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, NCCER will notify the Primary Administrator of the change.

To check the status of Question Comments:

1. Login to Arkiv
2. Select Administrator responsibility
3. Select My Inventory > Candidate Comments (Form 701a)
4. Enter Exam Key
5. Click Find Comments
6. View candidate and reviewer comments