



## Exam Entry and Exam Results MyPT

You can now access both your Statement of Exam Entries and your Exam Results from the Report Menu on **MyPT:-**

## Statement of Exam Entry

On MyPT go to the **Reports** menu.

Select the Student Statement of Exam Entry report and click the PDF button to run.

This will generate a report which will appear at the bottom of the screen. Select Open.

This will open a report with your Exam Entry details, which you can print if necessary for your records.

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## Statement of Results

You can also access your exam results from the report screen.

**IMPORTANT NOTE**: Please check that the academic year is set to the year that your results were for. You may need to use the **Academic Year** drop down at the top of the home page to **select the previous year's records**.



You can then access the Student Statement of Results report in the same way as the report above.



This will open a report with your Exam results, which you can print as proof of results.