

# Administer an Assessment

- Administer one test or as many tests as you need.
- Option to add an automated reference check.

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1. Visit [www.hravatar.com](http://www.hravatar.com) and click 'Log In' in the upper right corner.



2. Click on Test Catalog under the Quick Links section or the Testing menu on top of your page



3. Select the test you want to administer



4. Select the blue button on the right side of the page "Administer Test"



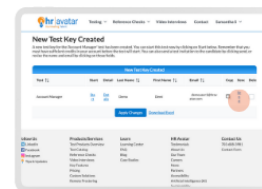
5. Fill out the information on the page that opens "Create a Test Key to Administer a Test" and click "Create Test"



6. Either skip or add a reference check



7. "New Test Key Created" page will open and you can click "Send" to finish sending to the candidate.



Additional Option: Create a Custom Test Battery. Test Batteries allow you to combine multiple assessments using one link—such as cognitive, personality, and skills tests.

