

GMAT[®]

SCORE REPORTS



THE **GRADUATE MANAGEMENT ADMISSION COUNCIL**[®]

Web Site Customer Service

For these issues...	Contact
For Score Report Users <ul style="list-style-type: none">• Username/password issues• Changes to access permissions (such as which school/program data you can access and whether you can view test-taker photos)	Your School Site Administrator If you don't know who your School Site Administrator is, please e-mail the GMAT® School Associate Manager at gmatsbyprogram@gmac.com . You may also call 1-866-706-0403 or 1-703-668-9603.
For School Site Admins <ul style="list-style-type: none">• Changes to institution, school, or program information (addition/removal of programs and ability to view test-taker essays)• Issues related to activating/deactivating a website user account• Questions about the Terms of Use Agreement• Ideas for site enhancements	GMAT® School Associate Manager at gmatsbyprogram@gmac.com . You may also call 1-866-706-0403 or 1-703-668-9603.
For Technical Issues <ul style="list-style-type: none">• Problems accessing, searching for, or displaying score reports or photographs• Problems downloading score reports (PDF files or data files)• Technical issues, such as problems related to specific pages of the site• Issues related to modifying your School Site Administrator profile	Pearson VUE at GMATTechSupport@pearson.com . You may also call one of the following regional phone numbers: <ul style="list-style-type: none">• U.S. and Canada (toll-free): 1-888-695-8378 7:00 a.m. to 7:00 p.m. Central Time• Other countries in Americas region: 1-952-681-3872 7:00 a.m. to 7:00 p.m. Central Time• Europe/Middle East/Africa: +44 (0) 161 855 7459 8:00 a.m. to 6:00 p.m. GMT• Asia Pacific: +603 8318 9963 05:00 - 20:00 (Malaysia Standard time, UTC/GMT +8 hours) - Monday 08:00 - 20:00 (Malaysia Standard time, UTC/GMT +8 hours) - Tuesday to Saturday

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Introduction

Welcome! This user guide provides information about using the GMAT® Score Reports Web site. The guide is intended for users who access score reports for GMAT® test takers through the site and for users who administer the site for a school. This chapter provides introductory information about the Web site and contains these sections:

- Overview (page 2)
- What You Need to Use the Web Site (page 3)
- Logging In (page 4)
- Navigating the Web Site (page 7)

Overview

The GMAT® Score Reports Web site provides each graduate management program that receives GMAT® scores with quick, convenient access to test-taker score reports. The site has been designed to be extremely easy for all types of users—no technical expertise is needed!

Using the Web site, your graduate management program can do the following:

- Access score reports sent to the program. Scores can be accessed as soon as test takers make them available to your program, which means you do not need to wait to receive paper score reports by mail.
- View all reports made available to your program during a certain time period, view only the reports for specific test takers, or search for just the score reports in which you are interested.
- Print the reports you've selected or save reports on your computer as PDF, TXT, or CSV files. Your program can control how score reports are managed and whether paper copies are needed.
- View and print test-taker photos, which are taken at the test center before test takers are seated for the GMAT® exam.
- Download score report data to a computer at your school and import the data into your own database.
- View the contact information GMAC® has on file for your institution, schools, and programs.
- Use the simple tools available on the site to manage accounts for users at your school and provide each user with access to the test-taker information he or she requires.

At each school, there are two main user roles on the GMAT® Score Reports Web site:

- **Score Report Users**—These users log in to the Web site to view, print, and download GMAT® score reports.
- **School Site Administrators**—Administrators are responsible for setting up accounts for new Score Report Users at a school and specifying which features and score reports they can access. They also edit account information for existing users, reset user passwords, activate/deactivate user accounts as well as update GMAT Program contact/address information. These users can also access GMAT® score reports, if needed.

What You Need to Use the Web Site

To use the Web site, you need the following items:

- High-speed Internet connection—Your school needs access to a high-speed Internet connection that is not a dial-up connection. In addition, be sure there are no firewalls or security software that prevents you from accessing the Web site. (The technical support staff at your school should be able to help you with any issues.)
- Computers running the Microsoft® Windows XP®, Microsoft® Windows® 2000, Microsoft® Windows® 7, or Apple® Mac OS® operating systems.
- Adobe® Reader®—Reports on the Web site are displayed with the Adobe® Reader® application. In addition, displaying this user guide by clicking the **Help** link on the Web site requires Adobe® Reader®. To download the most recent version, visit www.adobe.com.
- Username and password—The GMAT® School Associate Manager provides each School Site Administrator with a username and password. The administrator can then create Web site accounts for Score Report Users at your school and provide each user with a username and password.
- Web site address—www.pearsonvue.com/gmatcores

Need help?

The Customer Service link that appears on each page of the Web site provides information about how to get help with a variety of issues. This information is also included on page ii of this guide.

Logging In

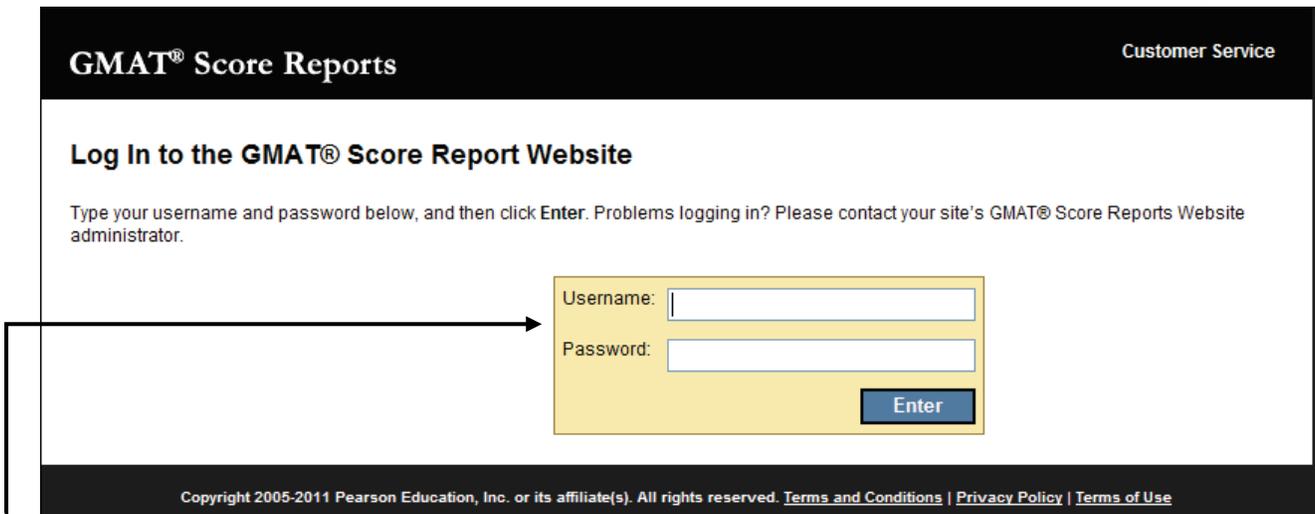
To log in to the GMAT® Score Reports Web site, type the following in the URL. Then press the **Enter** key.

www.pearsonvue.com/gmatscores



The Login screen is displayed as described below. The **Customer Service** link and the links at the bottom of the screen are available on all pages of the Web site

Click the **Customer Service** link for information about whom to contact regarding various Web site issues.



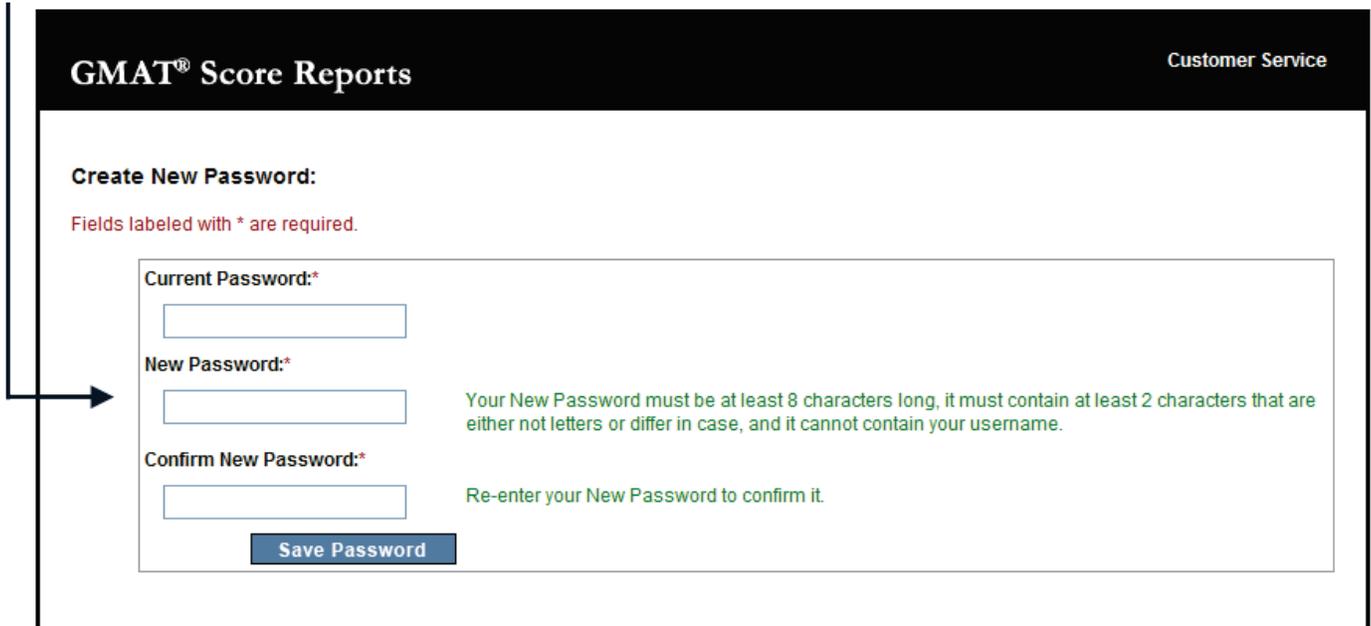
To log in, enter your username and password in these fields and click **Enter**.

Note: If a password is entered incorrectly three times in a row, your account will be made inactive. If you are a Score Report User and you forget your password, your School Site Administrator can reset it for you. If you are a School Site Administrator, contact the GMAT® School Associate Manager to have your password reset.

The links at the bottom of the screen provide the information indicated by the link name.

If you are logging in to the Web site for the first time, or if your password has been reset, you are asked to create a new password. Follow the instructions below to set up a new password.

In the **Current Password** field, type the password you initially used to log in. Type a new password in the **New Password** field, and then type it again in the **Confirm New Password** field. Click **Save Password** to continue. (See screen instructions for more details about passwords.)



The screenshot shows a web form titled "GMAT® Score Reports" with a "Customer Service" link in the top right. The main heading is "Create New Password:". Below this, a red note states "Fields labeled with * are required." The form contains three input fields: "Current Password:*", "New Password:*", and "Confirm New Password:*". To the right of the "New Password" field, green text provides instructions: "Your New Password must be at least 8 characters long, it must contain at least 2 characters that are either not letters or differ in case, and it cannot contain your username." To the right of the "Confirm New Password" field, green text says "Re-enter your New Password to confirm it." A blue "Save Password" button is located at the bottom of the form. An arrow from the left points to the "New Password" field.

GMAT® Score Reports Customer Service

Create New Password:

Fields labeled with * are required.

Current Password:*

New Password:*
 Your New Password must be at least 8 characters long, it must contain at least 2 characters that are either not letters or differ in case, and it cannot contain your username.

Confirm New Password:*
 Re-enter your New Password to confirm it.

When you log in to the Web site for the first time, you must agree to the Terms of Use for the GMAT® Score Reports Web site before using the site. The Terms of Use agreement is displayed on the screen as shown below.

- Carefully read the terms, and then click the **I Agree** or **I Disagree** button.
- If you click **I Disagree**, you are not logged in to the Web site.
- If you click **I Agree**, your Web site home page is displayed as described in the next section of this guide.
- The **Terms of Use** link is displayed at the bottom of each page of the Web site. Click the link to review the terms at any time.

GMAT® Score Reports Customer Service

GMAT® SCORE REPORT TERMS OF USE AGREEMENT

You must agree to the following GMAT® Score Report Terms of Use Agreement before you can proceed. Click "I Agree" if you agree to the Terms of Use. Click "I Disagree" if you do not agree. (If you do not agree to the stated terms, you will not be permitted to log in to the GMAT® Score Reports Web site.)

I am a representative of a graduate institution and or scholarship/fellowship program (the "GMAT® Program") authorized by the Graduate Management Admission Council® (GMAC®) to receive and/or access Graduate Management Admission Test® (GMAT®) score reports. I am the Primary Contact/Site Administrator for the GMAT® Program (or one of its schools) and/or I have been authorized by such GMAT® Program to access GMAT® score reports. If I am a Primary Contact/Site Administrator, I have the authority to contractually bind the GMAT® Program to this GMAT® Score Report Terms of Use Agreement (the "Agreement"), and on my own behalf and on behalf of the GMAT® Program, I agree that the GMAT® Program's and its Authorized Users' and Licensees' (defined below) access to and use of the GMAT® score reports, including but not limited to any access through the Score Report Web Site at <http://www.pearsonvue.com/qmatscorereport/login.html> ("Score Report Web Site"), are subject to the terms and conditions in this Agreement stated below. If I am not the Primary Contact/Site Administrator, I agree on my own behalf that my access to and use of any GMAT® score reports and/or the Score Report Web Site is subject to the following terms and conditions:

1. **Authorized Uses and Users of Score Report Data:** GMAC® is granting the GMAT® Program and its "Authorized Users", as designated either online at <http://www.pearsonvue.com/qmatscorereport/login.html> or in a hard copy on a GMAC® Score Report Recipients Eligibility Form, a nonexclusive, revocable license to receive, access and use GMAT® score reports. If the GMAT® Program has been authorized to use the Score Report Web Site, GMAC® is granting the GMAT® Program and its Authorized Users a nonexclusive, revocable license to receive access and use any and all of the information on the Score Report Web Site. (The score reports and information accessed through the web site shall be referred to collectively as the "Score Report Data"). The Score Report Data is for use only by (a) the GMAT® Program and its Authorized Users; and (b) contractors of the GMAT® Program who have a need to know the information in order to perform services for the GMAT® Program, ("Contractors") who are subject to nondisclosure obligations, and who understand and agree to this Agreement and the Privacy Policy for this Score Report Web Site <http://www.pearsonvue.com/qmatscorereport/login.html>. The GMAT® Program, its Authorized Users and its Contractors (if any) are collectively referred to herein as the "Licensees". Licensees shall use Score Report Data only for purposes of evaluating applicants for the GMAT® Program's educational, financial aid and/or scholarship and fellowship programs. Licensees shall not use Score Report Data for any other purpose and shall not copy, modify, publish, release, lend, sell, rent, provide access to

Navigating the Web Site

After you log in to the Web site, your home page is displayed. The home page for a Score Report User is illustrated below, and the home page for a School Site Administrator is shown on the next page. The features highlighted in these illustrations are available on all pages of the Web site. The content in the center of the screen is the only thing that changes when you move to a different area of the site.

The tabs at the top represent main areas of the Web site to which your user role has access. Click a tab to move to the corresponding area. These tabs are described in Chapters 2 and 3 of this guide.

Your **institution name** and **role** (Score Report User) are displayed in the upper right corner of every page.

The **Help** link displays this user guide. The **Resources** link displays information about data file layouts and codes. The **Home** link returns you to this home page. The **Log Out** button ends your Web site session and logs you out of the site.

GMAT® Score Reports Customer Service | Help | Resources | Home | **LOGOUT**
GMAC® University - School Site Administrator

Institutions Programs Users My Profile Score Reports Management Reports

GMAT® Score Reports

Use the links above to...

- View/edit information about your institution.
- View/edit information about programs within your school.
- View/edit account information for users associated with your school.
- Change your contact information, permissions and password.
- View or download score reports and data.
- View or download management reports.

News and Announcements

OUTAGE NOTIFICATION
There will be a Pearson VUE system outage this Saturday, August 14, 2010. The outage will occur during our standard outage window — Saturday, 6:00 p.m.–Sunday, 6:00 a.m. (These times are US Central Time, or -5 hours Greenwich Mean Time.) The GMAT® Score Reports Web site will not be available during this time.

Management Reports are Available!
The 2010 January–June Statistical Summary and April–June Quarterly Roster reports are now available. If you have questions or comments, please email us at GMATTechSupport@pearson.com.

The home page for a School Site Administrator is shown below.

Your **institution name** and **role** (School Site Administrator) are displayed in the upper right corner of every page.

The tabs at the top represent main areas of the Web site to which your user role has access. Click a tab to move to the corresponding area. These tabs are described in Chapters 2 and 3 of this guide.

The **Help** link displays this user guide. The **Home** link returns you to this home page. The **Log Out** button ends your Web site session and logs you out of the site.

The screenshot shows the GMAT® Score Reports web site interface. At the top, there is a navigation bar with the following elements: "Customer Service | Help | Resources | Home | LOGOUT" (where LOGOUT is in an orange button) and "GMAC® University - School Site Administrator". Below this is a secondary navigation bar with tabs: "Institutions", "Programs", "Users", "My Profile", "Score Reports", and "Management Reports". The main content area is titled "GMAT® Score Reports" and contains the text "Use the links above to..." followed by a bulleted list of actions: "View/edit information about your institution.", "View/edit information about programs within your school.", "View/edit account information for users associated with your school.", "Change your contact information, permissions and password.", "View or download score reports and data.", and "View or download management reports." Below this is a "News and Announcements" section with a speaker icon. It includes an "OUTAGE NOTIFICATION" about a system outage on August 14, 2010, and a "Management Reports are Available!" notice regarding 2010 statistical and roster reports, with a link to GMATTechSupport@pearson.com. A vertical scrollbar is visible on the right side of the content area.

Test-Taker Reports

This chapter provides information about accessing test-taker data through the GMAT® Score Reports Web site. This chapter covers features that are available when you click the **Score Reports** and **Management Reports** tabs. The chapter contains these sections:

- Report Options (page 10)
- Running Reports (page 11)
 - Viewing all score reports for a selected time period (page 13)
 - Viewing all photo reports for a selected time period (page 14)
 - Viewing a list of test takers who submitted scores during a selected time period (page 16)
 - Searching for test takers (page 18)
 - Downloading score data (page 20)
 - Viewing management reports (page 22)
- Viewing Reports Using Adobe® Reader® (page 23)
 - Score report example (page 26)
 - Photo report example (page 27)

Report Options

The GMAT® Score Reports Web site provides several methods of accessing test-taker score information. A test taker must specifically choose to make his or her scores available to a graduate management program. When you select a program on the Web site, you will only see score reports for test takers who have made their scores available to that program. You can only select a program if your School Site Administrator has granted you access to that program. If you have not been granted access to a program, you will not be able to select that program and access test-taker reports sent to that program.

You can access three main types of test-taker data using the GMAT® Score Reports Web site:

- **Test-taker score reports**—You can view score reports in PDF format on your computer screen. You can also print the reports and save the PDF files on your computer.

To generate a score report, refer to “Running Reports” on page 11. For information about the reports that are displayed, see “Viewing Reports Using Adobe® Reader®” on page 23.

- **Test-taker photograph reports**—You can view test-taker photo reports in PDF format on your computer screen. (All test takers are photographed at the Pearson VUE test center before being seated for the GMAT® exam.) You can also print the reports and save the PDF files on your computer.

To generate a photo report, refer to “Running Reports” on page 11. For information about the reports that are displayed, see “Viewing Reports Using Adobe® Reader®” on page 23.

- **Test-taker score data**—You can save raw score-report data on your computer in a predefined file format that you can import into a database at your school.

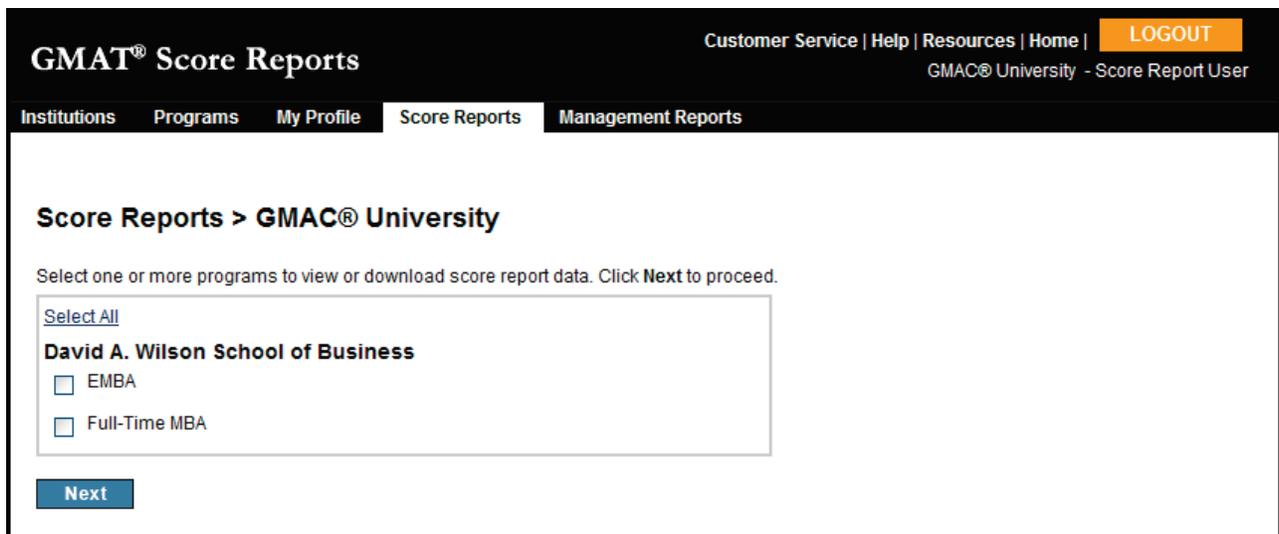
To download score data, refer to “Downloading score data” on page 20.

Running Reports

- 1) Click the **Score Reports** tab at the top of the screen.
- 2) Select one or more programs for which you want to view score reports. Click **Next**.

All schools and programs to which your School Site Administrator has given you access are listed on the screen, as shown in the illustration below. Click the button next to the names of the programs you want to use.

If a program for which you want to view score reports is not listed, please contact your School Site Administrator for assistance.



- 3) Select an option on the Score Reports screen (next page) for the reports you want to view.

The rows in the table on this screen show the dates on which test takers' scores were made available (published) to your program. Each day in the current week (to date) is listed first, so that you can choose to access only the most recent data. Score reports from earlier time periods follow, and the rows are labeled appropriately.

The columns in the table represent four methods of accessing data, as shown in the illustration below. The **Search All** button provides another method, which is especially useful if you need to find a specific test taker and know the approximate date on which he or she tested or published scores to your program.

To view the names of test takers who submitted scores to the program during an available time period, click the  icon in this column corresponding to the time period you want. Refer to "Viewing a list of test takers who submitted scores during a selected time period" on page 16.

To view all score reports submitted to the program during an available time period, click the  icon in this column corresponding to the time period you want. Refer to "Viewing all score reports for a selected time period" on page 13.

Customer Service | Help | Resources | Home | **LOGOUT**
GMAC® University - Score Report User

Institutions Programs My Profile **Score Reports** Management Reports

Score Reports > GMAC® University > David A. Wilson School of Business > EMBA

The numbers in parentheses indicate how many test taker reports are included in each time period. The dates represent when the test taker published scores to your program (not the date on which he or she tested). Score reports are posted each day by approximately 3 a.m. US Central Time.

Date Made Available	View List	View Score Reports	View Photos	Download Score Data
Days in current week				
08/16/2010 (0)				 
08/15/2010 (0)				 
Previous six (6) weeks				
08/08/2010 - 08/14/2010 (0)				 
08/01/2010 - 08/07/2010 (0)				 
07/25/2010 - 07/31/2010 (0)				 

GMAC® Score Report Data is confidential and must be kept secure as stated in the [GMAT Score Report Terms of Use Agreement](#). View this document for information about your obligations.

To locate information published to your program outside of the time periods listed above, or to locate information for specific test takers, click **Search All**. You may then search using criteria such as test date and test taker name.

Search All

To search for score reports for time periods not listed in the table on this screen, or to search for a specific test taker, click **Search All**. Refer to "Searching for test takers" on page 18.

To view photos for all test takers who submitted score reports to your program during an available time period, click the  icon in this column corresponding to the time period you want. Refer to "Viewing all photo reports for a selected time period" on page 14.

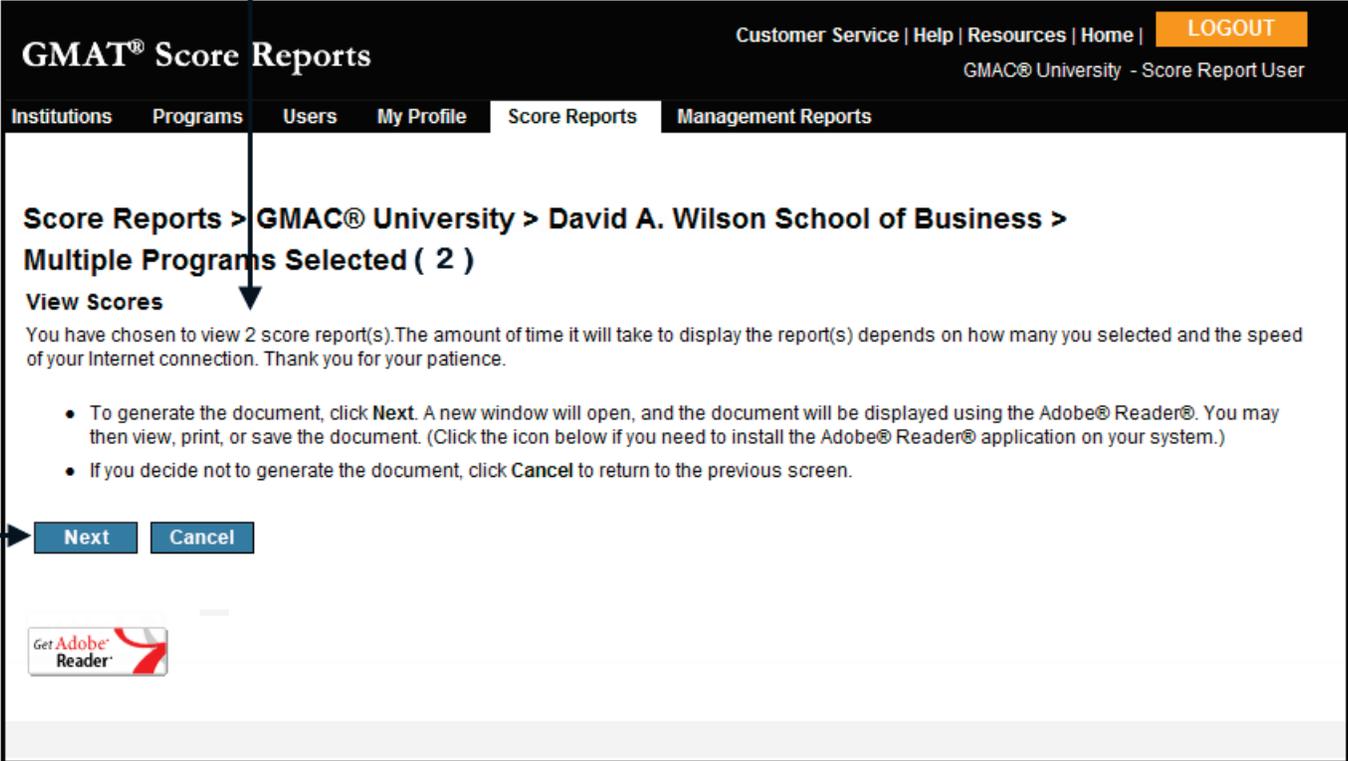
To download score data for all test takers who submitted score reports to your program during an available time period, click the icon in one of these columns (to create either a CSV— or TXT— file) corresponding to the time period you want. Refer to "Downloading score data" on page 20.

Viewing all score reports for a selected time period

This option allows you to generate **all** score reports that test takers submitted to the program during the selected time period.

- You can select a day within the current week, a week within the previous six weeks, or the previous month. (To locate score reports submitted during previous time periods, you need to use the Search All feature. See “Searching for test takers” on page 18.)
- You do not have the opportunity to choose which test takers’ score reports you want to view; all score reports made available to the program during the selected time period are displayed.
- After you click the **View Score Reports** icon for a time period, you see the screen shown below. If you click **Next**, the score reports are generated as described in “Viewing Reports Using Adobe® Reader®” on page 23.

The screen indicates how many score reports are included in the time period you selected. The higher the number, the longer it takes the score reports to appear on your screen.



The screenshot shows the GMAT Score Reports interface. At the top, there is a navigation bar with links for Customer Service, Help, Resources, Home, and a LOGOUT button. Below the navigation bar, there are tabs for Institutions, Programs, Users, My Profile, Score Reports, and Management Reports. The main content area displays the following information:

- Score Reports > GMAC® University > David A. Wilson School of Business > Multiple Programs Selected (2)**
- View Scores**
- A message: "You have chosen to view 2 score report(s). The amount of time it will take to display the report(s) depends on how many you selected and the speed of your Internet connection. Thank you for your patience."
- Two bullet points:
 - To generate the document, click **Next**. A new window will open, and the document will be displayed using the Adobe® Reader®. You may then view, print, or save the document. (Click the icon below if you need to install the Adobe® Reader® application on your system.)
 - If you decide not to generate the document, click **Cancel** to return to the previous screen.
- Two buttons: **Next** and **Cancel**.
- A "Get Adobe Reader" icon.

Click **Next** to generate the photo reports, or click **Cancel** to return to the previous screen.

Viewing all photo reports for a selected time period

This option allows you to generate photo reports for all test takers who submitted scores to your program during the selected time period.

- You can select a day within the current week, a week within the previous six weeks, or the previous month. (To view reports for test takers who submitted scores during previous time periods, you need to use the Search All feature. See “Searching for test takers” on page 18.)
- You do not have the opportunity to choose which test takers’ photo reports you want to view; photo reports for all test takers who submitted scores to your program during the selected time period are displayed.
- Note that the View Photos icons are only functional if your School Site Administrator has granted you permission to view test taker photos. Please contact your School Site Administrator if you want this permission added to or removed from your Web site account.
- After you click the View Photos icon for a time period, you see the screen shown on the next page. If you click Next, the photo reports are generated as described in “Viewing Reports Using Adobe® Reader®” on page 23.

The screen indicates how many photo reports are included in the time period you selected. The higher the number, the longer it takes the score reports to appear on your screen.

The screenshot shows the 'GMAT® Score Reports' interface. At the top right, there are links for 'Customer Service | Help | Resources | Home |' and a 'LOGOUT' button. Below this is the user's name: 'GMAC® University - Score Report User'. A navigation bar contains 'Institutions', 'Programs', 'Users', 'My Profile', 'Score Reports', and 'Management Reports'. The main content area displays a breadcrumb trail: 'Score Reports > GMAC® University > David A. Wilson School of Business > Multiple Programs Selected (2)'. Below this is a 'View Photos' section with a message: 'You have chosen to view 2 photo(s). The amount of time it will take to display the photo(s) depends on how many you selected and the speed of your Internet connection. Thank you for your patience.' A list of instructions follows: 'To generate the document, click **Next**. A new window will open, and the document will be displayed using the Adobe® Reader®. You may then view, print, or save the document. (Click the icon below if you need to install the Adobe® Reader® application on your system.)' and 'If you decide not to generate the document, click **Cancel** to return to the previous screen.' At the bottom of this section are two buttons: 'Next' and 'Cancel'. Below the buttons is a 'Get Adobe Reader' logo. A vertical arrow points from the top of the page to the 'View Photos' section, and a horizontal arrow points from the left margin to the 'Next' button.

Click **Next** to generate the photo reports, or click **Cancel** to return to the previous screen.

Viewing a list of test takers who submitted scores during a selected time period

This option allows you to view the names of all test takers who submitted scores to the program during the selected time period. You can then choose one or more test takers and generate their score or photo reports.

- You can select a day within the current week, a week within the previous six weeks, or the previous month. (To locate test takers who submitted scores during prior time periods, you need to use the Search All feature. See “Searching for test takers” on page 18.)
- Note that the date represents the date on which a test taker submitted scores to your program, and not the date on which the GMAT® exam was taken.
- After you click the **View Test Taker List** icon for a time period, you see a list of test-taker names as shown on the next page.
- Note that the **View Photos** button is only functional if your School Site Administrator has granted you permission to view test-taker photos. Please contact your School Site Administrator if you want this permission added to or removed from your Web site account.
- If you click **View Scores** or **View Photos**, you see the screen shown on page 13. If you click **Next** to continue, the score reports are generated as described in “Viewing Reports Using Adobe® Reader®” on page 23.

This screen indicates which time period you selected on the previous screen.

GMAT® Score Reports Customer Service | Help | Resources | Home | LOGOUT
GMAC® University - Score Report User

Institutions Programs Users My Profile **Score Reports** Management Reports

Score Reports > GMAC® University > David A. Wilson School of Business > Multiple Programs Selected (2)

Check the box next to the name of the test taker(s) you want to select, and then click **View Scores** or **View Photos**. Quickly find test taker(s) by last name by clicking on the letter of the alphabet. Test taker(s) will remain selected as you navigate between pages.

Displayed in table: **Test takers with score reports published on 08/16/2005 - 08/16/2010**

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z Show All

<input type="checkbox"/>	Test Taker	Date of Birth	Gender	Citizenship
<input type="checkbox"/>	Sordier, G	10 October 1980	F	United Arab Emirates
<input type="checkbox"/>	Chen, Nia	16 April 1986	F	China
<input type="checkbox"/>	Anderson, Jack	15 April 1984	F	United States
<input type="checkbox"/>	Dean, Tony	15 February 1985	F	Austria
<input type="checkbox"/>	Gardener, R	23 April 1985	F	Afghanistan
<input type="checkbox"/>	Jinjay, H	05 June 1978	M	United States
<input checked="" type="checkbox"/>	Jambée, D	28 September 1988	F	United States
<input type="checkbox"/>	Smythe, J	17 April 1968	M	United States

View Scores **View Photos** **Cancel**

Click **View Scores** or **View Photos**, depending on which type of report you want to generate, or click **Cancel** to return to the previous screen.

Click a box to select the name of a test taker whose report you want to view. A checkmark appears in the box. (Click again to deselect the name.) To select all of the test-taker names, click the box in the upper left corner of the table.

Initially, test-taker names are listed in alphabetical order according to last name. To sort the list based on a different column, click one of the column headings.

To display only the last names that begin with a certain letter of the alphabet, click one of these letters. (If there are test-taker names that start with a letter, that letter is displayed in bold.) Redisplay all test-taker names by clicking **Show All**.

Searching for test takers

This option allows you to enter criteria and locate specific test takers who have submitted scores to your program. You can then choose one or more test takers and generate their score or photo reports.

- After you click **Search All**, you see the screen shown on the next page. You can enter criteria in the fields to locate all test takers that match the criteria.
- Select one of the following options:
 - Search past five years—You must select at least one other criterion to use this option. Also, choose one of the viewing or downloading options in the **I would like to:** drop-down list.
 - Test (exam appointment date)—Select this option to locate test takers *who took the GMAT® exam during a specified time period*. You must then enter dates in the **Beginning** and **End** fields below this option. Also, choose one of the viewing or downloading options in the **I would like to:** drop-down list.
 - Score Publication (date on which scores were made available to your program)—Select this option to locate test takers *who sent score reports to the program during a specified time period*. You must then enter dates in the **Beginning** and **End** fields below this option. Also, choose one of the viewing or downloading options in the **I would like to:** drop-down list.

These two dates may or may not be similar for a given test taker. For example, a test taker may take the exam on January 4, 2009 (test date); during the exam, she chooses to send scores to your program. Her exam is scored, and the scores are made available to your program on January 17, 2009 (score publication date). In this case, the two dates are similar.

However, another test taker may take the exam on January 4, 2009 (test date); during the exam, he does NOT initially choose to send scores to your program. He decides to have the scores sent to your program on September 25, 2009 (score publication date). In this case, the two dates are quite different.

- You can search date ranges within the past five years.
- If you are searching for a specific test taker, you can enter his or her name and/or date of birth *in addition to* entering a date range. Individual test taker scores may also be searched by entering their GMAT ID or Test Appointment Number in the appropriate fields.
- If you choose **View List** from the **I would like to:** drop-down list, the results are displayed on the Test-Taker List screen as shown on page 17. You can then select which reports you want to view. Click either **View Scores** or **View Photos** to generate score reports or photo reports, respectively. Click **Next** to generate the score reports as described in “Viewing Reports Using Adobe® Reader” on page 23.

You can select the **Test** or **Score Publication** option and then enter dates in the **Beginning** and **End** field below the selected option. Dates must be entered in MM/DD/YYYY format. You can search the past five years. Also, choose one of the viewing or downloading options in the **I would like to:** drop-down list at the bottom of the screen.

If you select **Search past five years**, you must also select at least one other criterion. Also, choose one of the viewing or downloading options in the **I would like to:** drop-down list at the bottom of the screen.

Choose one of the viewing or downloading options in the **I would like to:** drop-down list. Click **Go** to generate a list of all test takers who meet the criteria you entered. or click **Cancel** to return to the previous screen.

In addition to entering a date, you can also enter a test taker's name. You must type at least three letters in the **First Name** and/or **Last Name** field. For example, you could enter a test date range of 02/01/2006 through 04/01/2006 and type "Chen" in the **Last Name** field. This would locate all test takers who took the GMAT® exam between February 1 and April 1, 2006, who submitted scores to your program, AND whose last name is Chen.

In addition to entering a date, you can also enter a test taker's date of birth in MM/DD/YYYY format. For example, you could enter a test-date range of 02/01/2006 through 04/01/2006 and type 10/25/1980 in the **Date of Birth** field. This would locate all test takers who took the GMAT® exam between February 1 and April 1, 2006, submitted scores to your program, AND were born on October 25, 1980.

Downloading score data

This option allows you to download score data for **all** score reports that test takers submitted to your program during the selected time period.

From either an icon in a **Download Score Data** column you see in a Score Reports screen, or from the **I would like to:** drop-down box

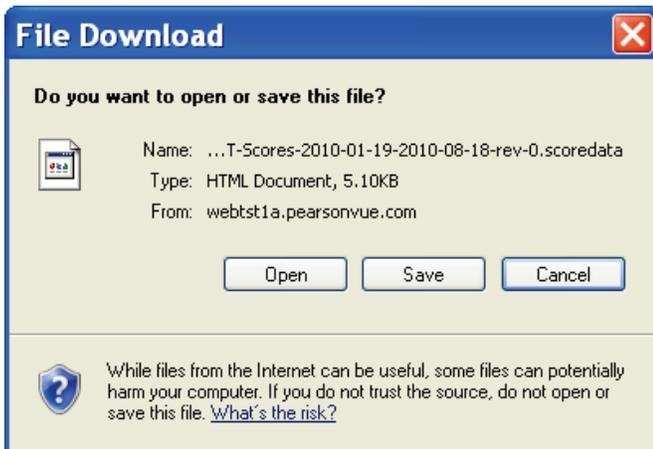
- Select **Download TXT** to generate data in a specific file format. Refer to Appendix B for information about the file format and data fields.

TXT files are automatically assigned a name that indicates which data the file contains. For example, if you downloaded score data published to your program for the three-month period from January 1, 2012, through March 31, 2012, the file would be named “Scores-201201-01-2012-03-31-rev-0.scoredata.” The “rev-0” part of the filename is not updated automatically; however, if you download data for the same time period multiple times, you can change the revision number in the filename manually when you save the file.

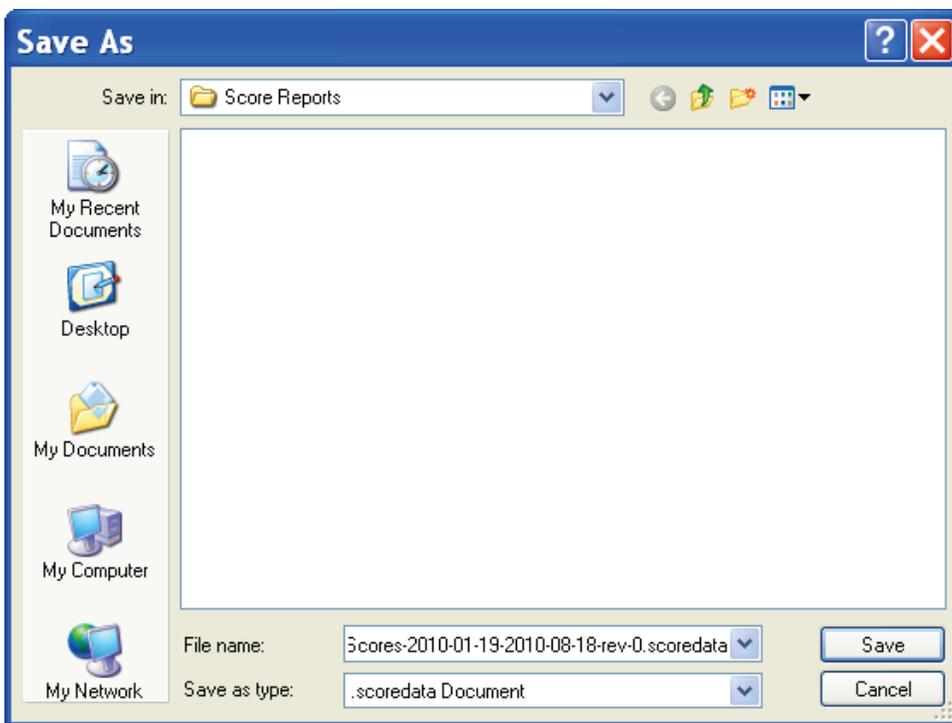
- Select **Download CSV** to generate a comma-separated values file, which separates each field with commas. If your computer has a spreadsheet program, the CSV file automatically opens as a spreadsheet.

Notes

- You do not have the opportunity to choose which test takers’ data you want to download; all score data made available to the program during the selected time period is downloaded.
- After you click the **Download Score Data** icon for a time period, the sequence of dialog boxes similar to those shown on the next page is displayed. Follow the steps to download either a CSV or TXT file to your computer.



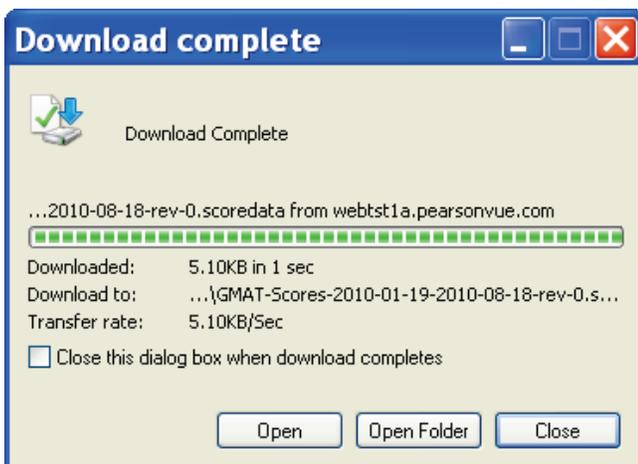
1. Click **Save** in the File Download dialog box.



2. In the Save As dialog box, locate the folder in which you want to save the file.

In the **Save as type** field, choose All Files. (A filename is automatically entered in the **File name** field, although you can change the name if needed.)

Click **Save**.



3. The Download complete dialog box appears after the file has been downloaded to your computer. Click **Close**.

The data file is now available in the folder you selected in step 2.

Viewing management reports

Several kinds of management reports may be available for an institution. The following illustration shows some of the possibilities. Experiment with the various reports available at your institution to determine which reports are most useful for your needs.

The screenshot displays the GMAT Score Reports web application interface. At the top, there is a navigation bar with the GMAT logo and the text "Score Reports". To the right of the logo, there are links for "Customer Service | Help | Resources | Home" and a "LOGOUT" button. Below the navigation bar, there is a breadcrumb trail: "Institutions > Programs > Users > My Profile > Score Reports > Management Reports". The main content area shows a heading "Management Reports > GMAC® University > David A. Wilson School of Business > EMBA". Below this heading is a table with columns for "Reporting Period", "Download CSV", "Download TXT", and "Download PDF". The table is divided into two sections: "Quarterly Management Roster Reports" and "Summary Statistics Report".

Reporting Period	Download CSV	Download TXT	Download PDF
Quarterly Management Roster Reports			
April - June 2012			
January - March 2012			
October - December 2011			
July - September 2011			
Summary Statistics Report			
January - June 2012			
July - December 2011			

GMAT® Score Report Data is confidential and must be kept secure as stated in the [GMAT Score Report Terms of Use Agreement](#). View this document for information about your obligations.

Note

The Management Reports tab is only functional if your School Site Administrator has granted you permission to view these reports. Please contact your School Site Administrator if you want this permission added to or removed from your Web site account.

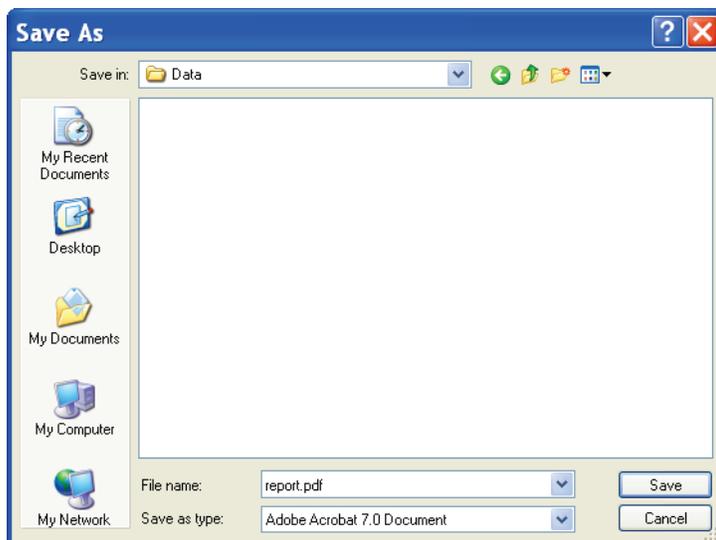
Viewing Reports Using Adobe® Reader®

After you select which score reports or photo reports you want to generate (as described in “Running Reports” on page 11), you see the File Download dialog box shown below. You can either open the reports or save them for later viewing.



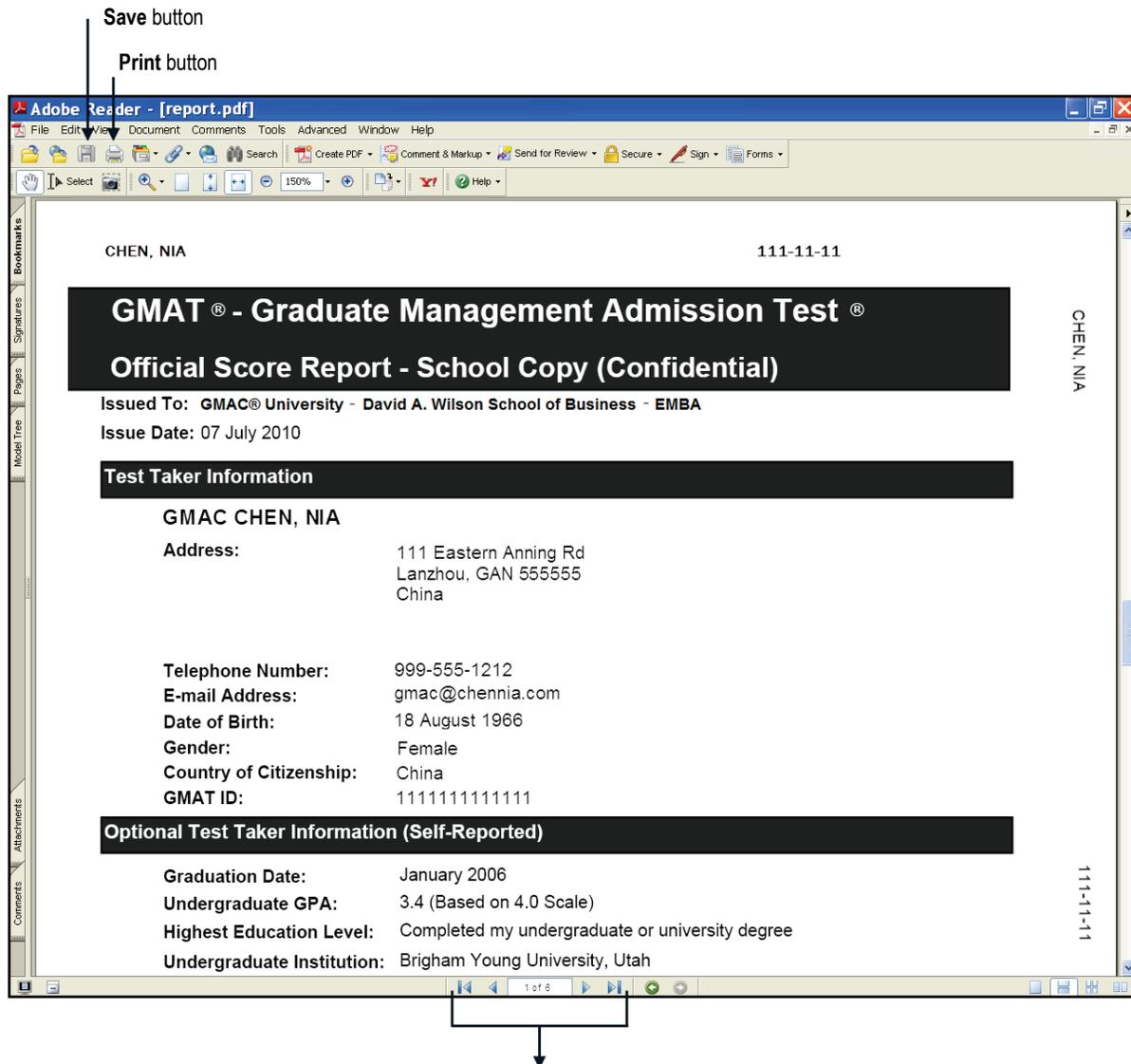
- **Open the reports immediately**—To open the selected reports immediately, click **Open** in the File Download dialog box. The reports are displayed in the Adobe® Reader® application as described on the following pages.
- **Save the reports on your computer to view later**—To save the reports in a file that you can open later, click **Save** in the File Download dialog box. You then see a Save As dialog box as shown below. Locate the folder in which you want to save the file. In the **File name** field, type the name you want to give the file. For example, you might name the file “Feb 8 Score Reports.pdf.” Click **Save** to save the PDF file in the location you chose.

Double-click the filename at any time to open the file in the Adobe® Reader® application as described on the following pages. Please note that PDF files you save on your computer are not automatically updated if a test taker’s information changes.



When you click **Open** or double-click a report filename as described on the previous page, the reports are displayed in PDF format in the Adobe® Reader® application. You must have Adobe® Reader® installed on your computer or an error message appears and the reports are not displayed. The PDF document contains all reports from the time period you selected or for the specific test takers you selected.

The illustration below highlights some features in the Adobe® Reader® application that you may want to use. Refer to the next page for additional information.



Navigation—These numbers indicate how many total pages are in the PDF document and which page is currently displayed. Type a number in the box to move to a specific page. Click the arrows to move through the pages of the document. Use the inner two arrows to move to previous or next page. Use the outer two arrows to move to the first or last page.

Note

If you encounter any problems when viewing or printing the reports, first be sure you have the latest version of Adobe® Reader® installed on your computer. To download the latest version, visit www.adobe.com.

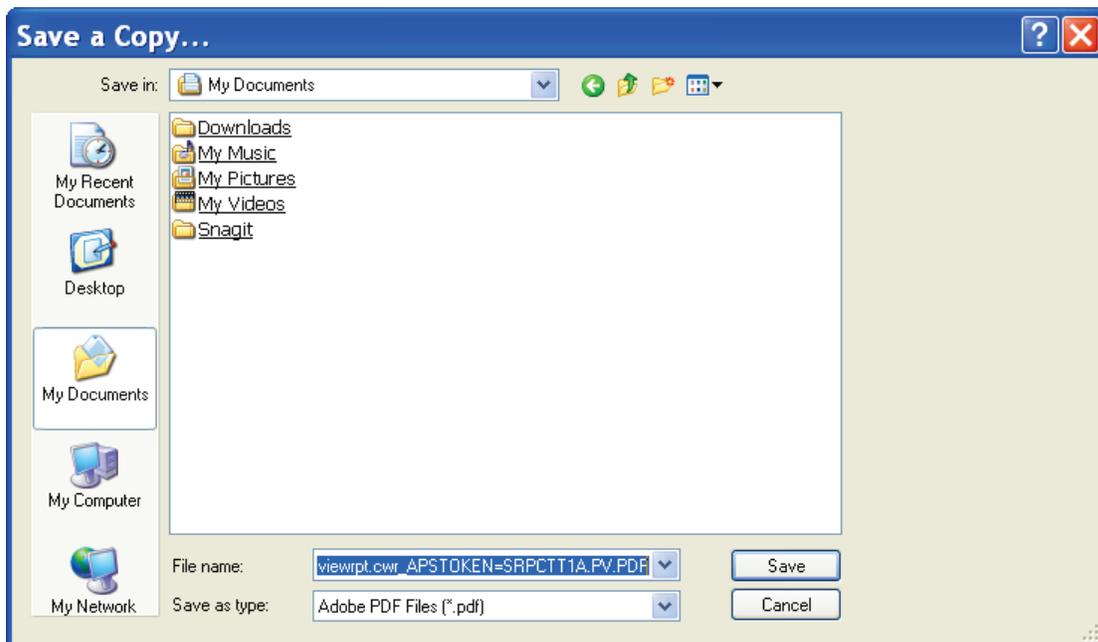
Printing

To print reports, click the **Print** button in the upper left corner of the Adobe® Reader® window. A Print dialog box for the default printer installed on your computer is displayed. Select the printing options you want and click **OK** to print.

Saving

To save the PDF file containing the reports to your computer, click the **Save a Copy** button in the upper left corner of the Adobe® Reader® window. The Save a Copy dialog box appears, as shown below. Locate the folder in which you want to save the file. In the **File name** field, type the name you want to give the file. For example, you might name the file “Feb 8 Score Reports.pdf.” Click **Save** to save the PDF file in the location you chose.

You can open the saved document at any time using the Adobe® Reader® application. Please note that PDF files you save on your computer are not automatically updated if a test taker’s information changes.



Score report example

If you choose to view test-taker score reports, the Official Score Report - School Copy displays the test taker's score(s) and information about the test taker, as shown in the example below.

- Most individual score reports consist of one page; if your school has elected to receive test-taker essays, each report can consist of two or more pages. If the essay is included, the essay question and the test taker's response is provided on a separate page.
- The score report provides the test taker's contact information, along with information about the candidate's education. Because test takers are not *required* to provide all of this information, some fields may be blank.
- The score report lists scores for all of the GMAT® exams the test taker has taken within the past five years, as long as the scores were reportable. If a test taker took the exam on a certain date but the scores were not reportable—if, for example, the test taker canceled the scores at the test center—the exam appointment is listed on the score report with an explanatory irregularity code in place of the scores.

The screenshot shows a PDF document titled "report.pdf - Adobe Reader" with a menu bar (File, Edit, View, Document, Tools, Window, Help) and a toolbar. The document content is as follows:

CHEN, NIA 111-11-11

GMAT® - Graduate Management Admission Test®
Official Score Report - School Copy (Confidential)

Issued To: GMAC® University - David A. Wilson School of Business - EMBA
Issue Date: 07 July 2010

Test Taker Information

GMAC CHEN, NIA
Address: 111 Eastern Anning Rd
Lanzhou, GAN 555555
China

Telephone Number: 999-555-1212
E-mail Address: gmac@chennia.com
Date of Birth: 18 August 1966
Gender: Female
Country of Citizenship: China
GMAT ID: 11111111111111

Optional Test Taker Information (Self-Reported)

Graduation Date: January 2006
Undergraduate GPA: 3.4 (Based on 4.0 Scale)
Highest Education Level: Completed my undergraduate or university degree
Undergraduate Institution: Brigham Young University, Utah

Vertical text on the right side of the page reads "CHEN, NIA" and "111-11-11".

Photo report example

If you choose to view test-taker photos, the Official Score Report - Candidate Photograph displays the photo and information about the test taker.

- Each individual photo report consists of one page.
- If there is no photo available for the test taker’s most recent exam attempt with reportable scores, the report is still displayed. However, an “Image Unavailable” message appears in place of the photo.

The screenshot shows a PDF document titled "report.pdf" in Adobe Acrobat Professional. The document content includes the following information:

BOOM, BLOOM B7L-4N-81

GMAT[®]
Graduate Management Admission Test[®]

Institution Name: University of Saint Thomas
School Name: College of Business
GMAT[®] Program Name: MBA, Full Time
Issue Date (MM/DD/YY): 03/02/10

Official Score Report - Candidate Photograph



Last (Family) Name: boom
First (Given) Name: Bloom
Middle Name:
Date of Birth (MM/DD/YY): 10/10/80
Country of Citizenship: United States
Test/Photo Date (MM/DD/YY): 03/01/10
GMAT[®] ID: 100000012221

BOOM, BLOOM

The screenshot also shows the Adobe Acrobat Professional interface, including the menu bar (File, Edit, View, Document, Comments, Tools, Advanced, Window, Help), the toolbar, and the left-hand navigation pane (Bookmarks, Signatures, Pages, Model Tree, Attachments, Comments). The status bar at the bottom indicates "1 of 26" pages.

(This page intentionally left blank.)

Site Administration

This chapter provides information about working with user accounts (either your own or those of other users) and viewing institution/school/program information on the Web site. The chapter contains these sections:

- Modifying Your Profile and Changing Your Password (Score Report User) (page 30)
- Modifying Your Profile and Changing Your Password (School Site Administrator) (page 31)
- Managing Accounts for Other Users (School Site Administrator) (page 32)
 - Viewing a list of user accounts (page 33)
 - Creating a user account (page 34)
 - Modifying a user account or resetting the password (page 36)
- Viewing/Updating Institution/School/Program Information (page 38)

Modifying Your Profile and Changing Your Password (Score Report User)

If you are a Score Report User, you can click the **My Profile** tab to see your Web site account information as shown below. The information displayed here is entered by your School Site Administrator. You can change your password, your contact information, and whether to receive email score report notifications (see Appendix A – “Email Notification of Score Report Availability” on page 43). If you need to change your school/program access permissions, contact your School Site Administrator.

Every 90 days you will be prompted to update your password.

This area indicates whether you are permitted to view test-taker photographs. It also lists the schools and programs within your institution to which your School Site Administrator has given you access. You are permitted to access test-taker reports for the programs listed here. Click **Edit** below this area if you need to change whether to receive e-mail notifications.

Click **Change Password** if you want to change your password. On the next screen, enter your current password and the new one you want to use, and click **Save Password**. (Your password must contain at least

The screenshot shows the 'My Profile' page for a user named Pat Jones at GMAC University. The page has a navigation bar with tabs for 'Institutions', 'Programs', 'My Profile', 'Score Reports', and 'Management Reports'. The 'My Profile' tab is selected. The page title is 'My Profile > GMAC® University > Pat Jones'. There are three main sections: 'Password', 'Data Access Permissions', and 'Profile'. The 'Password' section has a 'Change Password' button with an arrow pointing to it. The 'Data Access Permissions' section has several checkboxes: 'User will receive score report notification by email' (unchecked), 'User may view test taker photographs' (checked), 'User may download score report data using scripts' (checked), and 'User may download management reports' (checked). Below this, there are checkboxes for 'David A. Wilson School of Business' (checked), 'EMBA' (checked), and 'Full-Time MBA' (checked). An 'Edit' button is located below the permissions. The 'Profile' section shows 'Institution: GMAC® University', 'Status: Active', and 'Role: Score Report User'.

This area lists your name, e-mail address, mailing address, telephone number, and other contact information. Click **Edit** below this area (not shown in this illustration) if you need to change this information.

Modifying Your Profile and Changing Your Password (School Site Administrator)

If you are a School Site Administrator, you can click the **My Profile** tab to see your Web site account information. You can make changes to your information, as indicated in the illustration below. You can also specify whether to receive email score report notifications (See Appendix A - “Email Notification of Score Report Availability” on page 43). Every 90 days you will be prompted to update your password

This area indicates whether you are permitted to view test-taker photographs. It also lists the schools and programs within your institution that you have selected for **score report access**. Click **Edit** below this area if you need to change this information.

Note that as a School Site Administrator, you can grant other users access to all programs in the school(s) to which GMAC® has granted you access. If you will be accessing score reports, however, you can choose here which program’s scores you want to access (if any).

The screenshot shows the 'My Profile' page for a School Site Administrator. The page has a navigation bar with 'Institutions', 'Programs', 'Users', 'My Profile', 'Score Reports', and 'Management Reports'. The 'My Profile' section is active, showing the user's name 'Daniel Jones' and links for 'Password', 'Data Access Permissions', and 'Profile'. The 'Password' section has a 'Change Password' button. The 'Data Access Permissions' section has several checkboxes: 'User will receive score report notification by email' (with radio buttons for Daily, Weekly, Monthly), 'User may view test taker photographs', 'User may download score report data using scripts', and 'User may download management reports'. Below this is a section for 'Data Access Permissions' with checkboxes for 'David A. Wilson School of Business' and 'Full-Time MBA'. An 'Edit' button is located below this section. The 'Profile' section at the bottom shows fields for Institution (GMAC® University), Status (Active), Role (School Site Administrator), and Username/Email (diones@amac.com).

Click **Change Password** if you want to change your password. On the next screen, enter your current password and the new one you want to use, and click **Save Password**. (Your password must contain at least eight characters.)

This area lists your name, e-mail address, mailing address, telephone number, and other contact information. Click **Edit** below this area (not shown in this illustration) if you need to change this information.

Managing Accounts for Other Users (School Site Administrator)

One of a School Site Administrator's main responsibilities is to create Web site accounts for other users. **It is important to be sure all users have their own accounts and do not share accounts.**

There are three main steps involved in setting up a new user account:

- **Entering user information and selecting the user's role**—When creating an account, you are required to enter the user's name, email address, address, and telephone number. You also need to select the user's role, which in most cases will be Score Report User.
- **Granting the user access to schools and programs**—You can grant users access to any school to which GMAC® granted **you** access when your account was created. When you assign access permissions for user accounts, only the schools to which you have been granted access are listed. The schools and programs you select determine which score reports the user will be permitted to access.

You can choose to grant a user access to only certain programs within a school. For example, a university may contain two schools, each with five programs. If a user only needs to access score reports for one program in one school and two programs in the other, then you should only grant access to those specific programs.

- **Providing the user with his or her password**—After you enter a user's information, grant access to schools and programs, and save the account, an initial password for the user is automatically generated. The password is displayed on the screen, and you need to provide it to the user.

As described in Chapter 1, when a user first logs in to the Web site, he or she is asked to select a new password. If a user forgets the selected password, you can reset it and provide him or her with another new one as described in “Modifying a user account or resetting the password” on page 36. Users can also change their passwords on the Web site at any time as described in “Viewing Your Profile and Changing Your Password (Score Report User)” on page 30 and “Modifying Your Profile and Changing Your Password (School Site Administrator)” on page 31.

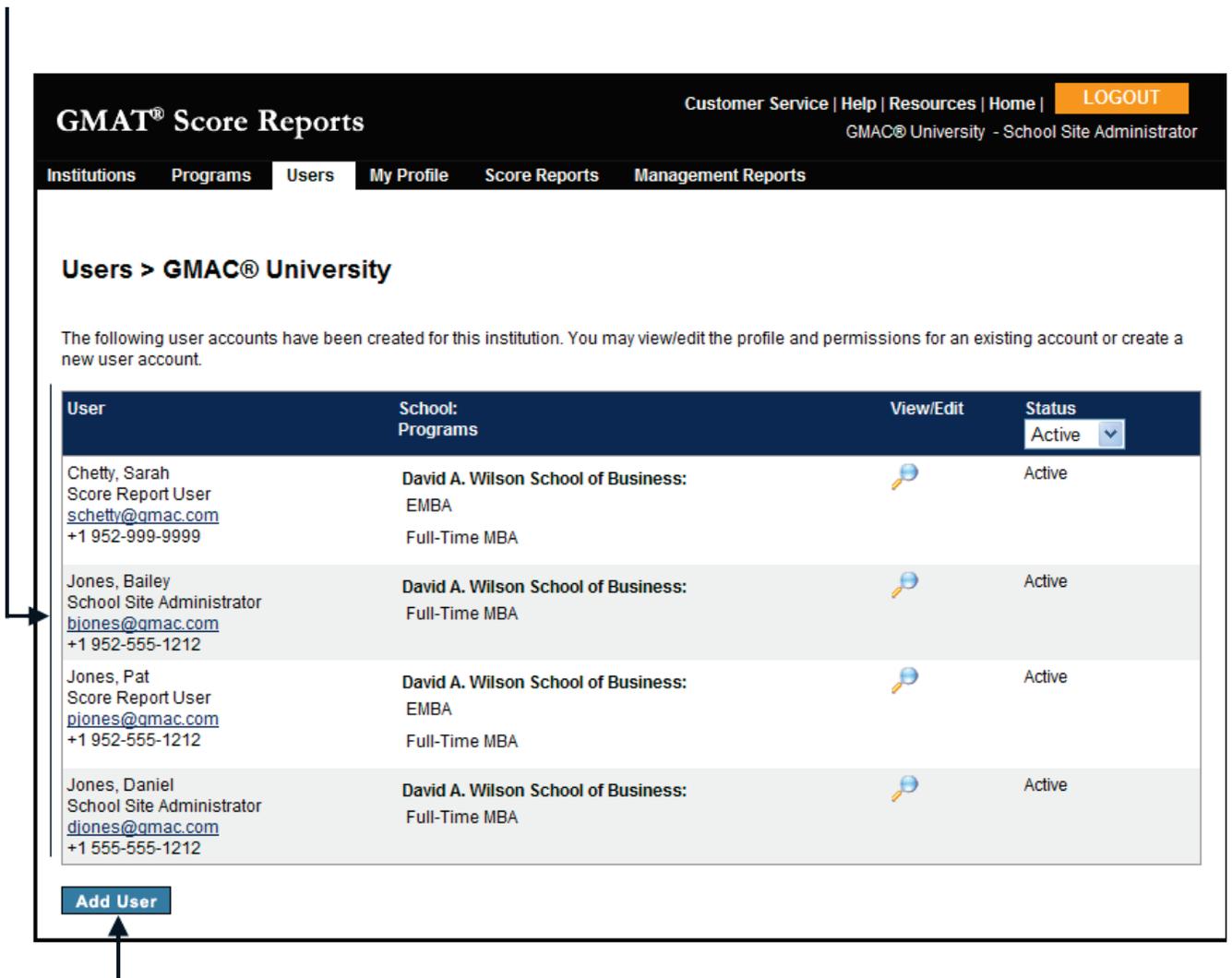
Important

It's important to note that after you create a user's account, he or she will not have immediate access to the schools and programs you assign. The user will be able to log in to the Web site immediately, but the school and program assignments will not take effect until the next day. This is because a database process updates the account information each evening. This is also the case if you make changes to an existing user account.

Viewing a list of user accounts

To see a list of all of the user accounts created for your institution, click the **Users** tab. Each user's information is displayed on the screen as shown below.

Active user accounts created for all schools and programs within your institution are listed in this table. Click  in the Status field to choose **All** or **Inactive** users. For each account, the user's name, role, and contact information is provided, along with the names of the schools and programs to which the user has been granted access. Click the **View/Edit** icon to display a user's account information. Refer to "Modifying a user account or resetting the password" on page 36 for details.



GMAT® Score Reports Customer Service | Help | Resources | Home | **LOGOUT**
GMAC® University - School Site Administrator

Institutions **Programs** **Users** My Profile Score Reports Management Reports

Users > GMAC® University

The following user accounts have been created for this institution. You may view/edit the profile and permissions for an existing account or create a new user account.

User	School: Programs	View/Edit	Status Active 
Chetty, Sarah Score Report User schetty@qmac.com +1 952-999-9999	David A. Wilson School of Business: EMBA Full-Time MBA		Active
Jones, Bailey School Site Administrator bjones@qmac.com +1 952-555-1212	David A. Wilson School of Business: Full-Time MBA		Active
Jones, Pat Score Report User pjones@qmac.com +1 952-555-1212	David A. Wilson School of Business: EMBA Full-Time MBA		Active
Jones, Daniel School Site Administrator djones@qmac.com +1 555-555-1212	David A. Wilson School of Business: Full-Time MBA		Active

Add User

Click **Add User** to create a new Web site user account. Refer to "Creating a user account" on page 34 for more information.

Creating a user account

To create a user account, click the **Users** tab and then click **Add User**. (Refer to the previous page.) Follow the instructions in the illustration below to enter the account information.

To create an account, choose "Active" in the **Status** field and select "Score Report User" in the **Role** field.

Enter the user's e-mail address in the **Username/Email** field. This is the username the user will enter when logging in to the Web site.

GMAT® Score Reports Customer Service | Help | Resources | Home | **LOGOUT**
GMAC® University - School Site Administrator

Institutions Programs **Users** My Profile Score Reports Management Reports

Users > GMAC® University > Add User

Profile:

Field labeled with * are required.

Institution: GMAC® University

Status:* Active

Role:* School Site Administrator

Username/Email:*

First Name:*

Last Name:*

Title:

Department:

Address 1:*

Address 2:

Address 3:

Country:* Select...

City:*

Zip/Postal Code:

Telephone:* +
Country Code / Telephone Number

Extension:

Fax: +
Country Code / Fax Number

Save Changes **Cancel**

Click **Save Changes** to create the account and display the screen shown on the next page.

When you click **Save Changes** on the screen shown on the previous page, you see the screen shown below. Follow the instructions in the illustration below to finish setting up the account.

When you click **Save Changes** on the screen shown below, a message indicates that the user's profile has been successfully changed. Refer to the next section if you need to change the user's information.

If the user needs to view candidate photo reports or management reports as well as score reports, check the **User may view test taker photographs and/or User may download management reports** box.

The screenshot shows the 'Users > GMAC® University > Dave Smith' page. Under 'Data Access Permissions', there are three checkboxes: 'User may view test taker photographs.' (unchecked), 'User may download score report data using scripts.' (unchecked), and 'User may download management reports.' (checked). Below this, under 'David A. Wilson School of Business', there are two checkboxes: 'EMBA' (unchecked) and 'Full-Time MBA' (checked). At the bottom are 'Save Changes' and 'Cancel' buttons.

The schools to which you have been granted access and which you can assign to the user are listed here. Check the boxes for the schools to which the user needs access.

When you select a school, the programs within the schools are listed below the school name. Check the boxes for the programs to which the user needs access. Note that selecting a school does not grant the user access to any programs. You **must** check the boxes for each program you want to assign to the user.

The user's initial password is displayed at the top of the screen. You need to give the user this password.

The screenshot shows the 'Users > GMAC® University > Dave Smith' page. A red message box at the top of the main content area reads: 'An account for Dave Smith has been successfully created. The password for Dave Smith is: wj4qyv7L. The user will not be able to log in to the Web site until you provide him or her with this password. After logging in, the user will be required to choose a new password.'

Modifying a user account or resetting the password

To change a user account, click the **Users** tab and then click the **View/Edit** icon. (Refer to “Viewing a list of user accounts” on page 33.)

- Note that you may not be able to edit information for every user account listed on the Manage Users page. If the **Reset Password** and **Edit** buttons are not displayed on the screen, the account belongs to a school to which you don’t have access, and you cannot make changes to the account.
- If you reset a user’s password, he or she will be required to select a new password when logging in. Refer to Chapter 1 for more information.
- If a user’s account is inactive, you will need to update their ‘Status’ from Inactive to Active. Resetting the password alone will not reactivate a user.
- When editing a user’s account, you can change the contact information and the schools and programs to which the user has been granted access. It’s important to note that you can also change the account’s status to inactive. Be sure to inactivate an account when a user leaves your institution or no longer requires access to the Web site. If a user leaves temporarily, such as to take maternity leave, you can set the status to active again when the user returns.

Follow the instructions in the illustration below to change a user's account information.

This area indicates whether the user is permitted to view test-taker photographs. It also lists the programs for which the user can view score reports. Click **Edit** below this area if you need to change this information. The fields become editable just as when you created the account (refer to "Creating a user account" on page 34); make the necessary changes and click **Save Changes**.

Click **Reset** to change the user's password (if, for example, the user forgot his or her password). A new password is displayed at the top of the screen, and you need to provide it to the user.

The screenshot shows the 'Users' management page for GMAC University. The breadcrumb trail is 'Users > GMAC® University > Bailey Jones'. There are three links: 'Password', 'Data Access Permissions', and 'Profile'. The 'Password' section has a 'Reset' button. The 'Data Access Permissions' section has three checked checkboxes: 'User may view test taker photographs', 'User may download score report data using scripts', and 'User may download management reports'. Below this, there are two checked checkboxes for programs: 'David A. Wilson School of Business' and 'Full-Time MBA'. An 'Edit' button is located below the permissions. The 'Profile' section contains a table with the following information:

Institution:	GMAC® University
Status:	Active
Role:	School Site Administrator
Username/Email:	bjones@qmac.com
First Name:	Bailey
Last Name:	Jones

This area lists the user's name, status, e-mail address, mailing address, telephone number, and other contact information. Click **Edit** below this area (not shown in this illustration) if you need to change this information. The fields become editable just as when you created the account (refer to "Creating a user account" on page 34); make the necessary changes and click **Save Changes**.

Viewing/Updating Institution/School/Program Information

The GMAT® Score Reports Web site allows you to view contact information and other data for your institution and the schools and programs within the institution. Please note that GMAC® has entered this information based on data you have provided. If you need to add a program or inactivate an existing program, please contact your School Site Administrator as noted on page ii. School Site Administrators are able to update an address or contact information for all programs to which they've been given access.

To view institution information, click the **Institutions** tab to display the screen shown on the next page. Note that you can view information for all schools and programs within your institution, even if you have not been granted permission to access score reports for those schools or programs.

Most of the fields on these screens are self-explanatory, but some information about two of the fields is listed below.

- **Program Code**—GMAC® assigns codes to each program. The format used is XXX-YY-ZZ. XXX is the code assigned to the university or institution, YY is the code assigned to a school within that university/institution, and ZZ is the code assigned to a program within that school.
- **Status**—GMAC® assigns a status of Active or Inactive to every program in the database. For example, a program's status might be changed to Inactive if the school cancels the program. When the status is set to Inactive, the program's information still remains in the database for reporting and other purposes, and authorized users can still access the program's score reports on the Web site. However, once a program is Inactive, candidates can no longer send score reports to that program.

This area lists information specific to the institution, such as its official name and main address.

GMAT[®] Score Reports Customer Service | Help | Resources | Home | [LOGOUT](#)
GMAC[®] University - School Site Administrator

[Institutions](#) | [Programs](#) | [Users](#) | [My Profile](#) | [Score Reports](#) | [Management Reports](#)

Institutions > GMAC[®] University

Profile:

Institution	GMAC [®] University
Nicknames:	
Code:	DFL
Status:	Active

Institution Address:

Address 1:	12345 Main Street
Address 2:	
Address 3:	
Country:	United States
City:	McLean
State/Province:	Virginia
ZIP/Postal Code:	55555

Schools :
The following schools within GMAC[®] University receive GMAT[®] scores:

School	Location	View	Status
David A. Wilson School of Business	McLean, Virginia, United States		Active

This area lists all **schools** within the institution that receive GMAT[®] scores. Click the **View** icon to see information about one of the schools in the list.

If you click one of the **View** icons shown in the screen on the previous page, you see the screen shown below. This screen shows information for the selected school.

This area lists information specific to the school, such as its official name and main address.

The screenshot displays the GMAT Score Reports interface. At the top, there is a navigation bar with links for Customer Service, Help, Resources, Home, and a LOGOUT button. Below this is a secondary navigation bar with tabs for Institutions, Programs, Users, My Profile, Score Reports, and Management Reports. The main content area is titled 'Institutions > GMAC® University > David A. Wilson School of Business'. It is divided into three sections: Profile, Main School Address, and Programs. The Profile section lists details like Institution, School, Nicknames, Code, and Status. The Main School Address section lists Address 1, Address 2, Address 3, Country, City, State/Province, and ZIP/Postal Code. The Programs section includes a table of programs with columns for Program, Location, View, and Status. Arrows on the left side of the screenshot point to the Profile and Programs sections.

GMAT® Score Reports Customer Service | Help | Resources | Home | **LOGOUT**
GMAC® University - School Site Administrator

Institutions Programs Users My Profile Score Reports Management Reports

Institutions > GMAC® University > David A. Wilson School of Business

Profile:

Institution:	GMAC® University
School:	David A. Wilson School of Business
Nicknames:	
Code:	DFL-B8
Status:	Active

Main School Address:

Address 1:	12345 Main Street
Address 2:	
Address 3:	
Country:	United States
City:	McLean
State/Province:	VA
ZIP/Postal Code:	55555

Programs:
The following programs within David A. Wilson School of Business receive GMAT® scores:

Program	Location	View	Status
EMBA	McLean, Virginia, United States		Active
Full-Time MBA	McLean, Virginia, United States		Active

This area lists all **programs** within the school that receive GMAT® scores. Click the **View** icon to see information about one of the programs in the list. Click the **Edit** below this area (not shown in this illustration) if you need to change this information.

If you click one of the **View** icons shown in the screen on the previous page, you see the screen shown below. This screen shows information for the selected program.

This area lists information specific to the program, such as its official name and program code. It also indicates whether the program has chosen to receive test-taker essays as part of the Official Score Report. Essays are included with the program's score reports only if the **Receives Test Taker Essays** option is set to "Yes." (Contact the GMAC® School Associate Manager to change this option for a program.)

The screenshot displays the GMAT Score Reports interface. At the top, there is a navigation bar with "GMAT® Score Reports" on the left and "Customer Service | Help | Resources | Home | LOGOUT" on the right. Below the navigation bar, there is a breadcrumb trail: "Institutions > Programs > Users > My Profile > Score Reports > Management Reports". The main content area shows the path "Programs > GMAC® University > David A. Wilson School of Business > EMBA".

Profile:

Institution:	GMAC® University
School:	David A. Wilson School of Business
Program:	EMBA
Program Type:	EMBA, 2 Years
Program Code:	DFL-B8-G0
Receives Test Taker Essays:	Yes
Receives Paper Score Reports:	No
Scholarship/Fellowship:	No
Status:	Active

Physical Address:

Address 1:	12345 Main Street
Address 2:	
Address 3:	
Country:	United States
City:	McLean
State/Province:	Virginia
ZIP/Postal Code:	55555

Mailing Address:

Program Contact:	John Doe
Title:	
Email:	jdoe@qmac.com

This area lists the program's physical address, along with its mailing address and program contact. If the program receives paper score reports, the reports are mailed to this contact. School Site Administrators can click **Edit** below this area (not shown in this illustration) if the address or contact information needs to be changed.

You can also quickly view program information by clicking the **Programs** tab. The View Programs screen lists all programs within the institution that receive GMAT® scores, as shown below. Click the **View** icon for a program to display program information. (Refer to the previous page for details.)

This screen lists all programs within the institution that receive GMAT® scores. Click the **View** icon to see information about one of the programs in the list.

GMAT® Score Reports Customer Service | Help | Resources | Home | **LOGOUT**
GMAC® University - School Site Administrator

Institutions | **Programs** | Users | My Profile | Score Reports | Management Reports

Programs > GMAC® University

Programs:
The following programs within GMAC® University receive GMAT® scores:

School — Program	Program Code	Location	View	Status
David A. Wilson School of Business-EMBA	DFL-B8-60	McLean, Virginia, United States		Active
David A. Wilson School of Business-Full-Time MBA	DFL-B8-48	McLean, Virginia, United States		Active

Appendix A

Email Notification of Score Report Availability

The email notification feature of the Score Reports Web site lets you turn email notification on and off for the programs to which you have access. By default, notification is turned off.

When email notification is turned on, it applies to all programs to which you have access; you cannot choose to be notified for some programs and not others. One email message will be sent that lists each program that has received score reports since the last time you received a notification. If none of the programs have received reports, you will not receive an email.

To set this option, follow the instructions in “Modifying Your Profile and Changing Your Password (Score Report User)” on page 30 or “Modifying Your Profile and Changing Your Password (School Site Administrator)” on page 31.

Following is an example of the content of the email message:

From: gmatprogram@gmac.com

To: Website Username

Subject: GMAT Score Reports Available

New GMAT® score reports are now available for the program(s) listed below. To access the reports, please visit <http://www.pearsonvue.com/gmatscores> and log in with your assigned username and password. If you need help, please click the Customer Service link on the website.

GMAC University – David A. Wilson School of Business – Full-Time MBA

GMAC University – Peg Jobst School of Public Policy – EMBA

Appendix B

Data File Information

This section provides information about data files that are downloaded through the Web site. The following screenshot shows the hyperlink—circled in red—to the Resources page, located on the GMAT® Score Reports Web site.



The Resources page contains the following information, which is available for download. (The downloading process is described in “Downloading score data” on page 20.)

Resources

All links will open in a new window.

Resource Link	Description	File Type
GMAT Score Reports Web Site User Guide	Score Report Web Site Instruction Guide	
GMAT Score Reports Scripting Guide	Downloading GMAT Score Report Data Using Scripts	
AI Codes	Undergraduate Codes	
Sample GMAT Score Data File (TXT)	A small sample of data files in TXT format	
Sample GMAT Score Data File (CSV)	A small sample of data files in CSV format	
GMAT Score Data Downloader (TXT)	The GMAT Data File Scripting kit	
GMAT Score Data Downloader (CSV)	The GMAT Data File Scripting kit	
GMAT Data File Format (TXT)	Lists the fields that are available in the downloaded TXT data files & information about the field widths & positions in a record	
GMAT Data File Format (CSV)	Lists the fields that are available in the downloaded CSV data files & information about the field widths & positions in a record	
GMAT Voucher Order Form	Schools can purchase prepaid GMAT vouchers to provide to test takers	
ISO Codes	ISO Codes	
State/Province Codes	State/Province Codes	
Undergraduate Major Codes	Undergraduate Major Codes	