



## Assessment Questions.

Each Assessment Question is associated with one or more categories. Any quantity of questions may be added to the categories already available. Questions which may be relevant to more than one category may be added to multiple categories.

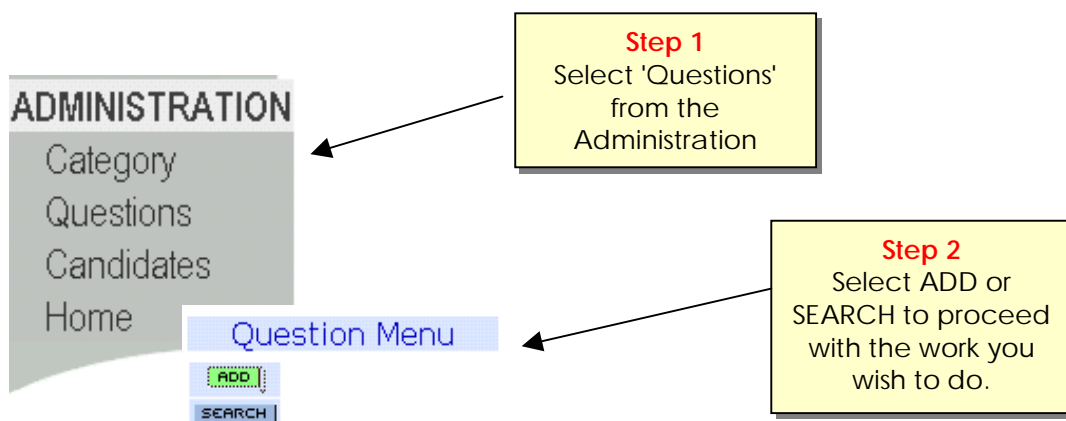
When adding new questions the time allocation for answering that particular question can be set in denominations of 15 seconds. Where appropriate a question can have an attachment associated with it. These attachments are saved locally on you LAN/WAN for confidentiality and to avoid any impact on question answer time for displaying or running the attachment.

All the questions, authored by your company, are added to your question database which is exclusive to your company and the intellectual property rights of questions authored by your company will belong to your company.

Questions are randomly selected when a candidate actually commences the assessment. This offers the advantage of a varying question batches which can be used on multiple occasions for the same or a number of candidates, without the problem of familiarity with the questions arising.

In order to maximize the use of the randomized selection of questions each category should have at least 30 questions. We recommend that no more than two thirds of the questions be selected when setting up the candidate assessment for the randomization to work effectively. Alternatively if you wish to use the same assessment questions for each candidate you will need to select the total number of questions in the category.

Attachments may be included in the question design. These attachments are stored on your Company's LAN/WAN infrastructure for security purposes and attachments will only be accessible to candidates on your LAN/WAN.





## WORKPLACE KNOWLEDGE ASSESSMENT SYSTEM

### Adding New Questions.

Once you have logged in using your Company Name, User Name and Password you will be able to ADD or EDIT questions for any Assessment Category.

Add Question	
Select Category	Arithmetic Comprehension Spelling Verbal Reasoning (MultiSelect Option)
Question	<input type="text"/>
Answers	<input type="radio"/> <input type="text"/>
	<input type="radio"/> <input type="text"/>
	<input type="radio"/> <input type="text"/>

### Steps to creating questions.

1. Select **ADD** to add additional questions.
2. Select the one or more Category you wish to place the new question in. (To add the question to multiple categories, use your Control key on the keyboard and the mouse pointer, clicking on those categories you wish to include).
3. Add the question in the space provided.
4. Add the multiple-choice answers in the space provided.
5. Select the correct response by using your mouse to click on the circle alongside the correct response.
6. Attachments may be included in the assessment questions. This will allow the candidate to view an attachment and answer the question. Use of the attachment function has security implications in that the path will be to your network.

Attachment	<input type="text"/>	Browse...
Time Allowed (In Seconds)	15	

7. Select the time allocation for the question.
8. **SUBMIT** to add the new question



## WORKPLACE KNOWLEDGE ASSESSMENT SYSTEM

### Editing existing questions.

**Question Form**

<b>Question(* for all)</b>	<input type="text"/>	<input type="button" value="SUBMIT"/>
<b>Select Category</b>	<ul style="list-style-type: none"><li>All</li><li>Arithmetic</li><li>Comprehension</li><li>Spelling</li></ul>	<input type="button" value="SEARCH"/>

Question	Category	Time		Attachment
Abridged means?	Comprehension	15	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	
Accrete means?	Comprehension	15	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	
Advise means?	Comprehension	15	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	
Alternative means?	Comprehension	15	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	

1. Select **SEARCH** and add some details of the particular question you wish to change or select the category you wish to review from the pull down list.
2. **SUBMIT** to start the search. If you know in which category the question falls, select the category to aid the search.
3. If your details about the question were minimal all questions with those details will be displayed on completion of the search.
4. Select **EDIT** to alter the details you wish to change.
5. Select **DELETE** to delete the question.