

Assess Training

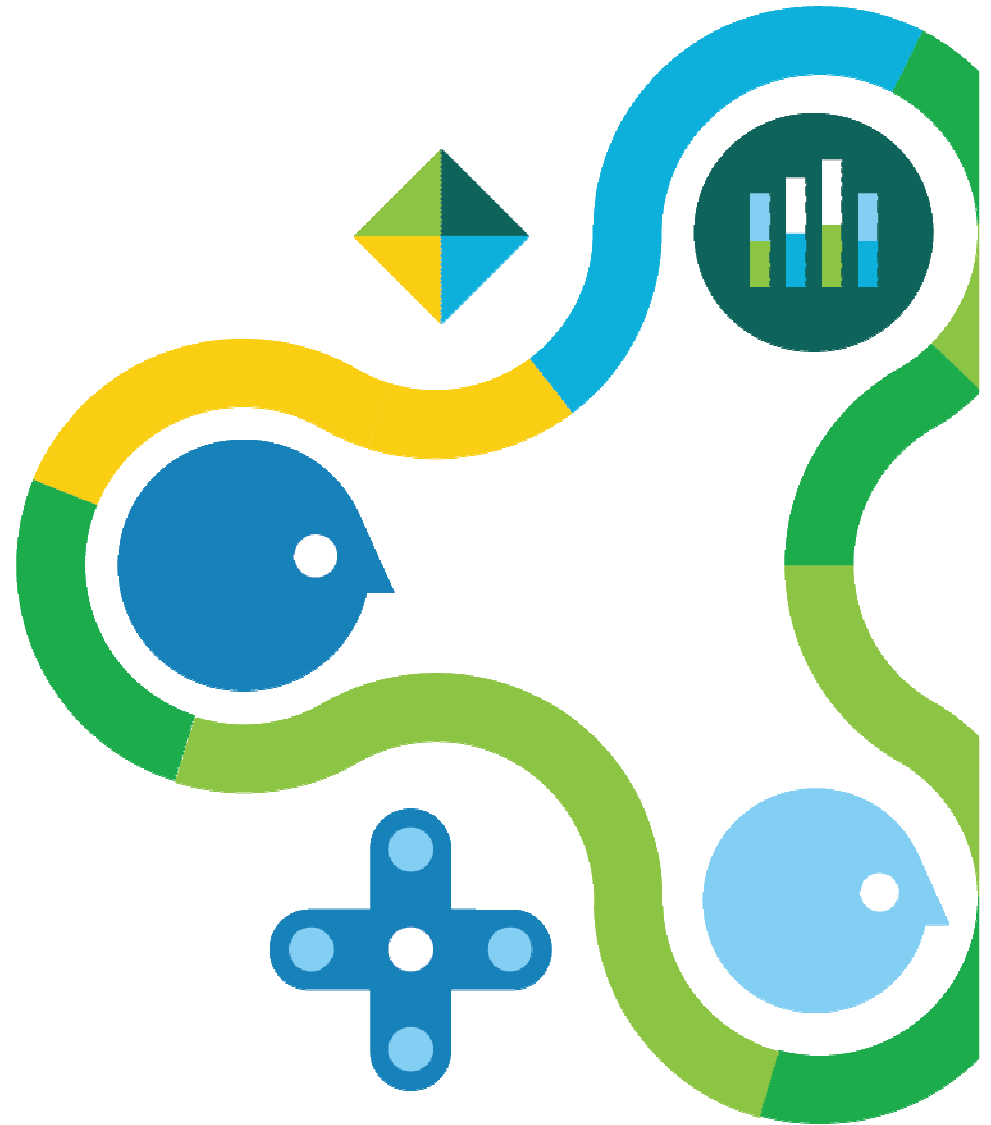


Smarter Workforce

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- 2. How can I access the Assess Standalone Administrator Portal?**
- 3. What can I do on Assess as an Assessment Administrator?**
- 4. How can I create & distribute a Single Test Session?**
- 5. How can I create & distribute a Batch of Test Sessions?**
- 6. How can I add more Test Sessions to Existing Batch?**
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- 9. What is the candidate experience?**
- 10. Technical Support**

Overview of Assess



Assess Definitions

IBM Kenexa Assess on Cloud

software used to build, host, manage online assessments and reports

Assessment / Test

Tool designed to measure key characteristics that influence work performance. A test consists of a set of items (questions and potential responses).

Test taker/ Candidate

A job applicant or employee selected to complete one or more assessments.

Test Session

Single *instance* of an assessment available for the test taker to complete. Your Assessment Administrator may ask candidate to complete another test session, if the existing test session results need to be invalidated.

Test Batch

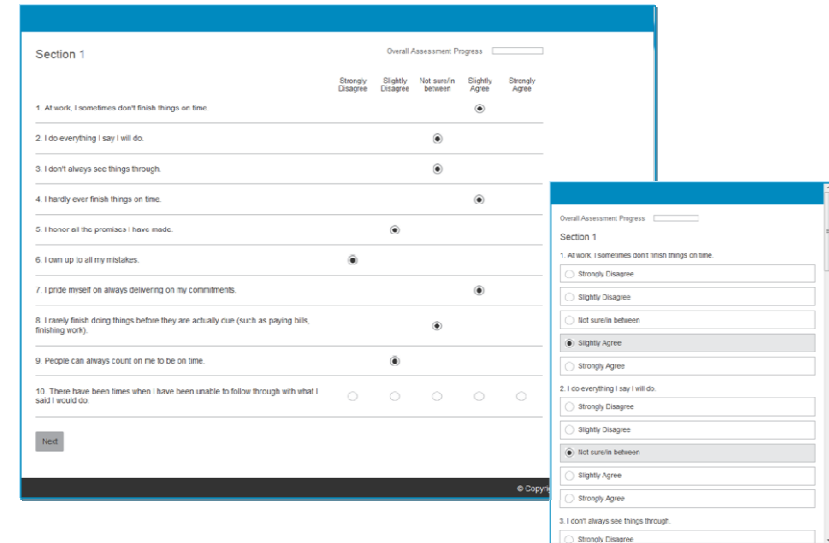
Group of different assessment sessions issued to test taker. Allows the test taker to be launched on one or more tests at the same time.

Assessment Administrator

Individuals within client organisation authorised to use your organisation's Assess site, and have access to all available test session information.

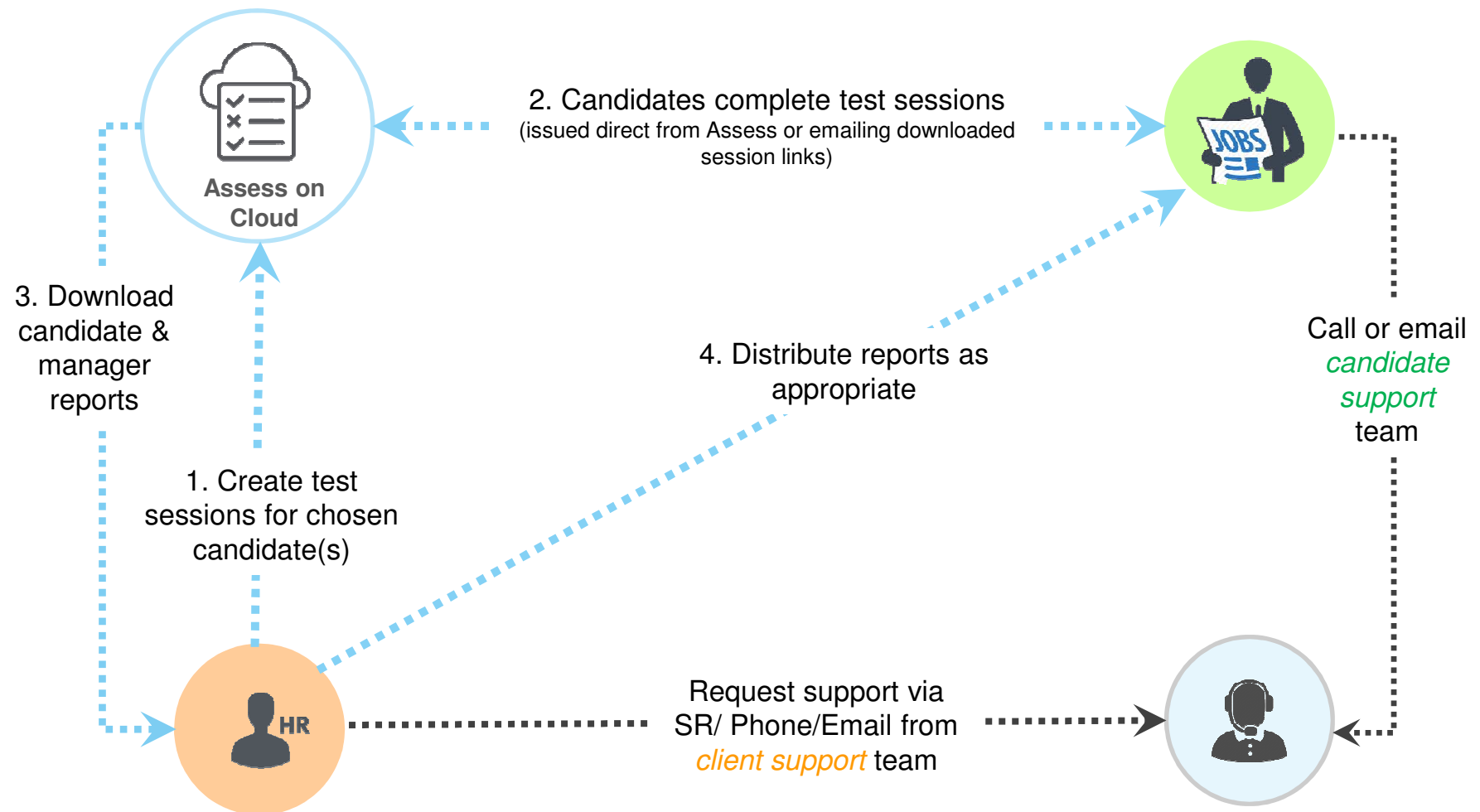
Responsive Design

- Assess is built with responsive design, so candidate can complete assessments on mobile devices.
- IBM recommends candidates take the test in an environment conducive to test taking and on a device appropriate for the assessment being completed. This helps ensure fairness and candidate perform at their best,
- While Assess is built with Responsive Design:
 - not all assessments **can** be taken on mobile devices (e.g. drag & drop style assessments or typing skills test which require a physical keyboard)
 - not all assessments **should** be taken on mobile devices, especially those with smaller screens (e.g. reasoning assessments). While we are currently rebuilding the NRT images to work with responsive design, we still know that cognitive assessments on smaller screens can negatively impact the candidate experience and possibly results.



Assess as a Standalone System

Originally designed to be used with applicant tracking systems (ATS), the Assess as a standalone system is being continually developed.



Assess as a Standalone System

- Currently, Assess as a standalone system *allows* client administrators to:
 - issue candidate invitations only (via self-registration or assigned sessions)
 - search and export test session information (incl. overall score)
 - download feedback reports (where available)
 - accommodate reasonable adjustments on timed assessments by extending time allowed for test session
- Assess as a standalone system *does not allow* client administrators to:
 - brand the Assess site
 - setup users or manage user privileges
 - setup hurdling
 - issue reminders or any other candidate communications
 - extract item-level candidate data

How can I access the
Assess Standalone
Administrator Portal?



Assessment Administrator Setup

- After this training, you will receive an email containing your username and a link to set up your password.

Your IBM Kenexa Assessment Account Information

support@kenexa.com

Thursday, May 26, 2016 05:47AM

To: Aparajita Nandipati

[Show Details](#)

Dear Raji,

Your profile on the IBM Kenexa assessment system has been successfully created. You will be prompted to create a password during the login process.

Your username for this system is rmand

[Click here to begin.](#)

If you have any difficulty accessing the site, please contact support using the information below. They are available for technical support only.

Email: AssessSupport@us.ibm.com

Phone: Toll-free US and Canada (855) 306-1467

Outside US and Canada dial 00+1+(919) 864-4224

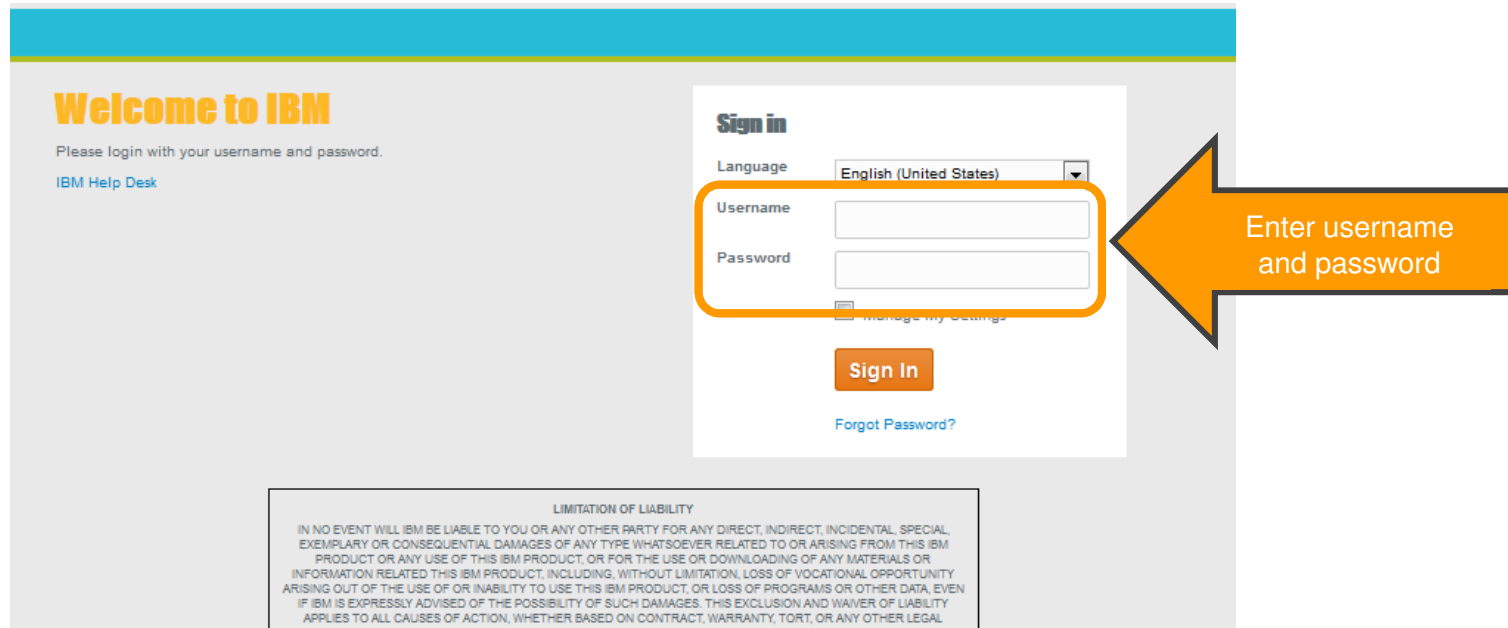
Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Assessment Administrator Portal Login

Once password has been set up, you can log into your standalone Assess Administrator Portal:

Stage (QA site): <https://2x-staging.kenexa.com/gk/<StageSiteName>>

Production (live site): <https://2x-dc2.kenexa.com/gk/<ProductionSiteName>>

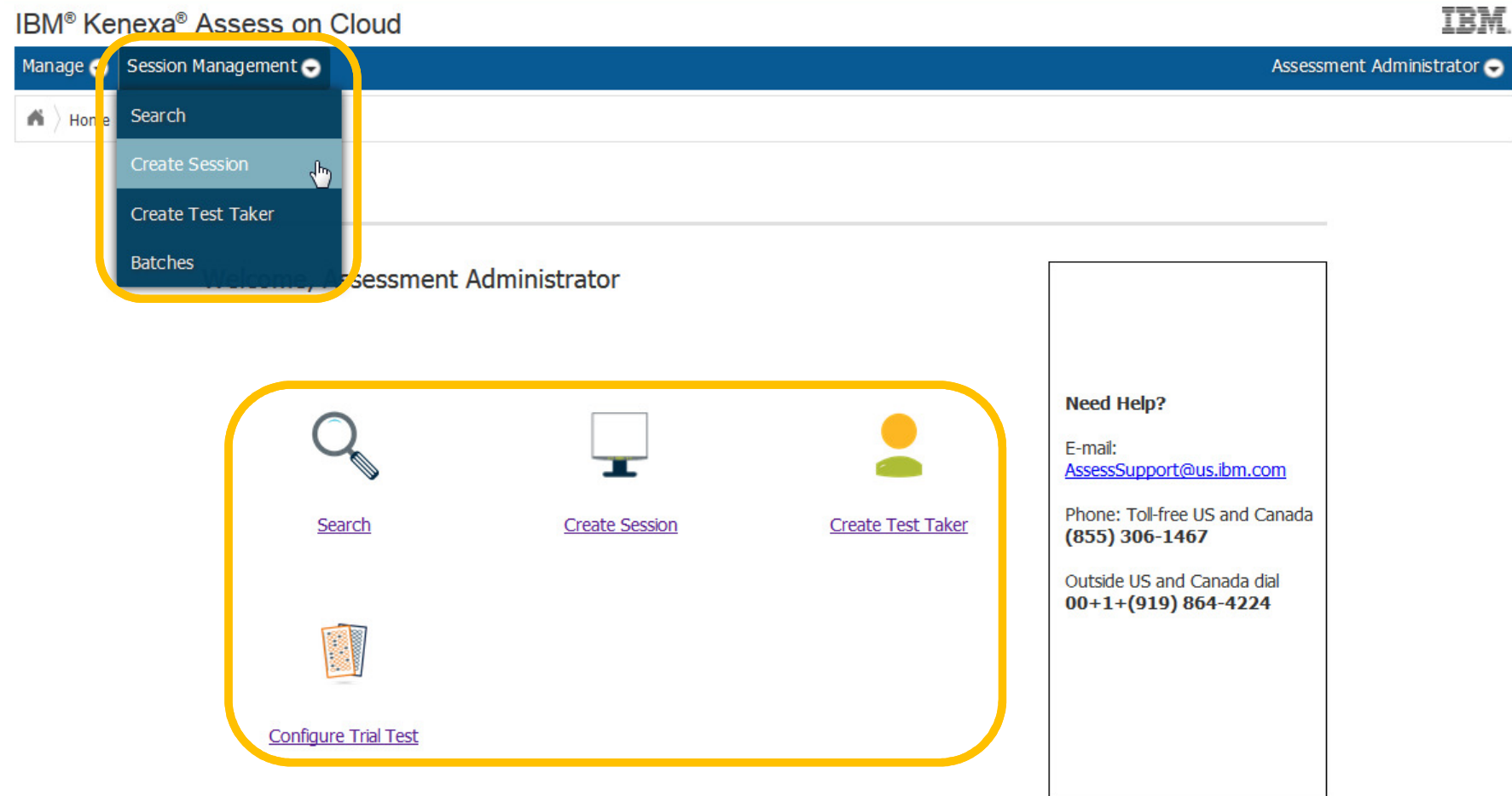


TOP TIP: Bookmark Assess site URL (please be aware it is case sensitive)

What can I do on Assess
as an Assessment
Administrator?



Functionality Available to 'Assessment Administrator'



IBM® Kenexa® Assess on Cloud

Manage Session Management

Assessment Administrator

Search

Create Session

Create Test Taker

Batches

Assessment Administrator

Search

Create Session

Create Test Taker

Configure Trial Test

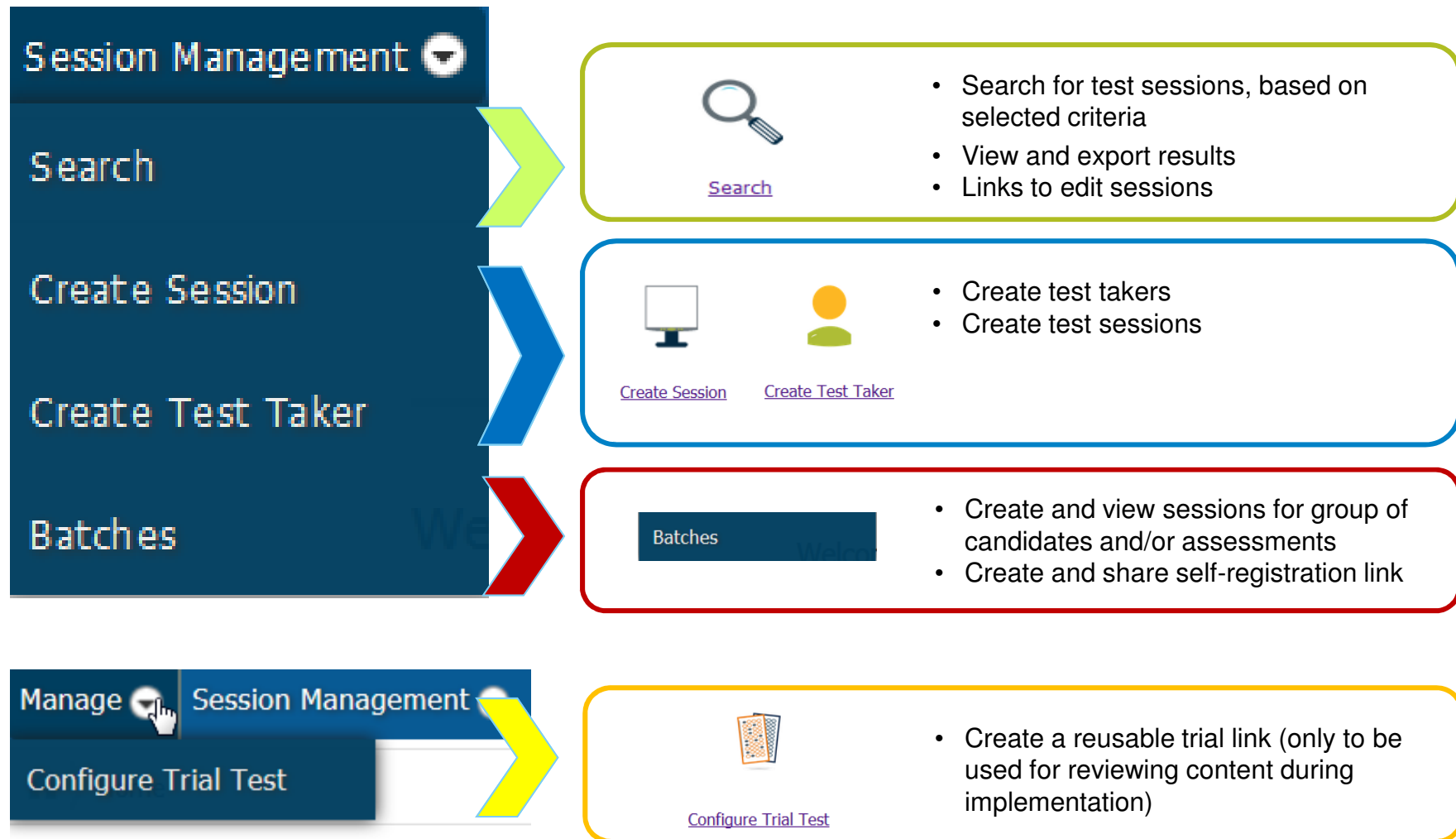
Need Help?

E-mail:
AssessSupport@us.ibm.com

Phone: Toll-free US and Canada
(855) 306-1467

Outside US and Canada dial
00+1+(919) 864-4224

Assess Functionality



Creating Test Sessions

You can create a individual test session or create multiple sessions simultaneously (for 1 or more assessments) using the batch functionality:

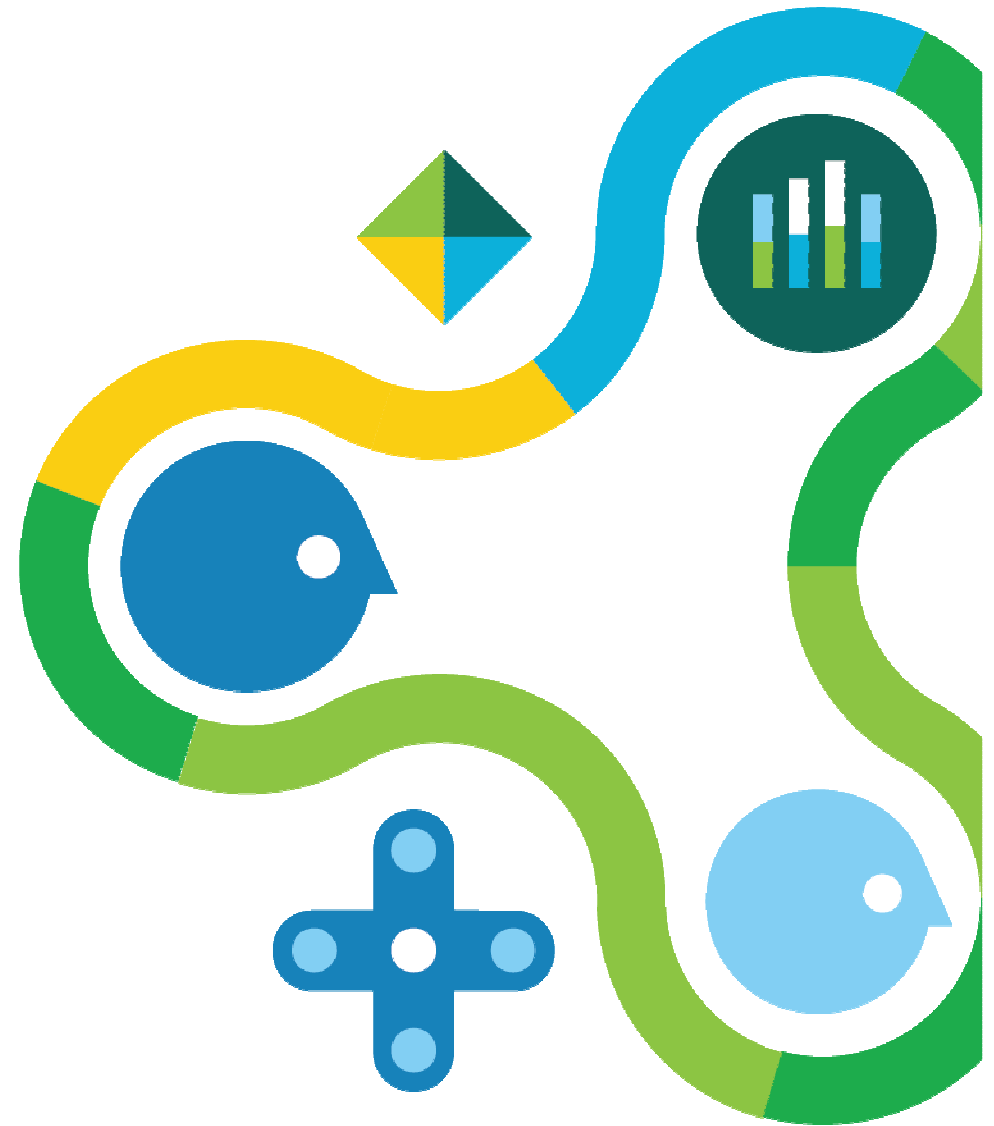
SINGLE SESSION

- Create 1 test session for a single candidate
- Quick and easy to launch one candidate on one assessment that you don't need to track with others.
- Can only launch one candidate at a time.
- Cannot put a single candidate into a batch after launching them

BATCH

- Simultaneously create 1 or more test sessions (for 1 or more assessments) for multiple candidates
- Quick and easy to launch candidates you need to track together.
- Can add a single candidate to a batch at a later date.
- Cannot remove a candidate from a batch after launching them.
- Cannot remove an assessment after creating a batch.

How can I create & distribute a Single Test Session?



Creating a Single Session

IBM® Kenexa® Assess on Cloud

Manage Session Management

1. Click "Session Management"
2. Click "Create Session"

Search

You are here

Create Session

Create Test Taker

Batches

Single Session

*Test Taker Id ATraining101

First Name Joe

Last Name Bloggs

Email Joe.Bloggs@acme.com

Preferred Language English(United Kingdom) Assessments will be displayed in the preferred language for this Test Taker whenever possible.

*Session Assessment Title Select Assessment

Extend time to complete session by 10% Seconds (Follow number with)

Session Completion Deadline 12/31/2016

Email session invitation to ☒ The Test Taker entered above

Email session results report to ☐ The Test Taker entered above

☒ The Session Creator: raji.nandi@uk.ibm.com

☒ These additional addresses: Assessment_Reports@example.com

Results

8. Checkbox if test takers should receive standard invitations (or leave blank to download session links)

9. Checkbox if you would like reports sent to test taker, session creator or another mailbox

10. Click "Create Session" (generated link will display in "Results" section if successful)

Create Session

Candidate Section

3. Complete all candidate-related fields

4. Select test language from drop down menu

Assessment Session Section

5. Click "Select Assessment" and choose desired test

6. Assign time extension

7. Assign deadline date (leave blank for default deadline)

Delivery Method Section

Creating a Single Session: Key Considerations



NOTE

- **Test Taker ID:** this must be a unique identifier, but the client administrator can select the preferred format. Fields must contain only letters (a-z), numbers (0-9), language characters (中国), at (@), underscore (_), dot (.), hyphen (-) or space ().
- **Preferred language:** the drop down menu will list languages enabled on your site (this does not mean the test is available in the selected language).
- **Session Completion Deadline:** once session is created, it is not possible to change this deadline and the link will expire at midnight IST (Irish Standard Time) on the chosen deadline date. If left blank, the default deadline is set to 7 calendar days after link creation date.

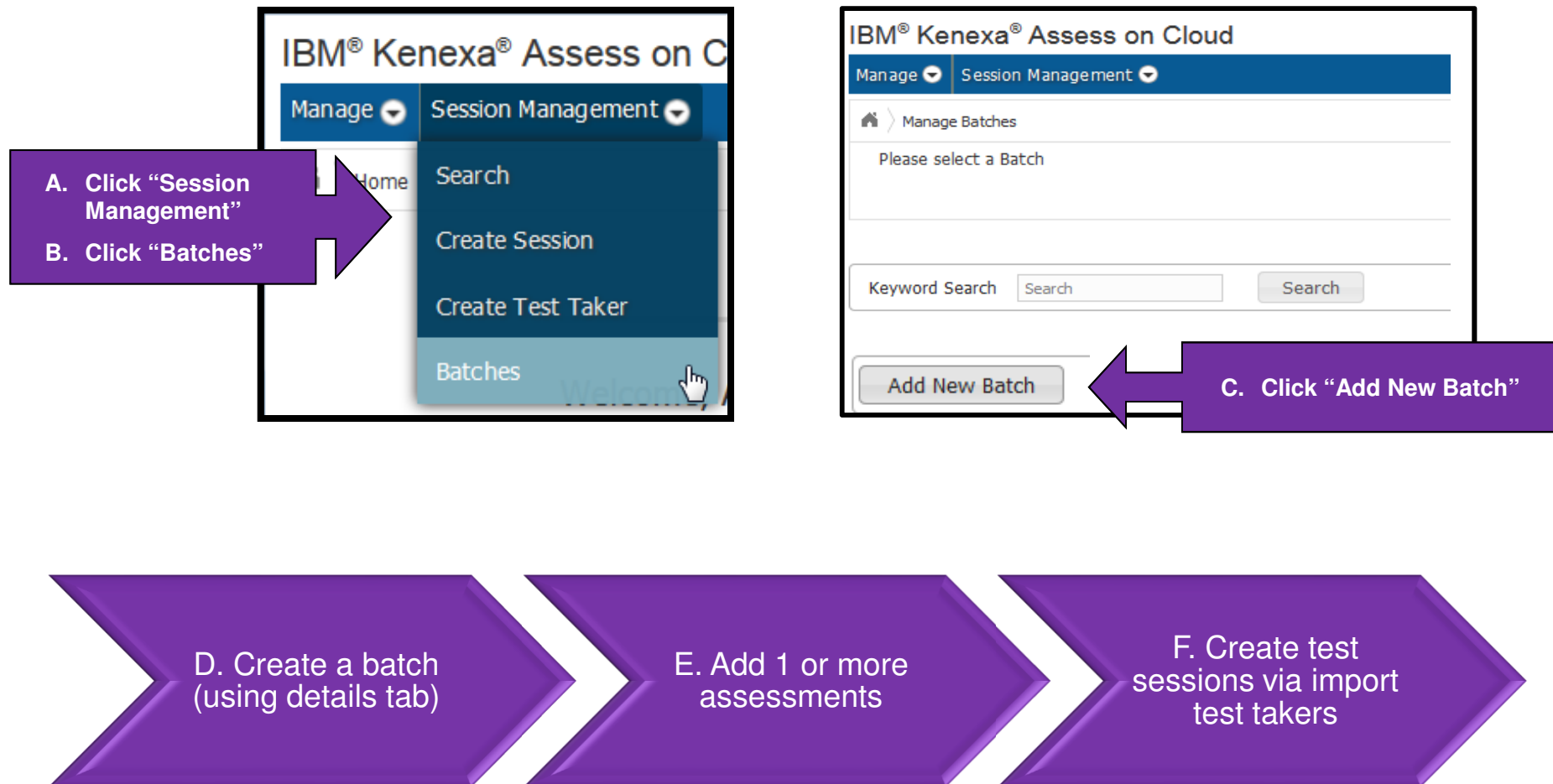


TOP TIP: If you need to launch multiple candidates or multiple assessments it may be faster to launch via a batch

How can I create &
distribute a Batch of Test
Sessions?



Batch Creation Process



Step D: Create a Batch


✓ ATraining101 saved successfully!

D7) This message appears once the batch has been successfully created.


Details Assessments Test Takers Sessions

ⓘ ATraining101 is being displayed in the source locale, English(United Kingdom).

* Name ATraining101

* Description **B** *I* U **a** **b** **e** 

<Name of batch creator>; <Date of batch creation>;
<Name of assessments included in batch>

Session Expiry Date 01/01/2017  All sessions will be locked out at end of day.

Post Results Url


Email batch invitations to ☒ All Test Takers to whom this batch will be assigned.

Email batch results reports to ☐ All Test Takers to whom this batch will be assigned.

Batch Description Section
D1) Complete "Name" of batch
D2) Complete batch details
D3) Assign expiry date (or leave blank for default deadline)

Delivery Method Section
D4) Checkbox if test takers should receive standard invitations (or leave blank to download session links)
D5) Checkbox if you would like reports sent to test taker, session creator or another mailbox

D6) Click "Save"

Manage Locales  Save Undo

Step E: Add Assessments to a Batch

E1) Click "Assessments" tab
E2) Click "+ Select Assessments" tab

E7) This message appears if assessments were successfully added to this batch.

E3) Checkbox your chosen assessments
E4) Click "Go" to add chosen assessments to batch

E5) Assigned Assessments will appear in this section if previous step was successful

E6) Click "Save"

Assigned Assessments

Assessment Name	Actions
Occupational Personality Inventory	
Tests, Demos, and Integrations	

Step F: Create Sessions via Import Test Takers



NOTE: Please importing test takers, ensure you have added the correct assessment to the batch. Assessments cannot be amended after you import test takers.

+ Select Test Takers

Test Taker ID First Name

Import Test Takers

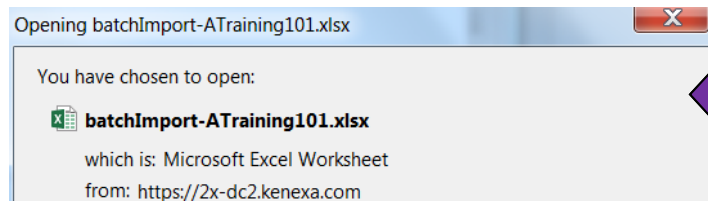
F1) Click "Test Takers" tab
F2) Click "Import Test Takers" at bottom of screen

F3) Complete following steps in sequence

Import Test Takers to batch ATraining101

<p>Step 1. Download Workbook</p> <p>Note: This workbook is specific to this batch and will only work to import test takers to this batch.</p>	<p>Step 2. Select filled out workbook</p>	<p>Step 3. Upload & Validate</p> <p>Note: If you have a validation error; keep this window open, open the selected workbook in MS Excel, fix the error, resave your workbook, and click the above "Reupload & Revalidate" button.</p>
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Step F3: Importing Test Takers



F3i) Save and open downloaded excel workbook

1	Test Taker ID	First Name	Last Name	Email Address	Locale	Ignore
3	Training001	Joe	Bloggs	joe.bloggs@acme.com	English(UK)	
4	Training002	Jane	Bloggs	jane.bloggs@acme.com	French	
5						
6						
7						

Batch Test Takers **New Test Takers**

F3i-a) Click "New Test Takers" tab

F3i-b) Complete worksheet, as required

1	Batch Name: ATraining101	Session Extend Times	
3	Test Taker ID	Occupational Personality Inventory	Tests, Demos, and Integrations
4	Training001		10
5	Training002		
6			
7			

Batch Test Takers **Batch Test Takers**

F3i-c) Copy and paste Test Takers IDs to "Batch Test Takers" tab

F3i-d) Assign time extension for those eligible for this reasonable adjustment

F3i-e) Save excel file

Step F3: Importing Test Takers – Key Considerations

NOTE

- ***Test Taker ID:*** this must be a unique identifier, but the client administrator can select the preferred format. Fields must contain only letters (a-z), numbers (0-9), language characters (中国), at (@), underscore (_), dot (.), hyphen (-) or space ().
- ***Locale:*** the drop down menu will list languages enabled on your site (this does not mean the test is available in the selected language). Check all batched tests are available in chosen language before assigning it to a session.
- ***Session Expiry Date:*** the batch of sessions expire at midnight IST (Irish Standard Time) on the chosen expiry date. If left blank, the default deadline is set to 7 calendar days after the creation date. Expiry date can be changed, but the new date will only apply to new sessions added to the batch.



TOP TIP: If you have multiple candidates and multiple assessments it may be faster to launch via a batch

Step F3: Importing Test Takers

Import Test Takers to batch ATraining101 ✕

Step 1. Download Workbook Note: This workbook is specific to this batch and will only work to import test takers to this batch.	Step 2. Select filled out workbook F3ii-a) Click “Select filled out worksheet” and select saved excel file Note: If you have a validation error, keep this window open, open the selected workbook in MS Excel, fix the error, resave your workbook, and click the above "Reupload & Revalidate" button.
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Import Test Takers to batch ATraining101 ✕

Step 1. Download Workbook Note: This workbook is specific to this batch and will only work to import test takers to this batch.	Step 2. Change file File: batchImport-ATraining101.xlsx F3ii-b) Review “File” to check correct file was chosen. If not, click “Change File” and select correct file	Step 3. Upload & Validate Note: If you have a validation error, the selected workbook in MS Excel, fix the error, resave your workbook, and click the above "Reupload & Revalidate" button. F3iii) Click “Upload & Validate” to import test taker to batch
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TOP TIP: Excel file is specific to the batch, so correct the file name as necessary when saving excel file (e.g. remove “Copy of”)

Step F3: Test Taker and Session Creation - **Successful**

Import Test Takers to batch ATraining101 ✕

Step 1. **Download Workbook**
Note: This workbook is specific to this batch and will only work to import test takers to this batch.

Step 2. **Change file**
File: batchImport-ATraining101.xlsx

Step 3. **Reupload & Revalidate**
Note: If you have a validation error; keep this window open, open the selected workbook in MS Excel, fix the error, resave your workbook, and click the above "Reupload & Revalidate" button.

New Test Takers
The "New Test Takers" sheet in the selected workbook contained 2 new test taker(s).
We were able to successfully import all test takers.

Line Number	Test Taker ID	First Name	Last Name	Email Address	Locale	Status
2	Training001	Joe	Bloggs	joe.bloggs@acme.com	English(UK)	Success
3	Training002	Jane	Bloggs	jane.bloggs@acme.com	French	Success

Test Takers Imported to Batch

Test Taker ID	First Name	Last Name	Email Address	URL
Training001	Joe	Bloggs	joe.bloggs@acme.com	https://2x-dc2.kenexa.com/2xAssess/raji/assessment/index?sessionId=d77581b8f44b4945b6c7b93c82412a97&candidateId=Training001
Training002	Jane	Bloggs	jane.bloggs@acme.com	https://2x-dc2.kenexa.com/2xAssess/raji/assessment/index?sessionId=f2cf6dc02e404b5fb7f964267ad8ad39&candidateId=Training002

Done

Step F3: Test Taker and Session Creation - **Unsuccessful**

Import Test Takers to batch ATraining101 ✕

Step 1. **Download Workbook**
Note: This workbook is specific to this batch and will only work to import test takers to this batch.

Step 2. **Change file**
File: batchImport-ATraining101.xlsx

Step 3. **Reupload & Revalidate**
Note: If you have a validation error; keep this workbook in MS Excel, fix the error in the selected workbook, and click the above "Reupload & Revalidate" button.

F3iii) Click "Reload & Validate" to import test taker in corrected file

New Test Takers

The "New Test Takers" sheet in the selected workbook contained 4 new test taker(s).
1 test takers were ignored. We were able to successfully import 1 test taker.
We were unable to import 2 test takers, see errors below.

Line Number	Test Taker ID	First Name	Last Name	Email Address	Locale	Status
3	Training002	Jane	Bloggs	jane.bloggs@acme.com	French	Error
4	Training002	ID is not unique.		jack.bloggs@acme.com	German	Error
5	Training004	John	Bloggs	john.bloggs@acme.com	English(UK)	Success

Batch Test Takers

Batch Test Takers import (session creation) was not attempted due to errors during new test taker import.



NOTE: Even a single error will result in Assess not creating sessions all test takers (even those successfully imported). Correct errors and upload spreadsheet to generate session links. Sessions will not be reissued to candidate if they received an invitation with same session ID before.

Step F3: Test Taker and Session Creation - Correcting **Errors**

Human error in completing spreadsheet is typically the cause of identified errors.

- In example below, "Training002" is not unique ID as it has already been assigned to Jane Bloggs on Assess.
- In corrected worksheet, the ID for Jack Bloggs was corrected, and Assess was instructed to ignore previously imported test takers, using ignore functionality (rather deleting them), in order to maintain all test takers in a single sheet, and ensure a session was created for both Training003 and Training004 candidates (which were not previously created).

Original Spreadsheet:

1	Test Taker ID	First Name	Last Name	Email Address	Locale	Ignore
3	Training001	Joe	Bloggs	joe.bloggs@acme.com	English(UK)	
4	Training002	Jane	Bloggs	jane.bloggs@acme.com	French	

Updated Spreadsheet (with additional test takers)

1	Test Taker ID	First Name	Last Name	Email Address	Locale	Ignore
3	Training001	Joe	Bloggs	joe.bloggs@acme.com	English(UK)	y
4	Training002	Jane	Bloggs	jane.bloggs@acme.com	French	
5	Training002	Jack	Bloggs	jack.bloggs@acme.com	German	
6	Training004	John	Bloggs	john.bloggs@acme.com	English(UK)	

Corrected Spreadsheet (with additional test takers)

1	Test Taker ID	First Name	Last Name	Email Address	Locale	Ignore
3	Training001	Joe	Bloggs	joe.bloggs@acme.com	English(UK)	y
4	Training002	Jane	Bloggs	jane.bloggs@acme.com	French	y
5	Training003	Jack	Bloggs	jack.bloggs@acme.com	German	
6	Training004	John	Bloggs	john.bloggs@acme.com	English(UK)	y
7						

Step F3: Test Taker and Session Creation - Correcting Errors

Import Test Takers to batch ATraining101

Step 1. Download Workbook

Note: This workbook is specific to this batch and will only work to import test takers to this batch.

Step 2. Change file

File: batchImport-ATraining101.xlsx

Step 3. Reupload & Revalidate

Note: If you have a validation error; keep this window open, open the selected workbook in MS Excel, fix the error, resave your workbook, and click the above "Reupload & Revalidate" button.

New Test Takers

The "New Test Takers" sheet in the selected workbook was processed. 3 test takers were ignored. We were able to successfully import the remaining 1 test taker.

Corrected test taker Training003 successfully imported into Assess.

Line Number	Test Taker ID	First Name	Last Name	Email Address	Locale	Status
4	Training003	Jack	Bloggs	jack.bloggs@acme.com	German	Success

Test Takers Imported to Batch

Test Taker ID	First Name	Last Name	Email Address	URL
Training001				2.kenexa.com/2xAssess/raji/assessment?ID=f2cf6dc02e404b5fb7f964267ad8ad39&candidateId=Training001
Training002				2.kenexa.com/2xAssess/raji/assessment?ID=f2cf6dc02e404b5fb7f964267ad8ad39&candidateId=Training002
Training003				2.kenexa.com/2xAssess/raji/assessment?ID=c59937d123d14f87a1d645487e1719d6&candidateId=Training003
Training004				2.kenexa.com/2xAssess/raji/assessment?ID=2cc61456df954c698fe0c3b2364f0445&candidateId=Training004

Session URLs and details for Training001 and Training002 appear here but candidate will not receive the invite again.

Session URLs and details for Training003 and Training004 appear here if sessions were successfully created and invite sent (if this was selected).

Candidate Invitation – Direct from Assess

Candidates will receive this standard Assess invitation, as soon as a successful session was created (if you chose this delivery method).

Assessment Invitation

From: **DoNotReply** <gkemail@us.ibm.com>

Sunday, June 05, 2016 02:53PM

To: Joe Bloggs

[Hide Details](#)

Thank you for submitting your application. We would like to invite you to continue on to the next step in the process by taking one or more assessments. Step-by-step instructions are below. Please feel free to print out a copy of these instructions and refer to them during the assessment process.

Instructions

1. [Click here to access your assessment\(s\)](#).
2. If available, select a preferred language. System information will be displayed in your preferred language for your convenience. This language will be used as the default for assessments whenever possible.
3. If this is your first time completing an assessment with us, read and accept the disclaimer.
4. You may see an assessment list page with links to multiple assessments. Please choose the assessment you would like to take first and click the assessment link.
5. Some assessments may not be available in your preferred language. If an assessment is not available in your preferred language, you will see a warning page and will be able to select from available languages.
6. Depending on the assessment, you may be required to answer all questions in order, or you may be able to complete them in the order of your choice. You may be required to provide an answer to every question, or you may be allowed to skip questions. Please read and follow any on-screen directions.
7. Some assessments are timed or have timed sections. It is not possible to save and finish later in a timed assessment or section. In timed assessments and sections, a clock will be provided to indicate time remaining.
8. If you choose to cancel an assessment, you will not be able to re-enter that assessment.
9. When you have completed an assessment please confirm that you are finished by clicking Finish Assessment or Finalize Assessment. Once you have finished an assessment you will not be able to re-enter that assessment.

For help 24 hours a day/7 days a week:

Email: AssessSupport@us.ibm.com

Phone: Toll-free US and Canada (855) 306-1467

Outside US and Canada dial 00+1+(919) 864-4224

Thank you!

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Downloading Original Session Links

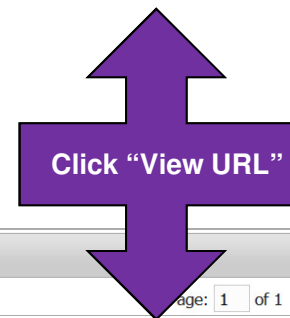
- You cannot resend original session link from the system. You may wish to download original links if you intend to:
 - Incorporate session links into a custom email invitation
 - Enable candidates to complete session, when progress was interrupted due to internet connectivity or other technical issues (so session is “In Progress” status)
 - Remind candidates to start or complete sessions.
- To access original session link, copy and paste link from *View URL* and *Export session spreadsheet*






Session Link

View URL | Go to Session

View URL | Go to Session

View URL | Go to Session



Sessions															
Session ID	Test Taker ID	First Name	Surname	Email Address	Status	Batch Name	Hurdle	Assessment Name	Evaluation	Overall Mark	Started On	Completed On	Expiration Date	Session Link	Actions
1845ff04eefc4013a0162ecd63296133	Training0050	Jill	Bloggs	jill.bloggs@acme.com	Not Started	ATraining101		Occupational Personality Inventory					01/01/2017 11:59 PM	View URL Go to Session	
1c8ad907e2f143afbd445d41f1a00b8e	Training001	Joe	Bloggs	joe.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/02/2017 01:24 PM	View URL Go to Session	
22a6be9fcbcb64d889e82805e55d8796d	Training003	Jack	Bloggs	jack.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/01/2017 11:59 PM	View URL Go to Session	
2427a7a9fee94c79b1762d173278ef03	Training004	John	Bloggs	john.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/01/2017 11:59 PM	View URL Go to Session	
75059e9d1bfhh4	Training010	Jill	Bloggs	jill.bloggs@acme.com	Not Started	ATraining101		Occupational						View URL Go to Session	

Create Session

Import From Spreadsheet

Export

Click “Export” to download original session links


Exported Sessions Spreadsheet Contents

Session Id	bf92a536de7a4e059ce82470614ca403
Test Taker ID	Training002
First Name	Jane
Last Name	Bloggs
Email Address	jane.bloggs@acme.com
Status	Not Started
Hurdle	
Assessment Name	Tests, Demos, and Integrations
Evaluation	
Overall Score	
Started On	
Completed On	
Expiration Date	January 01, 2017 11:59 PM
Session Link	https://2x-dc2.kenexa.com/2xAssess/raji/assessment/index?sessionID=bf92a536de7a4e059ce82470614ca403&candidateId=Training002

Candidate Self-Registration to Batch

Incorporate self-registration batch link into custom email invitation, as this cannot be issued by Assess

Name	Description	Self-Registration Link
ATraining101	Name of batch creator; Date of batch creation; Name of assessments included in batch	https://2x-dc2.kenexa.com/2xAssess/raji/batch/take/4f4a4431c99d4968b123bc8916d55693



Registration

Language
English(US) ▼

* First name
Joe

* Last name
Bloggs

* Email address
joe.bloggs@acme.com


* Username
jbloggs

Field must contain only letters (a-z), numbers (0-9), language characters (中国), at (@), underscore (_), dot (.), hyphen (-) or space ().

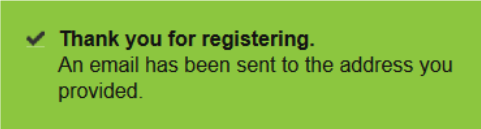
Already registered? [Log in.](#)

© Copyright IBM Corp. 2012, 2015

[Help and Support](#) [Privacy Policy](#)



Registration



✓ **Thank you for registering.**
An email has been sent to the address you provided.

To set your password, click the link contained in this email. Once you have completed your registration by setting your password you will be able to begin taking your assessment(s).

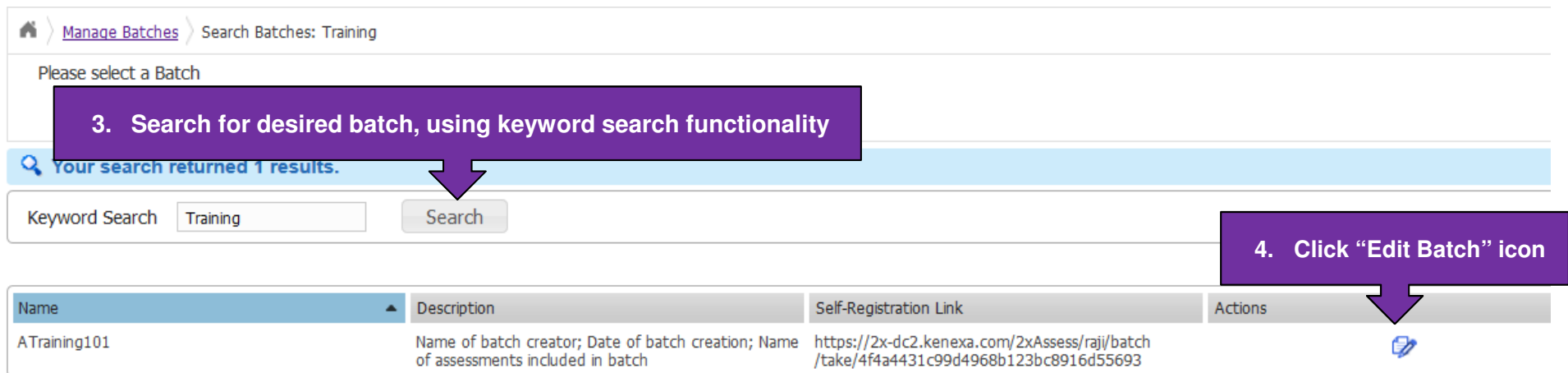
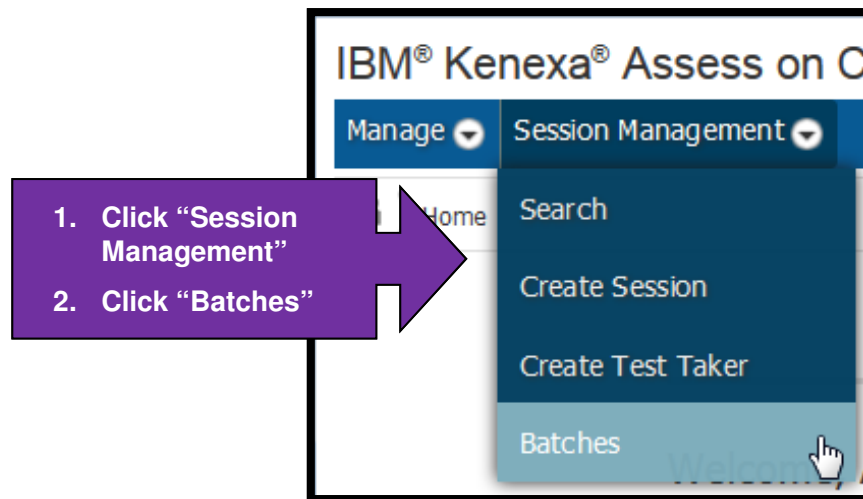
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[Help and Support](#) [Privacy Policy](#)

How can I add more Test Sessions to an Existing Batch?



Adding Test Sessions to Existing Batch



Adding Test Sessions to Existing Batch

- Create test sessions for multiple candidates by importing test takers (using spreadsheet method)
- Create test session for individual candidate by completing form for “Add a New Test Taker” (see below) and “Create Session” (see next slide)

Add a New Test Taker

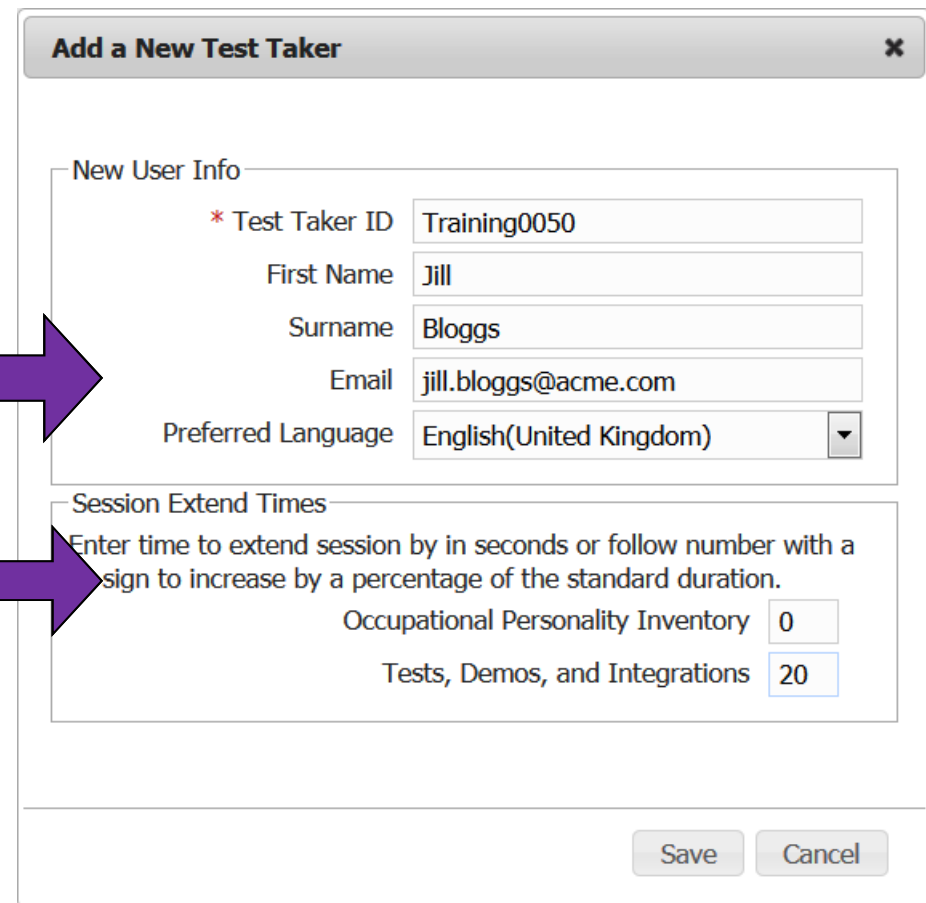
Import Test Takers

5. Click “Add a New Test Taker”
at bottom of screen

6. Candidate Section

- Complete all candidate-related fields
- Select test language from drop down menu

7. Assign time extension



The screenshot shows a web form titled "Add a New Test Taker" with a close button (X) in the top right corner. The form is divided into two main sections: "New User Info" and "Session Extend Times".

New User Info

- * Test Taker ID**: Training0050
- First Name**: Jill
- Surname**: Bloggs
- Email**: jill.bloggs@acme.com
- Preferred Language**: English(United Kingdom) (dropdown menu)

Session Extend Times

Enter time to extend session by in seconds or follow number with a sign to increase by a percentage of the standard duration.

- Occupational Personality Inventory**: 0
- Tests, Demos, and Integrations**: 20


At the bottom right of the form are two buttons: "Save" and "Cancel".

Adding Test Sessions for Existing Test Taker in Existing Batch

Test Takers Sessions

8. Locate existing test taker of interest (using search functionality)

9. Click "Create Session" icon

Test Taker ID	First Name	Surname	Email	Actions
Training0050	Jill	Bloggs	jill.bloggs@acme.com	

Create Session

Single Session

*Test Taker ID Training0050

First Name Jill


Surname Bloggs

Email jill.bloggs@acme.com

Preferred Language English(United Kingdom) *Assessments will be displayed in the preferred language for this Test Taker whenever possible.*

*Session Assessment Title Select Assessment

Extend time to complete session by 0 Seconds (Follow number)

Session Completion Deadline  Session will be locked

Email session invitation to ☐ The Test Taker entered above

Email session results report to ☐ The Test Taker entered above
☐ The Session Creator: rajl.nandi@uk.ibm.com

Results
Jill - jill.bloggs@acme.com

Create Session

Candidate information is pre-populated

Assessment Session Section

10. Click "Select Assessment" and choose desired test

11. Assign time extension

12. Assign deadline date (leave blank for default deadline)

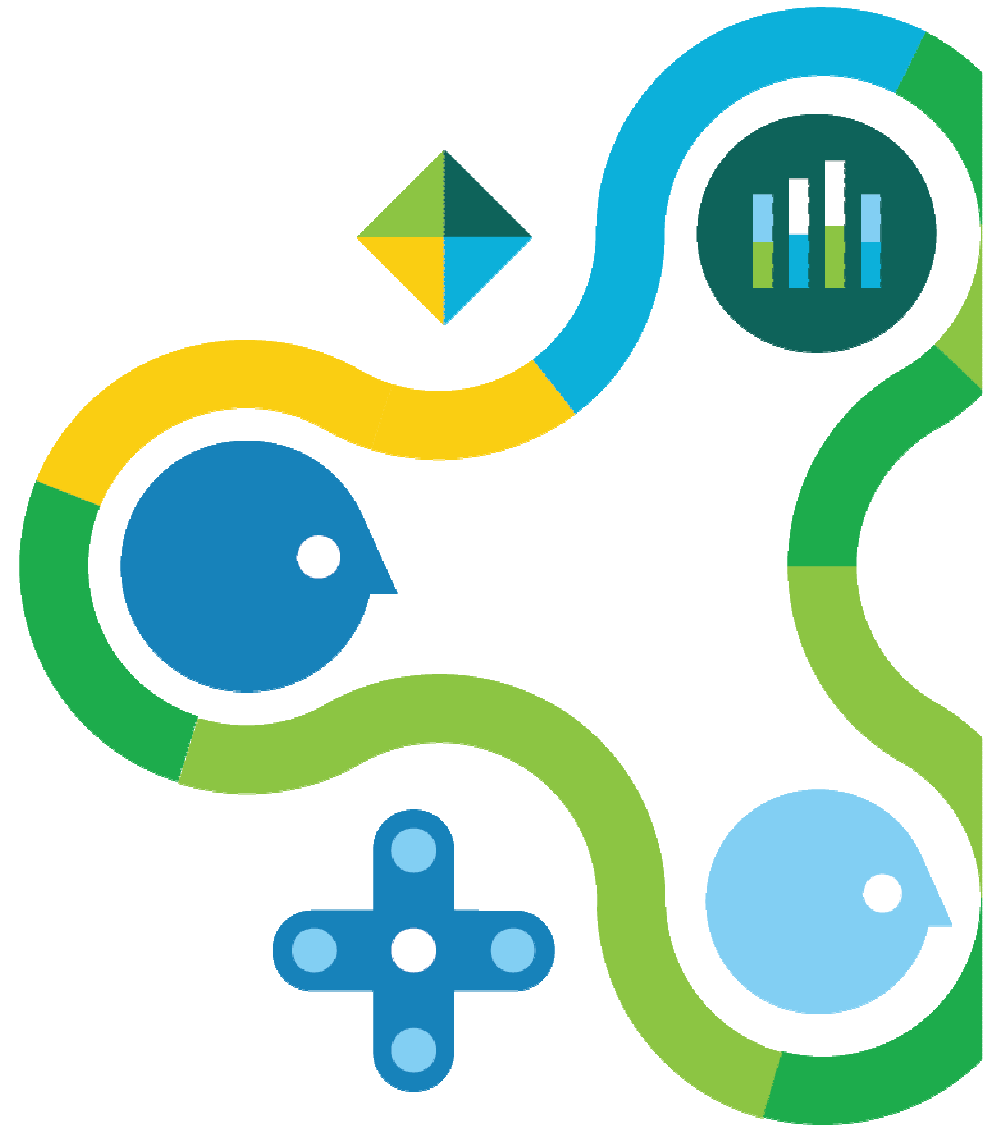
Delivery Method Section

13. Checkbox if test takers should receive standard invitations (or leave blank to download session links)

14. Checkbox if you would like reports sent to test taker, session creator or another mailbox

15. Click "Create Session" (generated link will display in "Results" section if successful)

How can I monitor & edit Test Sessions?



Monitoring Test Session Activity

The screenshot shows the 'Session Management' section of the IBM Smarter Workforce interface. The interface includes a navigation menu on the left, a search bar at the top, and a main content area with search filters and a results table. Numbered steps are overlaid on the interface to guide the user through the process of monitoring test session activity.

1. Click "Session Management"
2. Click "Search"
3. Enter search criteria
4. Click "Search"
5. View search results
6. Click "Export" to download filtered sessions

Search Filters:

- Test Taker ID: [Text Input]
- First Name: [Text Input] Last Name: [Text Input] Email Address: [Text Input]
- Assessments: [Select Assessments] Batch Name: [Text Input: ATrain]
- Session Status: ☐ Not started ☐ Active ☐ In progress ☐ Cancelled ☐ Abandoned ☐ Completed ☐ Expired
- Session Date: Created: [Date Range] Completed: [Date Range] Session Score: [Text Input]

Search Results Table:

Session ID	Test Taker ID	First Name	Last Name	Email Address	Status	Batch Name	Hurdle	Assessment Name	Evaluation	Overall Score	Started On	Completed On	Expiration Date	Session Link	Actions
22a6be9fc6c4d889e82805e55d8796d	Training003	Jack	Bloggs	jack.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/01/2017 11:59 PM	View URL Go to Session	
2427a7a9fee94c79b1762d173278ef03	Training004	John	Bloggs	john.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/01/2017 11:59 PM	View URL Go to Session	

Page Information: Page: 1 of 1

Export: [Export]

Search Tips

If you enter...	The System will retrieve...
ab	All records containing the string ab.
abc	All records containing the string abc.
a b	All records containing the string a(space)b.

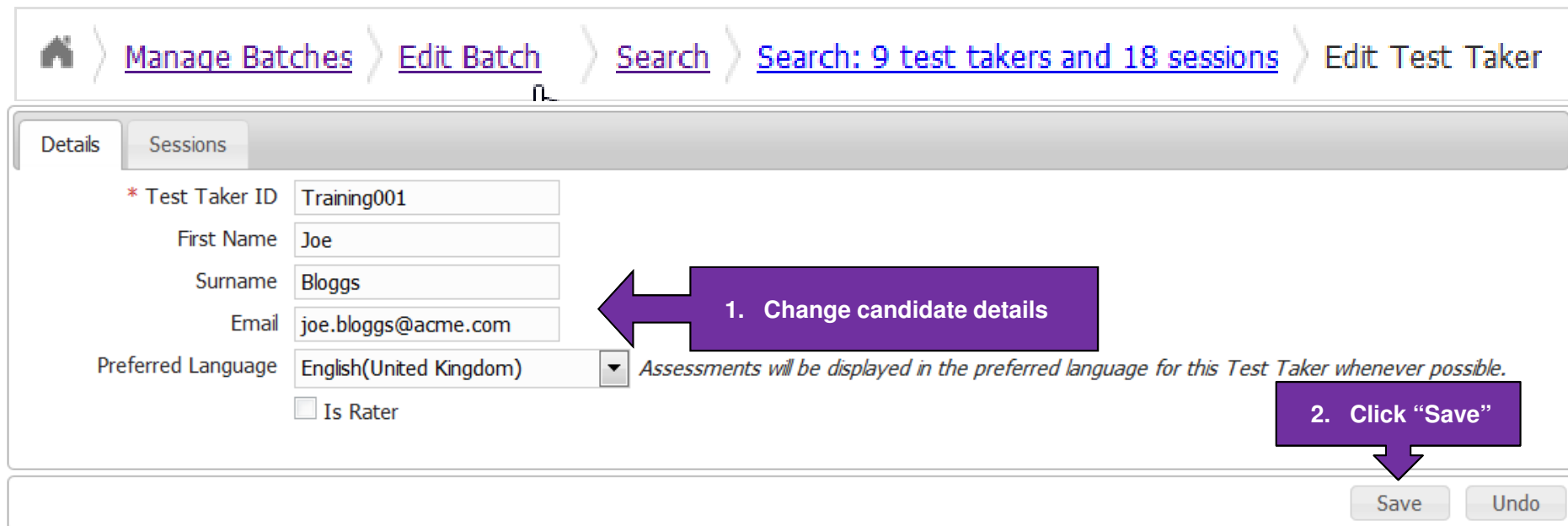
- The system is not case sensitive
- Using wildcard special characters (*, "", ?) does not yield results, unless there is a word that contains that exact string
- Selecting the Search button with no search criteria returns all test takers and sessions in the entire client site.
- Text fields allow a partial match (you do not need to enter the entire name). You will get better results if you enter at least three characters

Search Status Descriptions

SESSION STATUS	
Not started	Test taker has not started the assessment – only recognized by system when candidate accepts the disclaimer (not when they click on the link). System timestamp appears in Started On column upon disclaimer acceptance
Active	Test taker is currently taking the assessment
In progress	Test taker started the assessment, and then chooses to “ Save and Finish Later ”, closes the browser window, or any other interruption
Completed	Test taker completed assessment
Abandoned	Test taker actively chooses to abandon the assessment before completion, by clicking “ Cancel Assessment ” or if timed out three times on timed CATs
Expired	Test session link is not accessible after the set date for session expiry/deadline
Cancelled	Assessment administrator reset test taker session

Editing Test Takers

Test takers tab allows you to edit selected candidate's details (except test taker ID)



Home > [Manage Batches](#) > [Edit Batch](#) > [Search](#) > [Search: 9 test takers and 18 sessions](#) > Edit Test Taker

Details Sessions

* Test Taker ID Training001

First Name Joe

Surname Bloggs

Email joe.bloggs@acme.com

Preferred Language English(United Kingdom) Assessments will be displayed in the preferred language for this Test Taker whenever possible.

☐ Is Rater

1. Change candidate details

2. Click "Save"

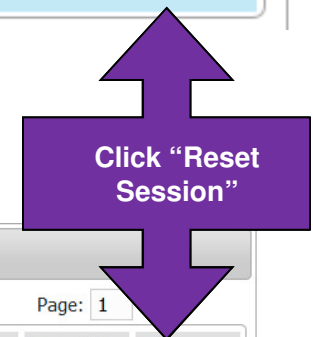
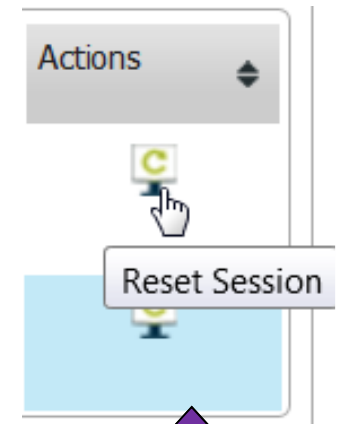
Save Undo



NOTE: Test Taker ID cannot be changed.

Editing Test Sessions

Sessions tab allows you to reset selected test session (which invalidates the chosen session and create a new session)



Test Takers Sessions														
Page: 1														
Session ID	Test Taker ID	First Name	Surname	Email Address	Status	Batch Name	Hurdle	Assessment Name	Evaluation	Overall Mark	Started On	Completed On	Expiration Date	Session Link
d77581b8f44b4945b6c7b93c82412a97	Training001	Joe	Bloggs	joe.bloggs@acme.com	Not Started	ATraining101		Occupational Personality Inventory					01/01/2017 11:59 PM	View URL Go to Session
fc072bc10dae4cf596af349b3e96d0d8	Training001	Joe	Bloggs	joe.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/01/2017 11:59 PM	View URL Go to Session

Create Session Import From Spreadsheet Export

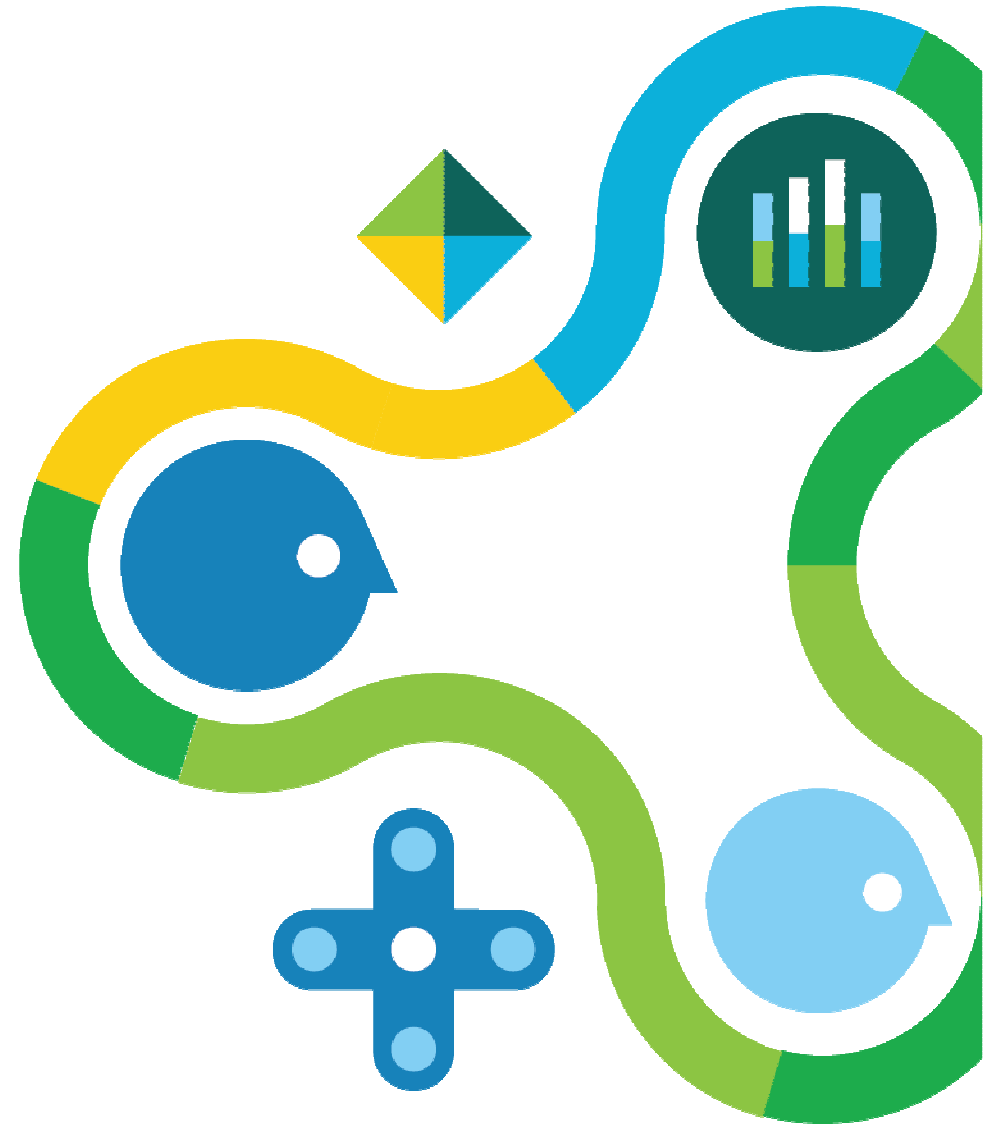


NOTE: Reset functionality in BrassRing and Assess differ. In BrassRing, it does not invalidate test session before creating a new session.

“All roads lead to Rome”


Session Management Menu	Resulting Screen	Tabs on Screen (and Resulting Screens)
Search	Search (existing test takers and sessions)	Test Takers tab > Session Creation & Edit Test Taker & Import/Export Sessions tab > Session Creation & Session Reset & View Assessment Reports & View Assessment Results (scores) & Import/Export
Create Session	Session Creation	Single Session tab
Create Test Taker	Edit Test Taker	Details tab Sessions tab > Session Creation
Batches	Manage Batches (including search) > Edit Batch	Details tab > Manage Locales Assessments tab Test Takers tab > Session Creation & Edit Test Taker & Import/Export Sessions tab > Session Creation & Session Reset & View Assessment Reports & View Assessment Results (scores) & Import/Export

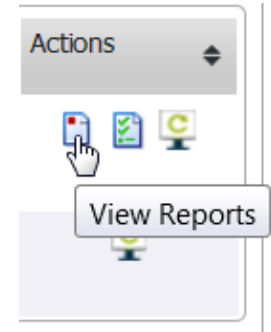
How can I download
feedback reports?







Downloading Feedback Reports

Download feedback reports by

- clicking the [View Reports](#) icon 
- clicking download icon on “View Assessment Reports” screen (accessed direct from Assess or emailed report link)



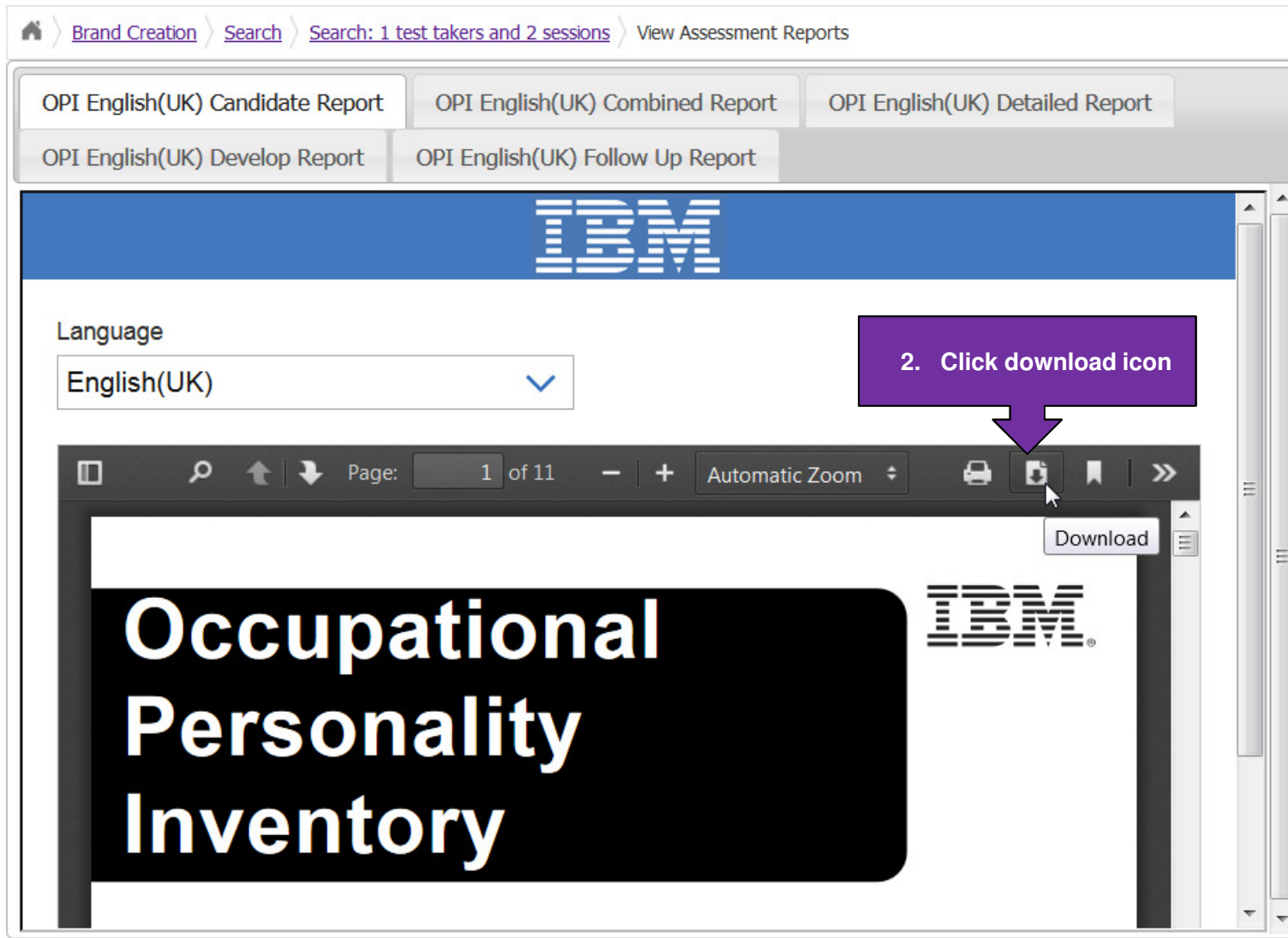
1. Click “View Reports”

Sessions															
Session ID	Test Taker ID	First Name	Surname	Email Address	Status	Batch Name	Hurdle	Assessment Name	Evaluation	Overall Mark	Started On	Completed On	Expiration Date	Session Link	Actions
d77581b8f44b4945b6c7b93c82412a97	Training001	Joey	Bloggs	joey.bloggs@acme.com	Completed	ATraining101		Occupational Personality Inventory		50	06/06/2016 01:22 AM	06/06/2016 01:46 AM	01/01/2017 11:59 PM	View URL Go to Session	  
fc072bc10dae4cf596af349b3e96d0d8	Training001	Joey	Bloggs	joey.bloggs@acme.com	Not Started	ATraining101		Tests, Demos, and Integrations					01/01/2017 11:59 PM	View URL Go to Session	


Page: 1 of 1





Create Session Import From Spreadsheet Export

Downloading Feedback Reports




The screenshot shows the IBM assessment report interface. At the top, there is a breadcrumb trail: [Brand Creation](#) > [Search](#) > [Search: 1 test takers and 2 sessions](#) > View Assessment Reports. Below this, there are five report type tabs: OPI English(UK) Candidate Report, OPI English(UK) Combined Report, OPI English(UK) Detailed Report, OPI English(UK) Develop Report, and OPI English(UK) Follow Up Report. The main content area features the IBM logo at the top, followed by a Language dropdown menu set to English(UK). Below the menu is a toolbar with various icons, including a download icon. A purple callout box with the text "2. Click download icon" and an arrow points to the download icon. A tooltip labeled "Download" appears over the icon. The main content area displays the title "Occupational Personality Inventory" in large white text on a black background, with the IBM logo to the right.

Language
English(UK) 

Page: 1 of 11 Automatic Zoom    

Download

Occupational Personality Inventory 

Standard Report Link Email

Assessment results for anonymous anonymous

support@kenexa.com

Monday, June 27, 2016 10:39PM

To: Joe Bloggs

[Show Details](#)

anonymous anonymous has completed the Restaurant Manager Selector Assessment, and results are now available. You may follow the link(s) below to view and save detailed results for this participant.

[Restaurant Manager Selector Assessment Report](#)

If you have any difficulty accessing a link, please contact support using the information below. Please do not contact support for questions about this participant's results. They are available for technical support only.

Email: AssessSupport@us.ibm.com

Phone: Toll-free US and Canada (855) 306-1467

Outside US and Canada dial 00+1+(919) 864-4224

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

What is the candidate
experience?



Candidate experience

Candidate experience is driven by the structure of the assessment and whether it is delivered via standalone Assess or ATS.

Assessment:

- Disclaimer
- Candidate instructions page
- Examples items
- Items (question and responses, with stimulus if applicable). Stimulus can be video, animation, graphs or text.
- Assessment completion page

Marking/Scoring:

- Marking scheme for each item/assessment
- Scoring algorithm including norms

Reporting:

- Candidate feedback report
- Interviewer reports

Candidate Invitation

Candidates will receive session links via:

- Default standalone Assess invitation
- Custom email invitation using downloaded session links (issued from Assessment Administrator's mailbox)

Assessment Invitation

From: **DoNotReply** <gkemail@us.ibm.com>

Sunday, June 05, 2016 02:53PM

To: Joe Bloggs

[Hide Details](#)

Thank you for submitting your application. We would like to invite you to continue on to the next step in the process by taking one or more assessments. Step-by-step instructions are below. Please feel free to print out a copy of these instructions and refer to them during the assessment process.

Instructions

1. [Click here to access your assessment\(s\)](#).
2. If available, select a preferred language. System information will be displayed in your preferred language for your convenience. This language will be used as the default for assessments whenever possible.
3. If this is your first time completing an assessment with us, read and accept the disclaimer.
4. You may see an assessment list page with links to multiple assessments. Please choose the assessment you would like to take first and click the assessment link.
5. Some assessments may not be available in your preferred language. If an assessment is not available in your preferred language, you will see a warning page and will be able to select from available languages.
6. Depending on the assessment, you may be required to answer all questions in order, or you may be able to complete them in the order of your choice. You may be required to provide an answer to every question, or you may be allowed to skip questions. Please read and follow any on-screen directions.
7. Some assessments are timed or have timed sections. It is not possible to save and finish later in a timed assessment or section. In timed assessments and sections, a clock will be provided to indicate time remaining.
8. If you choose to cancel an assessment, you will not be able to re-enter that assessment.
9. When you have completed an assessment please confirm that you are finished by clicking Finish Assessment or Finalize Assessment. Once you have finished an assessment you will not be able to re-enter that assessment.

For help 24 hours a day/7 days a week:

Email: AssessSupport@us.ibm.com


Phone: Toll-free US and Canada (855) 306-1467


Outside US and Canada dial 00+1+(919) 864-4224

Thank you!

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Disclaimer

 [Logout](#)

Language
English(UK) 

Disclaimer

By clicking the 'I Agree' button below, you accept and agree to the following:

Mandatory Requirements

You confirm your identity for purposes of this assessment. You are required to complete this assessment on your own without seeking assistance or support from any other person or source.

You understand that this assessment is property of IBM. You are prohibited from making copies of any questions that appear on screen during this assessment and may not disclose to anyone else information about specific assessment items.

Your failure to comply may result in disqualification.

LIMITATION OF LIABILITY


IN NO EVENT WILL IBM BE LIABLE TO YOU OR ANY OTHER PARTY FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES OF ANY TYPE WHATSOEVER RELATED TO OR ARISING FROM THIS IBM PRODUCT OR ANY USE OF THIS IBM PRODUCT, OR FOR THE USE OR DOWNLOADING OF ANY MATERIALS OR INFORMATION RELATED TO THIS IBM PRODUCT, INCLUDING, WITHOUT LIMITATION, LOSS OF VOCATIONAL OPPORTUNITY ARISING OUT OF THE USE OF OR INABILITY TO USE THIS IBM PRODUCT, OR LOSS OF PROGRAMS OR OTHER DATA, EVEN IF IBM IS EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS EXCLUSION AND WAIVER OF LIABILITY APPLIES TO ALL CAUSES OF ACTION, WHETHER BASED ON CONTRACT, WARRANTY, TORT OR ANY OTHER LEGAL THEORIES.

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My Assessments

Logout

Language

English(UK) 

My Assessments

Assessments [History](#)


Click a link in the table below to access an assessment.

Assessment	Status	Start Date
Tests, Demos, and Integrations	Not Started	
Occupational Personality Inventory	Not Started	

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Introduction



Introduction

Overall Assessment Progress:

Introduction

The following questions ask about your attitudes, opinions, experiences, and the kinds of things you like to do. There are no right or wrong answers. Just respond to the statements honestly with the response that comes to mind.

Please answer each statement using the Strongly Disagree to Strongly Agree rating scale.

Next

Save and finish later

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Items



Section 1

Overall Assessment Progress:

	Strongly Disagree	Slightly Disagree	Not sure/in between	Slightly Agree	Strongly Agree
1. At work, I sometimes don't finish things on time.		<input checked="" type="radio"/>			
2. I do everything I say I will do.		<input checked="" type="radio"/>			
3. I don't always see things through.		<input checked="" type="radio"/>			
4. I hardly ever finish things on time.			<input checked="" type="radio"/>		
5. I honor all the promises I have made.			<input checked="" type="radio"/>		
6. I own up to all my mistakes.			<input checked="" type="radio"/>		
7. I pride myself on always delivering on my commitments.				<input checked="" type="radio"/>	
8. I rarely finish doing things before they are actually due (such as paying bills, finishing work).				<input checked="" type="radio"/>	
9. People can always count on me to be on time.				<input checked="" type="radio"/>	
10. There have been times when I have been unable to follow through with what I said I would do.	<input checked="" type="radio"/>				

[Save and finish later](#)

Section 2



Section 2 Instructions

Overall Assessment Progress: 

Instructions for Section 2

The following questions ask about both the quantity and quality of your past experience. Please respond to the statements honestly by choosing the response that most accurately describes you.

[Next](#)[Save and finish later](#)

Section 2



Section 2

Overall Assessment Progress: 

Question 1 of 5

In high school I got mostly:

<input type="radio"/> A's.	<input checked="" type="radio"/> B's.	<input type="radio"/> C's.	<input type="radio"/> D's.	<input type="radio"/> F's.
----------------------------	---------------------------------------	----------------------------	----------------------------	----------------------------

[Next](#)[Save and finish later](#)

Assessment Summary



Assessment Summary


Assessment Complete!


You have completed the assessment. Please click the Continue button to return to your list of assessments.

Candidate Name:	Aparajita Nandipati
Assessment:	Tests, Demos, and Integrations
Time To Complete:	00:05:44
Date Completed:	06/06/2016

Continue

Next Assessment in Batch

Logout

Language
English(UK) 

My Assessments


Assessments [History](#)

Click a link in the table below to access an assessment.

Assessment	Status	Start Date
Occupational Personality Inventory	Not Started	

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Introduction



Introduction

Overall Assessment Progress:

Instructions for Occupational Personality Inventory

This is a questionnaire and not a test. There are no right or wrong answers. It will enable you to give us a picture of your personal characteristics and the ways in which you prefer to work.

On the following pages, you will find 230 questions in the form of statements. Read each statement carefully and give the response that best represents how you see yourself in a work environment. For each statement, give your response using the scale below.

- Strongly Disagree
- Slightly Disagree
- Not sure/in between
- Slightly Agree
- Strongly Agree

Your first answer is usually the best, but if you wish to change an answer, just enter the new one.

It is important that you respond honestly to each of the statements as the questionnaire has been designed to highlight intentional distortion. There is no time limit although it is best to work through the questions as quickly as you can. Do not take too long over any one statement; your first response will tend to be the best one. You should aim to complete this questionnaire within 30 minutes, and you must answer all of the questions. Remember to respond to the statements in terms of how you feel you are at work.

Make sure that you have sufficient time set aside to complete the questionnaire before you start it, and that you are in a room away from any distractions or interruptions.

When you are ready to begin please press 'Next' below. Once you have finished the last question you will be invited to submit the questionnaire. This may take up to a minute depending on the speed of your connection to the internet.


Next

Save and finish later

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poration

Items



Section 1
Overall Assessment Progress:

	Strongly Disagree	Slightly Disagree	Not sure/in between	Slightly Agree	Strongly Agree
1. I base important judgements on analytical thinking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Most people are unreliable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. People have said that I lack tact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I believe I can achieve remarkable things if I apply myself.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I use logic when making big decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. A highly competitive environment is not for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I believe I can achieve what I put my mind to.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I thrive in a highly competitive environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. People call on me when something absolutely has to be done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I find it easy to focus on detailed tasks for long periods of time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save and finish later](#)

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Assessment Summary



Assessment Summary


Assessment Complete!

You have completed the assessment.


Candidate Name:	Aparajita Nandipati
Assessment:	Occupational Personality Inventory
Time To Complete:	00:04:19
Date Completed:	06/06/2016

[Exit assessment](#)

Completion of Assigned Assessment Message

 [Logout](#)

Language

English(UK) 

My Assessments

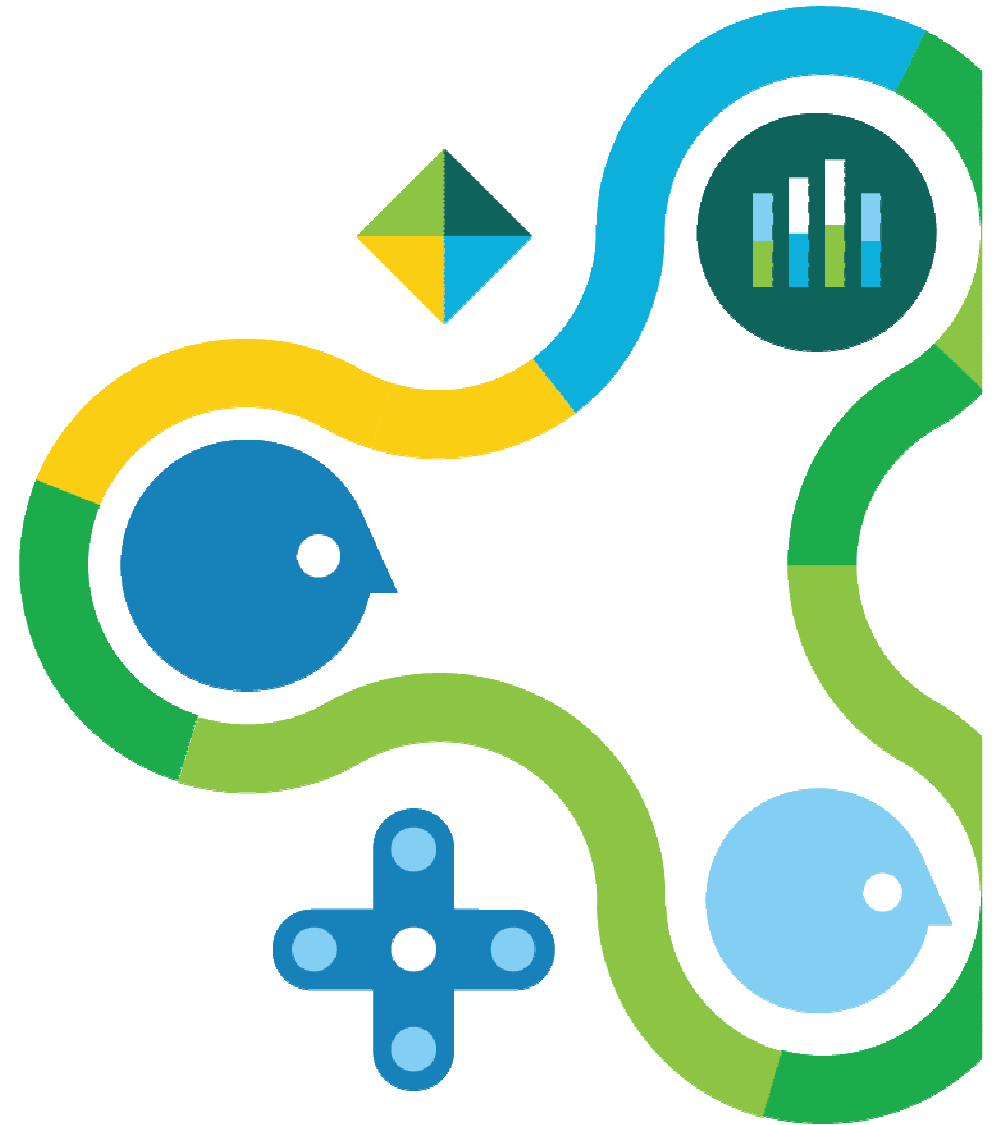
Assessments [History](#)

There are no assessments available for you to complete at this time. Click on the History tab to view your assessment history. Please close your browser window to continue.

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Technical Support



IBM Support

- IBM recommends setting up a team trained to review and prioritize their technical issues and direct them toward the best resource (IBM and non-IBM) for resolution, and work with all vendors to achieve speedy resolution
- Software by its nature is not defect-free, but most reported technical issues result from human error or non-Assess related issues. Typically, Assess-related issues are replicable and experienced by multiple individuals.
- Introduction to IBM Support Services will be covered in next training, including where to find FAQs and how to submit technical support requests.

Reason for Call	Potential Causes
Internet connection interruption	IT security settings/ Weather/ Roaming (out of country)
Unsupported Browser message/layout/upload speed	Unsupported browser/ Internet connection speed
Unable to access link (error codes)	Cannot Copy & Paste
Screen freeze	Low memory
User reassurance	Want reassurance that their test has been submitted
User accidental instruction	Accidentally started or submitted test/ accidentally deleted email with link
Timeout	Inactivity
Misc	Feedback on test

Technical Support for Assessment Administrators

Support Contact:

- Project Team (first two weeks after go-live)
- Assessment Client Support team or Business Partner Helpdesk (post-implementation support)

Details to provide

- Summary of issue, including any attempts to correct issues
- Confirm whether issue is isolated or experienced by others
- Session ID & Test Taker ID
- Operating System & version.
- Internet browser & version.
- Error code (if provided).
- Screenshot/s (capture screenshots of issue as these are very useful for analysis)

Support for Candidates & Assessment Administrators

Two different teams provide support to candidates and Assessment Administrators; neither team has access to each other's systems.

CANDIDATE SUPPORT

Support candidate queries (e.g. password reset, error codes)

For 24/7 support

Email: AssessSupport@us.ibm.com

Tel: See country-specific numbers

CLIENT SUPPORT

Support client Assessment Administrator queries (e.g. error codes, help importing test takers)

For self-support

Documentation in IBM Support Portal

For technical support

Email: assessmentclientsupport@us.ibm.com

Tel (UK, Mon-Fri, 09:00-18:00 GMT):

0800 028 6379

Tel (USA, Mon-Fri, 07:00 to 17:00 CST):

+1-855-306-1728

Candidate Support Numbers

Toll-free US and Canada (855)306-1467

Outside US and Canada dial 00+1+(402) 419-5025

Country	Phone Number	Number Type
Australia	1 800 600 502	Domestic Toll-Free
Austria	0 800 070395	Domestic Toll-Free
Belgium	0 800 815 97	Domestic Toll-Free
China	400 880 0641	Shared Cost
Croatia	0 800 180 8357	International Toll-Free
Denmark	80 25 26 90	Domestic Toll-Free
Finland	0 800 774 295	Domestic Toll-Free
Ireland	1 800 818 861	Domestic Toll-Free

Candidate Support Numbers

Italy	800 931514	Domestic Toll-Free
Japan	0120 914679	Domestic Toll-Free
Macedonia	0 800 94288 when prompted, enter 855 236 7961	Direct Toll-Free
Netherlands	0 800 394 9076	Domestic Toll-Free
Norway	800 58 639	Domestic Toll-Free
Poland	800 70 29 19	Domestic Toll-Free
Portugal	707 201 498	National Call Rate
Russia	8 800 555 6947	Domestic Toll-Free
Serbia	0 800 190 623	International Toll-Free
Slovenia	0 80 081 645	International Toll-Free
Spain	900 816 789	Domestic Toll-Free
Switzerland	0 800 834 889	Domestic Toll-Free
United Kingdom	0800 145 6506	Domestic Toll-Free