HOW TO PRE-ASSIGN AN ASSESSMENT TO A CANDIDATE

Pre-assigning assessments is not required; however, it helps prevent errors and tracking available assessments. Pre-assignments are noted on the Inventory Spreadsheet.

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 or NCCER Card Number), First Name, and Last Name
9. Enter the Postal Code where testing is taking place; Arkiv defaults to the AAC zip code.
10. Click on the “Check Retest Eligibility” button
11. Click Assign Key

IMPORTANT NOTE: Verify Candidate ID and name has been entered correctly

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