



11 HOW TO CHECK THE STATUS OF CANDIDATE QUESTION COMMENTS (FORM 701A)

Checking the status of candidate question comments allows the assessment center to track and ultimately communicate the status of a candidate's comment. The Arkiv question comment screen provides the candidate's comment as well as any review response to the comment. The assessment center should track question comments and provide appropriate status updates to the candidate. If a candidate's score is changed due to a question comment made, then NCCER will notify the Primary Administrator of the change in score.

To check the status of Question Comments:

1. Login to Arkiv
2. Select **Administrator** responsibility
3. Select **Test Documents > 701 Comment Search**
4. Enter **Exam Key**
5. Click **Find Comments**
6. View candidate and reviewer comments

A screenshot of the 'Search Criteria' form in the Arkiv system. The form is titled 'Search Criteria' and contains several input fields and dropdown menus. The fields are: 'Exam Serial #' (text input), 'Exam Key' (text input), 'Assessment' (dropdown menu), 'Account' (dropdown menu), 'Comment Status' (dropdown menu with 'Reviewed' selected), 'Start Date' (calendar icon with '12/30/2015' entered), and 'End Date' (calendar icon).

Search Criteria	
Exam Serial #	<input type="text"/>
Exam Key	<input type="text"/>
Assessment	<input type="text"/>
Account	<input type="text"/>
Comment Status	Reviewed
Start Date	12/30/2015
End Date	<input type="text"/>