QWIZ SKILL TESTING SCORES (PSL-P061)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process of clerical testing for applicants.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

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

4.2 QWIZ Skill testing Document – Form in which test scores are recorded

4.3 HRS—Human Resource Services

5.0 PROCEDURE:

5.1 Applicant will call or come in to schedule a testing appointment.

5.2 Customer Service Specialist will verify applicant's identity prior to testing. (See work instruction PSL-W003)

5.3 Customer Service Specialist assigns applicant to computer and establish what necessary program for testing. (See work instruction PSL-W004)

5.4 Upon applicant's completion of testing, retrieve established test scores. (See work instruction PSL-W005)

5.5 Record scores onto the QWIZ skill-testing document. (See work instruction PSL-W006)

5.6 QWIZ skill testing document is forwarded to the Classification and Compensation Specialist for data entry and record keeping.

6.0 ASSOCIATED DOCUMENTS:

6.1 QWIZ Skill Testing Score(s) form. (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
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change

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