

Saville Assessment

WillisTowersWatson 



Saville Assessment Oasys Quick Guide

Resetting Assessments

Resetting Assessments

This quick guide explains how to reset a completed or partially-completed assessment.

Occasionally, an assessee may make a mistake in responding on a questionnaire or get locked out of their aptitude assessment due to technical issues. In these circumstances, the assessment will need to be reset.

This can be done via 'Users' if you need to reset a particular assessee but do not know which project they are part of, or via 'Projects' if you are managing a project.

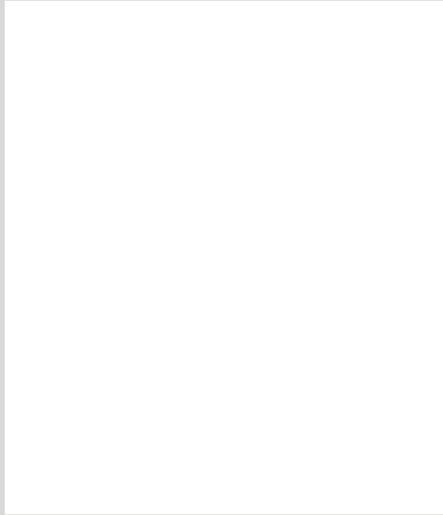
Resetting Assessments by User

- Log in to the Oasys platform and select 'Users'.
- Search for the assessee, then select the 'View details for user'.
- The projects assigned to the assessee will be listed at the bottom of the page. Select the 'View details for assessment' button next to the relevant project.
- Select the 'View workflow details' button.
- Select the 'Reset Test' button next to the relevant assessment.
- Select 'Yes' if you are sure you want to reset the assessment for this assessee.

The assessment will now be reset and will appear in the assessee's list of current tasks the next time they log in. The reset will also be logged on the 'Workflow' page.

Resetting Assessments by Project

- Log in to the Oasys platform and select 'Projects'.
- Search for the project in which the assessee has started or completed the assessment, then select the 'View project details' button.
- Search for the assessee within the project and select the 'View assessment' button.
- Select the 'View workflow' button.
- Select the 'Reset Test' button next to the relevant assessment.
- Select 'Yes' if you are sure you want to reset the assessment for this assessee.



About Saville Assessment, a Willis Towers Watson Company

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