

## Downloading Assessments as a Document

Follow these steps to download an ExamSoft assessment as a printable document.

### Step 1:

Open your assessment and click the “**Print/Export**” button at the bottom of the page.



### Step 2:

Select whether you want the “Exam Taker” version of the assessment or the “Faculty Review” version of the assessment.

- **Exam Taker** - this version will have only the questions with no answers.
- **Faculty Review** - this version will have all of the questions and the answers.
- **Doc or PDF** - Choose Doc to download an editable version. Choose PDF for a version that cannot be edited.



There are several other granular options you can also check-off to include in your document.

### Step 3:

Click “**Print/Export**” to download your exam file.

