



THE **ROGERS GROUP**

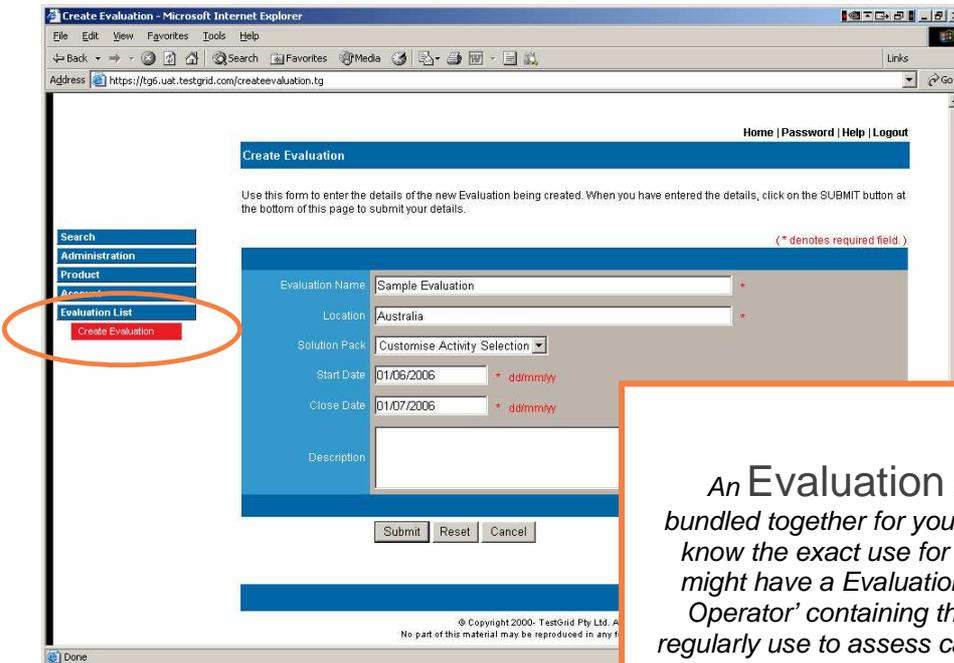
GOING ABOVE LOOKING BEYOND

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

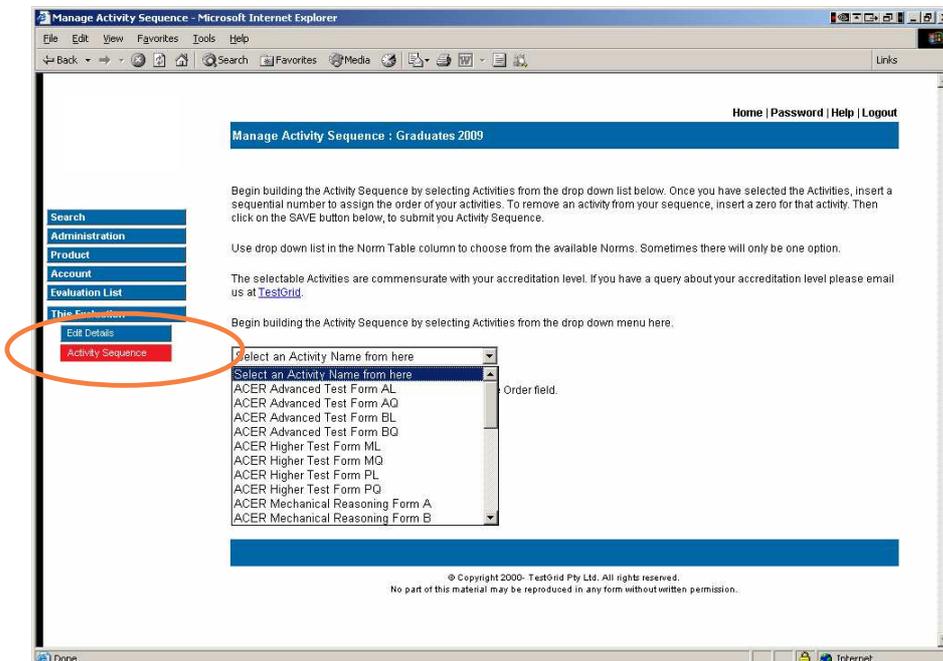
Setting up an Evaluation

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.

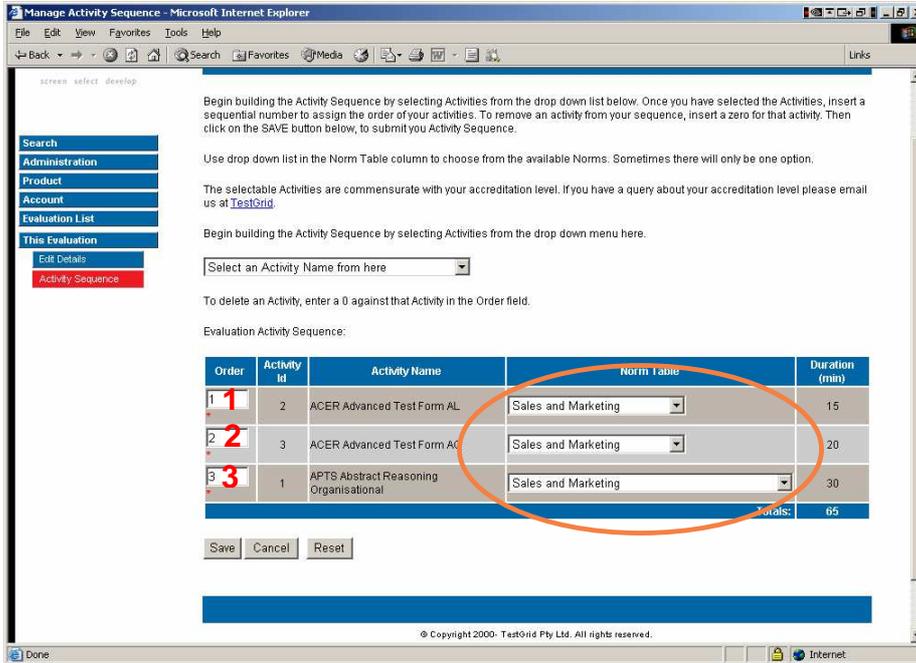


An **Evaluation** is a group of tests bundled together for your convenience so you know the exact use for it. For example, you might have a Evaluation called 'Call Centre Operator' containing the activities that you regularly use to assess candidates for this role. Please discuss your Evaluation options 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.



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



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 button below, to submit your 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](#).

Begin building the Activity Sequence by selecting Activities from the drop down menu here.

Select an Activity Name from here

To delete an Activity, enter a 0 against that Activity in the Order field.

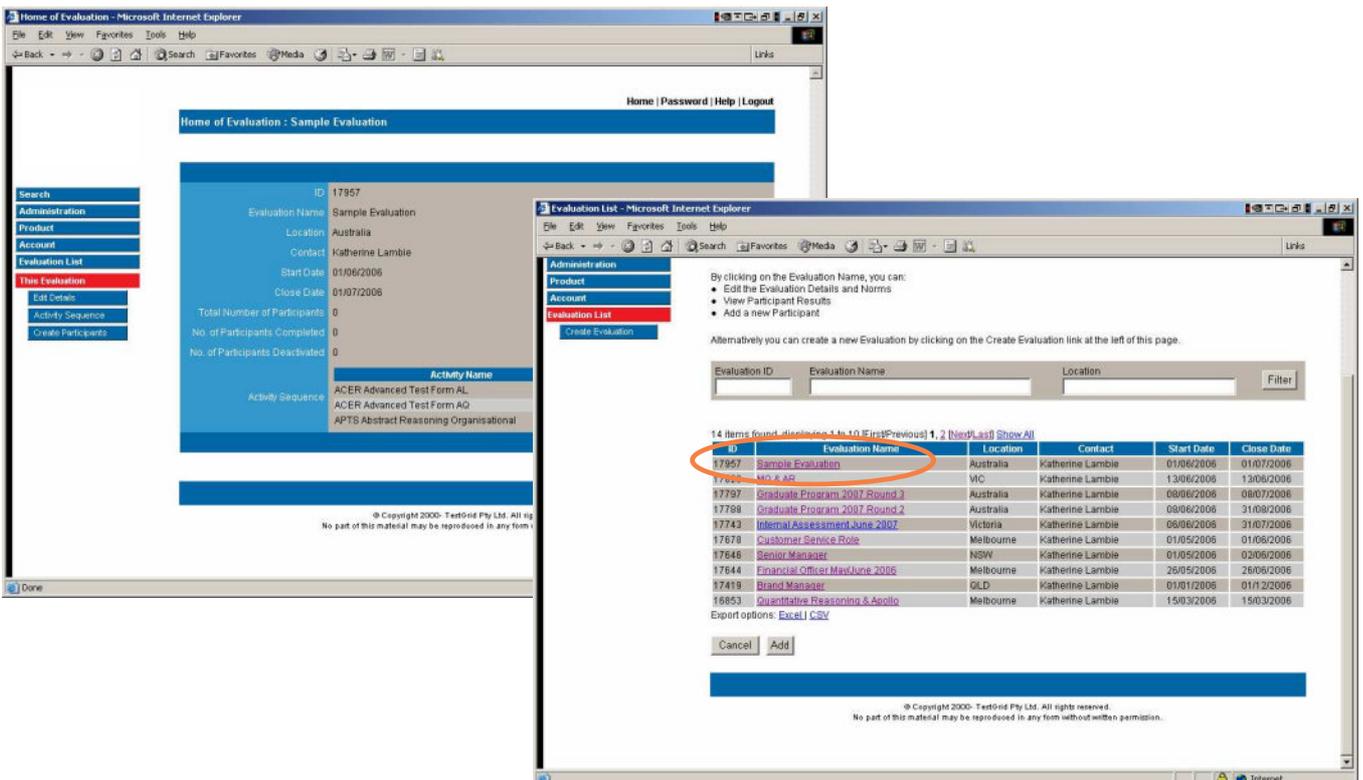
Evaluation Activity Sequence:

Order	Activity Id	Activity Name	Norm Table	Duration (min)
1	2	ACER Advanced Test Form AL	Sales and Marketing	15
2	3	ACER Advanced Test Form AC	Sales and Marketing	20
3	1	APTS Abstract Reasoning Organisational	Sales and Marketing	30
Totals:				65

Save Cancel Reset

© Copyright 2000. TestGrid Pty Ltd. All rights reserved.

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.



Home of Evaluation : Sample Evaluation

Home | Password | Help | Logout

Evaluation ID: 17957
 Evaluation Name: Sample Evaluation
 Location: Australia
 Contact: Katherine Lambie
 Start Date: 01/06/2006
 Close Date: 01/07/2006

Total Number of Participants: 0
 No. of Participants Completed: 0
 No. of Participants Deactivated: 0

Activity Sequence:

Activity Name
ACER Advanced Test Form AL
ACER Advanced Test Form AC
APTS Abstract Reasoning Organisational

© Copyright 2000. TestGrid Pty Ltd. All rights reserved. No part of this material may be reproduced in any form.

Evaluation List - Microsoft Internet Explorer

By clicking on the Evaluation Name, you can:

- Edit the Evaluation Details and Norms
- View Participant Results
- Add a new Participant

Alternatively you can create a new Evaluation by clicking on the Create Evaluation link at the left of this page.

Evaluation ID Evaluation Name Location Filter

14 items found. [Viewing 1-10](#) (First|Previous) 1, 2 (Next|Last) [Show All](#)

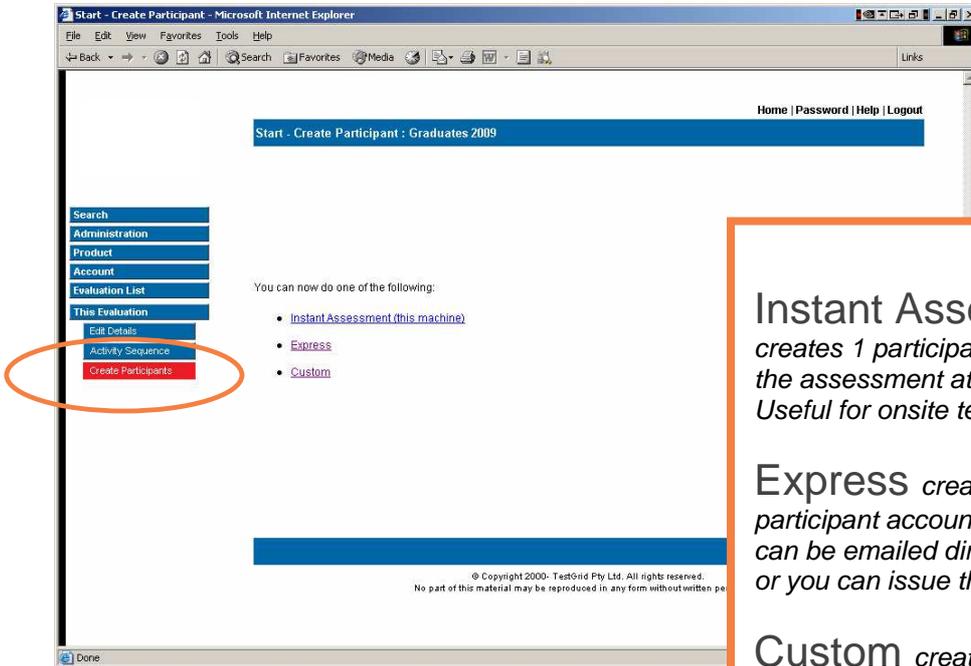
ID	Evaluation Name	Location	Contact	Start Date	Close Date
17957	Sample Evaluation	Australia	Katherine Lambie	01/06/2006	01/07/2006
17958	MO & AQ	VIC	Katherine Lambie	13/06/2006	13/06/2006
17797	Graduate Program 2007 Round 3	Australia	Katherine Lambie	08/06/2006	08/07/2006
17798	Graduate Program 2007 Round 2	Australia	Katherine Lambie	08/06/2006	31/08/2006
17743	Internal Assessment June 2007	Victoria	Katherine Lambie	08/06/2006	31/07/2006
17678	Customer Service Role	Melbourne	Katherine Lambie	01/05/2006	01/06/2006
17646	Senior Manager	NSW	Katherine Lambie	01/05/2006	02/06/2006
17644	Financial Officer May/June 2006	Melbourne	Katherine Lambie	26/05/2006	26/06/2006
17419	Brand Manager	QLD	Katherine Lambie	01/01/2006	01/12/2006
16853	Quantitative Reasoning & Apollo	Melbourne	Katherine Lambie	15/03/2006	15/03/2006

Export options: [Excel](#) | [CSV](#)

Cancel Add

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

Creating Participant Accounts



There are several options when setting up participant accounts.

The chart below should help you to decide which option is best for you.

Instant Assessment creates 1 participant at a time, to sit the assessment at your computer. Useful for onsite testing.

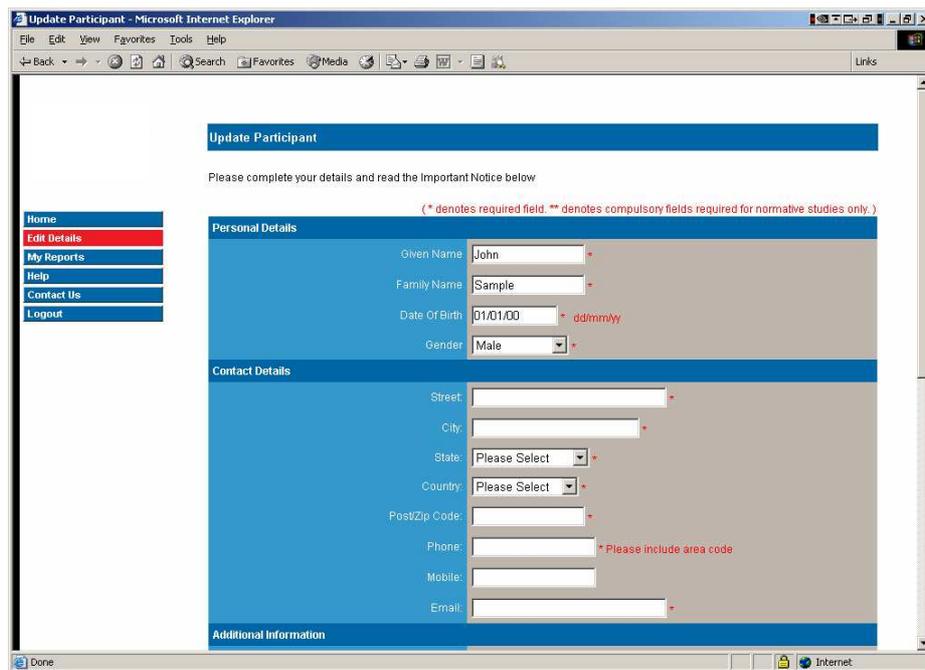
Express creates multiple participant accounts. Log in details can be emailed directly to participants or you can issue them as necessary.

Custom creates multiple participant accounts. Log in details can be emailed directly to participants or you can issue them as necessary. 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.



Update Participant

Please complete your details and read the Important Notice below

(* denotes required field. ** denotes compulsory fields required for normative studies only.)

Personal Details

Given Name:

Family Name:

Date Of Birth: dd/mm/yy

Gender:

Contact Details

Street:

City:

State:

Country:

Post/Zip Code:

Phone: * Please include area code

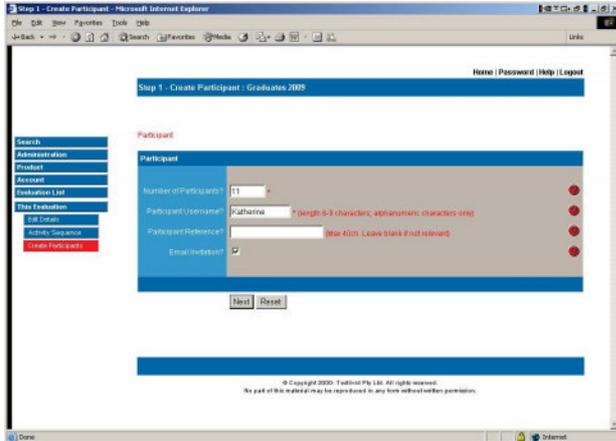
Mobile:

Email:

Additional Information

Done Internet

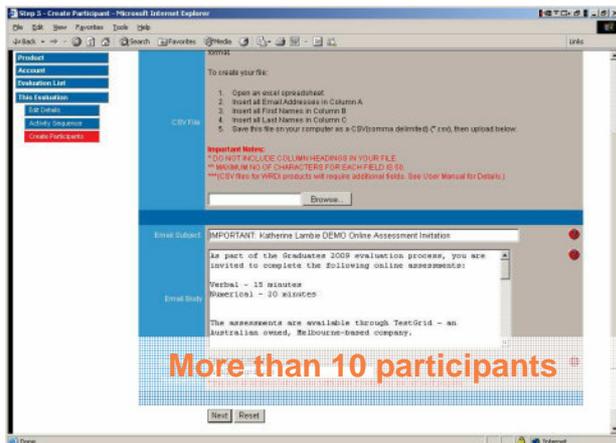
Option 2: Express



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.

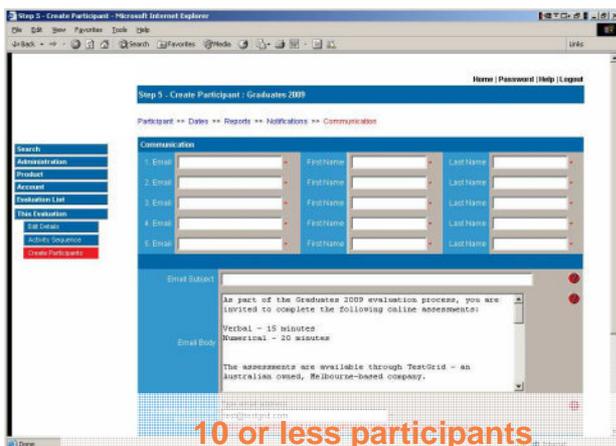
If you are not sending login details to your participants, uncheck the box. You will be taken directly to step 4.



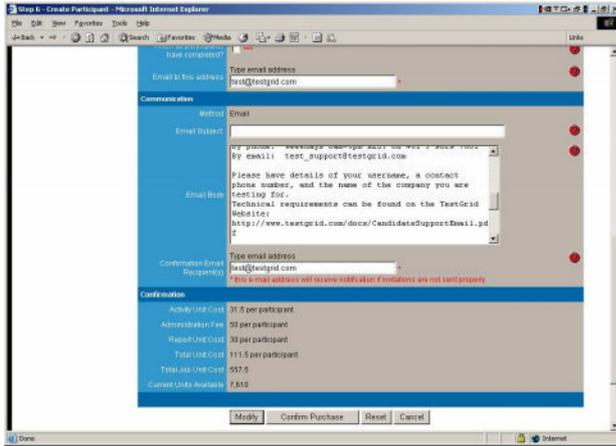
2. Provide the details of your participants.

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

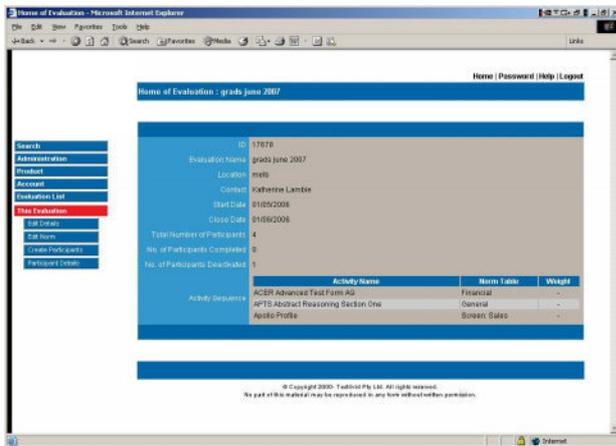
If you have more than ten participants, you will need to upload the details in a CSV file. To do this, create a list in Excel containing email addresses in column A, first names in column B, and last names in Column C. Ensure the list has no headers, then save it as a CSV file. To upload, click on Browse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

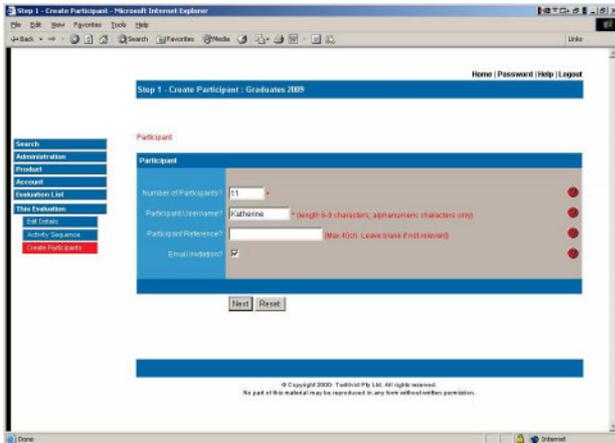


4. The summary page gives you a chance to check you have configured the options you require. The cost per participant will be displayed at the bottom of this page. Click **Modify** if you amend any details, or **Confirm Purchase** to send the email invitation to your participants.



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

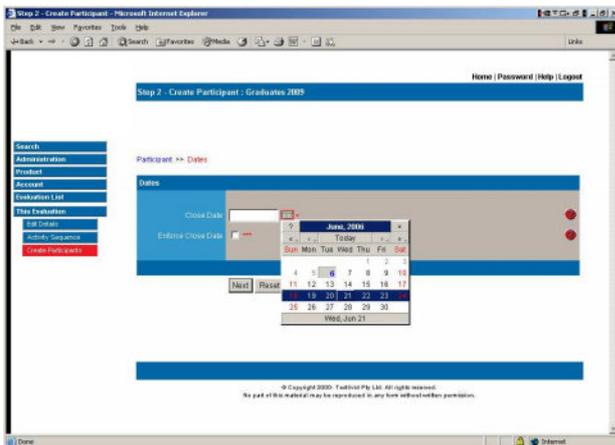
Option 3: Custom



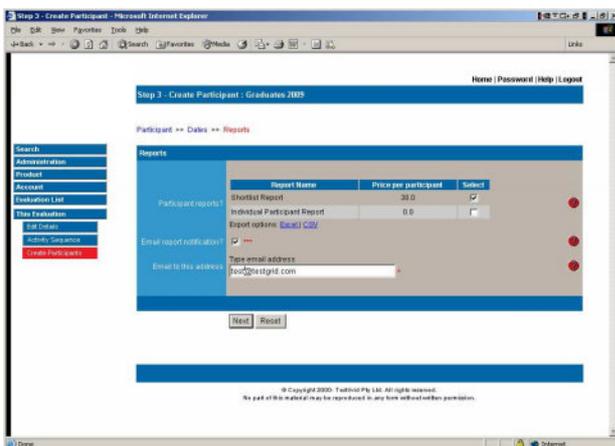
1. Indicate the number of participants you will be setting up.

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.

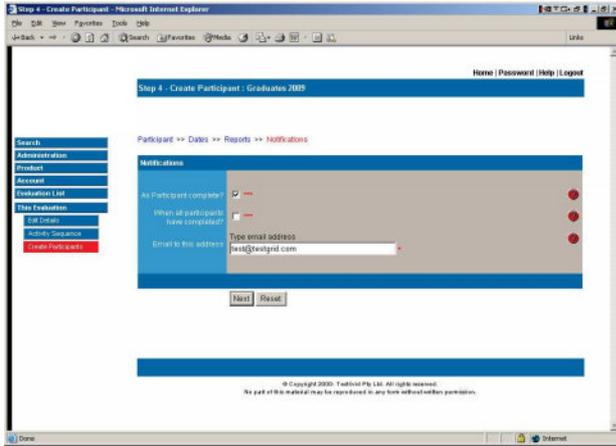


2. Choose an appropriate close date for your evaluation. If you choose to enforce this date, no participants will be able to login after midnight on the date specified.

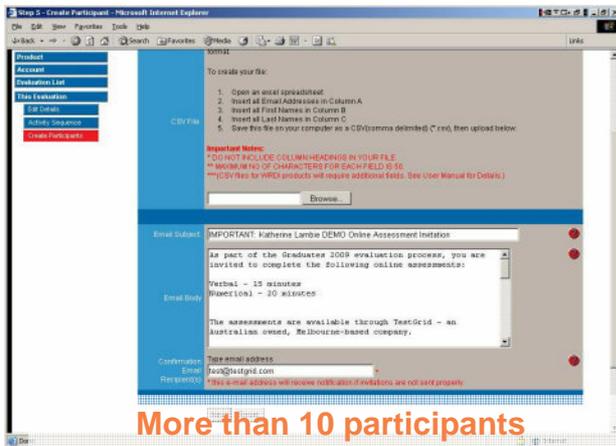


Report Name	Price per participant	Select
Shorted Report	30.0	<input checked="" type="checkbox"/>
Individual Participant Report	0.0	<input type="checkbox"/>
Report options:	Local CSV	

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.

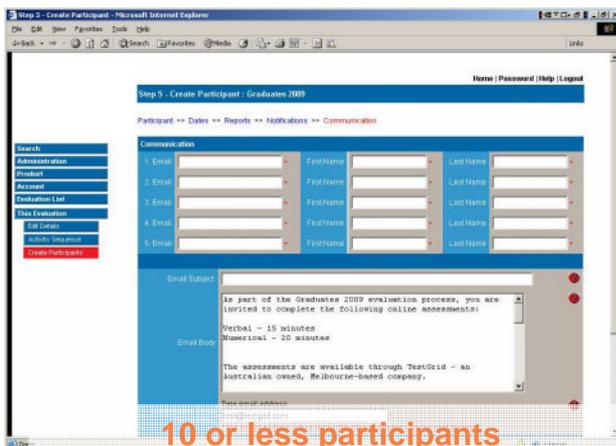


4. Choose to receive an email as each participant completes the evaluation, or a single email when all of your participants have completed.



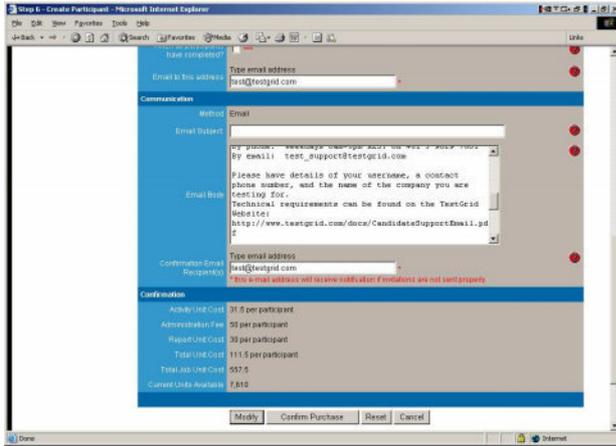
More than 10 participants

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.

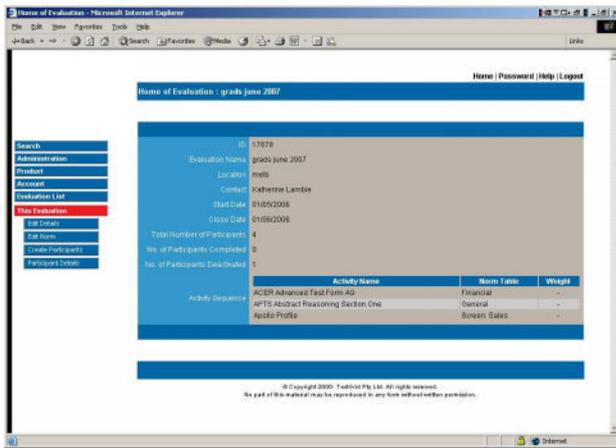


10 or less participants

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.



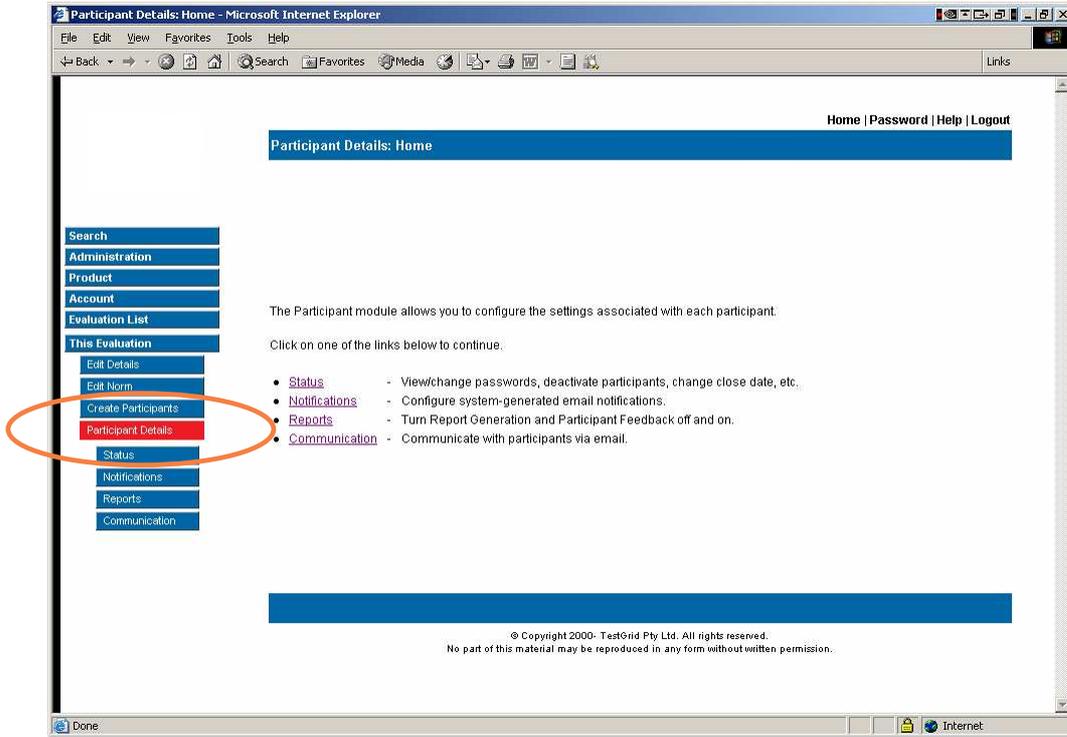
- The summary page gives you a chance to check you have configured the options you require. The cost per participant will be displayed at the bottom of this page. Click Modify if you amend any details, or Confirm Purchase to send the email invitation to your participants.



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

Monitoring Participant Progress

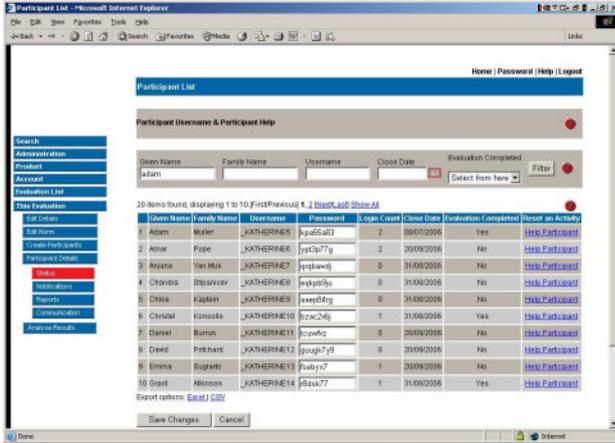
The Participant Details section helps you monitor your participants' progress and allows you to reset activities, check usernames and passwords, set up reminder emails, communicate with your participants and restrict participants' access.



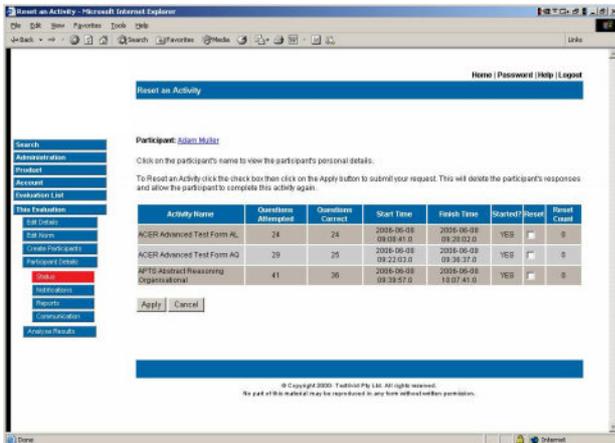
The table below shows the features contained in this section.

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

Status

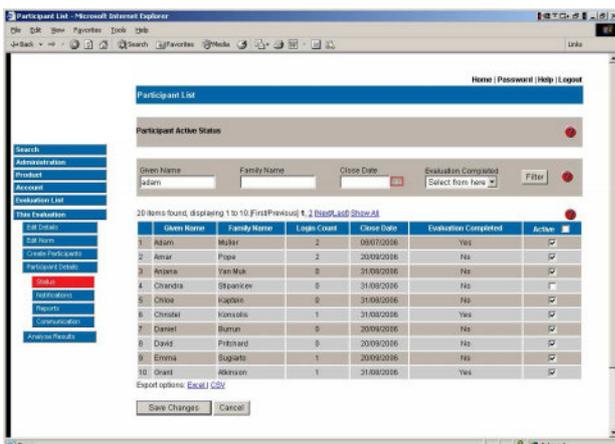


Finding a participant's username and password: Go to **Status** and then **Username & Help**. From here you can see the login details for each participant, and can change the password if necessary. Don't forget to advise your participant of their new password!

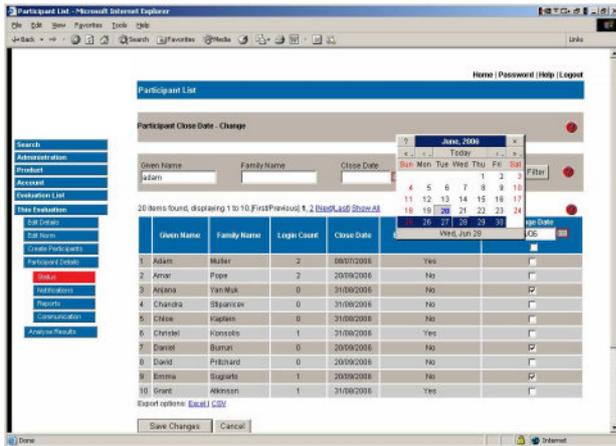


Checking a participant's progress: From the **Username & Help** screen, click **Help Participant**. This will show you the progress of that participant through the evaluation.

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.



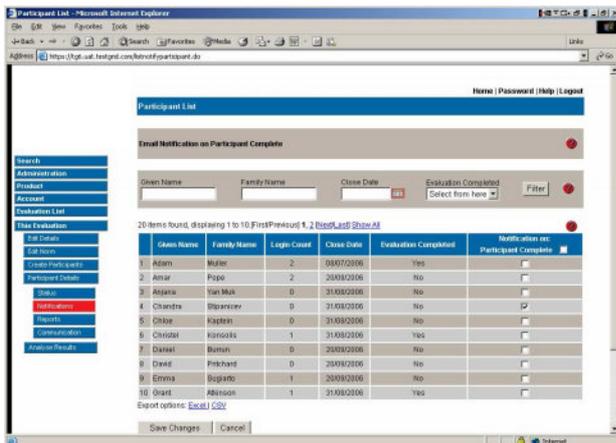
Restricting access to a participant: If a participant is no longer required to complete the evaluation, you can deactivate their username and password. From **Status**, select **Active Status**, untick the relevant boxes and click Save Changes. The username and password for that participant will no longer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



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.

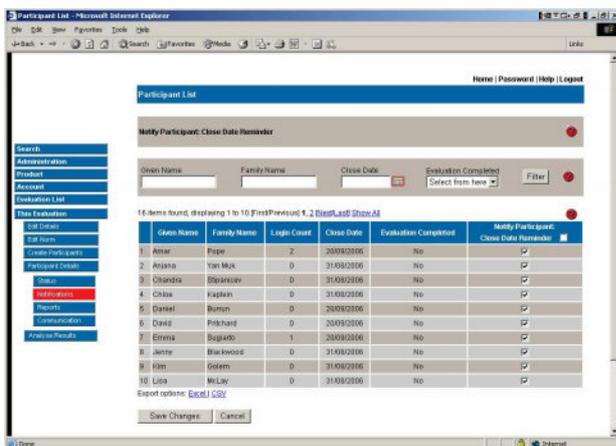
Enforce the close date: Once you have set a close date, you can choose whether it should be enforced. From **Status**, choose **Close Date Status**. Ticking the box will prevent your participants from logging in after the Close Date.

Notifications



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**.

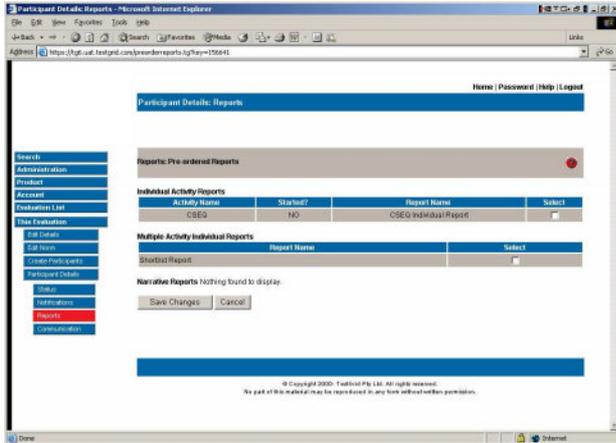


Setting an automatic reminder email:

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

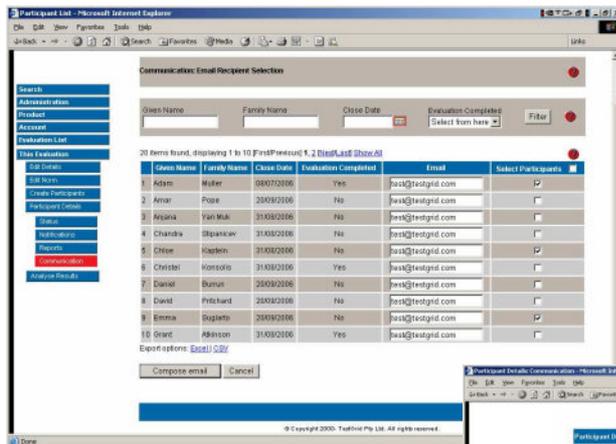


Pre-order reports: save time by pre-ordering the reports you need, before you participant starts the evaluation. As they complete the evaluation, the reports will generate automatically and you will be able to download them straight away from your TestGrid account. From **Reports**, select **Pre-Ordered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

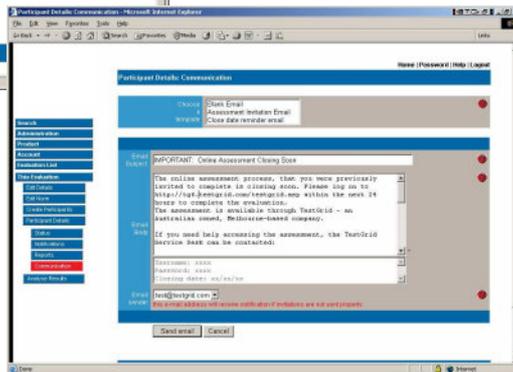
Email Report Status gives you the option of receiving an email when your pre-ordered reports have been generated and are available to view.

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

Communication

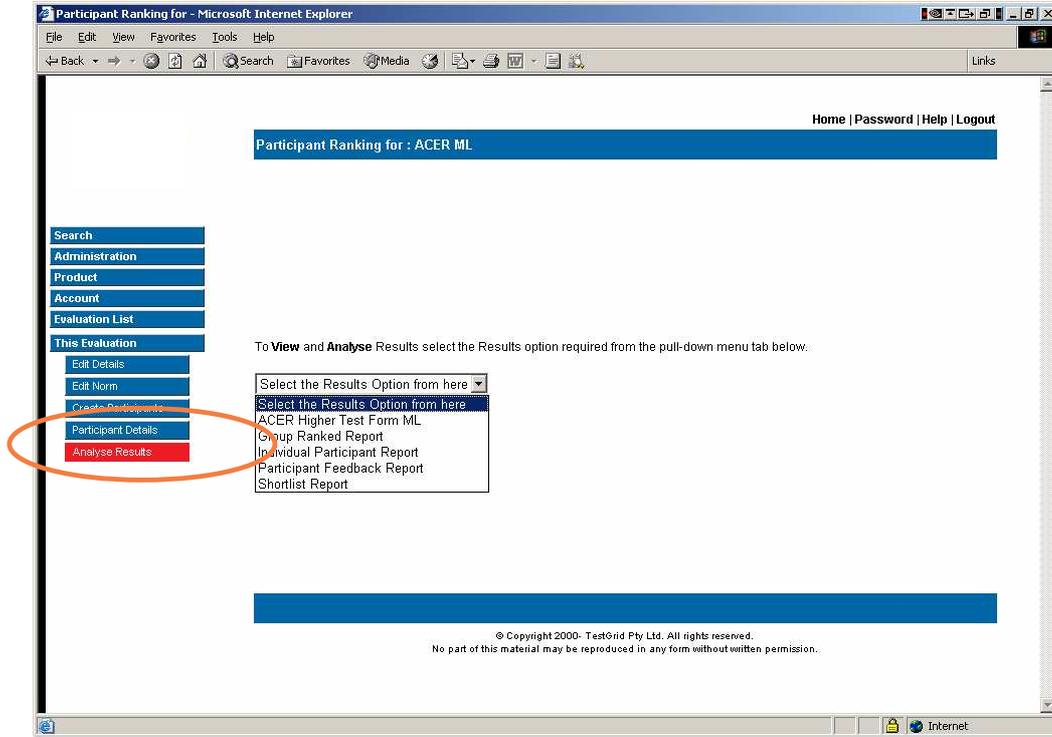


Send email communication to your participants: To resend the assessment invitation email, or to communicate with some or all of your participants, choose the **Communication** option. Amend the email address if necessary, tick the relevant boxes, and Compose Email. Choose from three templates: Blank 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.



Reports

To **View** and **Analyse** Results select the Results option required from the pull-down menu tab below.

Summary Of All Activities

First Name Last Name

Name	ACER Advanced Test Form AL		ACER Advanced Test Form AQ		APTS Abstract Reasoning Organisational	
	Attempted	Raw Score	Attempted	Raw Score	Attempted	Raw Score
Adam Muller	24	24	29	25	41	36
Amar Pope	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Anjana Yan Muk	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Chandra Stipanicey	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Chloe Kaptein	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Christel Konsolis	18	18	29	19	41	33
Daniel Burnin	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
David Pritchard	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Emma Sugianto	29	18	No result available yet	No result available yet	No result available yet	No result available yet
Grant Atkinson	29	17	29	21	No result available yet	No result available yet
Jenny Blackwood	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Kim Golem	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Lisa McLay	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Matthew Duncan	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Michelle Sekar	29	29	29	25	39	32
Phillip Ng	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Rachel Pathak	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Rachel Sales	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Susanne Dundas	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet
Tom Taggart	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet	No result available yet

Export options: [Excel](#) [CSV](#)

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.

To **View and Analyse** Results select the Results option required from the pull-down menu tab below.

Search: [Shortlist Report] [v]

Admin: [Config Battery Weight]

Individual Participant Report Includes:

- ACER Advanced Test Form AL
- ACER Advanced Test Form AQ
- APTS Abstract Reasoning Organisational

First Name: [] Last Name: [] [Filter] [Reset]

Individual Participant Report (30.0 Units) each

Participant Name	Order Report	View Participant Report
Adam Muller	<input type="checkbox"/>	Shortlist Report
Christel Konsolis	<input type="checkbox"/>	
Emma Buglarb	<input type="checkbox"/>	
Orant Atkinson	<input type="checkbox"/>	
Michelle Sakar	<input type="checkbox"/>	

Export options: [Excel](#) [CSV](#)

[Order Report]

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 Summary

Overall Percentile Rank	50
Job Fit Indicator	Average

Well Below Average Average Well Above Average



Individual Assessment Scores

ACER Higher Test Form ML	57	Average
APTS Abstract Reasoning Organisational	82	Above Average
Apollo Profile	6	Well Below Average

Narrative Profile

Sample's score is ranked at the following percentile: 57. This percentile places Sample in the average range for the number correct. The number correct indicates that 43% of other participants would have answered more questions correctly.

Assessing verbal reasoning ability, Sample's performance on this measure reveals a reasonably well developed language base that is commensurate with the level expected from most people at a mid management level. Sample's range of vocabulary suggests effectiveness in clearly conveying ideas and opinions to others and managing most of the day to day communication requirements in a range of roles including standard business correspondence and documentation.

Sample should be able to effectively communicate messages, ideas and opinions in written or oral form in a range of mid-management and operational roles. However, it is likely that when operating at more senior levels or working with more complex verbal materials such as proposals, tenders, and contracts Sample may benefit from some assistance.

APTS Abstract Reasoning Organisational

Sample's score is ranked at the following percentile: 82. This percentile places Sample in the above average range for the number correct. The number correct indicates that 18% of other participants would have answered more questions correctly.

Sample has returned a very good result on this measure of innate intellectual functioning. On test, Sample has demonstrated the ability to quickly and accurately solve unfamiliar abstract problems. This test result suggests that Sample is likely to be naturally bright, quick to learn new information and to successfully

Apollonean Personality

Total Green	13	At the top of the score range associated with success performance against the comparison group
Total Amber	12	Within the score range associated with average performance against the comparison group
Total Red	9	Well outside the score range associated with success performance against the comparison group and warrants careful investigation

Career Drives

Achievement (P)	Amber
Remuneration (S)	Green
Independence (S)	Red
Ambition (P)	Amber
Recognition (S)	Green

Values

Altruism (S)	Green
Trust (S)	Amber
Loyalty (S)	Green
Conforming (S)	Green

Coping

Responsibility (P)	Green
Stress Resilience (P)	Red
Sensitivity (S)	Green
Security (S)	Red

Leadership and Influence

Decisive (P)	Amber
Directive (P)	Amber
Delegating (P)	Red

Conflict Management Style

Assertive (S)	Amber
Competitive (S)	Green
Collaborative (S)	Red

Workplace Management

Conscientious (P)	Red
Detail (S)	Amber
Self Organisation (S)	Amber

[Search](#)
[Administration](#)
[Product](#)
[Account](#)
[Evaluation List](#)
This Evaluation
[Edit Details](#)
[Edit Norm](#)
[Create Participants](#)
[Participant Details](#)
[Analyze Results](#)

To **View** and **Analyze** Results select the Results option required from the pull-down menu tab below.

ACER Advanced Test Form AL

First Name Last Name

Participant raw scores for ACER Advanced Test Form AL - 29 questions (15 min) (First Year (CAE))					
	Name	Time	Attempted	Correct	Percentile Rank
1	Grant Atkinson	14m 39s	29	17	54
2	Christel Konsolis	15m 0s	18	18	63
3	Emma Sugiarto	10m 19s	29	18	63
4	Adam Muller	11m 19s	24	24	99
5	Michelle Sekar	15m 0s	29	29	99

Export options: [Excel](#) | [CSV](#)

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](#)
[Product](#)
[Account](#)
[Evaluation List](#)
This Evaluation
[Edit Details](#)
[Edit Norm](#)
[Create Participants](#)
[Participant Details](#)
[Analyze Results](#)

Config Battery Weight

The following report ranks participants based on the weighting prescribed and the normed score obtained for each assessment. For ease of interpretation colours have been ascribed to each Group Heading, with meanings as follows:

- Well Above Average** 91st percentile and above
- Above Average** Between 71st and 90th percentile
- Average** Between 31st and 70th percentile
- Below Average** Between 11th and 30th percentile
- Well Below Average** 10th percentile and below

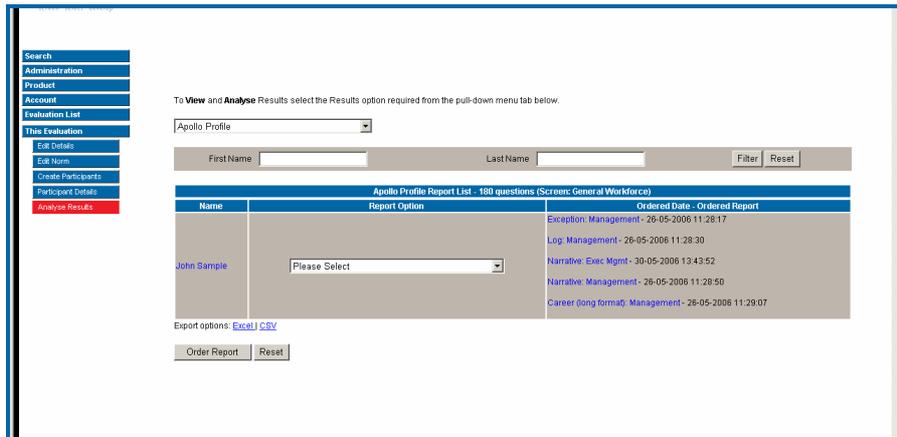
Remember that the Overall Percentile Rank reports performance in accordance with the weightings chosen for each of the assessments. These weightings are displayed under the heading for each assessment below.

Activity Name		Norm Table			
ACER Advanced Test Form AL		First Year (CAE)			
ACER Advanced Test Form AQ		First Year (CAE)			
APTS Abstract Reasoning Organisational		Original Adult Sample (Government Health Sector)			
Name	ACER Advanced Test Form AL Weight 25%	ACER Advanced Test Form AQ Weight 25%	APTS Abstract Reasoning Organisational Weight 50%	Overall Percentile Rank	Job fit indicator
1 Adam Muller	99	99	78	94	Well Above Average
2 Michelle Sekar	99	99	50	88	Above Average
3 Christel Konsolis	63	96	55	72	Above Average

Export options: [Excel](#) | [CSV](#)

Disclaimer:
The data is confidential and may be used only by suitably qualified persons within the organization registered as the client on the TestGrid system. Client organizations are required to store the data securely within their own systems, and to meet any requests by participants for information under the Privacy legislation. These results are considered to be valid without reassessment for twelve months only.

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.



To **View** and **Analyse** Results select the Results option required from the pull-down menu tab below.

Search
Administration
Product
Account
Evaluation List
This Evaluation
Edit Details
Edit Norm
Create Participants
Participant Details
Analyse Results

Apollo Profile

First Name: Last Name: Filter Reset

Name	Report Option	Created Date	Ordered Report
John Sample	Please Select	Exception: Management - 26-05-2008 11:28:17	
		Log: Management - 26-05-2008 11:28:30	
		Narrative: Exec Mgmt - 30-05-2008 13:42:52	
		Narrative: Management - 28-05-2008 11:28:50	
		Career (long format): Management - 26-05-2008 11:28:07	

Export options: [Excel](#) [CSV](#)

Order Report Reset

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.

Exception report

TestGrid.com
John Sample
Management - Exception and D

Ambition	Primary	May need help to be a self-starter and to be stretched.
Teamwork	Secondary	Has a low need to be part of a team.
Self Organisation	Secondary	Tends to be disorganised, but may be effective.
Decisive	Primary	May sometimes benefit by thinking more before deciding.
Persuasive	Primary	Needs to

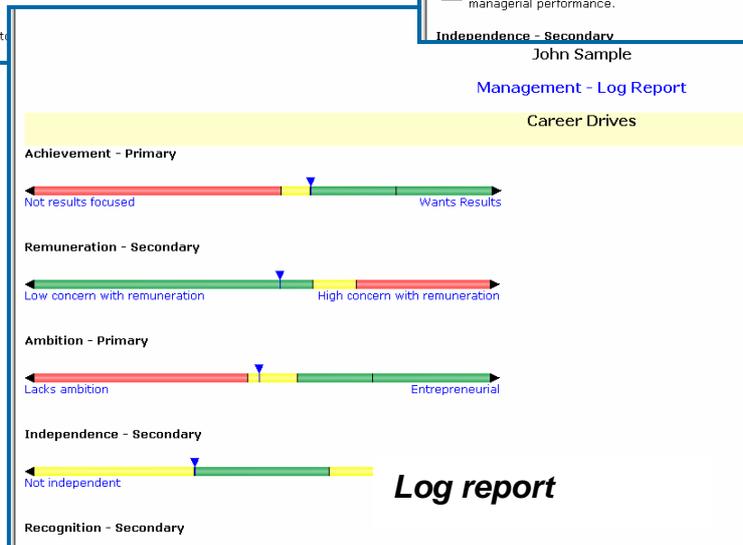
Narrative Report

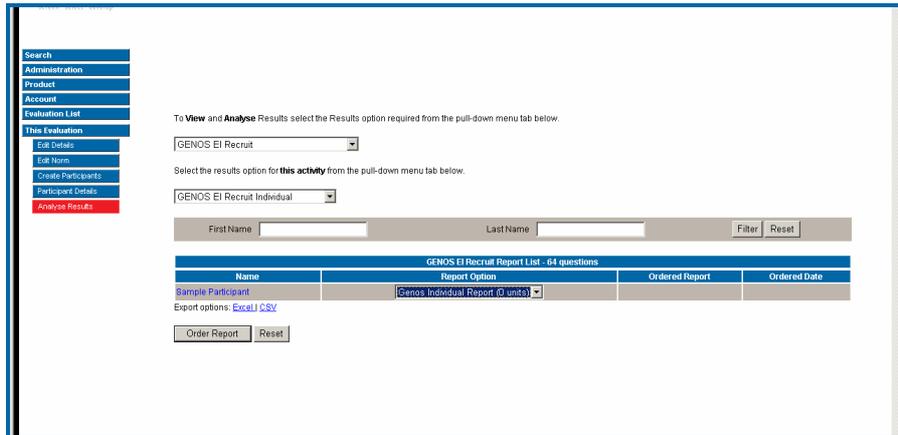
TestGrid.com
John Sample
Management - Narrative Report
Career Drives

Achievement - Primary
Green John is strongly achievement motivated, in line with most career-orientated managers. John gets satisfaction from trying to achieve. This usually communicates itself to subordinates, and is one of the characteristics needed for

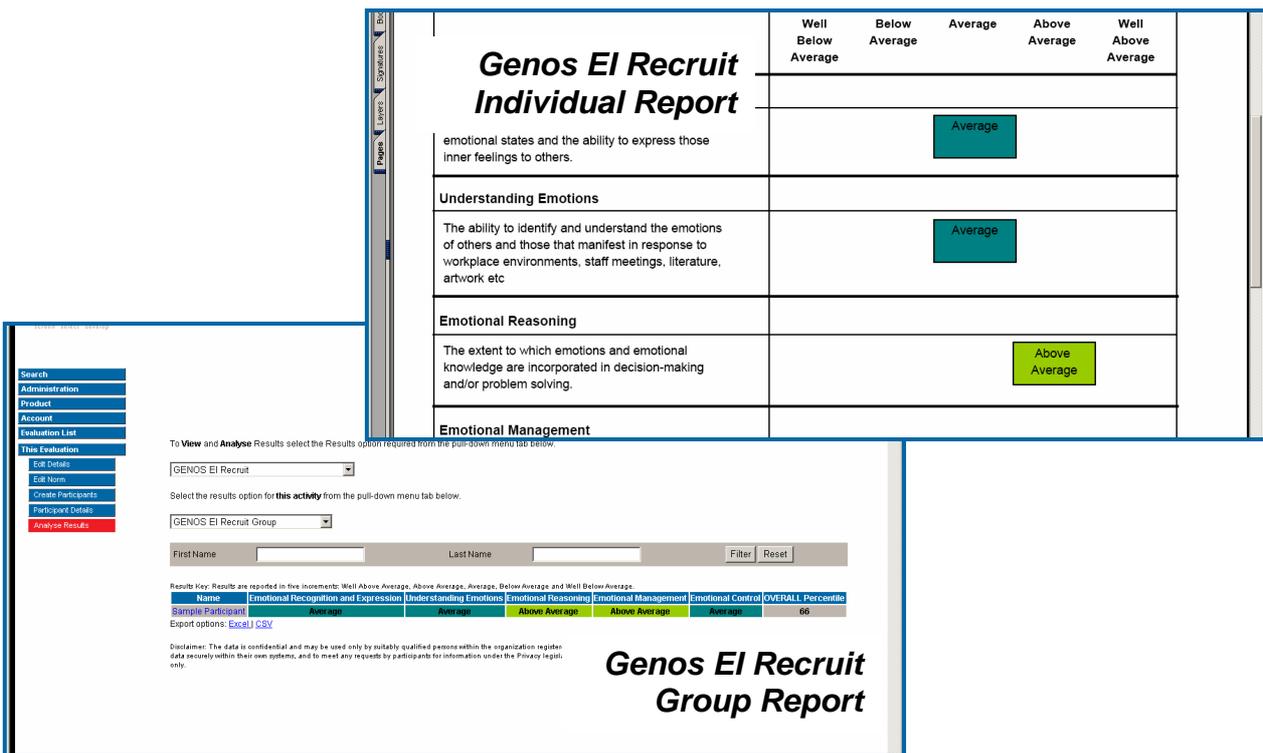
Remuneration - Secondary
Green For various reasons, the New Millennium workforce is more concerned with remuneration than traditionally. In line with money. He obtains more satisfaction from other factors at work, and probably regards money and financial remuneration as achieved. The fairness of the remuneration package is more likely to be judged on the basis of relativity to other

Ambition - Primary
Amber Whilst John has a moderate level of ambition at this stage of his career, it is below the level of most managers. It is a stretching of self and sub-ordinates. It can also dim However, ambition can often be rekindled with the right that consultants and others employed in smaller org Sometimes people with this score may have serious managerial performance.





Genos EI 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 EI 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.



	Well Below Average	Below Average	Average	Above Average	Well Above Average
Genos EI Recruit Individual Report					
emotional states and the ability to express those inner feelings to others.			Average		
Understanding Emotions					
The ability to identify and understand the emotions of others and those that manifest in response to workplace environments, staff meetings, literature, artwork etc			Average		
Emotional Reasoning					
The extent to which emotions and emotional knowledge are incorporated in decision-making and/or problem solving.				Above Average	
Emotional Management					

Name	Emotional Recognition and Expression	Understanding Emotions	Emotional Expression	Emotions Management	Emotional Control	OVERALL	Percentile
Sample Participant	Average	Above Average	Above Average	Above Average	Average	66	

The test of Abstract Reasoning assesses innate intellectual functioning which is related to aptitudes such as learning capacity, problem solving style and thinking style.

Reference Group: Original Adult Sample (Government Health 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 others?

percentile: 78. This percentile places Adam in the above of other participants would have answered more questions this measure of innate intellectual functioning. On test, Adam accurately solve unfamiliar abstract problems. This test e naturally bright, quick to learn new information and to ion, Adam is likely to be very good at solving a range of beyond the most obvious and conceptualising complex Adam's thinking style may be described as quite lateral parate pieces of information to form connections and lateral

- Search
- Administration
- Product
- Account
- Evaluation List
- This Evaluation
- Edit Details
- Edit Norm
- Create Participants
- Participant Details
- Analyse Results

To **View** and **Analyse** Results select the Results option required from the pull-down menu tab below.

Individual Participant Report ▼

Individual Participant Report Includes:

- ACER Advanced Test Form AL
- ACER Advanced Test Form AQ
- APTIS Abstract Reasoning Organisational

First Name Last Name Filter Reset

Individual Participant Report (0.0 Units) each

Participant Name	Order Report	View Participant Report
Adam Muller		Individual Participant Report
Christel Konsoles	<input type="checkbox"/>	
Emma Suggarto	<input type="checkbox"/>	
Grant Alkinson	<input type="checkbox"/>	
Michelle Selzer	<input type="checkbox"/>	

Export options: [Excel](#) | [CSV](#)

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 AEST

Telephone **1300 764377**

Email **admin@rogersgroup.com.au**