HOW TO PULL SCORE REPORTS & TRAINING PRESCRIPTIONS

A score report provides the candidate with information about his or her assessment results and score. Results should be communicated and reviewed one-on-one with the candidate and may not be shared with anyone else without written permission from the candidate. The results explain whether the candidate has passed the assessment and provides a training prescription for the recommended training to improve his or her knowledge and prepare to retake the assessment in the future were a passing score not achieved.

To pull a score report:

1. Login to Arkiv
2. Click Get Reports from the Top Links on the left side of the homepage
3. Select account from drop-down
4. Click checkbox for Include Sub-accounts
5. Enter Start Date and End Date range to search
6. Click Submit
7. Click Get Score Report link for the desired candidate and assessment title
   a. You have the option to print or email yourself or the candidate a copy of the score report
8. Click Get Training Prescription on the Score Report page to view additional information for focused remediation on the subject area subject area(s) within the assessment that were not passed.
   a. Selecting this option will open the training prescription in your web browser

Note: See “How to Pull Score Report & Training Prescription (as a Candidate)” for steps for a candidate to access their own Score Reports and Training Prescriptions.