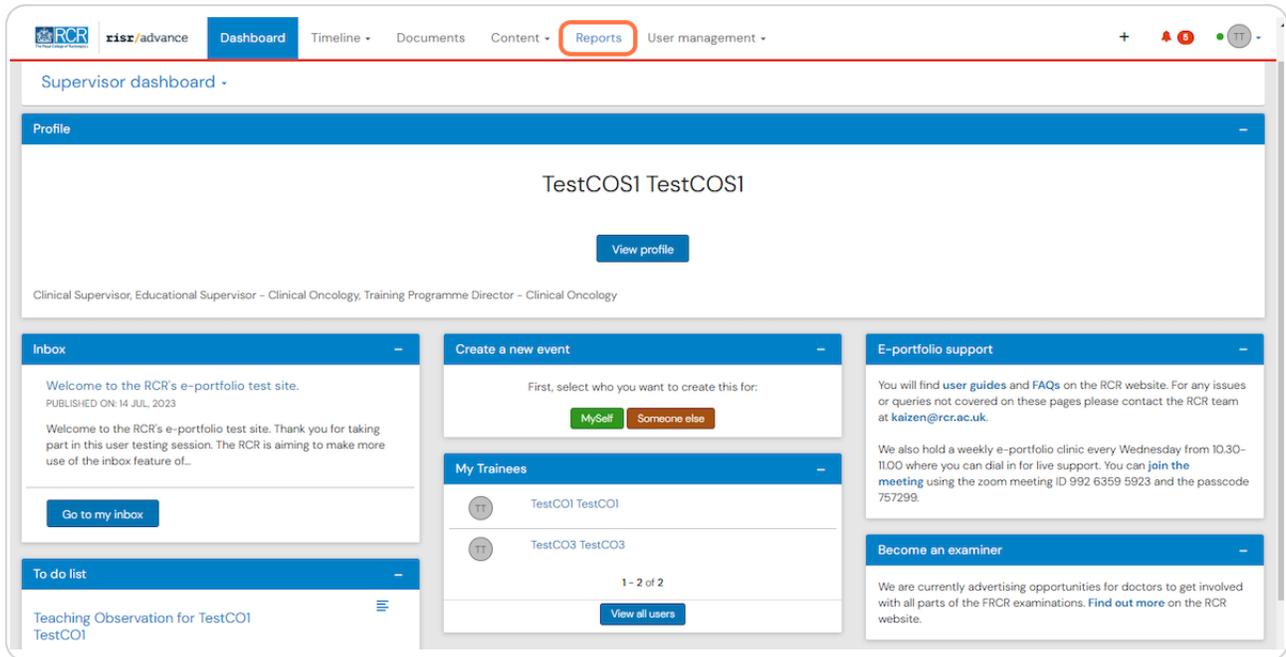
July 17, 2023

STEP 1

This report will allow you to view a summary of exam results for all trainees that you are linked to

STEP 2

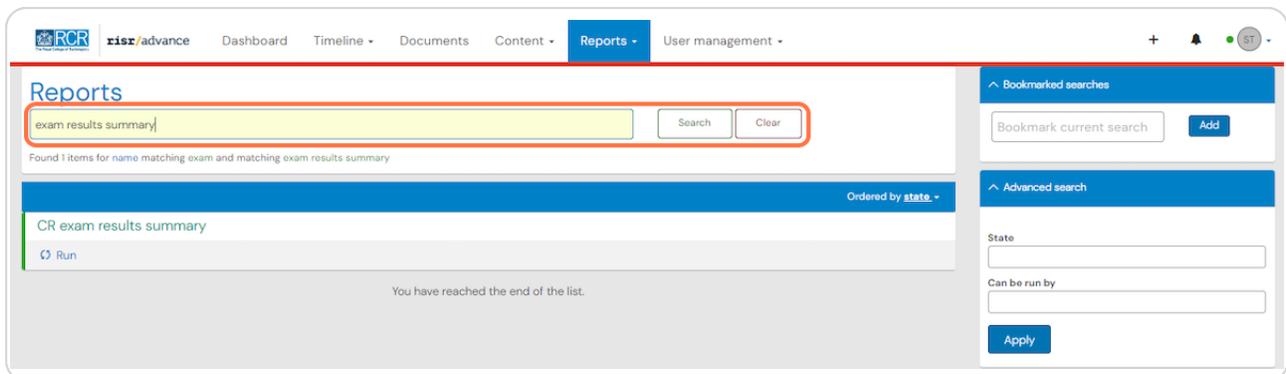
Click on Reports on the task bar at the top of your dashboard



The screenshot shows the RCR Supervisor dashboard. At the top, there is a navigation bar with the RCR logo, 'risx/advance', and several menu items: 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports' (highlighted with a red box), and 'User management'. Below the navigation bar, the main content area is titled 'Supervisor dashboard'. It features a 'Profile' section for 'TestCOS1 TestCOS1' with a 'View profile' button. Below the profile, there are several widgets: 'Inbox' with a 'Go to my inbox' button, 'Create a new event' with 'MySelf' and 'Someone else' buttons, 'E-portfolio support' with text about user guides and a meeting, 'My Trainees' with a list of 'TestCO1 TestCO1' and 'TestCO3 TestCO3' and a 'View all users' button, and 'Become an examiner' with text about opportunities for doctors.

STEP 3

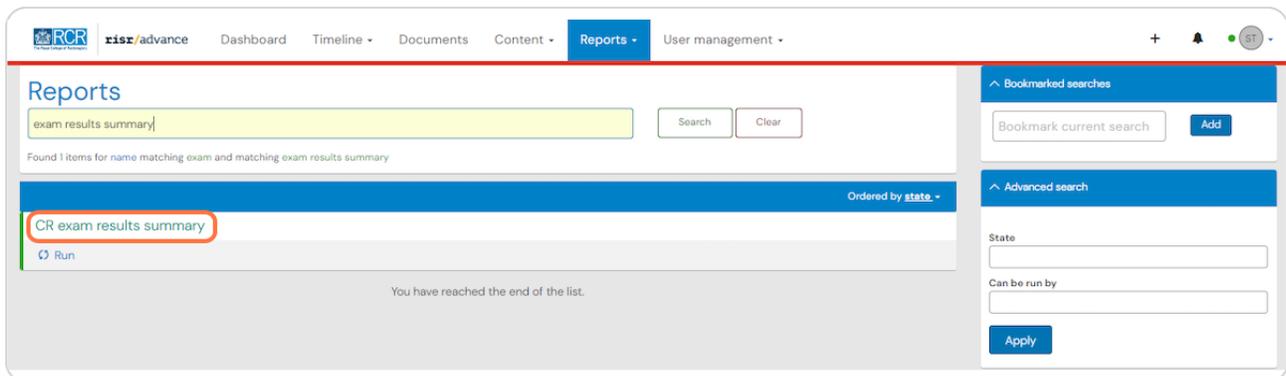
Use the search bar to find the exam results summary report



The screenshot shows the RCR Reports page. At the top, there is a navigation bar with the RCR logo, 'risx/advance', and several menu items: 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports' (highlighted with a red box), and 'User management'. Below the navigation bar, the main content area is titled 'Reports'. It features a search bar with the text 'exam results summary' (highlighted with a red box) and 'Search' and 'Clear' buttons. Below the search bar, there is a message: 'Found 1 items for name matching exam and matching exam results summary'. Below this, there is a table with one row: 'CR exam results summary' and a 'Run' button. To the right of the search bar, there are two sections: 'Bookmarked searches' with a 'Bookmark current search' button and an 'Add' button, and 'Advanced search' with fields for 'State' and 'Can be run by', and an 'Apply' button.

STEP 4

Click on the report

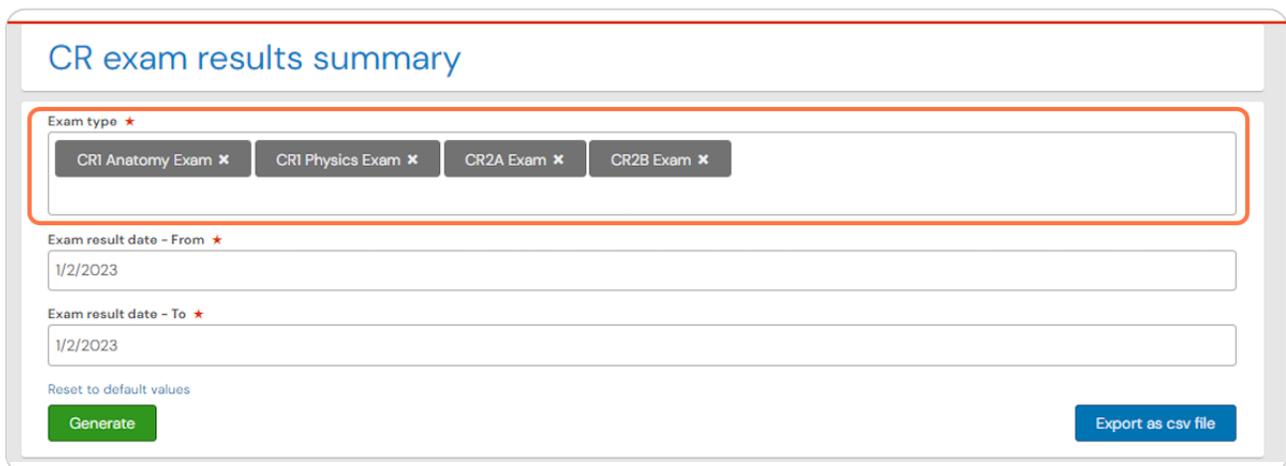


The screenshot shows the RCR Reports interface. At the top, there is a navigation bar with 'Reports' selected. Below the navigation bar, there is a search bar containing 'exam results summary' and buttons for 'Search' and 'Clear'. Below the search bar, there is a message: 'Found 1 items for name matching exam and matching exam results summary'. Below this message, there is a table with one row: 'CR exam results summary'. The text 'CR exam results summary' is highlighted with a red box. Below the table, there is a 'Run' button. To the right of the table, there is a sidebar with 'Bookmarked searches' and 'Advanced search' sections. The 'Advanced search' section has fields for 'State' and 'Can be run by', and an 'Apply' button.

STEP 5

Select which exam types to include in your search

All exams are included by default. You can remove exams from your search by clicking on the X by the exam name.



The screenshot shows the 'CR exam results summary' report configuration page. At the top, there is a title 'CR exam results summary'. Below the title, there is a section for 'Exam type' with a red star icon. This section contains four buttons: 'CRI Anatomy Exam ✕', 'CRI Physics Exam ✕', 'CR2A Exam ✕', and 'CR2B Exam ✕'. Below the 'Exam type' section, there are two date input fields: 'Exam result date - From' and 'Exam result date - To', both containing '1/2/2023'. Below the date input fields, there is a 'Reset to default values' link. At the bottom left, there is a green 'Generate' button. At the bottom right, there is a blue 'Export as csv file' button.

STEP 6

Enter the date range for your report

You can use the date picker or type the date.

Please note that dates relate to when the exam results were released, not the date the exam was sat.

CR exam results summary

Exam type ★

CRI Anatomy Exam ✕ CRI Physics Exam ✕ CR2A Exam ✕ CR2B Exam ✕

Exam result date - From ★

1/2/2023

Exam result date - To ★

1/2/2023

Reset to default values

Generate Export as csv file

STEP 7

Click on Generate

CR exam results summary

Exam type ★

CRI Anatomy Exam ✕ CRI Physics Exam ✕ CR2A Exam ✕ CR2B Exam ✕

Exam result date - From ★

1/2/2023

Exam result date - To ★

1/2/2023

Reset to default values

Generate Export as csv file

STEP 8

You can view the results in the table within the e-portfolio

The screenshot shows the 'CR exam results summary' page. At the top, there are filters for 'Exam type' (CRI Anatomy Exam, CRI Physics Exam, CR2A Exam, CR2B Exam), 'Exam result date - From' (1/2/2023), and 'Exam result date - To' (17/7/2023). Below these are buttons for 'Generate' and 'Export as csv file'. A 'Download PDF' button is also present. The main table displays the following data:

Trainee	Exam	Previous attempts	Result	Pass mark	Total score	CR2B - Rapid reporting score	CR2B - Long reporting score	CR2B - Oral 1 score	CR2B - Oral 2 Score
Zoe Washburne (training account only)	CRI Anatomy Exam	-	Passed	145	165	-	-	-	-
Zoe Washburne (training account only)	CRI Anatomy Exam	-	Passed	145	165	-	-	-	-
Zoe Washburne (training account only)	CRI Anatomy Exam	-	Passed	145	165	-	-	-	-
Jake Neale (training account only)	CRI Anatomy Exam	3	Passed	145	147	-	-	-	-
Jake Neale (training account only)	CRI Anatomy Exam	3	Passed	145	147	-	-	-	-

STEP 9

You can also export results as a csv file or download the table as a pdf by clicking the appropriate button

This screenshot is identical to the one in Step 8, but with red boxes highlighting the 'Download PDF' button and the 'Export as csv file' button to indicate the actions described in the text.

