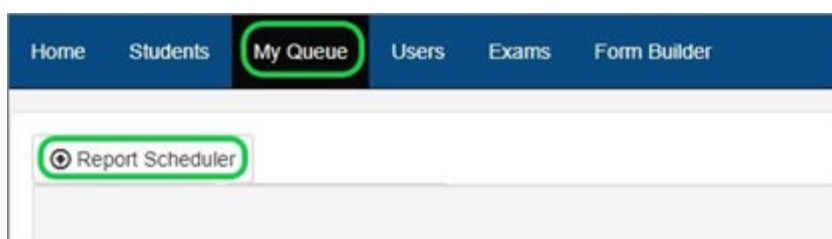


## Extracting student responses

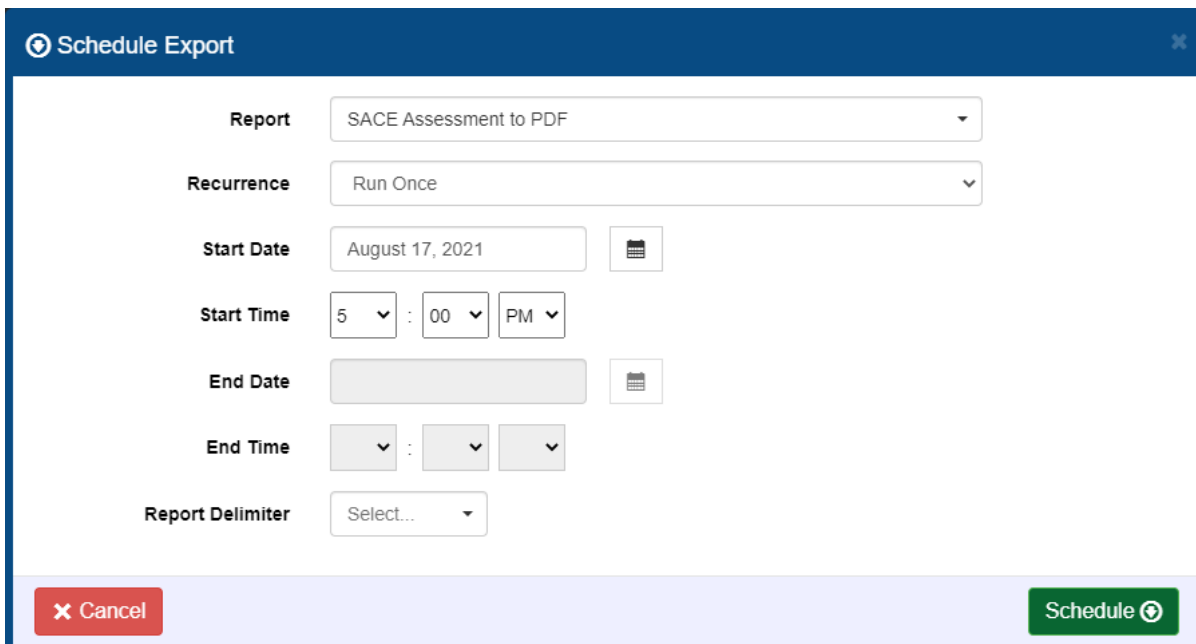
NOTE: The functionality for extracting student responses is only available for the Practice Window exam. Extracting responses will not be possible for the end of year exam.

### Post Exam – Instructions for extract student response PDF's

- Select My Queue>Report Scheduler on the subject you wish to extract.



- Select *Report* 'SACE Assessment to PDF' and select '*Schedule*'.



**Note:** ensure that the report has completed before running a report for the next subject.

## OFFICIAL

- To download the file – click the dropdown arrow next to the '*View*' button and select '*Download File*'.

Group	Recurrence	Next Run Date	Date Started	Date Completed	Deleted	Actions
Aberfoyle Park High School (005) - SPC	Run Once		09/08/2021, 11:47:24 AM	09/08/2021, 11:48:41 AM	No	<a href="#">View</a> View Download File Delete

- Repeat these steps for all subjects.

### Note:

- Only** the Exam School Administrator will have the necessary permission in the system to perform this task.
- If a guest learner account was used by a student, the student's registration number will be missing from the file name. Before you run the PDF, please contact askSACE to update these accounts with the student's registration number.
- Only students with a 'Completed' or 'Abandoned' status will be extracted.
- Depending on how many schools are scheduling the extract, you may experience some delays. As a guide the extracts take approximately 5-10 minutes per extract.
- Some formatting and graphics may be lost when the response is transferred to an extract.