

ARKIV: ASSESSMENTS

HOW TO GUIDE



4 HOW TO ORDER A SAMPLE TEST

Sample tests are ordered to familiarize candidates and proctors with the assessment-taking process. Candidates are able to see what the Arkiv platform looks like, such as the system navigation and question/answer stylization. Proctors benefit by using samples tests to give them an opportunity at practicing their proctor responsibilities before proctoring for an actual assessment.

To order a sample test:

1. Login to Arkiv
2. Choose **Administrator** or **Coordinator** responsibility
3. Select **My Inventory > Place Exam Order**
4. Choose **Account** name from drop-down
5. Click into the first cell under **Assessment Name** and type “**sample**”
6. Verify Assessment Name is “**Sample exam – Knowledge of states**” and **Type** is **computerized**
7. Enter # of tests you wish to order
8. Click **Next Step**
9. Click **Submit for Approval**
 - a. Primary Administrator will need to approve any order made by Coordinator

Assessment Request

Select the exam, type and quantity you wish to order. If you wish to add additional exams, press the ADD button. When you have added all the exams you need, press NEXT STEP.

Assessment Name	Type	# of Copies
Sample exam - Knowledge of states	Computerized	1

Note: Sample tests are available at **NO COST**.