This document includes an email template that can be used to help students retrieve their score reports for the first time. Once you have reviewed their results and released the scores to students, they will receive a brief notification email from the Assessment Hub. This provides a little more detail to explain what they should do next. You can adapt this template however you like as long as the critical instructions are included.

\*\*When: After completing your first exam

SUBJECT: PAEA Assessment Center – Score Reports

You have just finished your first exam in the new PAEA assessment platform. We wanted to review a few items related to accessing score reports in the Assessment Hub

We will review your scores first, then release them to you for review. You will receive a message from [exams@PAEAonline.org](mailto:exams@PAEAonline.org) when your exam scores are available for you to access. At that time, log into the Assessment Hub at <https://assessmenthub.PAEAonline.org> with your email address and the password you set up in late August. If you do not remember your password, you can reset it from the page.

Once you are logged in to the Assessment Hub, navigate to the Score Reports section. Click the Score Reports link, then use the dropdowns to select the test you took. The report will appear like a dashboard. Use the dropdown below the overall and comparative scores to display the categorical subscores for the exam to show how you did on certain types of questions. To download a copy of your score report, click the Export button in the upper right corner, which will prompt you to print to a PDF.

If you have any questions about your scores or grades, please let me know.