



10 HOW TO PULL SCORE REPORTS

A score report provides the candidate with information about his or her assessment results and score. Results should be communicated and reviewed one-on-one with the candidate and may not be shared with anyone else without written permission from the candidate. The results explain whether the candidate has passed the assessment and also provides a training prescription for the recommended training to improve his or her knowledge and for potentially retaking the assessment in the future were a passing score not achieved.

To pull a score report:

1. Login to Arkiv
2. Click **Get Reports** from the Top Links on the left side of the homepage
3. Select **account** from drop-down
4. Click checkbox for Include **Sub-accounts**
5. Enter Start Date and End Date for the range of dates to search within
6. Click **Submit**
7. Click **Get Score Report** link for the desire candidate and assessment title
 - a. You have the option to print or email yourself or the candidate a copy of the score report
8. If Passing Score Not Achieved: Click **Get Training Prescription** on the Score Report page to view additional information about the status of each module and subject area within the assessment
 - a. Selecting this option will open the training prescription in your web browser

A screenshot of a web form titled "Search Criteria". The form contains several input fields and a checkbox. The "Report Type" dropdown menu is set to "Candidate Scores". The "Account" dropdown menu is empty. The "Include Subaccounts" checkbox is checked. The "Assessment" dropdown menu is empty. The "Start Date" and "End Date" fields are both set to "01/29/2016" and include calendar icons. The "Site Postal Code" and "Index" fields are empty text boxes.

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|---|------------------|
| Search Criteria | |
| Report Type | Candidate Scores |
| Account | |
| <input checked="" type="checkbox"/> Include Subaccounts | |
| Assessment | |
| Start Date | 01/29/2016 |
| End Date | 01/29/2016 |
| Site Postal Code | |
| Index | |