



OTAS Manual



Thank you for your interest in IPMA-HR's Online Test Administration Service (OTAS). IPMA-HR partners with Assessment Systems Corp. to deliver the same highly regarded tests that enable you to hire and promote with confidence online.

This manual contains important instructions for IPMA-HR's TSA Signers regarding how to navigate your online testing workspace.

The first step to a successful online test administration is to thoroughly read this manual, which contains instructions for how to log into your online testing workspace, schedule candidates to take the exam, and download your candidate score reports.

- Logging into OTAS
- Scheduling Candidates to take the Exam
- Administering the Online Test
- Launching Weblock
- Test Scoring and Report
- Downloading and Printing Candidate Data
- FAQs



1617 Duke Street
Alexandria, VA 22314

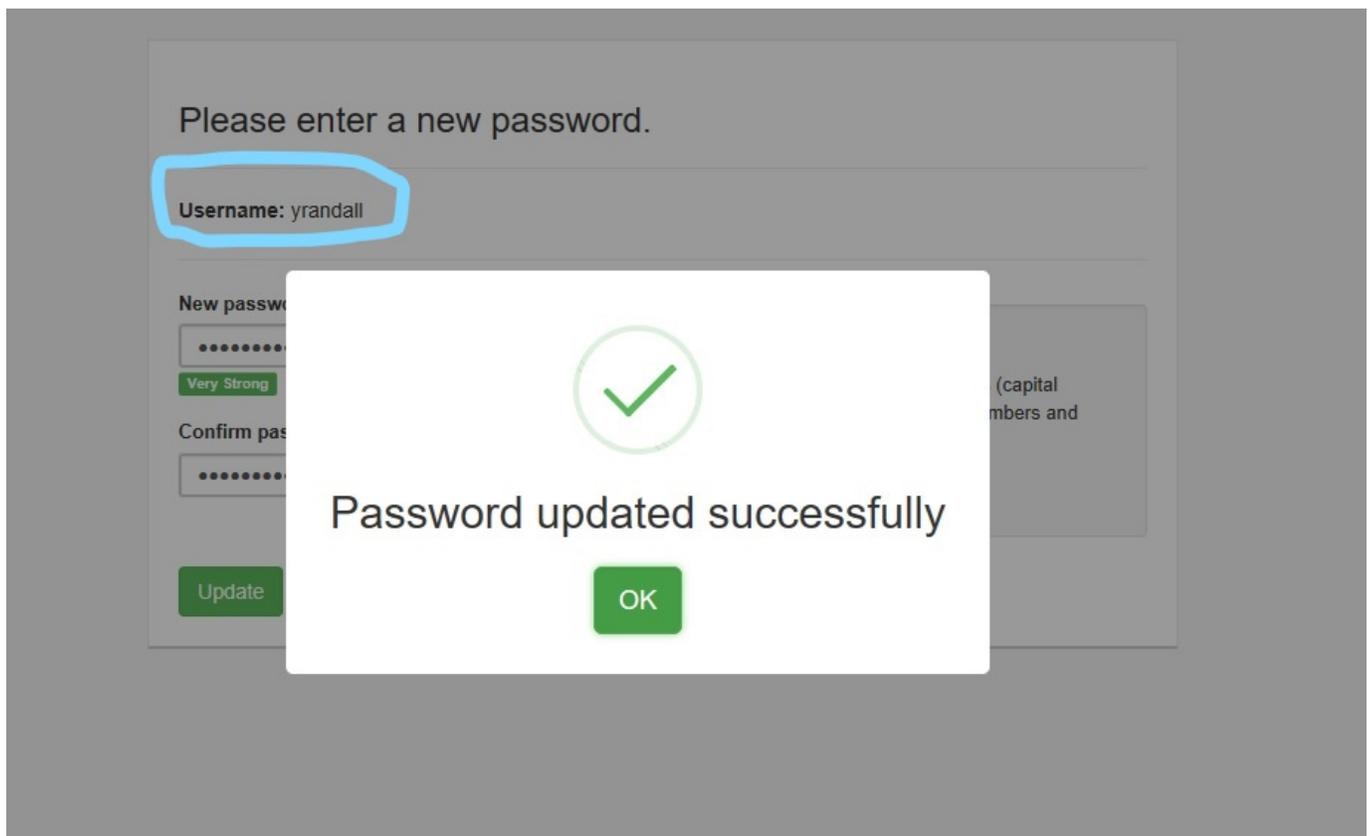
(800) 381- TEST (8378)
www.ipma-hr.org/assessment

Please email otassupport@ipma-hr.org for online testing assistance. ▶ ▶ ▶

Logging into OTAS

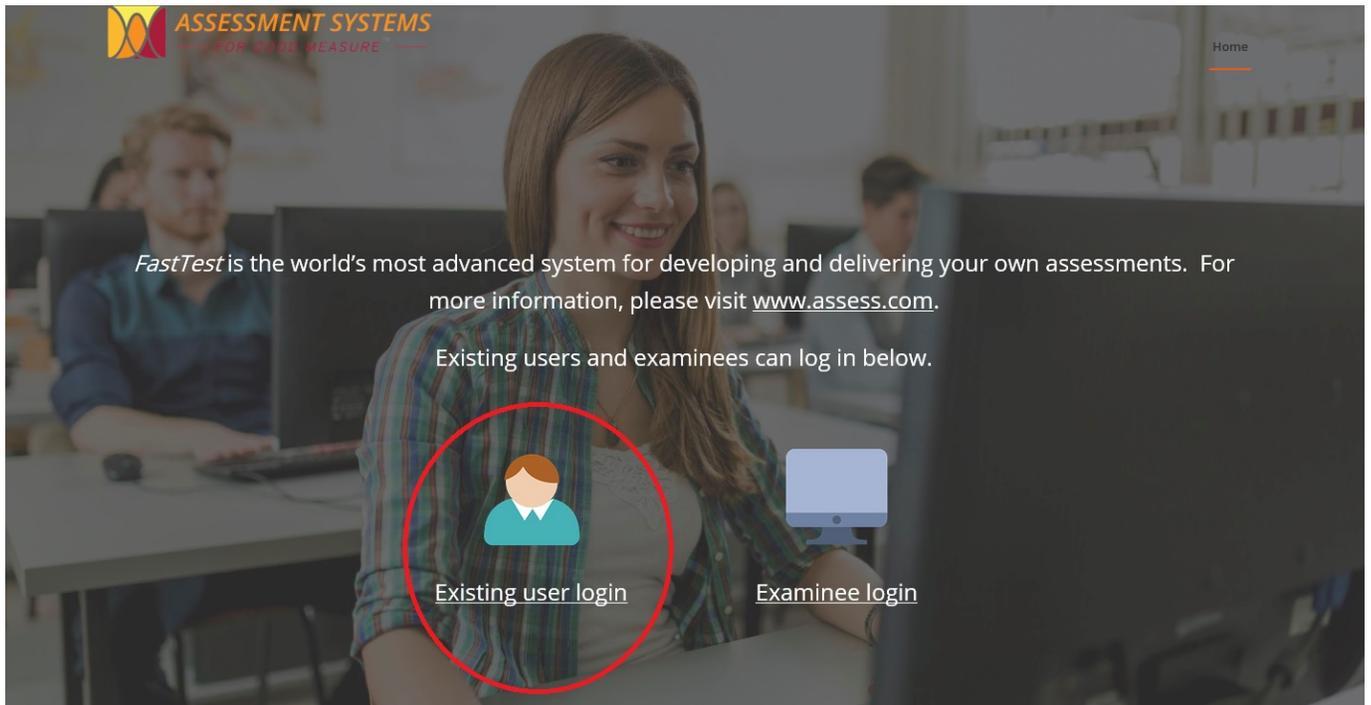
Once an account has been set up for you by IPMA-HR, you will receive an email asking you to set your password from Assessment Systems, noreply@fasttestweb.com. If you do not receive the email, check your junk folder to see if it was filtered there. If you need further assistance, please email otassupport@ipma-hr.org.

The email will direct you to follow a link to set your password. Your username will also be displayed on the password set page. Please take note of your username and password as you will need them to log into OTAS.



Note: If you ever forget your password or need to reset it in the future, contact IPMA-HR to send you a new password reset link.

After setting up your password, go to fasttestweb.com and click on existing user login. Enter your username and password.



Important: If after logging in, a pop up window informs you that your workspace is expired, please contact the Assessment Services Department so that we can renew your workspace. You will not be able to administer tests until we have renewed your workspace. This may happen if your agency has not accessed OTAS for an extended amount of time. All test and candidate data will continue being associates with your account.

If at any point you need assistance navigating the workspace, you can click the burgundy light bulb at the bottom of the page.

There will two tabs available in your workspace: the "Test Scheduler" Tab View and the "Report Manager" Tab View. The "Test Scheduler" Tab View will be used to do everything other than running score reports.