Reviewing Tests

Background:

After a test has been marked complete, it progresses to the Review Tests queue, where it will go through one or two levels of reviews depending on the Lab. Since you must be qualified and assigned as a Lab Tester to perform a Test Review, it is possible that you would perform the test, enter the results, and review the test. Think of this as the double-check before it goes into final review. After all tests on a sample are reviewed the sample will go to the Review Sample Queue. The Sample Type will determine who reviews and approves the sample. See the *Sample Records - Reviewing Samples* QRG for more details.

Roles:

ROLES LEVEL 1: Material Lab Technician, Material Lab Supervisor, Material Lab Admin

ROLES LEVEL 2: Material Field Technician, Materials Lab Supervisor, Material Lab Admin, Material Rover, Construction Project Engineer, and Materials Review and Approve

Navigation:

Materials Worksheets > Review Tests

1. On the Review Tests page, click into the **Search** field and hit enter in the search to review tests ready for review. You must be qualified to perform the test and have access to the Lab to view tests in this queue.
2. To examine test results, find the desired test, click the **Row Actions Menu** (blue arrow on the right), select **Views,** and then click the title of the Agency View to open (usually AASHTO or ATM method).

3. After the review is complete, click the **Previous** button.
4. Choose from the following options:
   a. Everything is great and no corrections are needed – check the **Box** on the left of the test and click **Mark Tests Review By Level 1 or 2**. If a level 1 review was performed, it will require a level 2 review to be performed. If a level 2 review is performed, the level 1 review is bypassed.
   b. Corrections needed – click in the desired checkboxes on the left of the test and click the **Requeue Tests** button at the bottom of the page. This will automatically send the test back into the **Enter Test Results** queue under Retests.
   c. Retest Request – click in the desired checkboxes on the left of the test and click the **Request Retest** button. In the Request Retest modal window, enter a 1 in the **Number of Retests** field, select a tester by clicking on a row, and click the **Save** button at the bottom of the page. The test will show up in the **Enter Test Results** queue under Retests.
5. All tests on the sample must be reviewed by level 2 for the Sample to move to the Review Sample queue.

Next Steps:

If any tests are outside of specifications, it is a good practice to inform the Construction Project Engineer. The Project Engineer can review samples by following the *Sample Records – Reviewing Samples* QRG.