



9 HOW TO GIVE/LAUNCH TESTS

In order to give/launch a computer-based assessment, the Proctor must have the “Give Tests” responsibility assigned to them in Arkiv. The following procedure must be conducted on each computer that will be used for computer-based testing.

To give/launch tests:

1. Login into Arkiv
2. Choose **Give Tests** responsibility

The following is performed by the Candidate using the Proctor script:

3. Enter examiner ID (**Proctor’s NCCER Card #**)
4. Enter Candidate ID (**SSN/SGN** of Candidate taking assessment)
5. Enter the last name of the candidate
6. Click **Next Step**
7. Verify Candidate Name and ID
8. Click **Next Step**
9. Enter Candidate demographic information for Experience and Training
10. Click **Next Step**
11. Confirm that pre-assigned assessment is listed and that the exam key and candidate ID is correct
 - a. If the assessment is not pre-assigned, then you must enter the exam key number for the candidate. The exam key number will be found on your inventory spreadsheet.
12. Open **Graphics**, then minimize if applicable
13. Click **Next Step**
14. Accept agreement to NCCER Security and Retest Policy
15. Enter 4 digit pin (any 4 numbers)
16. Review test navigation
17. Start exam
18. Click **End Test** when completed

ID Number and Name

Enter Examiner ID, Candidate ID, and Candidate Last name and press Next Step.

Examiner ID:

Candidate ID:

Last Name: