

# **TRG Plus Platform User Manual**

Setting up an Evaluation Creating Participant Accounts Monitoring Participant Progress Analysing Results Managing Your System Users Managing Your Account Frequently Asked Questions



## Setting up an Evaluation

- 1. Under Evaluation List, click 'Create Evaluation'.
- 2. Fill in your evaluation name, location, dates and description. The dates are for your reference only and will not affect your participants' ability to log in.
- **3.** Choose the Solution Pack you wish to use. If you are not using a Solution Pack, choose Customise Activity Selection.

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Create Evaluation Use this form to enter the details of the new Evaluation being created. W the bottom of this page to submit your details. Search Administration Product Account	Home   Password   Help   Logout  When you have entered the details, click on the SUBMIT button at  (* denotes required field.)  *
Crede Evolution Solution Pack Customise Activity Selection	
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Ocpyright 2000- TextSrid Pby No part of this material may be reproduced in     No part of this material may be reproduced in	Operator' containing the activities that you regularly use to assess candidates for this role. Please discuss your Evaluation options with

your Account Manager.

**4.** If you are not using a Solution Pack, go to Activity Sequence and build your evaluation by selecting the required activities from the drop down box.

🚰 Manage Activity Sequence - Micr 1@ - G+ 8 1 \_ 8 × soft Internet E File Edit View Favorites Tools Help 1 🕁 Back 🔹 🤿 🖌 🙆 🚰 🧔 Search 💿 Favorites 🛞 Media 🎯 🖏 🔹 🎒 🐨 ど 🚉 Home | Password | Help | Logout Manage Activity Sequence : Graduates 2009 Begin building the Activity Sequence by selecting Activities from the drop down list below. Once you have selected the Activities, insert a sequential number to assign the order of your activities. To remove an activity from your sequence, insert a zero for that activity. Then click on the SAVE builton below, to submit you Activity Sequence. Use drop down list in the Norm Table column to choose from the available Norms. Sometimes there will only be one option The selectable Activities are commensurate with your accreditation level. If you have a query about your accreditation level please email us at TestGrid. Beain building the Activity Sequence by selecting Activities from the drop down menu here elect an Activity Name fro Select an Activity Name from he ACER Advanced Test Form AL ACER Advanced Test Form AL ACER Advanced Test Form AL ACER Advanced Test Form BL ACER Higher Test Form ML ACER Higher Test Form ML ACER Higher Test Form PD ACER Higher Test Form PD ACER Higher Test Form PD ACER Mechanical Reasoning Fi Select an Activity Name from h Order field R Mechanical Reason © Copyright 2000- TestGrid Pty Ltd. All rights reserved. No part of this material may be reproduced in any form without written permission. 📄 🙆 🎯 Internet (E) D

**5.** Choose the appropriate norm and specify the order in which participants should complete the activities.

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**6.** The evaluation has now been created in your account. The evaluation home page displays the details and you are ready to invite participants to complete the evaluation. You cannot change the activities contained in the evaluation once you have set up participants, so check the details carefully and amend if necessary. Your new evaluation will be at the top of the Evaluation List.

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## **Creating Participant Accounts**



The chart below should help you to decide which option is best for you. Allows configuration of additional options such as setting a close date.



### **Option 1: Instant Assessment**

Selecting Instant Assessment will log you out of your Client Administration page and immediately create a participant account. The participant will be prompted to fill in their details and will then be taken to the evaluation.

This is useful if you are conducting on-site testing as participants do not need usernames and passwords to log in.

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### **Option 2: Express**



**1.** Indicate the number of participants you will be setting up.

Tick the Email Invitation? box to send your participants their login details via email.

If you are not sending login details to your participants, uncheck the box. You will be taken directly to step 4.





**2.** Provide the details of your participants.

If you have ten or less people to set up, you will be prompted to enter each email address, first name and last name.

If you have more than ten participants, you will need to upload the details in a CSV file. To do this, create a list in Excel containing email addresses in column A, first names in column B, and last names in Column C. Ensure the list has no headers, then save it as a CSV file. To upload, click on Browse and locate the file.

**3.** Review the email content and amend if necessary. This contains basic instructions to your participants, including contact details for our Help Desk. The username and password will automatically be attached to each email.



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**4.** The summary page gives you a chance to check you have configured the options you require. The cost per participant will be displayed at the bottom of this page. Click Modify if you amend any details, or Confirm Purchase to send the email invitation to your participants.

**5.** Your evaluation Home Page will show the number of participants that have been set up.

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## Option 3: Custom



1. Indicate the number of participants you will be setting up.

Tick the Email Invitation? box to send your participants their login details via email.

If you are not sending login details to your participants, uncheck the box. You will miss step 5.



2. Choose an appropriate close date for your evaluation. If you choose to enforce this date, no participants will be able to login after midnight on the date specified.



**3.** Reports can be pre-ordered. The link to the report will be generated automatically as each participant completes the evaluation. You can choose to be notified by email as each report becomes available.

TRG Plus User Manual

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**4.** Choose to receive an email as each participant completes the evaluation, or a single email when all of your participants have completed.



5. Provide the details of your participants. If you have ten or less people to set up, you will be prompted to enter each email address, first name and last name. If you have more than ten participants, you will need to upload the details in a CSV file. To do this, create a list in Excel containing email addresses in column A, first names in column B, and last names in Column C. Ensure the list has no headers, then save it as a CSV file. To upload, click on Browse and locate the file.

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6. Review the email content and amend if necessary. This contains basic instructions to your participants, including contact details for our Help Desk. The username and password will automatically be attached to each email.



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7. The summary page gives you a chance to check you have configured the options you require. The cost per participant will be displayed at the bottom of this page. Click Modify if you amend any details, or Confirm Purchase to send the email invitation to your participants.

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**8.** Your evaluation Home Page will show the number of participants that have been set up.

## **Monitoring Participant Progress**

The Participant Details section helps you monitor your participants' progress and allows you to reset activities, check usernames and passwords, set up reminder emails, communicate with your participants and restrict participants' access.

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The table below shows the features contained in this section.

	Check participant usernames and passwords
	Reset activities for participants
Status	Deactivate a participant
	Enforce the close date
	Change the close date
	Receive notification as your participants complete the evaluation
Notifications	Receive notification when all of your participants have completed the evaluation
Notifications	Change the email address that completion notification should be sent to
	Set up a close date reminder email to be sent to all your participants
	Order the reports you need in advance
Reports	Set up an email to notify you when the pre-ordered reports are ready
	Change the email address that report availability notification should be sent to
Communication	Send emails to one or all of your participants using the templates provided



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#### Finding a participant's username and password:

Go to **Status** and then **Username & Help**. From here you can see the login details for each participant, and can change the password if necessary. Don't forget to advise your participant of their new password!

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**Checking a participant's progress:** From the **Username & Help** screen, click **Help Participant**. This will show you the progress of that participant through the evaluation.

**Resetting an activity:** If a start time is recorded but no finish time, and you are certain the participant is not in the process of completing the activity, the participant may have lost their internet connection during the activity. The test will need to be reset, and the participant notified that they have to begin that activity again. To do this, tick the Reset box next to the relevant test and click Apply. This will clear all previous responses for that test.

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**Restricting access to a participant:** If a participant is no longer required to complete the evaluation, you can deactivate their username and password. From **Status**, select **Active Status**, untick the relevant boxes and click Save Changes. The username and password for that participant will no longer let them access the evaluation.

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**Changing the close date:** You can change the close date for some or all of your participants by going to **Status** then choosing **Close Date Change**. Select the new close date, and the participants that it will be given to.

Enforce the close date: Once you have set a close date, you can choose whether it should be enforced. From Status, choose Close Date Status. Ticking the box will prevent your participants from logging in after the Close Date.

### Notifications

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#### Receive email notification as your

**participant(s) finish:** From Notifications, select **On Participant Complete** to receive an email as your participants complete the evaluation, or go to **On Participant Complete All** to receive an email when all participants in a batch have completed. Simply tick the relevant boxes and Save Changes.

Change the email address that notification should be sent to from **Notification Address**.

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#### Setting an automatic reminder email:

Participants can be sent an email 24 hours before the evaluation closes, reminding them to complete the assessment.

From Notifications, select Close Date Reminder. Use the Filter function to identify the participants that have not yet completed, tick the relevant boxes and Save Changes.



### Reports

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**Pre-order reports:** save time by pre-ordering the reports you need, before you participant starts the evaluation. As they complete the evaluation, the reports will generate automatically and you will be able to download them straight away from your TestGrid account. From **Reports**, select **Pre-Ordered Reports** and choose which reports you require.

**Email Report Status** gives you the option of receiving an email when your pre-ordered reports have been generated and are available to view.

Change the address that the report availability notification goes to at **Report Recipient Email** Address.

## Communication

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#### Send email communication to your participants:

To resend the assessment invitation email, or to communicate with some or all of your participants, choose the **Communication** option. Amend the email address if necessary, tick the relevant boxes, and Compose Email. Choose from three templates: Blank if you wish to send your own content, Assessment Invitation, or Close Date Reminder. Review and edit the content if necessary and Send Email. The username, password, and close date will automatically attach to each email.



## Analysing Results

When your participants have completed their assessment, the Analyse Results button will appear under This Evaluation. Click to see a drop down list of the reports available for that evaluation.

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© Copyright 2000- Testforid Pty Ltd. All rights reserved. No part of this material may be reproduced in any form without written permission.	

### Reports

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	Chloe Kaptein	No result available yet		No result a	vailable vet	No result a	vailable vet
	Christel Konsolis	18	18	29	19	41	33
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	David Pritchard	No result:	No result available yet		No result available yet		vailable yet
	Emma Sugiarto	29	18	No result a	vailable yet	No result a	vailable yet
	Grant Atkinson	29	17	29	21	No result a	vailable yet
	Jenny Blackwood	No result :	available yet	No result a	vailable yet	No result a	vailable yet
	Kim Golem	No result:	available yet	No result a	vailable yet	No result a	vailable yet
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	Matthew Duncan	No result:	available yet	No result a	vailable yet	No result a	vailable yet
	Michelle Sekar	29	29	29	25	39	32
	Phillip Ng	No result:	available yet	No result a	vailable yet	No result a	vailable yet
	Rachel Pathak	No result:	available yet	No result a	vailable yet	No result a	vailable yet
	Rachel Sales	No result:	available yet	No result a	vailable yet	No result a	vailable yet
	Susanne Dundas	No result:	available yet	No result a	vailable yet	No result a	vailable yet

**Summary of All Activities** shows the progress of all candidates in your evaluation. Raw scores are given for the ACER assessments that have been completed, and links will be displayed to download reports for Apollo, NEO, Genos EI and VIA as applicable. This can help you to identify any participants that have yet to complete the evaluation.

Search					
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	To View and Analyse Results select the Results option	required from the pull-down menu tab t	below.		
Administration	Shortlist Report				
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This Evaluation	Individual Participant Report Includes:				
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The **Shortlist Report** is a comprehensive report that collates the results for all activities in the evaluation except NEO and VIA. View by ticking the box and clicking Order Report then click the link that is generated under View Participant Report.

						Assessment S	Summary	
					Overall Percentile Rank	1	50	
					Job Eit Indicator	1	Averane	=
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Independence (S) Red	Trust (S)	Amber	Stress Resilience (P)	Red				
Ambition (P) Amber	Loyalty (S)	Green	Sensitivity (S)	Green				
Recognition (S) Green	Conforming	(S) Green	Security (S)	Red				
Londorship and Influence	Conflict Ma	nagement Style	Workplace Manageme	nt				
Decisive (P)	Assertive (S	i) Amber	Conscientious (P)	Red				
Directive (P) Amber	Competitive	(S) Green	Detail (S)	Amber	Narrative Profile			
Delegating (P) Red	Collaborativ	R(S) Red	Self Organisation (S)	Amber				
	Contaborativ	5	och organisation (o)	Aniber				
			Sample's score is ranked for the number correct. The number correct indica	at the following at the following at the following ates that 43% of	percentile: 57. This percentile places Sa	ample in the average r d more questions corn	range rectly.	
			Assessing verbal reasoni developed language base management level. Samp opinions to others and ma including standard busine	ng ability, Sampl e that is commen ile's range of voc anaging most of t ess corresponder	e's performance on this measure revea surate with the level expected from mor abulary suggests effectiveness in clear he day to day communication requirem ce and documentation.	Is a reasonably well st people at a mid ly conveying ideas an ents in a range of role	d es	
			Sample should be able to range of mid-managemer levels or working with mo benefit from some assista	effectively comr and operationa re complex verba ince.	nunicate messages, ideas and opinions I roles. However, it is likely that when al materials such as proposals, tenders,	in written or oral form operating at more seni and contracts Sample	n in a ior ie may	
		E E	APTS Abstract Reasoning	Organisational				
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	Name	Time	Attempted	Correct	Percentile Rank
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**Raw Scores** can be displayed for ACER activities, showing the time taken, the number of questions attempted, the number of questions answered correctly and the percentile ranking.

Administration								
	Config Battery V	Neight						
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iccount	The following report ra	The following report ranks participants bases on the weighting prescribed and the normed score obtained for each assessment. For ease of interpretation colours have been						
valuation List	ascribed to each Grou	ascribed to each Group Heading, with meanings as follows:						
his Evaluation								
Edit Details	Well Above Average	91 st percentile and above						
Edit Norm	Above Average	Between 71st and 90th perce	ntile					
Create Participants	Average	Between 31st and 70th perce	ntile					
Participant Details	Below Average	Between 11th and 30th perce	ntile					
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**Group Ranked Report** shows the overall percentile ranking for all participants in order. First you must configure the battery weight – allocate the appropriate weighting to each activity based on the importance of each activity to the role. Together the activity weight must total 100. This report can be exported to Excel.

Search Administration Product Account Evaluation List This Evaluation Ext Dotais	To <b>View</b> and <b>Analyse</b> Ret Apollo Profile	ults select the Results option requi	ed from the pull-down menu tab be	niow.	
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	John Sample	Please Select	<b>.</b>	Exception: Management - 26-05-2006 1 Log: Management - 26-05-2006 11:28: Narrative: Exec Mgmt - 30-05-2006 13 - Narrative: Management - 26-05-2006 1 Career (long formal): Management - 26	112817 30 4352 4355 12850 5-05-2006 11:29:07
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**Apollo Reports** choose from the options presented in the drop down box against the relevant norm group. To order a report, select it from the drop down box and click Order Report. View the report in a new window by clicking the link generated.

An exception report shows the areas where the candidate scored outside normal values for that norm group. A log report gives a visual representation of where the candidate lies for each factor. A narrative report expands on the log report by explaining what each factor means.

					TestGrid.com
			TestGrid.com		John Sample
Exce	ption	n report	John Sample		Management - Narrative Report
		•	anagement - Exception and D		Career Drives
Ambition	Primary			Achievement - Primary	
Amber	May nee	d help to be a self-start	er and to be stretched.	GreenJohn is strongly achievement motivated, in line trying to achieve. This usually communicates it	with most career-orientated managers. John gets satisfaction fro self to subordinates, and is one of the characteristics needed for
Teamwork	Seconda	ry			
Amber	Has a lov	w need to be part of a t	eam.	Remuneration - Secondary	
Self Organisation	Seconda	ry		Green For various reasons, the New Millennium workfo money. He obtains more satisfaction from other achieved. The fairness of the remuneration pac the quantum of the package.	rce is more concerned with remuneration than traditionally. In line r factors at work, and probably regards money and financial remur kage is more likely to be judged on the basis of relativity to other
Attuer	Tends to	) be disorganised, but m	ay be effective.		
Decisive	Primary			Ambition - Primary	
Amber	May som	etimes benefit by thinki	ng more before deciding.	Arber Whilst John has a moderate level of ambition at stretching of self and sub-ordinates. It can als However, ambition can often be rekindled with that consultants and others employed in smalle	: this stage of his career, it is below the level of most managers. o dim the ri rorg <b>Narrative Report</b> r for r for
Persuasive	Primary	1		Sometimes people with this score may have set managerial performance.	riousl use
Amber	Needs to			Independence - Secondary	
				Management - Log Report	
				Career Drives	
		Achievement - Prim	ary		
				<b>→</b>	
		Not results focused		Wants Results	
		Remuneration - Sec	ondary		
		Low concern with remu	neration High concern with	remuneration	
		Ambition - Primary			
		Lacks ambition	E	ntrepreneurial	
		Independence - Sec	ondary		
		A Not independent		og report	
		Recognition - Secon	dary		

Search Administration Product Administration Product Research Foreignet Fore	To <b>View</b> and <b>Analyse</b> Results select th GENOS EI Recruit Select the results option for <b>this activity</b> GENOS EI Recruit Individual	I Results option required from the pull-down menu tab below.		
	First Name	Last Name		Filter Reset
		GENOS El Recruit Report List - 64 questions		
	Name Sample Participant	Report Option	Ordered Report	Ordered Date
	Export options: Excel   CSV			
	Order Report Reset			

**Genos El Recruit** choose from Individual or Group reports – the Individual Report shows results for a single candidate and the Group Report ranks all participants in the evaluation on their Genos El results. To view the Individual Report, you will need to select it from the Report Option drop down box and click Order Report, then click the link to open in a new window.

	Pages Lover Synams In	Genos I Individu emotional states and the ab inner feelings to others.	El Recruit _ al Report _	Weil E Below Av Average	Below Average verage Average	Above Average	Well Above Average	
		Understanding Emotions	6					
	•	The ability to identify and ur of others and those that ma workplace environments, st artwork etc	nderstand the emotions nifest in response to aff meetings, literature,		Average			
TOTELS TENEL OFFICE		Emotional Reasoning						
Search Administration Product		The extent to which emotion knowledge are incorporated and/or problem solving.	ns and emotional I in decision-making			Above Average		
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This Evaluation Edit Dotals Edit Norm Croate Participants Participant Defails Analyse Results	To View and Analyse Results select the Results option require GENOS EI Recruit  Select the results option for this activity from the pull-down me GENOS EI Recruit Group	d from the pull-down menu tab below. nu tab below.						
	First Name	Last Name	Filter	Reset				
	Receib Yoy Racib Tar reported in Kine Jonanestel: Well Above Average Automatical Control Processing Control Systems (Control Systems) Receiped options: Since J Cold Descention: The data is confidential and may be used only by initiality or also account which their own systems, and in meet any repeated by path only	Above Average, Average, Balawa Andre Sanating Ernotations (Reasoning) Above Average Above Average Above Average Above Average Above Average Above Average Above Average Above Average	Genos El F Group I	Recruit Report				

			The test of Abstract Reasoning assess such as learning capacity, problem so	ses innate intellectu lving style and think	arrunctioning which is related to ing style.	o aputudes		
			Reference Group: Original Adult Sam	ple (Government H	ealth Sector)	Date Tested: 08/06/2006		
			Time	Percentile	Range			
			27m 15s	78	Above Average			
			Well below average			Well above average		
			How does this result compare to oth	ers?				
arch				percentil	e: 78. This percentile place	es Adam in the above		
ninistration	To View and Analyse Results select the Results optio	n required from the pull-down menu tab	o below.	f other	for the section of a section of the			
punt	Individual Participant Report			or other p	participants would have ans	swered more questions		
uation List	Individual Participant Report Includes:							
Evaluation dt Details	ACER Advanced Test Form AL							
cilt Norm	<ul> <li>ACER Advanced Test Form AQ</li> <li>APTS Abstract Reasoning Organisational</li> </ul>			his measu	ure of innate intellectual func	tioning. On test, Adam		
breate Participants				d accura	tely solve unfamiliar abstrac	ct problems. This test		
Anticipant Details Analyse Results	FirstName	LastName	Filter	e natura	lly bright, quick to learn n	ew information and to		
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				. Ádam'	s thinking style may be des	scribed as quite lateral		
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	Christel Konsolis	_						
	Emma Sugiarto	Γ						
	Grant Atkinson							
	Michelle Sekar	Π						
	Export options: Excel   CSV							
	Order Report							

**Individual Reports** contain results for ACER assessments, showing your participant's score for each activity and providing some interpretation of these scores. Order by ticking the box and clicking Order Report, then click the link to view in a new window.

## **Frequently Asked Questions**

#### My participant didn't receive the email inviting them to complete the evaluation

There is no need to recreate the participant – you can simply resend the invitation. Go to Participant Details and select Communication. Check the email address for your participant is correct, and then tick the box to select your participant. Click Compose Email and choose the Assessment Invitation Email from the templates at the top of the page. Check the email body and Send Email. The username and password will automatically attach to the bottom of the email. If your participant has a Yahoo! or Hotmail address, ask them to check their Junk email folder.

#### My participant no longer needs to sit the evaluation

Make the participant log in details inactive by going to the Status section in Participant Details, and selecting Active Status. Remove the tick from the box next to your participant's name and Save Changes. You will still see the participant listed in the evaluation, but the username and password assigned will no longer allow access to the evaluation. You can reactivate the participant at any time by ticking the active box again.

#### I created an evaluation but I chose the wrong activities

If you have not logged out of the system, and haven't created any participants in the evaluation, you might be able to change the activities. Go to Activity Sequence and add or remove the activities as required.

If you can't see the Activity Sequence option, you will not be able to change the activities and will need to create a new evaluation. If you have created participants in the evaluation, deactivate them (from Active Status in the Status section of Participant Details). Go to Edit Details and rename the evaluation so you can recognise that it is no longer current – for example, call it "Obsolete" or similar.

#### What is the battery weight? And how do I configure it?

When you have multiple activities in an evaluation, it is necessary to configure the battery weight in order to view the Group Ranked and Shortlist Reports. This gives a weighting to each activity according to how important you consider them to the role you are assessing for, and should total 100. For example, if your evaluation contained the Apollo and a Verbal Reasoning assessment and you considered the Verbal Reasoning outcome less important for the role than the Apollo, you might weight the Apollo at 75 and the Verbal Reasoning at 25. If you consider both activities equally important, you could weight them at 50 each.

To configure the battery weight, go to Analyse Results and select Group Ranked Report or Shortlist Report. Click 'Config Battery Weight' and set each activity as relevant, to add to 100. You can change the weighting at any time by following the same steps.

For any further questions, please contact the TRG Plus Help Desk – weekdays 8.30am – 5.00 pm AESTTelephone1300 764377Emailadmin@rogersgroup.com.au