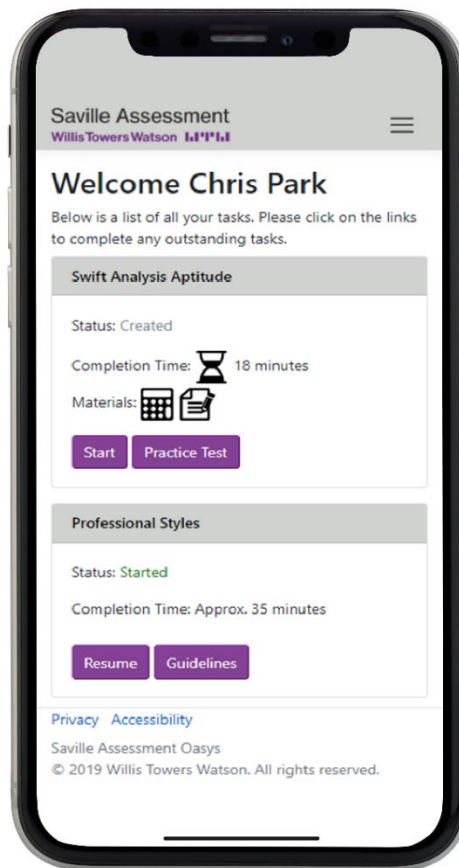


Assessment Updates Oasys Information

Updates to Email Templates

What is it?

The Oasys candidate dashboard now displays all information relevant to each candidate's specific assessment task.



As a result, we are now able to upgrade and simplify the information contained within email templates on the Oasys platform.

The new email templates will be:

- shorter and simpler allowing candidates to easily view and read them across devices.
- more generic to ease project administration.

What will the change involve?

This update will happen in two stages.

The first part of the upgrade will concern the project level templates for:

- Assessee/Rater Invitations
- Assessee/Rater Reminders
- Report Generation
- Score Extraction

At the time of the upgrade, we will remove and update the above project level templates. These templates will no longer appear in the list of email templates on your platform.

The new generic templates will then be added; however, they will **not** be able to be viewed at the platform level. The content of the new generic templates can be viewed and tailored as part of the project creation process.

Emails within existing projects will remain unchanged. However, we recommend you update the emails in your existing projects to the new versions via the 'Edit Project Emails' screen.

The text within the new templates can be overwritten or additional text added should you wish to do so.

Currently an assessee invitation email is created for each type of assessment, such as Swift Analysis Aptitude.

--- Please do not reply to this notification email - use the contact details at the bottom ---

Dear \$\$\$Firstname\$\$\$ \$\$\$Lastname\$\$\$,

You are invited to complete a task as part of the \$\$\$ProjectName\$\$\$ project.

To access the Saville Assessment Oasys Platform, select the link below or copy (CTRL+C) and then paste it (CTRL+V) into your web browser address bar:

\$\$\$URL\$\$\$

Your Username and Password will be sent to you in a separate email, containing instructions on how to log in.

If you forget your Password you can request a new one by selecting the 'Request a New Password' link from the login screen.

If you have not received your Username and Password then please contact the Project Administrator using the contact details at the bottom of this email.

Estimated Time to Complete including instructions:

Swift Analysis Aptitude

Test Time: 18 minutes

Total Time (including instructions/examples): approx. 30 minutes

Preparation Guides:

The assessment consists of Verbal Analysis, Numerical Analysis and Diagrammatic Analysis. We recommend completion of the corresponding Preparation Guides before attempting the online tests:

https://www.savilleassessment.com/products/aptitude_preparationguides.aspx

Important Information:

Saville Assessment

WillisTowersWatson 

You must complete the aptitude assessment in one sitting. Do not log out or click back on your browser once you access the task, even during the instructions or examples sections.

You are given the option to abort the assessment at the end of the first Examples section of the first test.

When you have completed the Examples section and started the test, you must not log out until the aptitude assessment is complete.

Switch off all phones and computer applications (e.g. email) that may interfere with your test completions and make sure that you will not be interrupted and can do your best.

Once logged in, please update your personal details.

If you cannot see your tasks, select 'Current Tasks' from the 'Select View' drop down box.

For Technical Support please contact the Project Administrator using the contact details below. Please have this email close to hand when you call.

\$\$\$SupportDetails\$\$\$

Kind Regards

\$\$\$CompanyName\$\$\$

The **new 'Assessee Invitation'** email will be more concise and generic so that it can be applied to any assessment.

Subject: \$\$\$CompanyName\$\$\$ Oasys - Invitation

You have been invited to complete one or more tasks on the Oasys platform.

Please select the link below to log in and access your task(s).

\$\$\$URL\$\$\$

Where applicable, preparation materials are available on your task dashboard.

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

Examples of additional new templates:

New - Assessee/Rater Reminder Template

Subject: \$\$\$CompanyName\$\$\$ Oasys - Reminder

You have one or more outstanding tasks to complete on the Oasys platform.

Please select the link below to log in and view your task(s).

\$\$\$URL\$\$\$

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

New - Report Generation

Subject: \$\$\$CompanyName\$\$\$ Oasys - Report Generation - \$\$\$Firstname\$\$\$ \$\$\$Lastname\$\$\$

One or more reports are available for you to access on the Oasys platform.

Please select the link below to log in and view the report(s).

\$\$\$URL\$\$\$

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

New - Score Extraction Completed

Subject: \$\$\$CompanyName\$\$\$ Oasys - Score Extract

A score extract that you have recently requested has been generated from the \$\$\$ProjectName\$\$\$ project.

Please select the link below to log in and view the extract.

\$\$\$URL\$\$\$

The extract will expire seven days after generation.

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

When will this update be released?

The upgraded email templates will be released across platforms in March 2020.

You will **not** be required to take any action. We will load the new email templates in all available Oasys languages.

Information relating to the second part of this upgrade will follow later this year.

Should you require more information on this update, please contact assessment.updates@savilleassessment.com.