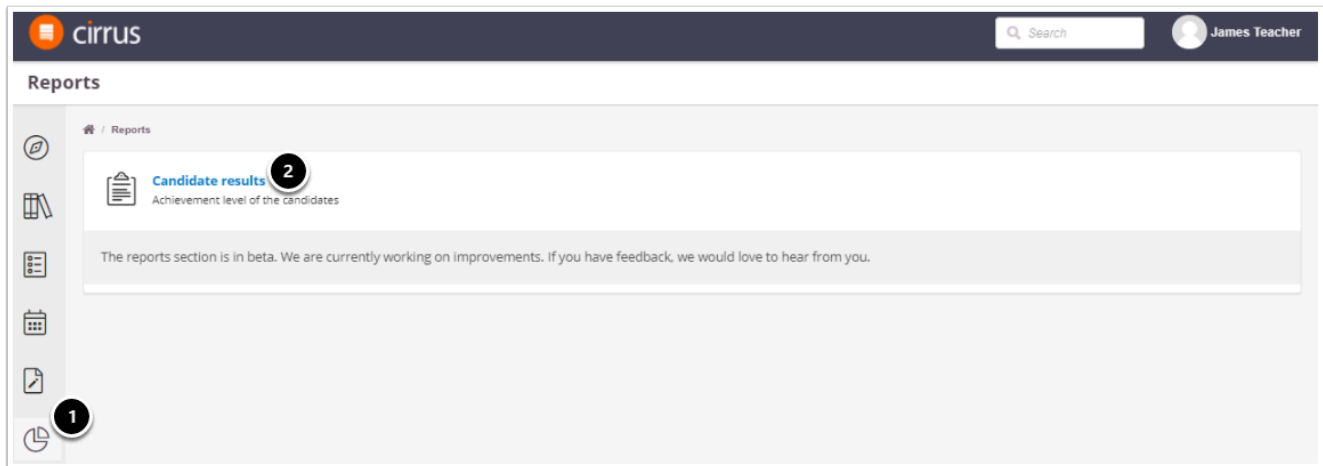
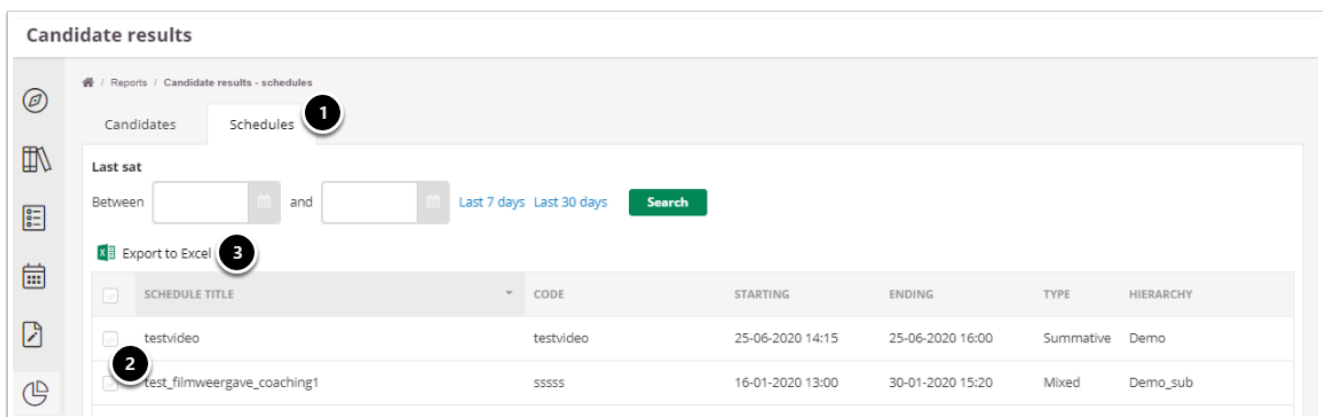


How do I export the results of the assessment to Excel?

As soon as exam results have been [published](#), Cirrus offers several reports about the results. These reports can be exported to Excel.

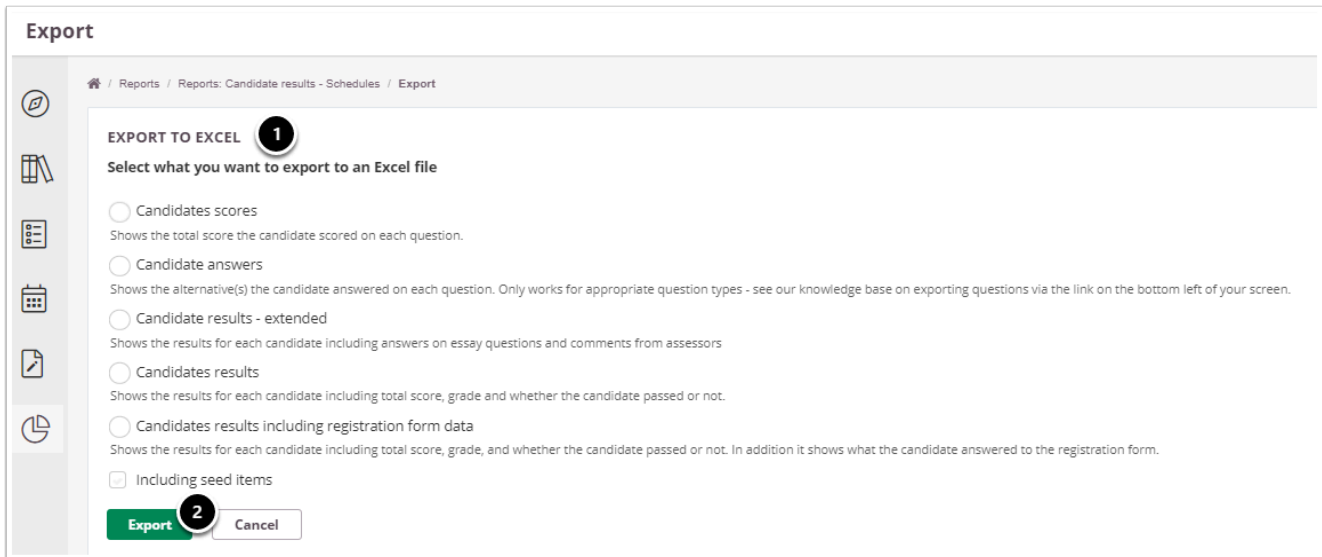


1. Click **Reports**.
2. Click **Candidate results**.



1. Click **Schedules**.
2. Select the exams of which you want to download the results.
3. Click **Export to Excel**.

Werkinstructies



Export

Home / Reports / Reports: Candidate results - Schedules / Export

EXPORT TO EXCEL 1

Select what you want to export to an Excel file

- ☐ Candidates scores
Shows the total score the candidate scored on each question.
- ☐ Candidate answers
Shows the alternative(s) the candidate answered on each question. Only works for appropriate question types - see our knowledge base on exporting questions via the link on the bottom left of your screen.
- ☐ Candidate results - extended
Shows the results for each candidate including answers on essay questions and comments from assessors
- ☐ Candidates results
Shows the results for each candidate including total score, grade and whether the candidate passed or not.
- ☐ Candidates results including registration form data
Shows the results for each candidate including total score, grade, and whether the candidate passed or not. In addition it shows what the candidate answered to the registration form.
- ☒ Including seed items

2 **Export** Cancel

1. Select one of the options to generate an Excel report.
2. Click **Export**. The report will be downloaded onto your computer instantly.