RETRIEVING TEST SCORES (QWIZ SKILL TESTING SCORES) (PSL-W005)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process of retrieving applicants test scores.

2.0 RESPONSIBILITY:

2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 QWIZ- System used for clerical testing.

4.2 QWIZ skill testing document- Form used to record test scores.

4.3 Applicant ID – Applicant social security number.

4.4 HRS—Human Resource Services.

5.0 WORK INSTRUCTIONS:

5.1 Click on QWIZ icon located at the computer.

5.2 Administration Login box will appear click on ok.

5.3 Click on "Search and View Scores" Click ok.

5.4 Click on Score Keeper.

5.5 Click "Search for Scores in Score Keeper" click ok.

5.6 Highlight on "Search by Applicant ID" click ok.

5.7 Enter applicant ID number and Click ok.

5.8 Test scores will show on screen.

6.0 ASSOCIATED DOCUMENTS:

6.1 QWIZ Skill Testing document (PSL-F029)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
QWIZ skill testing scores	HRS Office	Database	None	None

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

* * * E n d   o f   p r o c e d u r e * * *