



## Assessment Categories.

An Assessment Category is a group or set which includes within it appropriate and relevant questions.

Spelling, Comprehension, Verbal Reasoning and Arithmetic categories are already set up and available for you to use upon registration and you can build on these assessment categories by adding your own categories. Specialist Industry specific Categories of questions may also be purchased from an existing library (please discuss with the WKAS administrator – [admin@wkas.net](mailto:admin@wkas.net) if you would like more details)

Any number of additional categories may be created by you dependant upon your requirements. These categories may be used in total or in part for whatever purpose and candidate your assessment process is aimed at and with each category you can set the required percentage pass value.

Any category and the questions within are your intellectual property. These categories and questions are strictly confidential and not shared by any other party including WKAS.

**Step 1**  
Select 'Category' from the Administration menu to work on Categories.

**Step 2**  
Select 'ADD, EDIT or DELETE' to proceed with the work you wish to do.

**ADMINISTRATION**  
Category  
Questions  
Candidates  
Home

**Category Form**

Category	Questions	Pass %	ADD	EDIT	DELETE
Arithmetic	56	65		EDIT	DELETE
Comprehension	120	80		EDIT	DELETE
Spelling	80	75		EDIT	DELETE
Verbal Reasoning	92	70		EDIT	DELETE



## WORKPLACE KNOWLEDGE ASSESSMENT SYSTEM

### CREATING NEW ASSESSMENT CATEGORIES.

Category	
Category	<input type="text"/>
Pass Percentage	<input type="text" value="50"/> %
<input type="button" value="SUBMIT"/>	

#### Steps to Create a new assessment.

1. Select **ADD** to add a new category.
2. Input the Category Name in the space provided.
3. Decide what the Pass Percentage should be for the Category and input in the space provided.
4. **SUBMIT** on completion.

#### Steps to Editing and Deleting Assessment Categories.

Edit an Assessment Category if you wish to change the descriptive name or the pass percentage for the Category.

1. Select **EDIT** and alter the details you wish to change.
2. **SUBMIT** on completion.

**Delete** an Assessment Category only if you never wish to use this category in the future.

1. Select **DELETE** to delete the category.
2. **SUBMIT** on completion.