



Accessing your site's evaluation reports online is the fastest way to check your performance! The primary accountholder (contact email address) and sub-users will receive an email notification when an evaluation report is available for their site. It takes several weeks for mailed copies of evaluations to arrive. Below are some general instructions on how to access, view, and print the different components of your evaluation report. These instructions are intended to be general and will not include specific information about grading.

Each Evaluation Report consists of four components:

1. **Cover Page:** The cover page for your proficiency testing evaluation contains information about the laboratory. It includes the site's API#, CLIA#, shipping information, and a list of who receives report copies (applicable accrediting agencies, consultants and/or health system managers). It also includes a section for Performance Review and Corrective Action. This page can be accessed by downloading a copy of the full evaluation (PDF) for an event.
2. **Performance Summary:** The Performance Summary contains a summary of your proficiency testing performance for the last three test events for the selected event. The summary is divided into sections according to specialty and/or sub-specialty. The scores for individual analytes are defined as the ratio of acceptable responses to the number of samples tested, expressed as a percentage.
3. **Comparative Evaluation:** The Comparative Evaluation shows the analyte name, your site's reported test method, your site's reported result, the expected result, the mean, the SD (Standard Deviation), SDI (Standard Deviation Interval), and your performance for each sample tested.
4. **Participant Data Summaries (PDS):** The Participant Data Summaries section contains all of the quantitative and qualitative statistical data from participant and referee test results along with selected interpretive information. Drop-down menus allow you to select a specific analyte, a comparison group, and a sample number (if desired) for a selected event. Once information is selected, you can view the statistical data including:
 - a. **Quantitative:** Number of labs who reported, the mean, the SD, the range, and the uncertainty
 - b. **Qualitative:** Each reported response, the number of labs who reported for each, and the correct response.

How to View/Print the Full Evaluation:

*** Some screenshots may not show the changes from the recent website update. The instructions are still accurate.***

1. Log in to **Paperless Proficiency Testing**.
2. Click **Evaluation Reports**.

PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS			
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .			
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)			
Enter Results		Comparative Evaluations			
API DataDirect			Test Event Performance	Full Eval	Corrective Action
Evaluation Reports		2022 Microbiology - 1st Event (Kit 1)	REVIEW		
API DataDashboard		Chemistry - Core - 1st Event (Kit 1)	FAILURES		
		2021 Immunology / Immunohematology - 3rd Event (Kit 1)	REVIEW		
		Hematology / Coagulation - 3rd Event (Kit 1)	REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)	FAILURES		



3. Locate the year and event you wish to view/print.
4. In the **Full Eval** column, click the corresponding PDF icon.
5. Follow your internet browser's prompts to open or save the evaluation as a PDF.
6. Open the PDF.
7. View or print, as desired.

How to View/Print the Performance Summary:

1. Log in to **Paperless Proficiency Testing**.
2. Click **Evaluation Reports**.

PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS				
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .				
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)				
Enter Results		Comparative Evaluations		Test Event Performance	Full Eval	Corrective Action
API DataDirect		2022 Microbiology - 1st Event (Kit 1)		REVIEW		
Evaluation Reports		Chemistry - Core - 1st Event (Kit 1)		FAILURES		
API DataDashboard		2021 Immunology / Immunohematology - 3rd Event (Kit 1)		REVIEW		
		Hematology / Coagulation - 3rd Event (Kit 1)		REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)		FAILURES		

3. Locate the year and event you wish to view/print.
4. In the **Test Event Performance** column, click [Review](#) or [Failures](#).
5. View or print, as desired.

How to View/Print the Comparative Evaluation:

1. Log in to **Paperless Proficiency Testing**.
2. Click **Evaluation Reports**.

PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS				
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .				
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)				
Enter Results		Comparative Evaluations		Test Event Performance	Full Eval	Corrective Action
API DataDirect		2022 Microbiology - 1st Event (Kit 1)		REVIEW		
Evaluation Reports		Chemistry - Core - 1st Event (Kit 1)		FAILURES		
API DataDashboard		2021 Immunology / Immunohematology - 3rd Event (Kit 1)		REVIEW		
		Hematology / Coagulation - 3rd Event (Kit 1)		REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)		FAILURES		

3. Locate the year and event you wish to view/print.
4. In the **Comparative Evaluation** column, click the event name, event number, and kit number.
5. View or print, using the on-screen options, as desired.

How to View/Print the Grading Criteria:

1. Log in to **Paperless Proficiency Testing**.
2. Click **Evaluation Reports**.
3. In the **Comparative Evaluation** column, click any event name, event number, and kit number.
 - See screenshot on next page.



PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS				
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .				
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)				
Enter Results		Comparative Evaluations		Test Event Performance	Full Eval	Corrective Action
API DataDirect		2022 Microbiology - 1st Event (Kit 1)		REVIEW		
Evaluation Reports		Chemistry - Core - 1st Event (Kit 1)		FAILURES		
API DataDashboard		2021 Immunology / Immunohematology - 3rd Event (Kit 1)		REVIEW		
		Hematology / Coagulation - 3rd Event (Kit 1)		REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)		FAILURES		

4. Click **View Grading Criteria**.

PAPERLESS PROFICIENCY TESTING		Comparative Evaluation				
Logout		2022 Microbiology - 1st Event (Kit #1)				
My Account		This is an interactive version of the Comparative Evaluation which allows you to quickly analyze your graded test results, look at grading criteria, and view statistics. If you are unfamiliar with this report, please see How to Interpret this Report .				
Enter Results		Report Part 3 of 4				
API DataDirect		PRINT THIS SCREEN	PRINT EVALUATION (PDF)	VIEW GRADING CRITERIA		
Evaluation Reports		RAPID GROUP A STREP ANTIGEN				
API DataDashboard		Group A Strep Antigen				
Participant Data Summaries		CardinalHealth StrepA Dipstick				
Special Topics Library		Sample	Reported Result	Expected Result	Grade	Statistics
User Guide		ST-01	Positive	Positive	Acceptable	View
		ST-02	Negative	Negative	Acceptable	View

5. Your browser will open the Grading Criteria page as a PDF.

6. View or print, as desired.

How to View/Print the Statistics:

1. Log in to Paperless Proficiency Testing.
2. Click **Evaluation Reports**.

PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS				
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .				
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)				
Enter Results		Comparative Evaluations		Test Event Performance	Full Eval	Corrective Action
API DataDirect		2022 Microbiology - 1st Event (Kit 1)		REVIEW		
Evaluation Reports		Chemistry - Core - 1st Event (Kit 1)		FAILURES		
API DataDashboard		2021 Immunology / Immunohematology - 3rd Event (Kit 1)		REVIEW		
		Hematology / Coagulation - 3rd Event (Kit 1)		REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)		FAILURES		

3. Locate the year and event you wish to view/print.
4. In the **Comparative Evaluation** column, click the event name, event number, and kit number.
5. Locate the desired analyte and sample number.
6. Click **View** in the **Statistics** column.

PAPERLESS PROFICIENCY TESTING		Comparative Evaluation				
API DataDirect		PRINT THIS SCREEN	PRINT EVALUATION (PDF)	VIEW GRADING CRITERIA		
Evaluation Reports		RAPID GROUP A STREP ANTIGEN				
API DataDashboard		Group A Strep Antigen				
Participant Data Summaries		CardinalHealth StrepA Dipstick				
Special Topics Library		Sample	Reported Result	Expected Result	Grade	Statistics
User Guide		ST-01	Positive	Positive	Acceptable	View
		ST-02	Negative	Negative	Acceptable	View

7. The selected statistics will open in a new internet window.



8. View or print, as desired.

Corrective Action Items:

In the event of failures, API offers a Checklist for Corrective Action and a Corrective Action Form, which can be used to assist with documentation of corrective action taken as a result of proficiency testing failures.

Checklist for Corrective Action: This is designed to assist sites with investigating and troubleshooting proficiency testing failures.

Corrective Action Form: This is designed to provide a place to document the corrective action taken for each failed analyte. The form can be printed and retained for the site's records, along with other proficiency testing documentation.

- There is also space for Corrective Action on the **Cover Page**, which can be accessed by downloading the **Full Evaluation**.

How to View/Print Checklist for Corrective Action:

1. Log in to **Paperless Proficiency Testing**.
2. Click **Evaluation Reports**.
3. Click **Checklist for Corrective Action**.

PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS			
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .			
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)			
Enter Results		Comparative Evaluations	Test Event Performance	Full Eval	Corrective Action
API DataDirect		2022 Microbiology - 1st Event (Kit 1)	REVIEW		
Evaluation Reports		Chemistry - Core - 1st Event (Kit 1)	FAILURES		
API DataDashboard		2021 Immunology / Immunohematology - 3rd Event (Kit 1)	REVIEW		
		Hematology / Coagulation - 3rd Event (Kit 1)	REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)	FAILURES		

4. Your browser will open the **Checklist for Corrective Action** as a fillable PDF.
5. View, complete the form, and/or print, as desired.

How to View/Print Corrective Action Form:

1. Log in to **Paperless Proficiency Testing**.
2. Click **Evaluation Reports**.
3. Locate the year and event for which you wish to view/print a **Corrective Action Form**.
4. In the **Corrective Action** column, click the PDF icon.

PAPERLESS PROFICIENCY TESTING		EVALUATION REPORTS			
Logout		If corrective action is indicated, start with the Checklist for Corrective Action .			
My Account		PRINT 2022 CERTIFICATE OF PARTICIPATION (PDF)			
Enter Results		Comparative Evaluations	Test Event Performance	Full Eval	Corrective Action
API DataDirect		2022 Microbiology - 1st Event (Kit 1)	REVIEW		
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		Hematology / Coagulation - 3rd Event (Kit 1)	REVIEW		
		Chemistry - Miscellaneous - 2nd Event (Kit 1)	FAILURES		

5. Follow your internet browser's prompts to open the **Corrective Action Form** as a fillable PDF.



- a. If there are no failures for the selected event, the PDF will not reference any failed analytes. The form will still generate.
 - b. If there are multiple failures for the selected event, the PDF will contain multiple pages. There will be one page for each failed analyte.
6. View or print, as desired.
- a. This is a fillable PDF. You may type your site's corrective action on the form prior to printing, if desired. You may also print a blank copy of the form.

Please Note:

- If you have a question about grading, failures, corrective action, or something else related to evaluations, please contact Technical Support at TechSupport@api-pt.com.
- If you have a question about how to view or print an item referenced in these instructions, please contact Customer Service at CustomerService@api-pt.com.