
ASSIGNING AND PREPARING FOR TESTING
(QWIZ SKILL TESTING SCORES) (PSL-W004)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to assign and applicant to a computer and establish necessary test.

2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 QWIZ – System used for clerical testing.

5.0 WORK INSTRUCTIONS:

- 5.1 Take applicant to testing room and assign him or her to a computer.
- 5.2 Open QWIZ program.
- 5.3 Administration Login box will appear and click OK.
- 5.4 Click on Set up testing and training click on OK.
- 5.5 A dialog box will appear: Highlight the tests that the applicant will take and click on the green arrow, after all test are chosen click on the start button.
- 5.6 Applicant will they type in there first and last name and their social security number and click on ok.
- 5.7 Test will then begin.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None	None	None	None	None

8.0 REVISION HISTORY:

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

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