

Assessio's Web-based Test System

<https://test.assessio.com>

English Version

Web Administration User Instructions

For Organization and Test Administrators

Applies to all Tests available in the system (16 August, 2010)

Access to Tests pending Training and License Agreement

Contents

- Introduction5
- Assessments5
- Administration Site5
 - For Organization Administrators and Test Administrators:5
 - For Candidates:5
- Users and User Roles6
- Organization Administrator6
 - Home7
 - Organization7
 - Organization Tools7
 - Administer Test Consumption8
 - Update Organization Details 10
 - User Administration 11
 - User Tools 11
 - View Users 11
 - Create Test Administrator or Organization Administrator 12
 - Edit Users 13
 - Change Password 14
 - Delete Users 14
- Projects 15
 - Project Tools 15
 - View Project 15
 - Create Project 16
 - Edit Project 17
 - Assign/Unassign a Test Administrator to a specific project 17
 - Project Reports 18
 - Project Reports Tools 18

View Project Reports.....	18
PJP Project Reports.....	18
PJP Project Report Actions.....	19
MINT Project Reports.....	20
MINT Project Report Actions.....	21
MATRIGMA Project Reports.....	22
MATRIGMA Project Report Actions.....	22
View Candidate Reports.....	22
Test Administrator.....	23
Home.....	23
Projects.....	24
Project Reports Tools.....	24
View Project.....	24
Create Project.....	24
Project Reports.....	24
View Project Reports.....	24
PJP Project Reports.....	25
PJP Project Report Actions.....	25
MINT Project Reports.....	26
MINT Project Report Actions.....	27
MATRIGMA Project Reports.....	28
MATRIGMA Project Report Actions.....	28
View Candidate Reports.....	28
Restart terminated Test session.....	29
Test Administration.....	30
Test Administration on Local Computer.....	31
Start test.....	31
Test Administration via e-mail.....	34
Send E-mail Test Invitation.....	34

Send E-mail Test Invitation Reminder	36
Creating CSV files	37
How to create a CSV file from an Outlook folder	37
How to create a CSV file from your contacts in Outlook	38
Support	39
Technical requirements	39
Internet Explorer settings	40
Alternative 1: Used medium security level.....	40
Alternative 2: Trusted sites.....	40
Alternative 3: Custom settings	40

Introduction

Assessments

The test system comprises three tests:

Test	Languages					Description
	English	Swedish	Norwegian	Danish	Finnish	
PJP		✓	✓			http://www.assessio.com/Products/Selection/Predicting-Job-Performance/
MINT	✓	✓	✓		✓	http://www.assessio.com/Products/Selection/MINT/
MATRIGMA	✓	✓	✓	✓	✓	http://www.assessio.com/Products/Selection/Matrigma-/

Administration Site

For Organization Administrators and Test Administrators:

<https://test.assessio.com>

For Candidates:

<https://test.assessio.com/ticket.aspx>

Users and User Roles

The test system comprises four different roles or functional levels:

- System Administrator
- Organization Administrator
- Test Administrator
- Candidate

Please find below a brief summary of these functions, after which follows a section that describes in greater detail system operation for the Organization and Test administrators.

Role	Organization	Tasks
System Administrator (SA) is employed by Assessio.	Assessio	<ul style="list-style-type: none"> • Create Organization accounts • Organize customer and contact information • Organize user names and passwords • Allocate tests to the organization and also set any automatic test top-up quota • Check that mandatory training has been undertaken and that an active license is in place
Organization Administrator (OA) is the primary contact person at the customer's with regard to Assessio and is also responsible for controlling the use of the various tests by the organization that employs him or her	Assessio's Customer	<ul style="list-style-type: none"> • Add the in-house Test Administrators • Allocate usernames and passwords to the in-house Test Administrators • State the interface language for in-house users • Devise in-house projects and indicate which test is to be used in these • State which Test Administrators who should work with certain specific projects • Supervise total test consumption throughout the organization • Has access to all test sessions held in-house and their results
Test Administrator (TA) is the organization's test manager, the person who administers the test and provides the candidates with feedback on the test results.		<ul style="list-style-type: none"> • Administers tests to candidates and generates result reports for feedback to them and as a basis for making decisions relating to selection • Supervises his or her own projects and has access to the test results associated with them. • Collaborate with other Test Administrators on shared projects
Candidate is the person who takes a test, either on a computer allocated by the TA or on his or her own PC via the Internet.		The candidate has access to a test and receives "Your Results" from the Test Administrator.

Organization Administrator

1. Go to <https://test.assessio.com>
2. Enter your OA username and password

Home

On the Home page you can:

- See the user role you are logged in as, i.e. Organization Administrator or Test Administrator
- Log out
- See tests available to your organization
- See number of tests remaining and automatic test quota for each Test.
- Navigate the system via the Left Menu: Home, Organization, Users and Projects

User info:
Lotta Larsson
Organization administrator
[Log out](#)

Home
[Organization](#)
[User](#)
[Project](#)

Welcome to the administration module

Navigate using the links in the menu to the left.

PJP®
Number of tests remaining: 0
Automatic test quota: 1

MINT
Number of tests remaining: 2
Automatic test quota: 1

Matrigma
Number of tests remaining: 1
Automatic test quota: 1

Matrigma New Version
Number of tests remaining: 0
Automatic test quota: 0

powered by grade

Organization

Organization Tools

 Edit Organization

 View Organization (Consumption) Report

 View Project

 View User

Administer Test Consumption

The Organization Report is usage statistics which contains details of the number of tests purchased, the size of the automatic test quota and the number of tests consumed. It also contains a historical record showing the date when the number of tests was increased as well as information on test consumption by each Test Administrator (TA).

To view the Organization report:

- Click *Organization* in the left menu
- Click 



User info:
 Lotta Larsson
 Organization
 administrator
[Log out](#)

[Home](#)
[Organization](#)
[User](#)
[Project](#)

powered by grade

Organization report

Exempel AB (xxx-xxx Exempel AB)

PJP®

Contact person: Anders Andersson
Number of tests: 43
Automatic refill: 100
Used tests: 43

Test refill history

Date	Number
06/18/2010	1
05/21/2010	1
09/16/2009	1
09/15/2009	1
05/30/2008	10
10/03/2007	20

MINT

Contact person: Lena Nilsson
Number of tests: 89
Automatic refill: 100
Used tests: 87

Test refill history

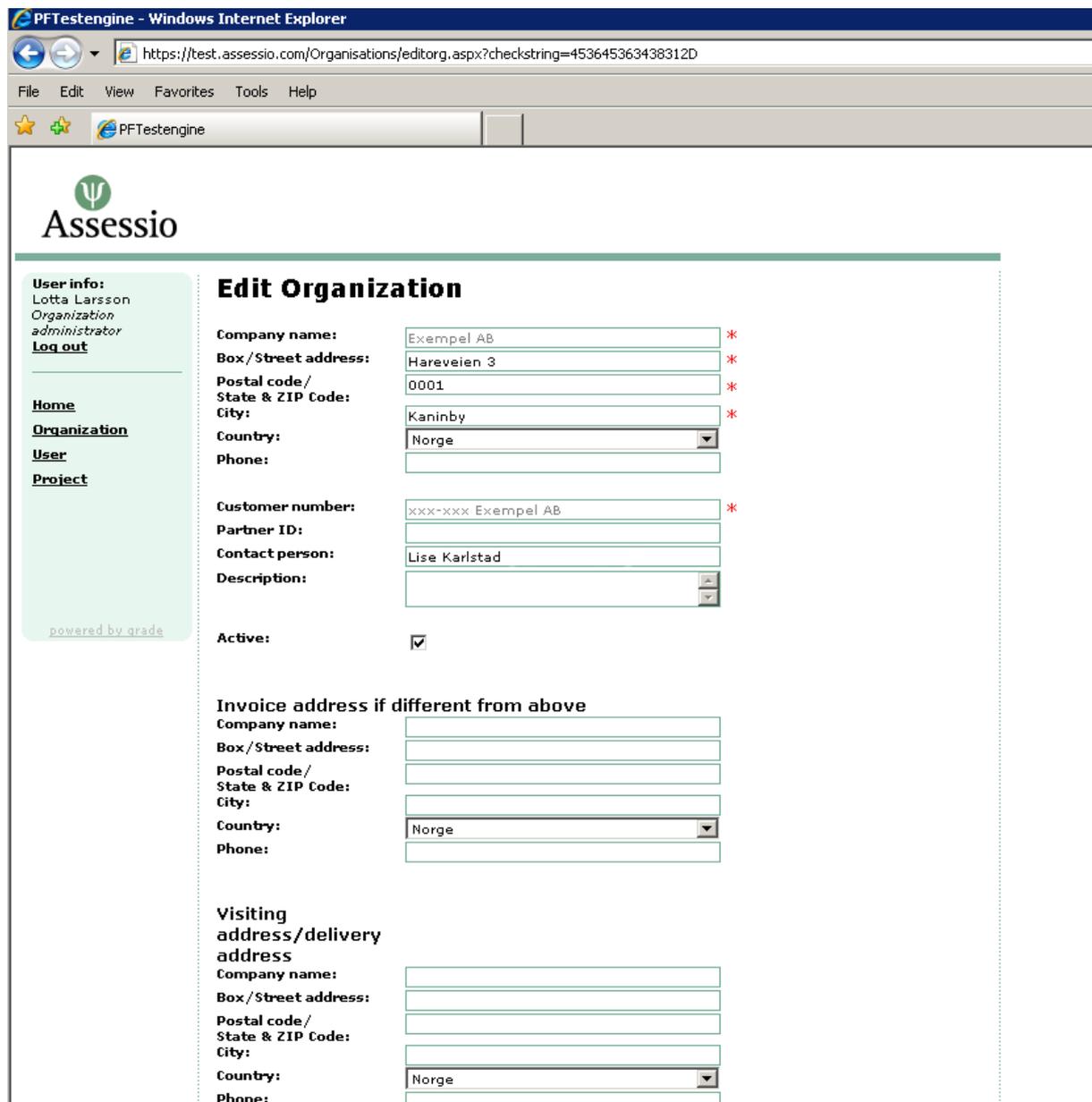
Date	Number
10/09/2008	10
09/29/2008	1
09/29/2008	1
06/23/2008	10
06/23/2008	10

Update Organization Details

The system allows limited changes to the Organization details. If your Invoice Address changes we recommend that you contact our Customer Services, however, please also update your Organization Details as the address is used in the signature of all e-mail invitations.

To update your Organization details:

- Click *Organization* in the left menu
- Click 



Assessio

User info:
Lotta Larsson
Organization administrator
[Log out](#)

Home
Organization
User
Project

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Edit Organization

Company name: Exempel AB *

Box / Street address: Hareveien 3 *

Postal code / State & ZIP Code: 0001 *

City: Kaninby *

Country: Norge

Phone:

Customer number: xxx-xxx Exempel AB *

Partner ID:

Contact person: Lise Karlstad

Description:

Active:

Invoice address if different from above

Company name:

Box / Street address:

Postal code / State & ZIP Code:

City:

Country: Norge

Phone:

Visiting address/delivery address

Company name:

Box / Street address:

Postal code / State & ZIP Code:

City:

Country: Norge

Phone:

User Administration

User Tools

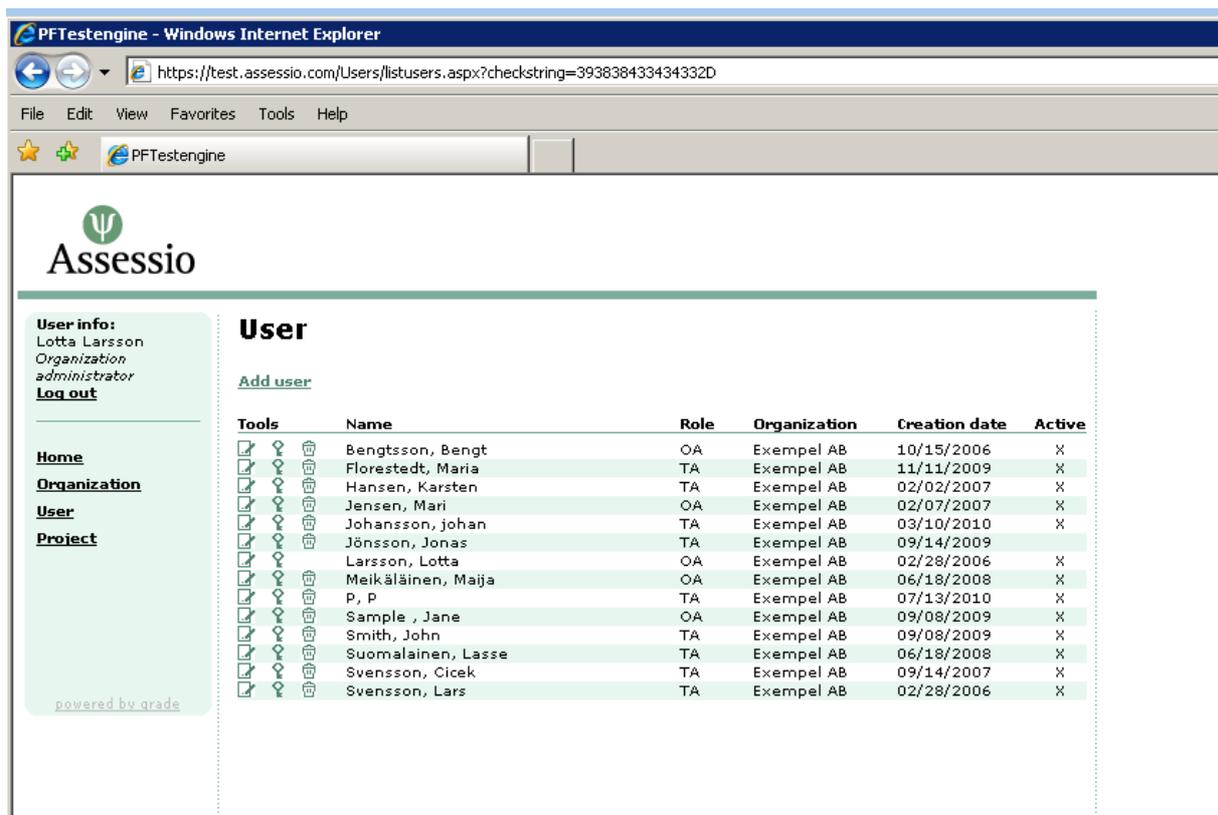
 Edit user

 Change Password

 Delete User

View Users

- Click *User* on the Left menu
- or
- Click  on the Organization page



User info:
Lotta Larsson
Organization administrator
[Log out](#)

Home
Organization
User
Project

powered by grade

User

[Add user](#)

Tools	Name	Role	Organization	Creation date	Active
  	Bengtsson, Bengt	OA	Exempel AB	10/15/2006	X
  	Florestedt, Maria	TA	Exempel AB	11/11/2009	X
  	Hansen, Karsten	TA	Exempel AB	02/02/2007	X
  	Jensen, Mari	OA	Exempel AB	02/07/2007	X
  	Johansson, johan	TA	Exempel AB	03/10/2010	X
  	Jönsson, Jonas	TA	Exempel AB	09/14/2009	X
  	Larsson, Lotta	OA	Exempel AB	02/28/2006	X
  	Meikäläinen, Maija	OA	Exempel AB	06/18/2008	X
  	P, P	TA	Exempel AB	07/13/2010	X
  	Sample , Jane	OA	Exempel AB	09/08/2009	X
  	Smith, John	TA	Exempel AB	09/08/2009	X
  	Suomalainen, Lasse	TA	Exempel AB	06/18/2008	X
  	Svensson, Cicek	TA	Exempel AB	09/14/2007	X
  	Svensson, Lars	TA	Exempel AB	02/28/2006	X

Create Test Administrator or Organization Administrator

As an Organization Administrator, you can create both Test Administrators and Organization Administrators. Please use the User Role matrix on page 6 to determine which Role best suits your requirements.

- Click *User* on the Left menu
- Click [Add user](#)
- Specify if the new User should be a Test Administrator or Organization Administrator. Refer to the User Role description matrix on page 6. If you create an Organization Administrator and the new user is required to conduct testing, it will also be necessary to create a Test Administrator user account for the named user.
- Complete the fields in the form. The fields marked with a * are mandatory.
- Please note. The Interface Language sets the system language for the Administrator.
- Click the *Add* button to save the new User. If the new user is both a Test and Organization Administrator, click the *Save & Make Copy* button. The system creates a copy, which you can modify with the additional role and enter appropriate user credentials without requiring you to re-enter their details.

After clicking the *Add* button the system automatically sends an e-mail to the Assessio SA. Assessio then checks that the named user has taken the mandatory user training and approves him or her. The new user does not have access to the test until he or she has been approved by the SA.

PFTestengine - Windows Internet Explorer
 https://test.assessio.com/Users/edituser.aspx?checkstring=384430373731432D
 File Edit View Favorites Tools Help
 PFTestengine



Add new user

User info:
 Lotta Larsson
 Organization administrator
[Log out](#)

[Home](#)
[Organization](#)
[User](#)
[Project](#)

powered by grade

Organization: *

Role:

First name: *

Last name: *

Active:

Position:

Department:

Box/Street address: *

Postal code/State & ZIP Code: *

City: *

Country: *

Phone 1:

Phone 2:

Phone 3:

Fax:

E-mail: *

Username: * The "Username" field must contain between 4 and 50 characters.

Password: * The "Password" field must contain between 4 and 50 characters.

Confirm password: *

Interface language:

Edit Users

- Click *User* in the left menu or click  on the Organization page
- Find the user you wish to edit and click 
- Click the *Update* button to save your changes

Change Password

- Click *User* in the left menu or click  on the Organization page
- Find the user you wish to change password for, click 
- Enter the new password, confirm and click *OK*

Delete Users

- Click *User* in the left menu or click  on the Organization page
- Find the user you wish to delete and click 

Projects

Project Tools

 Edit Project

 View Project Report

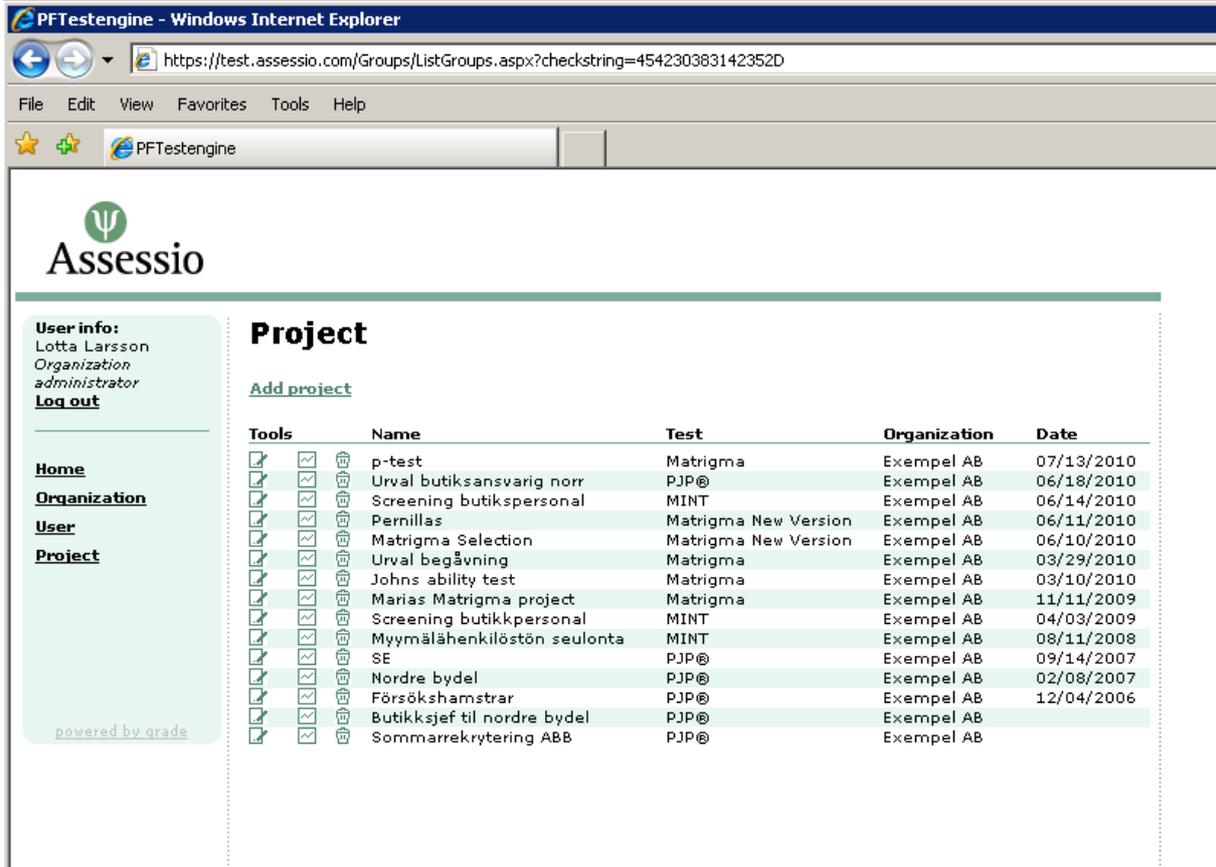
 Delete Project

View Project

To view your Organization's projects:

- Click *Projects* in the left menu or click  on the Organization page

The Project list can be sorted by clicking the column headings.



The screenshot shows a web browser window titled "PFTestengine - Windows Internet Explorer" with the URL "https://test.assessio.com/Groups/ListGroups.aspx?checkstring=454230383142352D". The browser's address bar and menu bar are visible. The main content area displays the Assessio logo and a sidebar with navigation links: Home, Organization, User, and Project. The Project link is highlighted. The main content area is titled "Project" and includes an "Add project" link. Below this is a table with columns for Tools, Name, Test, Organization, and Date. The table contains 15 rows of project data.

Tools	Name	Test	Organization	Date
  	p-test	Matrigma	Exempel AB	07/13/2010
  	Urval butiksansvarig norr	PJP@	Exempel AB	06/18/2010
  	Screening butikspersonal	MINT	Exempel AB	06/14/2010
  	Pernillas	Matrigma New Version	Exempel AB	06/11/2010
  	Matrigma Selection	Matrigma New Version	Exempel AB	06/10/2010
  	Urval begåvning	Matrigma	Exempel AB	03/29/2010
  	Johns ability test	Matrigma	Exempel AB	03/10/2010
  	Marias Matrigma project	Matrigma	Exempel AB	11/11/2009
  	Screening butikspersonal	MINT	Exempel AB	04/03/2009
  	Myymälähenkilöstön seulonta	MINT	Exempel AB	08/11/2008
  	SE	PJP@	Exempel AB	09/14/2007
  	Nordre bydel	PJP@	Exempel AB	02/08/2007
  	Försökshamstrar	PJP@	Exempel AB	12/04/2006
  	Butikksjef til nordre bydel	PJP@	Exempel AB	
  	Sommarrekrytering ABB	PJP@	Exempel AB	

Create Project

- Click *Project* in the left menu
- Click [Add project](#)
- Assign a name to the project
- Select the test
- Assign whom, which Test Administrator(s), in your organization should administrate the project
- Click *Add*

The screenshot shows a web browser window titled "PFTestengine - Windows Internet Explorer" with the URL "https://test.assessio.com/Groups/editgroup.aspx?checkstring=454330393139352D". The browser's address bar and menu bar are visible. The main content area displays the "Assessio" logo and a navigation sidebar on the left with links for "Home", "Organization", "User", and "Project". The "Project" link is highlighted. The main content area is titled "Edit project" and contains the following form fields:

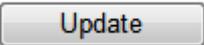
- Name:** A text input field containing "Johns ability test".
- Test:** A dropdown menu with "Matrigma" selected.
- Description:** A text area with a vertical scrollbar.
- Organization:** A dropdown menu with "Exempel AB" selected.
- Assigned test administrators:** A list box containing "Cicek Svensson", "John Smith", and "Maria Florestedt".
- Not allocated test administrators:** A list box containing "Lars Svensson".
- Two arrow buttons (<< and >>) between the two administrator list boxes.
- Update** and **Cancel** buttons at the bottom right.

At the bottom left of the sidebar, it says "powered by grade".

Edit Project

- Click *Project* in the left menu
- Find the project in the project list you wish to edit and click 

Assign/Unassign a Test Administrator to a specific project

- Click *Project* in the left menu
- Find the project in the project list you wish to edit and click 
- Find and select the Test Administrator you wish to assign in the Not assigned Test Administrators list and click . The Test Administrator is then listed as an Assigned Test Administrator.
- To unassign a Test Administrator, select the Administrator in the Assigned Test Administrator list and click .
- Click  to save your changes.

Project Reports

Project Reports Tools

- ▣ Selection box (Single or Multiple selections)
-  Edit/Add Notes for Candidate
-  View Interpretative Report
-  View Your Results (Candidate Feedback Report)

View Project Reports

- Click *Project* in the left menu
- Find the project in the project list you wish to view and click 

Project reports are ranking lists and the structure differs depending on the Test and what the test measures. Please see below for report details for each respective test.

PJP Project Reports

The PJP Project report displays, per project: the candidates tested, together with their respective results, expressed as a C-Score for each scale.

It is possible to sort the candidates by name, test date and by each scale score. Suitability scales are only displayed where the organization has an organization specific equation set in the system.

PJP Project Report Actions

Print

Factor Scores

Suitability Scores

Advanced Sort

The above Project Report actions, allow you to display and sort the PJP report according to your organization's values. Click the Advanced Sort link to designate ranking order.

You can print the report by clicking the *Print* button.

The screenshot shows a web browser window titled "ProjectReport - Windows Internet Explorer" with the URL "https://test.assessio.com/PF/ProjectReport.aspx?checkstring=353733444644332D". The page features the Assessio logo and a navigation menu on the left with links for Home, Organization, User, and Project. The main content area is titled "Project report" for "Urval butiksansvarig norr (PJP®)". It includes a "Print" button and two tabs: "Factor scores" (selected) and "Suitability scores". Below the tabs is an "Advanced sort" link. The main data is presented in a table with columns for Tools, Name, Date, Stability, Extraversion, Conscientiousness, Agreeableness, Capacity, and Suitability scores. The table contains 12 rows of data for various individuals.

Tools	Name	Date	Stability	Extraversion	Conscientiousness	Agreeableness	Capacity	Suitability scores
	Anka, kalle	12/08/2008	8	8	1	8	0	n/a
	Svensson, Per	10/06/2008	3	2	0	1	0	n/a
	Andersson, Anna	06/04/2008	7	9	9	6	10	n/a
	Svensson, Lisa	05/30/2008	3	4	4	4	10	n/a
	Bengtsson, Bengt	10/15/2006	4	4	2	7	8	n/a
	Karlsson, Lotta	09/10/2006	6	6	2	6	0	n/a
	adamsson, adam	09/09/2006	2	1	0	0	0	n/a
	persson, pelle	09/09/2006	10	9	8	9	0	n/a
	Svensson, Sven	06/11/2006	5	4	4	8	9	n/a
	Eriksson, Lisa	05/08/2006	6	0	5	7	10	n/a
	Andersson, Anders	03/01/2006	1	2	2	0	1	n/a
	Jönsson, Joakim	03/01/2006	7	7	6	6	7	n/a
	Sjölund, Tiina	03/01/2006	6	5	4	5	5	n/a

MINT Project Reports

The MINT Project report displays, per project: the candidates tested, together with their respective results, expressed as a C-Score for each scale.

The candidate's integrity scores are shown beneath the *Integrity* and *Factor Scores*.

The candidate's integrity scores are shown beneath *Integrity* tab in two ways:

1. Colour coding divides the candidates into three groups:
 - Candidates who achieved a low score (0-2 points) are allocated a red colour code.
 - Candidates who achieved an average score (3-7 points) are allocated a green colour code.
 - Candidates who achieved a high score (8-10) are allocated a dark-green colour code.
2. A graduation on the eleven-grade scale marks the interval (C-points) within which the candidates' "true score" lies. The "true score" is the candidate's result +/- the SEM (Standard Error of Measurement), which in MINT has been measured as one point. This means that if a candidate scores five points on the Integrity scale, then the true score lies with the interval 4-6 points. It is important to take account of SEM when comparing one candidate with another.

Beneath the tab *Factor scores* the candidates' results are recorded in C-points for the Integrity scale and also for the sub-scales Interpersonal Orientation (I) and Task Orientation (T). Note that the Integrity scale always forms the principal decision-making criterion. On this page too, the integrity score is shown as a colour code.

By clicking on the headings of the results table, you can sort the candidates by name, test date or score for each factor.

ProjectReport - Windows Internet Explorer
 https://test.assessio.com/PI/ProjectReport.aspx?checkstring=364539424241412D
 File Edit View Favorites Tools Help
 ProjectReport

Assessio

User info:
 Lotta Larsson
 Organization administrator
[Log out](#)

Project report
 Screening butikspersonal (MINT)

Delete selected candidates Send reminder to selected candid. Print

Integrity Factor scores

Tools	Name	Date	0	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	Marie-Louise, Grynig	09/14/2007	█										
<input type="checkbox"/>	Judith, Jansson	09/13/2007	█										
<input type="checkbox"/>	Ann-Marie, Klockdal	09/13/2007	█										
<input type="checkbox"/>	Linda, Modsam	09/13/2007	█										
<input type="checkbox"/>	Karin, Seller	09/13/2007	█										
<input type="checkbox"/>	Alexandra, Alexandersson	09/13/2007	█										
<input type="checkbox"/>	Carina, Saltqvist	09/13/2007	█										
<input type="checkbox"/>	Adam, Snygg	09/13/2007	█										
<input type="checkbox"/>	Peter, Palmstedt	09/13/2007	█										
<input type="checkbox"/>	Robert, Luddevik	09/14/2007	█										
<input type="checkbox"/>	Gunilla, Oskarsson	09/25/2007	█										
<input type="checkbox"/>	Lina, Linn	09/13/2007	█										
<input type="checkbox"/>	Emma, Eriksson	09/13/2007	█										
<input type="checkbox"/>	Eva, Graan	09/13/2007	█										
<input type="checkbox"/>	Rickard, Roos	09/13/2007	█										
<input type="checkbox"/>	Anna, Gynnsam	09/13/2007	█										
<input type="checkbox"/>	Calle, Carlsson	09/13/2007	█										
<input type="checkbox"/>	Filip, Fransson	09/14/2007	█										
<input type="checkbox"/>	Carolina, Svensson	09/13/2007	█										
<input type="checkbox"/>	Daniel, Danielsson	09/13/2007	█										
<input type="checkbox"/>	Maria, Svensson	10/09/2008	█										

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MINT Project Report Actions

Delete Selected Candidate

Send Reminder to selected Candidate

Print

Integrity

Factor Scores

Use the above actions together with the selection tool to perform said actions.

MATRIGMA Project Reports

The MATRIGMA Project report displays, per project: the candidates tested, together with their respective results, expressed as a C-Score.

MATRIGMA Project Report Actions

Delete Selected Candidate

Send Reminder to selected Candidate

Print

Use the above actions together with the selection tool to perform said actions.

Project report
Urval begåvning (Matrigma)

Print

Tools	Name	Date	Scores	Test time
	Jansson, Judith	03/10/2010	9	14
	Binet, Alfred	03/29/2010	8	60
	Persson, Inga	09/30/2009	4	16
	Danielsson, Daniel	03/10/2010	3	4

powered by grade

View Candidate Reports

- Click *Project* in the left menu
- Find the project in the project list you wish to view and click
- Find the candidate in the report and click to view the Interpretative report or click to view the candidate's Your Results report.

Test Administrator

1. Go to <https://test.assessio.com>
2. Enter your TA username and password

Home

On the Home page you can:

- See the user role you are logged in as, i.e. Organization Administrator or Test Administrator
- Log out
- See tests available to your organization
- See number of tests remaining and automatic test quota
- Navigate the system via the Left Menu: Home, Project, Start Test and E-mail

The screenshot shows a web browser window titled "PFTestengine - Windows Internet Explorer" with the address bar showing "https://test.assessio.com/testleaderfirstpage.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Assessio logo (a green circle with a white psi symbol) and the text "Assessio".

User info:
Lars Svensson
Test administrator
[Log out](#)

Home
[Project](#)
[Start test](#)
[E-mail](#)

powered by grade

Welcome to the administration module

Navigate using the links in the menu to the left.

PJP@
Number of tests remaining: 0
Number of tests used: 34
Automatic test quota: 1

MINT
Number of tests remaining: 1
Number of tests used: 25
Automatic test quota: 1

Matrigma
Number of tests remaining: 1
Number of tests used: 7
Automatic test quota: 1

Matrigma New Version
Number of tests remaining: 0
Number of tests used: 0
Automatic test quota: 0

Projects

Project Reports Tools

 View Project Report

 Restart terminated test session

View Project

To view the projects you are associated with:

- Click Projects in the left menu

Create Project

Only Organization Administrators can create projects. If you are an Organization Administrator logon as an OA to create a project, otherwise request your Organization Administrator to create a project.

Project Reports

View Project Reports

- Click *Project* in the left menu
- Find the project in the project list you wish to view and click 

Project reports differ depending on the Test and what the test measures. Please see below for report details for each respective test.

PJP Project Reports

The PJP Project report displays, per project: the candidates tested, together with their respective results, expressed as a C-Score for each scale.

It is possible to sort the candidates by name, test date and by each scale score. Suitability scales are only displayed where the organization has an suitability equation set in the system.

PJP Project Report Actions

Print

Factor Scores

Suitability Scores

Advanced Sort

The above Project Report actions, allow you to display and sort the PJP report according to your organization's values. Click the Advanced Sort link to designate ranking order.

You can print the report by clicking the *Print* button.

Project report
Urval butiksansvarig norr (PJP®)

Print

Factor scores Suitability scores

[Advanced sort](#)

Tools	Name	Date	Stability	Extraversion	Conscientiousness	Agreeableness	Capacity	Suitability scores
	Anka, kalle	12/08/2008	8	8	1	8	0	n/a
	Svensson, Per	10/06/2008	3	2	0	1	0	n/a
	Andersson, Anna	06/04/2008	7	9	9	6	10	n/a
	Svensson, Lisa	05/30/2008	3	4	4	4	10	n/a
	Bengtsson, Bengt	10/15/2006	4	4	2	7	8	n/a
	Karlsson, Lotta	09/10/2006	6	6	2	6	0	n/a
	adamsson, adam	09/09/2006	2	1	0	0	0	n/a

MINT Project Reports

The MINT Project report displays, per project: the candidates tested, together with their respective results, expressed as a C-Score for each scale.

The candidate's integrity scores are shown beneath the *Integrity* and *Factor Scores*.

The candidate's integrity scores are shown beneath *Integrity* tab in two ways:

- 1 Colour coding divides the candidates into three groups:
 - Candidates who achieved a low score (0-2 points) are allocated a red colour code.
 - Candidates who achieved an average score (3-7 points) are allocated a green colour code.
 - Candidates who achieved a high score (8-10) are allocated a dark-green colour code
- 2 A graduation on the eleven-grade scale marks the interval (C-points) within which the candidates' "true score" lies. The "true score" is the candidate's result +/- the SEM (Standard Error of Measurement), which in MINT has been measured as one point. This means that if a candidate scores five points on the Integrity scale, then the true score lies with the interval 4-6 points. It is important to take account of SEM when comparing one candidate with another.

Beneath the tab *Factor scores* the candidates' results are recorded in C-points for the Integrity scale and also for the sub-scales Interpersonal Orientation (I) and Task Orientation (T). Note that the Integrity scale always forms the principal decision-making criterion. On this page too, the integrity score is shown as a colour code.

By clicking on the headings of the results table, you can sort the candidates by name, test date or score for each factor.

ProjectReport - Windows Internet Explorer
 https://test.assessio.com/PI/ProjectReport.aspx?checkstring=364539424241412D
 File Edit View Favorites Tools Help
 ProjectReport

Assessio

User info:
 Lotta Larsson
 Organization administrator
[Log out](#)

Project report
 Screening butikspersonal (MINT)

Delete selected candidates Send reminder to selected candid. Print

Integrity Factor scores

Tools	Name	Date	0	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	Marie-Louise, Grynig	09/14/2007	█										
<input type="checkbox"/>	Judith, Jansson	09/13/2007	█										
<input type="checkbox"/>	Ann-Marie, Klockdal	09/13/2007	█										
<input type="checkbox"/>	Linda, Modsam	09/13/2007	█										
<input type="checkbox"/>	Karin, Seller	09/13/2007	█										
<input type="checkbox"/>	Alexandra, Alexandersson	09/13/2007	█										
<input type="checkbox"/>	Carina, Saltqvist	09/13/2007	█										
<input type="checkbox"/>	Adam, Snygg	09/13/2007	█										
<input type="checkbox"/>	Peter, Palmstedt	09/13/2007	█										
<input type="checkbox"/>	Robert, Luddevik	09/14/2007	█										
<input type="checkbox"/>	Gunilla, Oskarsson	09/25/2007	█										
<input type="checkbox"/>	Lina, Linn	09/13/2007	█										
<input type="checkbox"/>	Emma, Eriksson	09/13/2007	█										
<input type="checkbox"/>	Eva, Graan	09/13/2007	█										
<input type="checkbox"/>	Rickard, Roos	09/13/2007	█										
<input type="checkbox"/>	Anna, Gynnsam	09/13/2007	█										
<input type="checkbox"/>	Calle, Carlsson	09/13/2007	█										
<input type="checkbox"/>	Filip, Fransson	09/14/2007	█										
<input type="checkbox"/>	Carolina, Svensson	09/13/2007	█										
<input type="checkbox"/>	Daniel, Danielsson	09/13/2007	█										
<input type="checkbox"/>	Maria, Svensson	10/09/2008	█										

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MINT Project Report Actions

Delete Selected Candidate

Send Reminder to selected Candidate

Print

Integrity

Factor Scores

Use the above actions together with the selection tool to perform said actions

MATRIGMA Project Reports

The MATRIGMA Project report displays, per project: the candidates tested, together with their respective results, expressed as a C-Score.

MATRIGMA Project Report Actions

Delete Selected Candidate

Send Reminder to selected Candidate

Print

Use the above actions together with the selection tool to perform said actions.

Project report
Urval begåvning (Matrigma)

Print

Tools	Name	Date	Scores
	Jansson, Judith	03/10/2010	9
	Binet, Alfred	03/29/2010	8
	Persson, Inga	09/30/2009	4
	Danielsson, Daniel	03/10/2010	3

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View Candidate Reports

- Click *Project* in the left menu
- Find the project in the project list you wish to view and click
- Find the candidate in the report and click to view the Interpretative report or click to view the candidate's Your Results report.

Restart terminated Test session

The “restart terminated test session” functionality is used by the TA to allow the candidate to resume and complete their test session if the test was: incomplete, disrupted due to technical reasons or in the case of MINT, the test timed-out.

It takes approximately one minute for the terminated test to register as terminated in the system.

Terminated tests initiated by e-mail, can be restarted by the candidate by logging back into the test.

To restart a test session:

- Log on to the testing PC as a Test Administrator
- Click *Project* in the left menu
- Find the project in the project list and click 
- Find the Candidate in the Terminated Tests list and click 

When you have restarted the test session, the candidate can resume the test from the page he or she last worked before the test session was suspended.

Test Administration

The Test System facilitates two methods of test administration:

Test on a local computer

Via E-mail

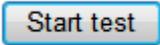
Using the following grid to determine which methods are available for each Test.

<i>Test</i>	<i>Test on Local Computer</i>	<i>E-mail</i>
PJP	✓	
MINT	✓	✓
MATRIGMA	✓	✓

Test Administration on Local Computer

Test Administrators can administrate all available tests on a local computer. To start a test, on a test computer:

Start test

- Log in as a Test Administrator
- Click *Start Test* on the left menu
- Select the project to which the candidate's results are to be linked
- Click 

The system logs you out, as the Test Administrator and opens to the Candidate Welcome page, when the candidate should choose the language in which they prefer to take the test and complete their personal details. All fields marked with an asterisk are mandatory and until completed lock the *OK* button.

Add Candidate - Windows Internet Explorer

https://test.assessio.com/Users/addCandidate.aspx?checkstring=453731353138302D&ticket=1da57c76-509d-4cdd-8ea6-673c6fd19fea

File Edit View Favorites Tools Help

Add Candidate

MiNT™ **Welcome!**

Choose test language: *

You will now take the MINT personality test – a test developed to provide information on basic personal characteristics that impact on working life. The test provides information on what you are like as a person (e.g. how you prefer to deal with your duties and how you relate to others).

Please fill in your personal data below.

Assessio International operates under the assumption that all individuals taking an assessment have given his or her informed consent to participate in the assessment process. Protection of personal information of our respondents is imperative. Data will be used for selection purposes only.

First name: *

Last name: *

Gender: *

Age: *

Address: *

Postal code/
State & ZIP Code: *

City: *

Country:

Phone, daytime:

Phone, evening:

Mobile:

E-mail:

Highest level of
education: *

Other training:

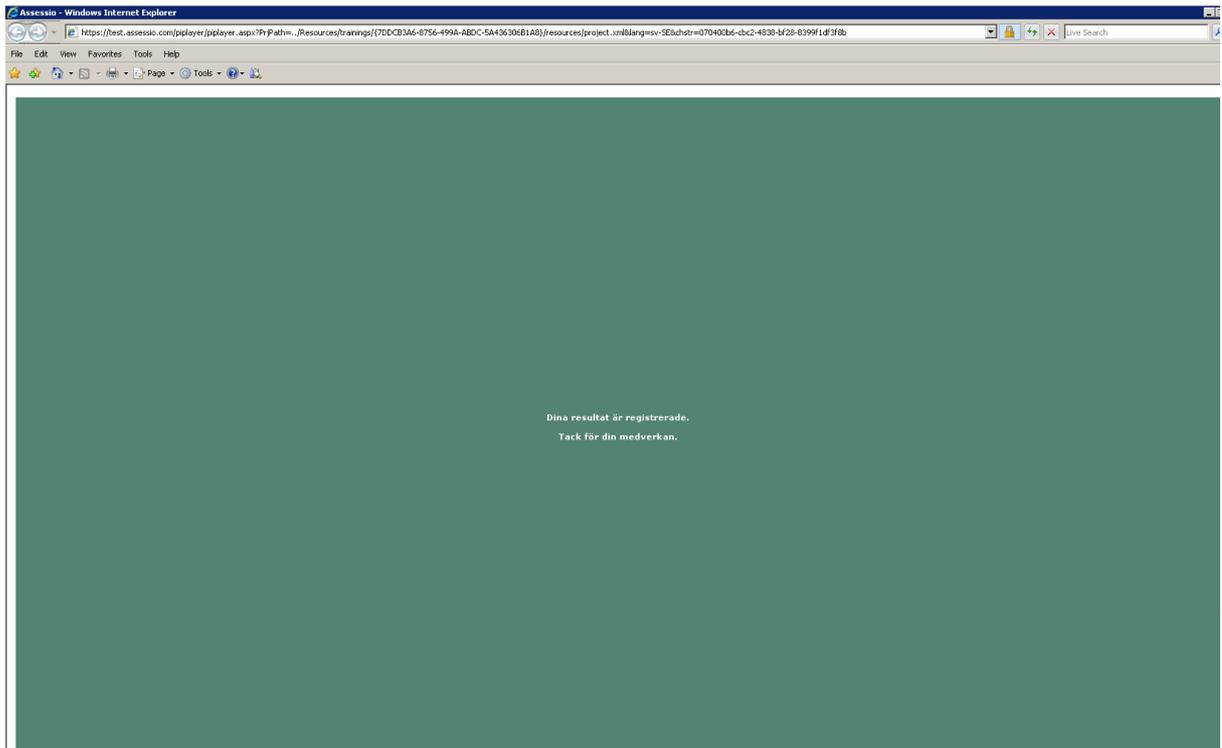
Current job/position:

Current employer:

Job/position applied
for:

Employer:

After the candidate clicks on the *End Test* button, a page is returned confirmed that their results have been registered. See following screenshot.



After closing this window, you are taken to a page where you can logon as a Test Administrator to retrieve the candidate's "Your results" report. If you opt to *Retrieve report*, the pdf report is launched. If you click End, you are taken to the Test Administrators login site.




Assessio

Log in to access the "Your result" report for the candidate.

Username:

Password:

Test Administration via e-mail

The system provides test administration via e-mail. Refer to the Test Administration method grid on page 30.

Send E-mail Test Invitation

- Click *E-mail* in the left menu
- Select the project to which the candidates results should be linked to
- Select type of e-mail you wish to send: a single individual, to several candidates via a file or to multiple candidates
- Select Test Invitation Language
- The *Final Reply Date* defaults to one week from the invitation date. This field can be modified pending your requirements.
- The system provides a default test invitation text. This text can be modified.
- Deselect *Insert Invitation Signature* if you wish to do so.
- Click *Send*

The system sends the invitation(s) together with a link to the candidate login site and login code.

PFTestengine - Windows Internet Explorer
 https://test.assessio.com/PI/SendPiInvitation.aspx?checkstring=363145453545352D
 File Edit View Favorites Tools Help
 PFTestengine



User info:
 Lars Svensson
 Test administrator
[Log out](#)

[Home](#)
[Project](#)
[Start test](#)
[E-mail](#)

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Send e-mail invitation

Select project:

Send to one candidate
 Send to several candidates in file
 Send to several candidates by e-mail

First name:

Last name:

E-mail:

Test Invitation language:

Final reply date:

Message:

Insert signature:

Send E-mail Test Invitation Reminder

If the final reply date has expired before the candidate has taken the test, this “Final reply date has expired” is displayed in the space in the Project report reserved for the candidate’s results. To send a reminder and extend the final reply date:

- Click *Project* in the left menu
- Find the project the candidate is attached to in the project list and click 
- Select the candidate(s) you wish to remind and click 
- Complete the fields on the Send Reminder page and click *Send*.

Creating CSV files

Here are some further details about how to generate address lists. One list can contain several hundred addresses, which makes it a practical when you want to test a large group.

The address list should be in the form of a CSV file, which can be produced in many ways, one of which is in Excel. Here is a step-by-step description of how to save CSV files in Outlook.

How to create a CSV file from an Outlook folder

1. Start by bringing together e-mails from everybody who wants to take the test in a sub-folder in your e-mail program. In this example, the test administrator has placed all the applications for a certain post in a separate folder. Mark the entire folder.
2. Click on File and select Import and Export, which brings up the Import and Export Wizard. Choose the action "Export to a file" and click on Next.
3. Select file type "Semicolon Separated Values (Windows)" and click on Next.
4. Mark the folder from which you want to export data. Click on Next.
5. First choose the location in the computer where you want to save the file and then name it before saving it in the file format "Semicolon Separated Values (Windows)".
6. Click on the button Map field and then on Clear Mapping.
7. Select the fields From: (name) and From: (address) by dragging them from the left field to the right field. Click OK. The field From: (name) is not mandatory.
8. Click on Finish.
9. Open the file with Notepad. Notepad is found under Accessories among the programs. Any errors in the file can be edited in Notepad.
10. Remove the top line, which does not contain any address.
11. In the menu bar click on Edit and then use Replace to change all , (commas) to ; (semicolon).
12. Then search for " " and do not replace it with anything; make sure that the Replace with field is completely empty so that all " " are removed.
13. First names should also be separated from surnames by a ; this is done by entering a space in the Find what field and; in the Replace with field. Save.

How to create a CSV file from your contacts in Outlook.

1. Click on File, and select Import and Export.
2. Select the action “Export to a file” and click on Next.
3. Select the file type Tab Separated Values (Windows), which is at the bottom of the list and click on Next.
4. Select the folder from which you want to export.
5. Save your address list in the file format Tab Separated Values (Windows). Make sure that the box Export Contacts from the folder is ticked.
6. Click on the button Map field.
7. Click on Clear mapping.
8. Select the fields to be included by clicking on the + sign so as to be able to select from the sub-fields. The fields Name, Surname and E-mail address should be included in the To box and it is important that these fields are arranged in this order. Click OK. The fields Name and Surname are not mandatory.
9. Click Finish.
10. Open the file with Notepad. Notepad is found under Accessories among the programs. Any errors in the file can be edited in Notepad.
11. Begin by removing the heading line and any empty lines.
12. Use Replace to replace all tabs by; Highlight a tab in the text, copy it and paste it into the field Find what: Enter; in the field Replace with. Click on Replace all.
13. Go through the file and check that it contains only those contacts to which you want to send test links.

Support

To access common questions and sources of errors, please go to:

<http://www.assessio.se/sv/support/MINT-PJP--Matrigma/FAQ---MINT-PJP--Matrigma/>

Technical requirements

Windows XP, Vista or Windows 7

Screen resolution: **At least 1024 x 768 + or higher recommended**

Browser: Microsoft Internet Explorer 7 or higher

Allow pop up windows

Adobe Acrobat Reader

Internet Explorer settings

In order for the test system to function, the user's browser should be configured according to general settings. If you encounter problems getting to the Assessio web platform, or if it does not function satisfactorily, this may be because your computer has other settings. In such cases, try one of the following alternatives.

Alternative 1: Used medium security level

The Internet explorer security level should be set to "Medium". Follow the steps below to do this:

- Under Tools/Internet Options, click on the tab "Security"
- Highlight "Internet" (the globe) and check that the slider is set to the "Medium" security level for this zone. "Medium" is the standard IE security level.

Alternative 2: Trusted sites

One alternative to changing the Internet security settings is to designate a web site as a "Trusted site". To do this, follow the steps below.

- Tools/Internet options, click on the tab "Security"
- Highlight the green symbol for "Trusted sites"
- Click on the button "Sites..."
- Enter the address for the site and click on "Add"
- The box request server verification (https:) should be checked
- Click on the button "OK".

The Assessio web test has the address <https://test.assessio.com>

Alternative 3: Custom settings

You can also choose to alter only the exact settings required for the Assessio web text to function. Follow the steps below to do this.

- Under Tools/Internet Options, click on the tab "Security"
- Click on the button "Custom level..." to check these settings
- Under Scripting *Active scripting*, *Scripting of Java applets* and *Allow paste operations via script* should be enabled
- Also make sure that *ActiveX controls and plug-ins* and *Script ActiveX controls marked safe for scripting* are enabled.