



Setting-up a candidate.

The candidate is the individual who will be taking the assessment. Candidates may take the assessment at your company premises or anywhere where they have access to the internet.

You can set the candidate assessments up in advance and/or in batches for ease of administration. WKAS has the facility to automatically notify the candidate that their assessment has been created and is ready for them to undertake. If you prefer to notify the candidate verbally or in writing this can be done by not selecting the "Notify" option.

There is a facility to forward the result, immediately after the candidate has completed their assessment, to the Line Manager or other email address, for example Human Resources. Simply populate the "Forward email" option with the respective email address.

You can choose from all the categories available, which category and how many questions from that category are to form the assessment for the candidate. The system provides an indication of the time that would be allocated for each category set-up. This is an estimate only since the questions are randomly selected only when the candidate has logged on to take the assessment.

A "Factor" option has been added to the system, to allow you to increase the time originally set for the category by that factor. This can accommodate candidates with language difficulties or other cases where candidates require more time than originally considered.

ADMINISTRATION

- Category
- Questions
- Candidates
- Home

Candidate Form

Candidate Name	Questions	Time(in Sec.)	Results	
dereck	16	240	Yes	<input type="button" value="ADD"/> <input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Jeff			No	<input type="button" value="EDIT"/>

Step 1
Select 'Questions' from the Administration menu to work on Questions.

New Candidate

Candidate Name (Full Name)	<input type="text"/>	<input type="checkbox"/> Notify the candidate by E-Mail?	<input type="text"/>
Password	<input type="text"/>	<input type="text"/>	
Forward results to Manager (e-Mail)	<input type="text"/>	Step 2 Enter Candidate full name and password. Complete the forward results section.	
Forward results to others (e-Mail)	<input type="text"/>		
Category	Qty	Approx. Time(in Sec.)	Factor
<input type="checkbox"/> Spelling [max("70")]	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Total [max("70")]	<input type="text" value="0"/>	<input type="text" value="0"/>	



WORKPLACE KNOWLEDGE ASSESSMENT SYSTEM

If you would like to give candidates a 'taster' to get the feel of the assessment tool, set the candidate up using only the Demo category. The questions contained in this category deal with the practical elements of taking the assessment.

Once you have logged in using your Company Name, User Name and Password you will be able to set up candidate assessments.

Steps to setting up a candidate.

1. Select **Add** to input the candidate's details.
2. Input the name of the candidate and allocate a password.
3. Input the email address of the candidate's line manager. An additional contact may be emailed if required.
4. If you wish to notify the candidate automatically on completion of the assessment setup, tick the box and detail the candidate's email address in the box below.
5. Click on the left-hand box the categories you wish to be included in the assessment.
6. Input the Qty (Quantity) box the number of questions you wish to include, the maximum number is 2/3 of the total questions.
7. The Approx. Time will automatically calculate on entry of the number of questions. This is a guide as the questions are randomly selected from the database when the Candidate logs in.
8. Factor offers you the opportunity to increase the time in each category to take account of language difficulties, etc. 1 is the default, so for example 1.25 would give an additional 25% in time allocated.
9. The total number of questions and total time allocated will automatically compute.
10. **SUBMIT** once you have completed the entries.
11. You will receive a confirmation from the WKAS Administrator that your candidate has been set up to complete the assessment, this will include your Company Name, the Candidate Name and the Candidate Password you selected.

The candidate will receive the results immediately onscreen on completion of the Assessment.

You will receive an email notification of the candidate's results, with an attachment which can be printed out.

Assessment Results

Candidate Name terry cole
Questions Alloted 5

Category	Questions alloted	Correct	Incorrect	Percentage	Pass %	Result
Spelling	5	3	2	60%	75	Fail

Candidate's onscreen results

Thank you for taking the test.
Please ensure that you take a print out of this page for your reference.
These results have been forwarded to your Company's Administrator/Manager

CLOSE

Print Result