Accessing Your Scores in the Scantron Score Report Portal

Prepared May 2021

To access your examination scores, you will use the Scantron Score Report Portal. This document outlines the steps you will take to access your scores.

When scores are released to candidates, you will receive an automated email from candidatesupport@scantron.com. This email will inform you that you should go to the score report portal to view and print your scores. **Please add the email address candidatesupport@scantron.com to your preferred senders list/approved senders list to ensure that you receive this important email message.**

If you are a first-time user in the score report portal — most candidates will be first-time users following their first testing attempt — you will need to request an account.

If you are a returning user in the score report portal (if you have tested for an examination for the same organization at Scantron previously), then you will need to log in as a returning user. If you have forgotten your password, please use the "forgot password" link on the score portal home page, www.scantronassessment.com/scorereportportal.
Score Report Portal Link

To access the Scantron Score Report Portal, go to [www.scantronassessment.com/scorereportportal](http://www.scantronassessment.com/scorereportportal). Please add this link to your internet bookmarks.

First-Time User Access

If you are a first-time user in the Scantron Score Report Portal and you tested via computer-based testing, you will need the following information to request an account.

1. The unique password that you used to log in to your examination at the testing center. The unique password is included in the testing appointment confirmation email you received from Scantron. This password is your activation code for the Scantron Score Report Portal.

   Please make sure to use the most recent confirmation email if your testing appointment was rescheduled. Also, make sure you use the confirmation email for the testing appointment for which you want to review your scores.

   If you have lost your confirmation email, please contact Scantron for assistance. Please call +1.919.572.6880 and ask for customer service. Please indicate that you need your confirmation email for your recent computer-based testing appointment in order to access the Scantron Score Report Portal.

If you are a first-time user in the Scantron Score Report Portal and you tested via paper-based testing, you will need the following information to request an account.

1. The unique activation code provided to you by Scantron. This activation code may have been provided by email or letter.

2. The admission letter/ticket provided to you by Scantron for your testing appointment.

   Please make sure to use the most recent admission letter/ticket if your testing appointment was rescheduled. Also, make sure you use the admission letter/ticket for the testing appointment for which you want to review your scores.

   If you have lost your activation code or your admission letter/ticket email, please contact Scantron for assistance. Please call +1.919.572.6880 and ask for customer service. Please indicate that you need your activation code or your admission letter for your recent paper-based testing appointment in order to access the Scantron Score Report Portal.
Once you have your activation code, please take the following steps to request an account in the Scantron Score Report Portal.


2. Click the Request an Account button under the “First Time User?” header.

3. Enter your activation code and your last name as it appears on your confirmation email or admission letter/ticket and click the Validate button.

4. If the system finds a match for your last name and activation code, you will be asked to proceed.

   To proceed with activating your account, you must provide a valid email address to use as your portal username. This email address must be under your direct control and may not be already in use by another Scantron Score Report Portal user.

   If Scantron already has a valid email address on file for you, then that address will be provided in the first box in the form shown below. You may use the provided email address as your portal username or submit a new one.
Complete the form shown below and click the Submit button. If the username is valid and available, an account activation message will be sent to the email address that you provided. You must follow the instructions provided in the email message to verify that you own the email account. Once this final step is successfully completed, you will be able to log in to the Scantron Score Report Portal.

If the system does not find a match for your last name and activation code, you will see a message that no match was found for the supplied password/activation code and last name combination.

Please check your documentation and ensure that you supplied the correct information. If you still encounter issues, please contact Scantron for assistance. Please call +1.919.572.6880 and ask for customer service.

5. Open the account activation email sent to the email address you provided as part of step 4. Click the link included in the email to create your Scantron Score Report Portal password.

*Please add the email address candidatesupport@scantron.com to your preferred senders list/approved senders list to ensure that you receive this important email message.*

6. Create a unique password for your Scantron Score Report Portal account. Your password must be at least eight characters in length. Enter your password in both fields and click the Activate button.

7. Your Scantron Score Report Portal is now active.
Accessing Your Scores

If you have an account on the Scantron Score Report Portal, you may log in as a returning user to view and print your scores. Please take the following steps to access in the Scantron Score Report Portal.


2. Enter your unique email address and password.

   If you have forgotten your password, please use the Forgot Password option.

3. Once logged in, you can view and print your score from your recent testing appointment. Click View Score Report to view and print your score report.

   *The score report is presented as a pdf document. Please make sure you have a PDF reader/viewer installed on your computer.*

4. *Scores will be available online for a limited period of time. Please view and print your score report as soon as you receive your notice that scores have been posted.*
Email Samples

Following are samples of the emails a candidate may receive from candidatesupport@scantron.com related to the Scantron Score Report Portal.

Password Reset Request Email

From: candidatesupport@scantron.com  
Sent: Sunday, March 7, 2021 1:22 PM  
To: candidate@testedcandidate.com  
Subject: Scantron Portal Password Reset Request

Dear Candidate,

Our records indicate that you have opted to reset your password on the Scantron Portal. If you did not make this request, you can safely ignore this message and your password will remain unchanged.

Follow the link below to reset the password for your Scantron Portal Account.

Click Here to Set Your Scantron Account Password.

Account Activation Message Email – Specify a Password

From: candidatesupport@scantron.com  
Sent: Sunday, March 7, 2021 2:22 PM  
To: candidate@testedcandidate.com  
Subject: Scantron Portal Account Activation Message

Dear Candidate,

You have been invited to create an account on the Scantron Report Portal.

Follow the link below to specify a password and activate your Scantron Portal Account:

Click Here to Set Your Scantron Account Password.

Results Posted in Score Report Portal Email

From: candidatesupport@scantron.com  
Sent: Sunday, March 7, 2021 3:22 PM  
To: candidate@testedcandidate.com  
Subject: <<Client Name>> Online Score Report Available

Scantron is pleased to announce that your score report for <<client>> is now online and ready to be viewed. You must set up a Portal account to receive your test score.

The score report can be viewed by logging into the Score Report Portal: www.scantronassessment.com/ScoreReportPortal/

If you have not accessed this site before, please click Request Account on the login page.  

If you have any questions with regards to accessing the website, please contact Scantron at (919) 572-6880.