



7 HOW TO PRE-ASSIGN AN ASSESSMENT TO A CANDIDATE

Pre-assigning inventory assigns exam keys to specific candidates utilizing computer based testing. A pre-assigned exam key allows for assessments to be launched in a quick and stream-lined manner using only the candidate's SSN/SGN and last name. An important factor to consider when performing this function is to maintain accuracy when entering the candidate's ID (social security number) and name. Confirming the candidate's information is done to prevent any potential problems launching an assessment or errors in information transmitted to NCCER's registry.

To pre-assign an exam key:

1. Login to Arkiv
2. Choose **Administrator** or **Coordinator** responsibility
3. Select **My Inventory > Assign Inventory**
4. Choose **Account** from drop-down
5. Click **Find Inventory**
6. Select and highlight the **Assessment Title** from **Existing Inventory** (on the left side of the screen)
7. Click the **Pre-assign Keys** tab on the right
8. Enter the **Candidate ID (SSN/SGN), First Name, and Last Name**
9. **IMPORTANT STEP**: Verify Candidate ID and name has been entered correctly
10. Click on the "**Check Retest Eligibility**" button
11. Click **Assign Key**

Note: If assessments are not pre-assigned, then the proctor must request exam keys for each candidate and that exam key information must be entered into the Arkiv system before an assessment can be launched.

Use these functions to transfer and assign COMPUTER keys to individuals, emails or sites.

EMAIL KEYS TRANSFER KEYS **PRE-ASSIGN KEYS**

Select an assessment you wish to assign, then enter the ID number and name of the candidate you wish to assign it to. Press the Check Retest Eligibility button to determine the candidate's eligibility for retesting. Press Assign Key to link the candidate to the examination.

Candidate ID:

First Name:

Last Name:

Testing For: ▼

Index Code:

Account Postal Code:

Candidate Testing Center ▼