

# COMPMETRICA's Online Testing Platform Demo



Welcome to **Compmetrica's Online Testing Platform Demo!** Our demo is designed to allow users to experience our Online Testing Platform from an end-user and an administrator perspective. Compmetrica's demo is intended to give users a general idea of the numerous functions of our platform. For more information or to schedule a presentation please call us at 1-888-776-1194.

## Registering your Candidates

To begin, simply enter your candidate's information.

Enter information in the different fields in order to be able to easily retrieve the candidate's file at a later date.

Choose the test you wish the candidate to undertake from Compmetrica's catalogue of tests.

The screenshot shows the 'FIRST STEP - Candidate registration' page. The left sidebar contains a menu with items like 'FRANCIS', 'Search', 'Registration', 'Purchase order', 'Management of test session', 'Results', 'Statistics', 'Specification sheets', 'Change password', 'Online help', 'Disconnect', 'Comments', and 'Client management'. The main content area has a header 'You are connected under client EPSI' and 'ONLINE TESTING'. Below the header, there's a section for 'FIRST STEP - Candidate registration' with a sub-section for 'On-line testing: Oral communication test'. A paragraph of instructions follows: 'Complete the information requested to register a candidate for a test session. The optional fields are indicated between parentheses. Then choose the type of test and the type of report desired and the date for the test to be administered. Note that the test cannot be administered before the set date, but can be administered before the hour indicated.' The form fields include: Last name, First name, Date of birth (with DD and MM dropdowns), Last 3 numbers of the S.N., Organisation for which you are applying for (optional), Position for which you are applying for (optional), Level of position (optional), Process (optional), Where candidate is from (optional) (with a dropdown menu), Launch the test on hold (checkbox), Non-Accessible tests (checkbox), and Test (dropdown menu with 'Work Approach and Behaviour Test' selected).

- Once you have entered all of the relevant information for each candidate, they will be given a unique code. The code provided by Compmetrica is a unique code per candidate, per test.



## Managing your Test Administration Sessions

Once candidates have been registered, administrators may be able to view which test(s) the candidates will be undertaking, as well as the specified administration date(s).

Candidate	Test code	Date test taken (YYYY-MM-DD)	Action	Registered by
Smith, John	TYPNG-AT 06A	2008/5/8		AdminEpsUser
Bench, Patricia	WABT 04A	2008/5/8		AdminEpsUser
Smith, John	WABT 04A	2008/5/8		AdminEpsUser

Administrators may also print the access codes for each candidate, or delete an administration if the candidate decides to withdraw from the process or reschedule.

## Candidate Login

Once candidates log on to Compmetrica's online testing platform, they will be asked to enter their unique access code.

The candidate is also given the option to choose the language in which they would like to undertake their evaluation.



## Candidate Identification

Compmetrica's Online Testing Platform contains many security features. For example, before beginning their test, candidates must confirm the information entered by the administrator to confirm their identity.

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Are you really this person?

First name: John  
 Last name: Smith  
 Date of birth (DDMM): 02/04  
 Last 3 numbers of SIN: 434

Yes No

## Test Instructions

Before beginning any test, candidates are given instructions on the test they are about to undertake. Information is provided on the test itself as well as how to use Compmetrica's Online Testing Platform when answering the questions.

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**Instructions**

The test you are about to take is called the **Work Approach and Behaviour Test (WABT)**. On the following pages, you will find a series of statements that a person may use to describe him/herself<sup>1</sup>. Read them over and progressively judge whether or not they apply to you.

If you agree with a statement or if you believe that it describes you well, select the **TRUE** button. If you do not agree with a statement, or if you believe that it does not describe you, select the **FALSE** button.

**Answer every question.** If you believe that the statement is neither true nor false, choose the one that is closest to what you believe. It is important that you respond to all the questions asked.

Answer without hesitating; it is the first impression that gives the best results in this type of test.

**PLEASE BEGIN.**

<sup>1</sup> The masculine form represents, where appropriate, either a man or a woman.

Begin the test



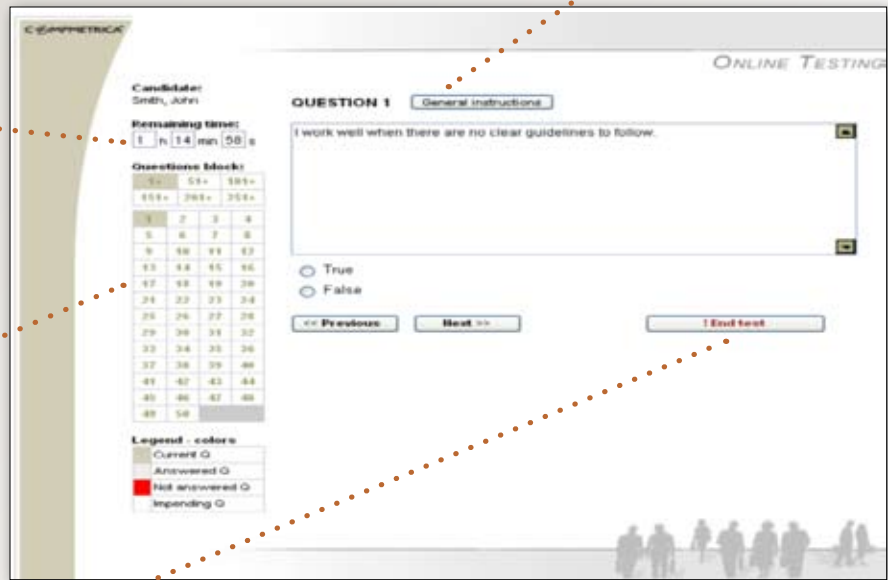
## Candidate's Testing Experience

Candidates can keep track at all times of the time remaining on their test. The time indicated does not take into consideration the time it takes to download a question. Therefore, candidates will not be penalized for a slow internet connection.

Candidates may skip or go back to any question on the test. The question block makes it easier for candidates to access any question. Colors in the left-hand tool bar will indicate whether a question has been answered or not.

Candidates must simply click on the "End Test" icon when they are finished. If certain questions have not been answered, a message will appear indicating which questions have not been answered. Candidates will then have the choice to finish their test, or end the session.

Candidates may access test instructions at any time during the administration.



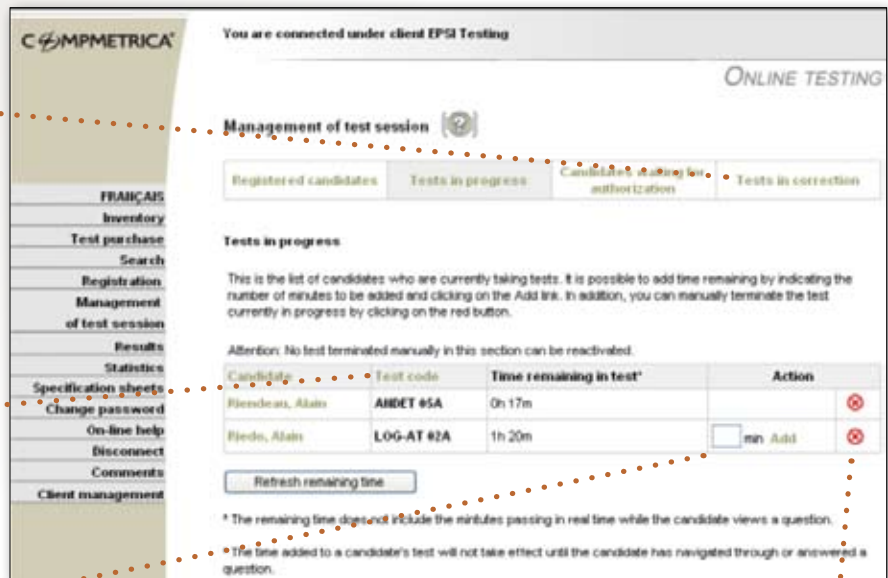
## Administrator Rights and Privileges

Administrators may also verify what corrections are currently being undertaken by Compmetrica and when they can expect the final reports.

During the testing sessions, administrators will be able to monitor their administrations. They will be able to see which candidate is presently taking an exam, which test they are undertaking and the time remaining on their test.

In case of technical difficulties, extra time may be added by an administrator remotely.

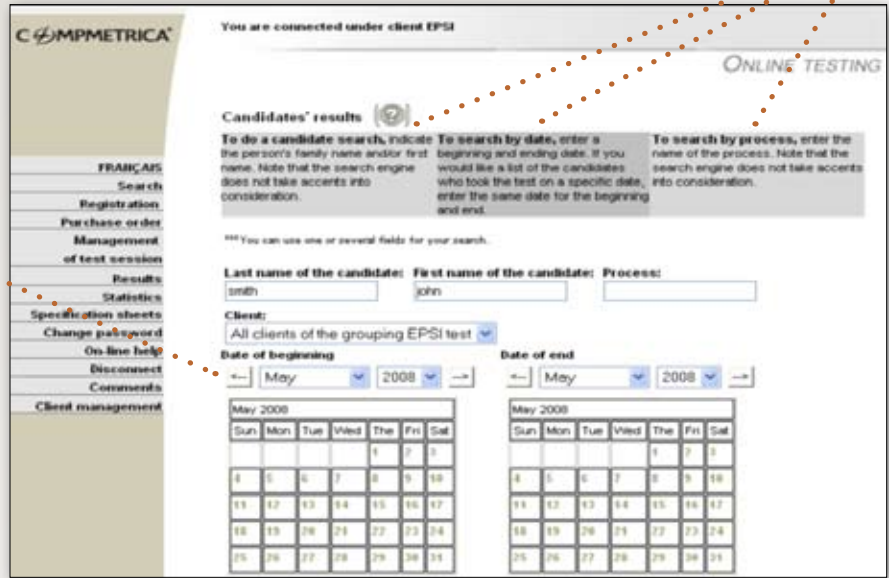
Administrators are also able to terminate an exam remotely.



# Search Options in Retrieving Candidate Results

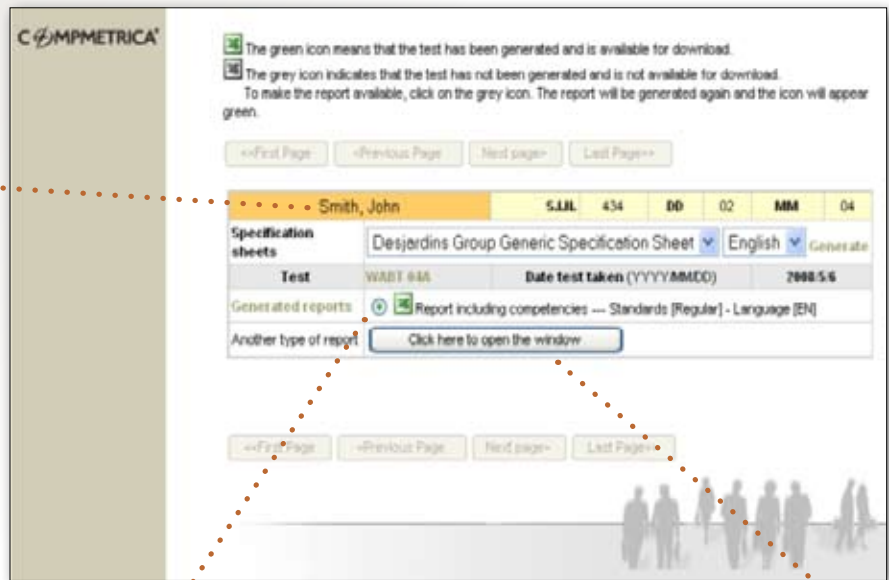
You may access a candidate's file at anytime on Compmetrica's Online Platform. Candidate's files are stored in our data bank, for a period of two years for free.

Administrators may search for a candidate by last name, first name, process number, the date of their administration or for a specific time period (e.g. all candidates who passed a test from May 10 to May 20).



# Retrieving Candidate Results

Information on the candidate is provided to ensure it is the correct person the administrator is searching for.



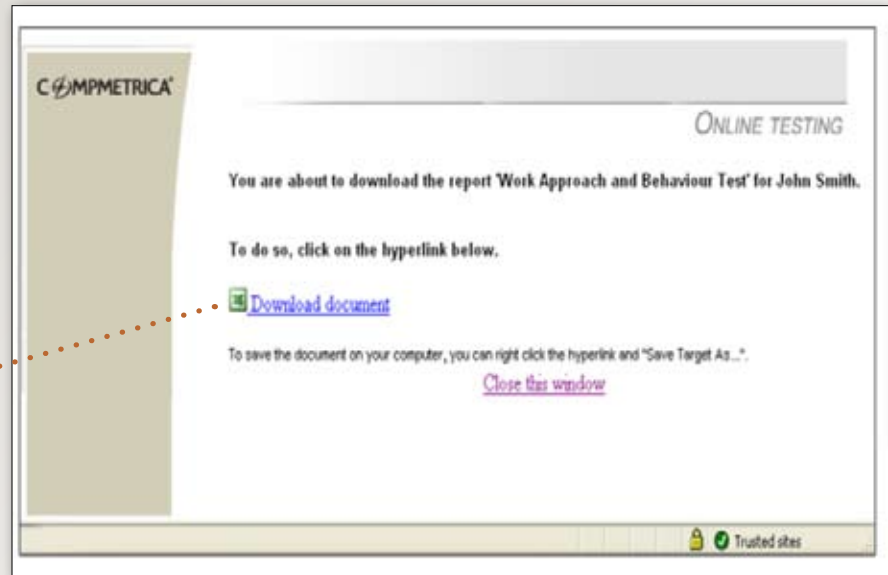
Once the administrator has found the candidate they are searching for, he/she may print out the candidate's evaluation report if it is ready.

Administrators also have the option to purchase a different type of evaluation report, or print it in the language of their choice.



## Downloading Candidate Results

Once the administrator has identified the right candidate and the report they wish to download, all they need to do is click on the hyperlink provided and the report will be available to them immediately. Evaluation reports are generated as soon as a candidate has terminated their test for any Compmetrica assessment product that is in a multiple choice or True or False format.



## What assessment products are offered by Compmetrica online?

- **Compmetrica's Online Testing Platform** offers a wide variety of assessment tools that have been developed by our organization and are available using multiple choice or text development formats. Our Online Testing Platform offers a wide range of assessment tools in the following categories; Linguistic Abilities, Personality Tests, Administrative Ability Tests, Client Services, Sales and Management Assessment Tests.

## What are the advantages of using Compmetrica's online testing platform?

- Administering your tests online gives you greater control of your assessment processes:
  - Reduces the time taken to hire
  - Administration of tests can be scheduled at times suitable for your organization and the candidates.
  - One central point for managing your assessments for the whole organization.
  - No need to control your inventory of paper-pencil tests
  - No materials are needed by the test administrator (test booklets or answer booklets)
  - No software to purchase or install
  - Safe, secure and reliable web environment.
- By administering your Compmetrica tests online, you will be able to manage your own recruitment and assessment processes while avoiding costs usually associated with administering tests.
- Administering your test online also gives you greater control and flexibility in managing your recruitment and assessment needs.

## What is the first step?

- Compmetrica offers a customized and tailored online testing experience. Contact us today and we will help you set-up an account!

