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. Log into Arkiv
2. Choose Give Tests responsibility

The following is performed by the Candidate using the Proctor script provided in the NCCER Accreditation Guidelines:

3. Enter Candidate ID (SSN or NCCER Card Number of Candidate taking assessment)
4. Enter the last name of the candidate (First Name and Birth Date is Optional)
5. Click Next Step
6. Verify Candidate Name and ID
7. Click Next Step
8. Enter Candidate demographic information for Experience and Training
9. Click Next Step
10. 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.
11. Open Graphics, if applicable, then minimize
12. Click Next Step
13. Accept agreement to NCCER Security and Retest Policy
14. Enter 4-digit pin (any 4 numbers the candidate chooses) – NCCER recommends using the last four digits of the SSN.
15. Review test navigation
16. Start exam
17. Click End Test when completed