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.

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 associated with your account.
Upon logging in for the first time, you will immediately be asked to accept the terms of use.

Once you accept the terms of use, you will be taken to your workspace and a welcome window will pop up offering to take you through a tour of the workspace. Click continue or exit this window.
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 be 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.
Creating an Examinee Group

To schedule candidates to take the exam, you must first create an **Examinee Group**. You can group your test administrations however you like. For example, you might create a group for a specific job position, recruitment number or you might group your examinees by date, etc.

In order to create a new Examinee Group, make sure you are in the Test Scheduler tab, then:

1. Click NEW to expand the menu.
2. Click NEW EXAMINEE GROUP

The New Examinee Group window will pop up with three tabs: Information, Group Test Code, and Gradebook Options. You will only be working in the Information Tab. **Do not make any changes to the Group Test Code or Gradebook Options tabs.**

In the Information tab, use the Name field to name each group. The Description field is an optional field that can be used to provide more detail about a particular examinee group.

**Note:** You will notice two additional tabs titled "Group Test Code" and "Gradebook Options." You do not need to change any information in these tabs. Do **NOT** enable or generate a group test code as this can greatly compromise test security. Each examinee must have their own unique test code, and not a general test code that anyone can use to access the exam.

Click the **Save** button once you've filled out the names of your examinee groups. You will return to the Workspace and see your examinee groups listed in the left hand menu:
By default, examinee groups will be collapsed under the Examinee Group heading. Click on the [+] symbol next to the group name to expand and see any subgroups located within.
Adding Examinees to a Group

Once you've created your examinee groups, you'll need to add examinees to those groups. Do this by highlighting the examinee group you'd like to add examinees to and then click on NEW -> NEW EXAMINEE. The following window will pop up:

NOTE: You may need to open folders to access the test by clicking the [+].

You'll want to confirm that you're adding your examinees to the correct group (in the above example, we'll be adding examinees to the /Police/Sergeant).

Next you'll need to decide if you're going to register your examinees now, in advance of the test date, or if you'll be registering your examinees at the test session. The default option when you add new examinees is Register Now, which is reflected in the screenshot above.

NOTE: If your candidates need a time accommodations for test taking, see the FAQ section for details.

Register Now

The information you'll need to enter to proceed with registering your examinees is:

- First Name
- Last Name
- External ID (code you use internally to identify candidates)
Test

Your account will have been assigned tests based on your original order with us and those will appear in the right hand column. Choose the correct test for your candidate, then type in their first/last name and External ID in the appropriate fields.

If you'll be registering multiple examinees at one time, please take note that you can check the **Add another examinee after this** option. After you click save, the examinee will be registered and the first and last name fields will be cleared so you can fill out the next examinee's information and so on until your entire group is registered.

Each examinee name you register will be auto assigned a randomized **Test Code that candidates will use to start the testing process on test day.**

**Register Now - Batch Candidate Import**

If you are having a large number of candidates take the online test it might not make sense to manually enter their information into the FTW system, especially if it already exists in your own system. In this case there is an option to Import Examinee Data:

![Image of Test Scheduler interface with Import option highlighted]

In order to do this import, you must save your Examinee data as a .CSV excel or spreadsheet file that contains the following fields [First] [Last] [External ID] [Test Name] and [Group Path]

<table>
<thead>
<tr>
<th>FIRST</th>
<th>LAST</th>
<th>EXTERNAL ID</th>
<th>TEST NAME</th>
<th>GROUP PATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Doe</td>
<td>123-45-6789</td>
<td>Example Test</td>
<td>/Police/Sergeant</td>
</tr>
<tr>
<td>Jane</td>
<td>Doe</td>
<td>987-65-4321</td>
<td>Example Test</td>
<td>/Police/Sergeant</td>
</tr>
</tbody>
</table>
• [First] - Candidate First Name
• [Last] - Candidate Last Name
• [External ID] - Candidate External ID
• [Test Name] - This is the name of the test you are administering, that appears when you register each candidate manually.
• [Group Path] - This is the name of the Examinee Group you created previously (so from above it would be /Police/Sergeant/)

When you select Import Examinees the system will ask you if you would like to download a sample file so you can see how it should be set up.

Once you have created and imported your candidate list, the window should auto populate with the candidates’ information and Test Codes:

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Session</th>
<th>Test</th>
<th>Status</th>
<th>First Name</th>
<th>Last Name</th>
<th>External ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLV-239-791-964</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional S...</td>
<td></td>
<td>Mito</td>
<td>Bloom</td>
<td></td>
</tr>
<tr>
<td>CLV-239-791-954</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Mito</td>
<td>Bloom</td>
<td></td>
</tr>
<tr>
<td>CNC-712-650-612</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional S...</td>
<td></td>
<td>Irina</td>
<td>Bowyer</td>
<td></td>
</tr>
<tr>
<td>CNC-712-650-612</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Irina</td>
<td>Bowyer</td>
<td></td>
</tr>
<tr>
<td>ZYN-267-960-672</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional S...</td>
<td></td>
<td>Jonny</td>
<td>Chang</td>
<td></td>
</tr>
<tr>
<td>ZYN-267-960-672</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Jonny</td>
<td>Chang</td>
<td></td>
</tr>
<tr>
<td>KPX-435-078-554</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional S...</td>
<td></td>
<td>Bruce</td>
<td>Davey</td>
<td>KPX-435-078-554</td>
</tr>
<tr>
<td>KPX-435-078-554</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Bruce</td>
<td>Davey</td>
<td>KPX-435-078-554</td>
</tr>
</tbody>
</table>
Register at Test
The alternative to registering all of your candidates ahead of time is to instead allow your examinees to register on the day of the test. This option is particularly useful if you do not have a determinate number of candidates testing.

When you select the Register at Test option, the screen will change as follows:

As with the Register Now option, you will need to choose the test you're preparing to use within the right hand column by clicking on it to highlight the test name. But instead of registering your candidates' names, you'll choose how many test codes you would like the FTW system to generate. You can repeat this process multiple times, so there is no need to worry about the number of test codes you are generating if you're not certain.

Which examinee registration option is best for me?
If you have a prepared candidate list, then the quickest and easiest way to get ready for your upcoming test session is to use the Register Now option (either manually or as a batch import) so your candidates' names and ID numbers will be recorded and ready to go.

Otherwise, if you do not have a candidate list your best option is to use the Register at Test option to generate as many test codes as you need for test day.

Also, be aware that you do not have to use only one option. You may combine the two registration methods to suit your needs. For example, this can be used if you have a prepared candidate list and want to upload it but also want allow people to register the day of the test. You can upload the list and then also generate some test codes for walk in candidates.
Test Codes

Each examinee that will be taking a test will require a Test Code. These codes are generated as part of the examinee registration process above. You can review the current test codes you've generated by selecting the appropriate Examinee Group in the left hand column. You will see the test codes you've generated in the left portion of the screen as follows:

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Session</th>
<th>Test</th>
<th>Status</th>
<th>First Name</th>
<th>Last Name</th>
<th>External ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>KPX-435-078-554</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional Section</td>
<td></td>
<td>Bruce</td>
<td>Davey</td>
<td>KPX-435-078-554</td>
</tr>
<tr>
<td>KFX-435-078-554</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Sima</td>
<td>Hassassian</td>
<td>Sima</td>
</tr>
<tr>
<td>UZM-745-394-043</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional Section</td>
<td></td>
<td>Jacob</td>
<td>Jackovich</td>
<td>789456</td>
</tr>
<tr>
<td>OWA-310-226-269</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional Section</td>
<td></td>
<td>Drey</td>
<td>Kov</td>
<td>1234567</td>
</tr>
<tr>
<td>CQC-001-220-396</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional Section</td>
<td></td>
<td>Drey</td>
<td>Kov</td>
<td>1234567</td>
</tr>
<tr>
<td>NAK-089-006-138</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional Section</td>
<td></td>
<td>Toni</td>
<td>Kovalski</td>
<td>123456</td>
</tr>
<tr>
<td>NAK-089-006-138</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Toni</td>
<td>Kovalski</td>
<td>123456</td>
</tr>
<tr>
<td>MEY-359-026-621</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Instructional Section</td>
<td></td>
<td>Lynette</td>
<td>Martin</td>
<td>MEY-359-026-621</td>
</tr>
<tr>
<td>MEY-359-026-621</td>
<td>PSUP 301 Test (11-13)</td>
<td>PSUP 301 Test (11-13)</td>
<td></td>
<td>Lynette</td>
<td>Martin</td>
<td>MEY-359-026-621</td>
</tr>
</tbody>
</table>

You should only provide these Test Codes to your examinees on the day of the test.

There are a couple of ways you could distribute the test code to a candidate on the test day. The easiest method will be to include the code on a piece of paper that is handed to the candidate. For example: If there is an information sheet handed out to candidates they could be prepared ahead of time with the candidate’s name, id number and test code. These sheets could then be handed to them after their id check. They should be informed not to enter the code until after you have read the initial instructions. See page 36 where a sample sheet has been included. If, you have a large group taking the test, using the Export Test code feature found on the next page may make more sense.

NOTE: You may notice that each candidate name appears in the table two or more times depending on the type of test you are using. This is the case when a test is made up of multiple test sections (for example the instructions are one section and the test is one section). It is important to note that although the candidate is listed multiple times they have only been assigned one test code. As you can see in the table above, each candidate appears twice but in both cases they have the same test code.

As stated above, you can export these test codes into a Microsoft Excel file to make distributing codes easier. This can be done by Right-Clicking on the appropriate Examinee Group and choosing to export Examinee Data.
This will give you a document listing the Candidate’s information that you’ve already entered into the system along with their Test Code.

Once you’ve prepared your examinee group and registered your examinees, the only step that remains is to administer the test. If your agency is using the online testing system for the first time, WebLock will have to be installed on all computers before test administration can begin. The instructions for installing WebLock are in the next section.

**Note:** In the event that any of your test codes are not working on test day, check to make sure that the candidate is entering the correct code with the correct capitalization. We have had customers in the past that have written down codes incorrectly, so if you are making a written list, be sure to double check the codes. It is best if you download the codes directly from the testing platform using the steps outlined above. If the code is still not working, you must delete the candidate as an examinee and recreate them as a new examinee. To delete a candidate as an examinee, click on the examinee's name in the Test Scheduler tab, and then click Delete. Bear in mind, each examinee will be registered for both the test instructions and the actual test, so their examinee code will be listed twice. Be sure to delete both of them.
Once you've ensured all the system requirements are met, prepared your examinee group, registered your candidates to take the test and installed WebLock on your agency's computers you'll be using to administer the test, you should be all ready for test day.

Before the candidates can begin their test you must make sure of two things:

- **WebLock is launched** - Follow “Launching WebLock” instructions below. This can either be done on every machine prior to the candidates getting there or you can have the candidates launch the program.

- **The candidates have their test code in hand** - you will need to give each candidate a test code. If you used “Register Now” then each candidate must have the test code which matches their demographic information which you entered into the system. If you used the “Register at Test” option then it does not matter which candidate gets what code, they will need to fill in the demographic information themselves.

Once the two above steps have been completed you can move onto reading the Administration Script, which is provided in this manual. (NOTE: this is all also listed in the Admin Script)

**Launching WebLock**

1. Visit the site [https://weblock.fasttestweb.com](https://weblock.fasttestweb.com).

2. Click on the link in Step 2 that says “Click here to launch FastTEST Weblock and continue to the testing system.”

3. Depending on which operating system you are running, you may be prompted to “Allow” the program to run before it proceeds.
4. If there are any conflicting programs running in the background when you launch WebLock, you will be prompted to allow WebLock to attempt to close those programs on your behalf. Whether you allow WebLock to close the programs for you or if you close them yourself, you will not be allowed into the testing system until those programs have been closed. Some programs that will trigger this warning include:

- Skype
- Any Instant Messenger program (Google Talk, Windows Live Messenger, etc.)
- Microsoft Remote Desktop

WebLock will also disable right clicking with the mouse, as well as copy and paste functions. Additionally, with WebLock active, the user will not be able to switch to any other programs on the computer or access any files or programs on the computer while WebLock is engaged. This is all to ensure a completely secure environment for testing your candidates.
5. Once WebLock is engaged, the Examinee Login screen will appear.

6. Your testing computer is now ready for your candidates to sit down to take the test. To begin the test, your candidates will simply need to type in the Test Code you provided them with.

**NOTE:** You will need to repeat the above steps for every computer you'll be using in the testing session.
Test Scoring and Reports

Scoring Your Test
The FTW system actually scores the tests as they are submitted. You as the administrator can have a live feed of scores as the candidates finish and submit their tests. The information found in the Test Scheduler tab, where all the candidate information you supplied can be viewed, should auto populate with their scores. There is also a score report available that you will be able to run after the test administration.

![Test Scheduler](image-url)
Downloading and Printing Candidate Data
With the FTW system you are able to download raw CSV data of the test session. You can do this by selecting the appropriate Examinee Group on the left hand side of the screen; Right-Click Export and then you can select either Examinee Data or Examinee Responses.

Examinee Data
This export will yield all the data you can see on the Test Scheduler tab in front of you. Including their name, external id, date, test name, scores, and time taken. The "Examinee Data Report" also includes subtest scores. If you are giving a test that includes a data-entry subtest, reading the subtest scores is different due to the way they are setup in the online platform. For data entry tests, it is important to focus on the scores in the column titled "score" highlighted below. The columns titled "Attempted" and "Correct" do not reflect the candidates' true scores for the data entry questions.
Examinee Responses:
This export option will give you all of the information from the above export as well as each item’s keyed answer and candidates’ answer choices.

Once you select which data you want to export the following message will display:

![Attention](image)

You can see and download the .csv file on the Right hand side of the “Report Manager” Tab

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The reporting function described in the next section provides agencies with some statistical analysis and an item analysis report. If an agency wants to conduct further analysis this option allows you to export the data to an excel file or other statistical software for further analysis.
**Built in Reports**

The online testing system also has a number of built in reports you can run. These reports can then be exported in a number of formats.

When selecting any of the reports, listed in the following section, the interface may ask you to specify any of the following:

- **Date range** - This might be useful if you’ve given the same test numerous times across a year or more. You can select which “test cycle” the report is run on. This field may be left blank.
- **Examinee Group** - This is the group of candidates that you created when setting them up within the system. This can be used in conjunction with the date range if, for example, you’d like to run reports on the candidates tested in the first week of the test cycle, versus the whole cycle.
- **Test** - Depending on your setup, the system may give you the option of choosing different sections of a test (introductory/instructions versus the test itself) or if you have access to multiple tests; it may give you the option of which test (think PDET or PSUP) you’d like to run the report on.
- **Workspace** - *You can ignore this, as each user only has access to one workspace at a time.*
Examinee Group Summary
This is a simple report that summarizes which test was given, test dates, and the average score received on this test.

### Direct Subgroup Summary

<table>
<thead>
<tr>
<th>Examinee Group</th>
<th>Test</th>
<th>No. Examinees</th>
<th>Average Score</th>
<th>Pass Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overall Summary

<table>
<thead>
<tr>
<th>Test</th>
<th>No. Examinees</th>
<th>Average Score</th>
<th>Pass Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSUP 301 Instructional Section</td>
<td>11</td>
<td>0.0</td>
<td>N/A</td>
</tr>
<tr>
<td>PSUP 301 Test (11-13)</td>
<td>11</td>
<td>59.91</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Examinee Group and Test Summary
This is a report that you would use more regularly, it displays the candidate name, and individual score.

Examinee Group and Test Summary
Generated by Lynette Martin on January 23, 2014
Activity from workspace creation to 2014-01-23
Examinee Group: November PSUP Test
Test /Promotional Stock Tests/Police/PSUP 301 Test (11-13)
Examinees Completed: 11
Overall Test Average: 59.909

Individual Scores:

<table>
<thead>
<tr>
<th>Examinee</th>
<th>Testing Date</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrey Pankov</td>
<td>2013-11-21</td>
<td>99.00</td>
</tr>
<tr>
<td>Bob Sewel</td>
<td>2013-11-21</td>
<td>77.00</td>
</tr>
<tr>
<td>Bruce Davey</td>
<td>2013-11-18</td>
<td>93.00</td>
</tr>
<tr>
<td>Drey Kov</td>
<td>2013-11-18</td>
<td>85.00</td>
</tr>
<tr>
<td>Jacob Jackovich</td>
<td>2013-11-20</td>
<td>85.00</td>
</tr>
<tr>
<td>Joanne Sisson</td>
<td>2013-11-18</td>
<td>46.00</td>
</tr>
<tr>
<td>Lynette Martin</td>
<td>2013-11-20</td>
<td>28.00</td>
</tr>
<tr>
<td>Neil Reichenberg</td>
<td>2013-11-18</td>
<td>65.00</td>
</tr>
<tr>
<td>Robert Svhla</td>
<td>2013-11-21</td>
<td>37.00</td>
</tr>
<tr>
<td>Sima Hassassian</td>
<td>2013-11-21</td>
<td>9.00</td>
</tr>
<tr>
<td>Toni Kovaaski</td>
<td>2013-11-19</td>
<td>35.00</td>
</tr>
</tbody>
</table>
Examinee Test Detail
This report gives a detailed, per candidate, report on how that individual scored on each question. Meaning it shows you whether a particular candidate got each item correct or incorrect.

NOTE: For this report you will need to select a specific individual to run the report on.

<table>
<thead>
<tr>
<th>Seq.</th>
<th>Item Name</th>
<th>Item Location</th>
<th>Version</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SGT043</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>PD856</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>SGT135</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>PD431</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>PE1449</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>7</td>
<td>SGT134</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>1.00</td>
</tr>
<tr>
<td>8</td>
<td>PD486</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>9</td>
<td>PD834</td>
<td>Police Promotional Stock/Laws Related to Police Work</td>
<td>1</td>
<td>1.00</td>
</tr>
</tbody>
</table>

NOTE:

- Seq. refers to the sequence the item appeared on the exam.
- Item Name, Location and Version are all internal details of each test Item; and can all be ignored for reporting purposes.
Test and Item Analysis
This report highlights the true beauty and functionality of the software. It allows you to select the date range and test; which allows you to see how your candidates have fared on the test over all test administrations, or test cycle to test cycle. Please see below for a preview of the information that can be found on this report.

Test and Item Analysis (No Text)
Generated by Lynette Martin on January 23, 2014
Test: PSUP 301 Test (11-13)
Group: /Promotional Stock Tests/Police
Workspace: City of IPMA-HR
Spuriousness Correction: No
Activity for the period from workspace creation to today

This report provides a statistical analysis of test results to help stakeholders evaluate the quality of a test and its items. There are two sections. Test-level Statistics describes the test as a whole. Item-level statistics helps in flagging items that are potentially problematic and in diagnosing the problem.

Test-level Statistics

Examinees Scheduled: 16
Examinees Completed: 11
Completion Rate: 63.75 %
Raw Score Mean: 59.91
Raw Score SD: 30.25
Raw Score Variance: 914.89
Raw Score Minimum: 9.0
Raw Score Maximum: 99.0
Raw SEM: 3.89

Total Items: 101
Scored Items: 100
Alpha Reliability: 0.98
Scaled Score Mean: N/A
Scaled Score SD: N/A
Scaled Score Variance: N/A
Scaled Score Minimum: N/A
Scaled Score Maximum: N/A
Scaled SEM: N/A

Page 1 of the report - Showing test level statistics.
Item-level Statistics

**Item Number: 1  Item ID : SGT043**  

<table>
<thead>
<tr>
<th>Answer</th>
<th>Weight</th>
<th>N</th>
<th>Diff (P)</th>
<th>Disc (r)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>B.</td>
<td>1.00</td>
<td>8</td>
<td>0.73</td>
<td>0.62</td>
</tr>
<tr>
<td>C.</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D.</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>E.</td>
<td>0.00</td>
<td>3</td>
<td>0.27</td>
<td>-0.62</td>
</tr>
</tbody>
</table>

Page 3 of the report - Item-level statistical details.
FAQs

What if there is a break in test connection?

If for some reason you lose connection to the test, whether it’s because of a power surge/failure, internet outage, or any other reason; you do not have to worry about the test session.

All data, including answers selected and time remaining, is saved every time the candidate moves on to the next question. Once the connection to the test server is re-established (power is restored, internet outage resolve, etc.), candidates can reconnect to their test by following the login instructions (just have the candidates enter their original test code). They will be brought to the last page they were viewing before the issue occurred and the timing will start where they left off. They can go back to test taking without issue.

What if the software does not work on test day?

It has been our experience and that of our software provider, that there have been basically no situations where the testing software does not work. Most problems arise from an internet or power outage or a problem with the servers at your agency. As indicated above, as soon as the problem is fixed, the candidates can continue their tests where they left off.

We will once more reiterate that you should test out both the WebLock software as well as a WebLock enabled sample test, prior to your test date to make sure it runs correctly on your machine. This will significantly minimize any problems arising.

In the case of a power or internet outage you should contact your provider to let them know of the problem and get further information on when power/internet will be restored. In the case something happening to your agencies server you can contact your IT Department about the problem.

What if I have a candidate that need more time to take the test?

Please get in contact with us well ahead of time, at which point we can assign another untimed test to your account.

How can I get in contact with someone if there is a problem?

IPMA-HR is available Monday through Friday from 9 a.m. - 5 p.m. EST
Phone: 1-800-381-TEST (8378)
Email: otassupport@ipma-hr.org

NOTE: If you call or email us during the weekend or holiday, one of our Assessment Staff members will be in touch with you as soon as possible on the next business day.
Test Code Distribution Sheet

The following slips can be completed ahead of time and handed out to candidates on the day of the test after their id has been checked. (cut on dotted line)

---------------------------------------------------------------------------------------------------------
Do not enter information into the computer until initial instructions are read:

Candidate Name:
External ID:
Test Code:

---------------------------------------------------------------------------------------------------------
Do not enter information into the computer until initial instructions are read:

Candidate Name:
External ID:
Test Code:

---------------------------------------------------------------------------------------------------------
Do not enter information into the computer until initial instructions are read:

Candidate Name:
External ID:
Test Code:

---------------------------------------------------------------------------------------------------------
Do not enter information into the computer until initial instructions are read:

Candidate Name:
External ID:
Test Code:

---------------------------------------------------------------------------------------------------------
Do not enter information into the computer until initial instructions are read:

Candidate Name:
External ID:
Test Code: