



12 HOW TO PERFORM AN INVENTORY AUDIT

NCCER policy requires that an assessment center with paper-based inventory must complete a monthly verification of that inventory. This process provides steps in pulling an inventory spreadsheet from the Arkiv system to compare with the Primary Administrator's own assessment inventory log. The comparison of these 2 documents, along with a physical comparison of the exam booklets in inventory, allows the Primary Administrator to verify the possession of the correct exam key/booklets. Once comparison is completed and verified, the Primary Administrator is able to submit an accurate audit response.

To perform an inventory audit:

1. Open Arkiv
2. Select **My Inventory > Assessment Inventory Spreadsheet**
3. Select the drop-down arrow to the right of the Company field
4. Verify that **Key Created, Scheduled Not Started, and In Progress** are all checked in the Session Status field
5. Click **Create Spreadsheet**
 - a. Click excel document filename to open spreadsheet (next to "**Click filename to open**")
 - b. Select yes if a dialogue prompts when opening the spreadsheet
6. Compare inventory log and paper inventory with assessment inventory spreadsheet
 - a. Account for each and every piece of paper inventory by comparing exam keys

If all paper inventory is accounted for and verified, do the following:

1. Open Arkiv
2. Select **My Inventory > Check Inventory**
3. Enter AAC Name into topmost field
4. Check box for "**I certify that I have check my inventory according to NCCER policies**"
5. Click **Submit**