TestGenius Online User Guide

Welcome to TestGenius online! After you've selected and validated your tests, this PDF will provide an overview and some instruction on how to use our online system. Always feel free to reach out to us directly for support!

Aside from the actual testing of candidates, we sum up the experience in 4 aspects:

1. **Setup**
2. **Customization**
3. **Test Administration**
4. **Reporting**

Let's get started!

SUPPORTED BROWSERS: TestGenius Online is fully compatible with the latest version of Chrome, Edge, Firefox, and Safari. Please note, Microsoft is no longer supporting Internet Explorer thus the TestGenius Online system may not be compatible with the Internet Explorer browser.

Setup

This is where you'll organize test batteries and test dates/windows based on the various jobs you want to test for. There is no limit to the number of test batteries you can create.

- Start by selecting Test Batteries on the left menu bar, then click Create Test Battery on the upper right hand side of the screen.
- Give your new test battery a name *(we suggest naming it after the job itself)* and a brief description. These are required fields. The rest of the fields are used when searching for this Test Battery using the advanced search feature.
- Expand the appropriate test category tabs, click tests to add them and arrange them in the order you prefer. In the table to right, you will be able to adjust the time limit for the selected tests if applicable.
    - Check the reliability for each of the test sections. The Department of Labor suggests that the reliability for each section should be at least 0.70. While there is no inherent harm in using a Test Battery with a reliability of less than 0.70, it is recommended that a higher value be used to ensure that the test is reliable.
- Set the percentage weights for each of the sections. This should be based upon the task distribution encountered for the position. For example, if 70% of the day is spent doing non-data entry work represented by the selected tests, 20% of the day is done doing data entry, and 10% of the day is done typing, you would want the percentages set as such for the Test Battery.
- Below the test list you will be able to set the testing windows for your Test Battery. This allows you to restrict access to specific dates for test invitations. The system will also automatically create a test window that does not expire.
- Finally, you can set the cutoff score for each of the test modules. If you have gone through validation, the Angoff and SEM values will be pre-populated.

NOTE: Once a test battery has been created, it <u>cannot be edited once invitations are sent or the test has been taken</u>. We suggest getting your feet wet by creating "dummy" test batteries that you know you won't use for actual candidate testing.

Test Administration

This is where you'll get your tests to your job candidates. There are two (2) methods for doing so: remote email invitations and onsite testing invitations. All methods are under the Invitations page.

For either invitation method, start by clicking on the Invitations option on the left menu bar.

Remote Invite (for remote testing)
- Click the Email Invite radio button, then select action icon the desired test battery.
- You can then select a test window if applicable.
- Either manually enter candidate info one by one OR import their info from the downloadable template
  - The import template can be found on the upper right hand side of the page using the button marked "Download Import Template".
- Make any desired edits/additions to the email text, and click Send

NOTE: A list of emails sent will be shown on the same page below the invitations. This function allows you to resend the invitation to candidates before their window of opportunity closes.

Onsite Invite (one option for onsite testing)
NOTE: Be sure to setup the Onsite Test Invitation URL link on your testing machines before testing candidates. You will only have to do this once, as it's a universal sign-in page. The link is found above the Test Battery name on the Onsite Invite page.

- Click the Onsite Invite radio button, then select action icon the desired test battery.
- You can then select a test window if applicable.
- Either manually enter candidate info one by one OR import their info from the downloadable template
  - The import template can be found on the upper right hand side of the page using the button marked "Download Import Template".
- Make any desired edits/additions to the email text, and click Send
  - This will send candidates an email with a unique testing code to bring onsite and log in with. The system will recognize who they are, and what position they've been invited to test for.

List of Proctored Test Takers
NOTE: Be sure to provide the proctor with a list of the test taker's test codes. Often times test takers will forget to bring this information. This list can either be emailed to the proctor or saved to Excel and printed.

- Click the Sent Invitations within the Onsite Invite page for the selected Test Battery
- Select the testing dates and enter the email address of your test proctor
- Select one, several, or all of your test-takers
- Click Send Email to Proctor – your test proctor will receive an email with all test taker names, test taker codes, and the Proctored Test Website for the testing machines

-OR-
- Save the table to Excel using the Save to Excel button and provide the proctor with a printed list of all the proctored test takers.

Reporting

This is where you'll view the results of your test-takers. We've got a few different options for you, based on your needs and wants. All reports can be printed and/or printed to PDF format.

- Start by selecting Reporting on the left menu bar.
- Select the Test Battery you wish to get results for. Only Test Batteries with at least one (1) score submitted will be accessible.
- Apply any filters you want to use (test window, disposition, status, or custom date range)
- Detailed Test information (such as item responses and time taken) can be accessed by finding the test taker and specific test, then clicking on the score itself.
  - Clicking the Details button under the Details column will jump to the detailed test information for the first test in the Test Battery.
- The test taker disposition can be accessed by clicking the disposition under the Pass/Fail column.
  - A simplified version of this report can be found by clicking the View button under the Summary column.
- A Pass/Fail report which lists all the selected test takers final test disposition can be accessed by selecting one more test takers and then clicking the Pass/Fail Report button.
- A Graphical Score Report can be accessed by selecting one more test takers and then clicking the Graphical Score Report button.

NOTE: *You may also sort by name, export basic scores to Excel, or click a column header to sort results.*

If you have further questions about what's included or excluded from this PDF, please call us at:

(800) 999-0438

x139 for the TestGenius CritiCall Account Manager (Kim Ward)
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