

# Administration Guidelines

Supervised-Access (SA) Online Aptitude  
Assessments

# Administration Guidelines

These guidelines are for use when running an online administration session using the Saville Assessment Supervised-Access (SA) online aptitude assessments. Individuals invigilating supervised sessions should be trained to BPS Test User: Occupational Ability or Assistant Test User standards.

This document is intended as a guideline to provide general considerations when administering online supervised testing sessions. If you would like specific guidance relating to your testing session, please contact the Saville Assessment Bureau Team. If you would like guidance on using your Oasys platform, quick guides can be accessed at [www.savilleassessment.com/oasys-guides](http://www.savilleassessment.com/oasys-guides). For paper and pencil (hard copy) testing sessions, please refer to the specific administration instructions for the particular test that you intend to administer.

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## Well in advance of the session

It is highly recommended that you test each computer that will be used for the assessments to ensure that the Saville Assessment Oasys platform can be accessed on those computers.

Provide the participant/s with as much information as possible regarding the testing session and use of their data to ensure that they have given their informed consent.

Ensure that you have any relevant background information (e.g. whether a candidate has a disability) and make any necessary alterations to the room/layout/schedule. Check the suitability of the room in terms of lighting, space, seating, layout and possible disruptions

## Just before the session

1. Ensure all computers have reasonable space between them and candidates cannot see each other's screens. Allow plenty of time to set up the computers and ensure access to the internet and the test. Close all other applications on the computer before starting. Maximize the screen resolution and internet browser window (remove tool bars that are not needed, for example) before starting. Ensure the internet connection is stable.
2. Place all relevant materials on the desks (paper and pens/pencils and a calculator if a numerical test is being taken).
3. Log in to the Oasys platform using your administrator login details.
4. Select the 'My tasks' tab and, using the drop down in the middle of the page, switch the view to 'Supervised projects'.
5. Find the relevant project and select the 'View Assessee's' icon . This will take you to a list of candidates you are assessing. Select the 'Start Assessment' button next to the first candidate's name. If you plan to have the screens prepared before candidates arrive, please note that this page will timeout after 60 minutes. If the candidate selects the start button after 60 minutes they will be sent back to the Oasys login page where you will have to log back in and setup the assessment again (step 3). Repeat steps 4 and 5 for each candidate completing the assessment.

If a candidate closes the browser window during the test you will need to reset the assessment. Please refer to the Oasys quick guide '**Resetting Assessments**'.

Before they start the test, candidates will have self-explanatory instructions and example pages that they may be familiar with from an Invited-Access (IA) session and/or practice tests. They will have the opportunity to complete these example questions as many times as they wish. We recommend that test administrators only offer individual help when a candidate appears stuck, confused or requests assistance. As the candidates will be starting the scored part of the tests at different times please ask candidates to work and wait in silence whilst other candidates complete the tests. We recommend you ask candidates to remain in the room throughout the testing. If you permit candidates to leave the room immediately when they have finished their session, ask them to leave quietly.

Groups of candidates need to be strictly supervised and the identity of test takers should be checked at the beginning of the session. Individual candidates should ideally also be supervised to reduce the risk of cheating (for example, taking pictures of screens using mobile phones).

## During the session

General advice for running the session is included below. In addition, you may wish to refer to the Sample Introduction provided on the back page of this document.

- Welcome the candidates
- Introduce yourself (name, job role)
- Be professional, friendly and try to put candidates at ease
- Describe the assessment process (e.g. tests, interview)
- Explain how many tests the candidates will be completing. Please note that if candidates are completing more than one test they will reach the breather page at different stages
- Explain why the test(s) is/are being used
- Explain how the data will be used and stored - you may wish to refer to the General Data Protection Regulation (GDPR)
- State how long the whole testing session will last (we recommend adding 5 minutes for your introduction plus 10 minutes to complete the instructions and examples for each test)
- State how long the tests themselves will last (e.g. exactly 18 minutes)
- Remind them to fetch reading glasses, go to the toilet, switch off mobile phones, no smoking, test conditions apply, no conferring
- Explain to candidates when they can leave the testing room (between individual tests, once all tests have been completed or once all candidates have completed)
- Tell them when/how they will receive feedback
- Set an appropriate pace. We suggest asking candidates to work quickly and try to answer all questions
- Mention that there will be example questions that are timed but not scored as part of the test
- Give candidates the opportunity to ask questions

## Ending the session

- Collect all materials (including sheets of blank paper to ensure test content is not compromised)
- Thank candidates
- Complete the test log and capture any incidents (problems/complaints)
- Ensure candidates understand the next steps

If internet connectivity has been lost, the assessment data will be stored locally on the computer and can be uploaded by reconnecting to the internet.

# Sample Introduction to a Supervised-Access (SA) Test Session

Hello, welcome to..... (insert organization name). My name is....., I am a .....(insert job title) and will be conducting this testing session with you.

I hope you all received the details describing what will happen during the online testing session. We hope to complete the assessments by.....o'clock today.

Before you start the test(s), I will explain what they are about and why we are using them. We use tests because they give us a fair and objective assessment of your skills in..... (insert short description of relevant abilities). These are important abilities for the role which you have applied for, and we find that those applicants who do well in the tests subsequently do well in the role. It is also in your own interests as well as ours that you are suited to the role for which you've applied. We also get additional information from the tests that we cannot readily get from other aspects of our selection process.

Decisions on whether to progress your application are based on all the information we gather from you including today's results. You can contact me for feedback on your test performance, and I'll give you my contact details later.

The whole test session will last approximately.....minutes (add on 10 minutes for instructions and examples per test to the test duration). There are instructions and some example questions at the beginning of each test so you know what to do on the test itself. The examples are timed and you will receive feedback on your answers after completing all of the example questions. Please take your time to fully understand the instructions and examples before you move on to the actual test. You are only scored on the results of the actual test so feel free to repeat the instructions and examples until you feel comfortable. The first test is .....which measures .....ability with a time limit of exactly ..... minutes.

Please do not leave the room once we are underway with the tests. If you need to visit the toilet or collect reading glasses then please do so now. If you require a comfort break between tests please wait until the results on the test have been saved. Please leave the room and return quietly.

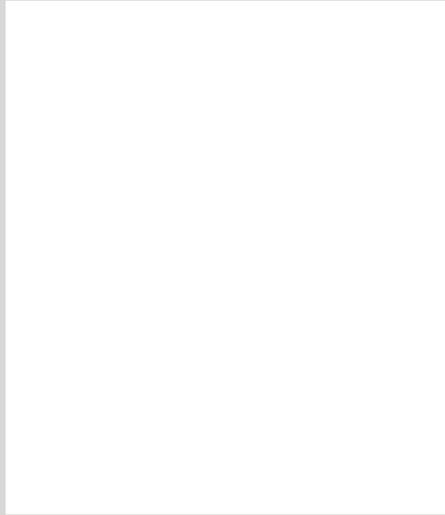
Please do not talk to other candidates once we have started the tests or in-between tests. Please switch off your mobile phone so that it does not disrupt the session. Note this is a no-smoking office.

I would like to take this opportunity to advise you to work quickly through the tests and try to answer as many questions as possible.

Your screen should display your name. When I ask you to begin your assessments please select the 'Start Assessment' button. You will then be asked to agree to the Saville Assessment Privacy Policy by selecting 'Continue'. The next screen will ask you to edit your details (you may want to ask them to fill in all the fields). Once you click past the Edit My Details page the test instructions will be displayed.

Are there any questions before we get started?

Please select the button and accept the privacy policy..



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Our mission is to transform assessment around the world. We enable organizations to identify potential, accelerate performance, and achieve outstanding results. Our portfolio of leading-edge assessments are designed based on extensive research into successful workplace performance and the critical relationship between motive, talent and workplace culture. With representatives in over 80 countries we are transforming how organizations Hire, Build and Lead their talent globally. Learn more at [www.savilleassessment.com](http://www.savilleassessment.com)