

# Workforce Intelligence

This computerized set of assessments are designed to measure an individual's ability to perform the underlying vital basic academic skills required for success in the workplace. Assessment time is approximately 25 minutes per assessment.

## ***Workforce Intelligence Audit***

The audit contains 59 questions made up of questions from the Workforce Intelligence Tests.

## ***Workforce Intelligence Tests***

- Reading Comprehension
- Analytical Skills
- Comparison Skills
- Windows 2000
- Internet Basics
- Punctuation
- Math Word Problems
- Customer Service Mindset
- Basic Computer Terminology
- Work Grammar & Spelling
- Following Written Instructions



# Entering Workforce Intelligence



# Test Selection for an Individual



# Adding an Individual

The screenshot displays the 'Testing System' application window. At the top, there are icons for 'Take a Test', 'Admin Tools', and 'Exit'. The main title is 'Prove It! Test Launcher'. Below this, there are two columns: 'Tests Available' and 'Tests Selected'. The 'Tests Available' column lists various test categories, and the 'Tests Selected' column shows 'Basic Computer Terminology' and 'Office Grammar and Spelling'. A 'Candidate Information' dialog box is open in the foreground, containing fields for 'SSN or ID #', 'First Name', and 'Last Name', with 'OK' and 'Cancel' buttons. A 'Run Tests' button is visible at the bottom of the main window.

**Testing System**

Take a Test    Admin Tools    Exit

## Prove It! Test Launcher

**Tests Available:**

- Analytical Skills
- Comparison Skills
- Following Written Instructions
- Internet Basics
- Math Word Problems
- Microsoft Windows 98
- Punctuation
- Reading Comprehension
- Workforce Intelligence Test

**Tests Selected:**

- Basic Computer Terminology
- Office Grammar and Spelling

**Candidate Information**

General Information

SSN or ID #: 111-11-1111

First Name: James

Last Name: Roberts

OK    Cancel

Run Tests

# Entering a Test



# Sample Test Question

**Prove It! for Basic Computer Terminology** ✕

**Question 1** Areas in Windows

Where in Windows is My Computer and My Documents shown?

**Leave Test**

**Next Question**

**Your response:**

<b><u>A</u></b>	the Workspace
<b><u>B</u></b>	the Desktop
<b><u>C</u></b>	the Computer
<b><u>D</u></b>	the Workshop
<b><u>E</u></b>	

# Sample Test Question

**Prove It! for Basic Computer Terminology** [X]

Question 5 Recycling Bin

Why should you empty the Recycle Bin?

Leave Test

Next Question

Your response:

<b>A</b>	because the CD-ROM drive won't work until you do
<b>B</b>	because your computer will crash if you don't
<b>C</b>	because Windows tells you to every time you start the computer
<b>D</b>	because it frees up space on the hard drive
<b>E</b>	

# Candidate Data

**Testing System**

Take a Test   Candidate Data   Reports   Test Customizer   Group Customizer   Settings   Exit

Tests | Candidate Info

Candidate Number: **111-11-1111**      Date: **8/3/2006**  
First Name: **James**      Last Name: **Roberts**

Test Results

	Test	Score	Percentage	Test Date
1	Office Grammar and Spelling	32	76%	8/3/2006 10:46:14 AM
2	Basic Computer Terminology	30	90%	8/3/2006 10:37:27 AM

View Details

Navigate Candidates

< Previous Candidate      Next Candidate >

<< First Candidate      Final Candidate >>

Search Candidates

First Name:

Last Name:

Candidate Number:

# Reports



# Report for Individual

Reports

## Individual Test Result

### Summary Test Results for James Roberts

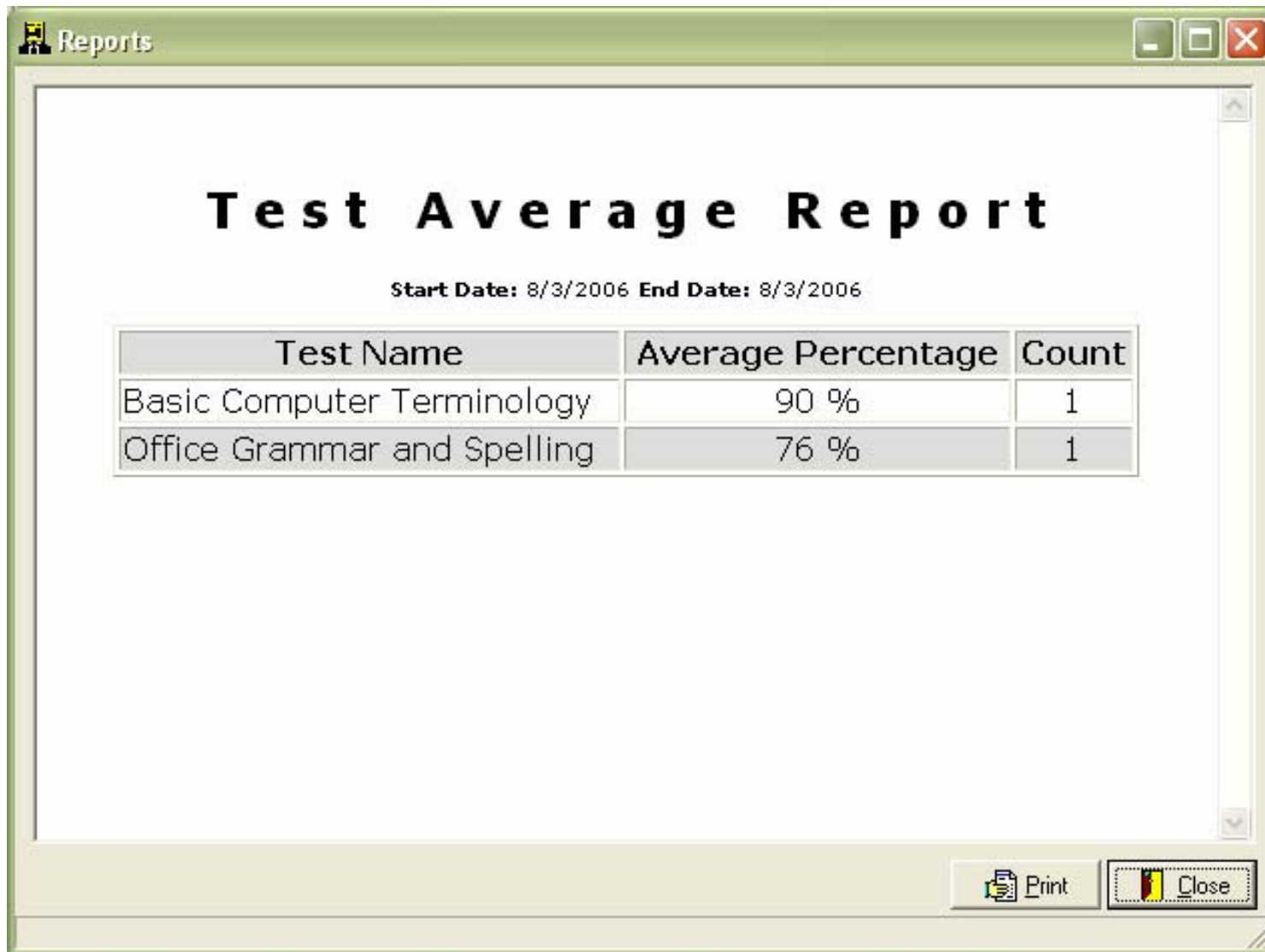
Basic Computer Terminology
Taken on: 8/3/2006 10:37:27 AM
Score: 30 of a possible 33
Time taken: 00:06:53
Total Score: 90 %

### Detail Test Results

Question Number	Task	Type	Level	Score	Time
1	Areas in Windows	Windows	Basic	Correct	00:00:51
2	Windows Pictures	Windows	Basic	Correct	00:00:06
3	Removing Text	Windows	Basic	Correct	00:00:07
4	Double-Clicking	Windows	Basic	Correct	00:00:06
5	Recycling Bin	Windows	Intermediate	Correct	00:00:40
6	Screen Saver	Windows	Intermediate	Correct	00:00:16
7	Searching	Windows	Advanced	Correct	00:00:19
8	Installing at Work	Licensing	Basic	Incorrect	00:00:05
9	Installing at Home	Licensing	Basic	Correct	00:00:10
10	Print Command	Office Packages	Basic	Correct	00:00:05
11	Undo	Office Packages	Basic	Correct	00:00:03
12	Save Versus Save As	Office Packages	Basic	Incorrect	00:00:07

Print Close

# Additional Administrative Reports



The screenshot shows a software window titled "Reports" with a green header bar. The main content area displays the title "Test Average Report" in a large, bold, black font. Below the title, the date range "Start Date: 8/3/2006 End Date: 8/3/2006" is shown in a smaller font. A table with three columns is presented: "Test Name", "Average Percentage", and "Count". The table contains two rows of data. At the bottom right of the window, there are two buttons: "Print" and "Close".

Test Name	Average Percentage	Count
Basic Computer Terminology	90 %	1
Office Grammar and Spelling	76 %	1

# Administrator Export Options

The screenshot shows the 'Testing System' application window. The title bar reads 'Testing System'. Below the title bar is a toolbar with icons and labels for 'Take a Test', 'Candidate Data', 'Reports', 'Test Customizer', 'Group Customizer', 'Settings', and 'Exit'. The main content area features the text 'Prove It! Reports / Results' and a 'PROVE IT!' logo. A navigation bar contains 'Print / View Reports', 'Export Data' (highlighted), 'Delete Data', and 'Result Search'. The 'Export Data' section is divided into two panels: 'Export Candidate Data' and 'Export Test Result'. Both panels have identical options for 'Use Dates' (radio buttons for 'Export all data regardless of date' and 'Limit export by date'), 'From' and 'To' date pickers (both set to '8/ 3/2006'), and 'Export Format' (radio buttons for 'Tab Delimited' and 'ASCII Comma Delimited'). The 'Export Test Result' panel also includes an 'Export Merged' checkbox and a 'Result Type' section with radio buttons for 'Normal Tests' and 'Exception Tests'. Each panel has an 'Export' button at the bottom right.

Testing System

Take a Test Candidate Data Reports Test Customizer Group Customizer Settings Exit

Prove It!  
Reports / Results

PROVE IT!  
Exam Prep Software

Print / View Reports **Export Data** Delete Data Result Search

Export Candidate Data

Use Dates  
 Export all data regardless of date  
 Limit export by date

From: 8/ 3/2006  
To: 8/ 3/2006

Export Format  
 Tab Delimited  
 ASCII Comma Delimited

Export

Export Test Result

Use Dates  
 Export all data regardless of date  
 Limit export by date

Export Merged

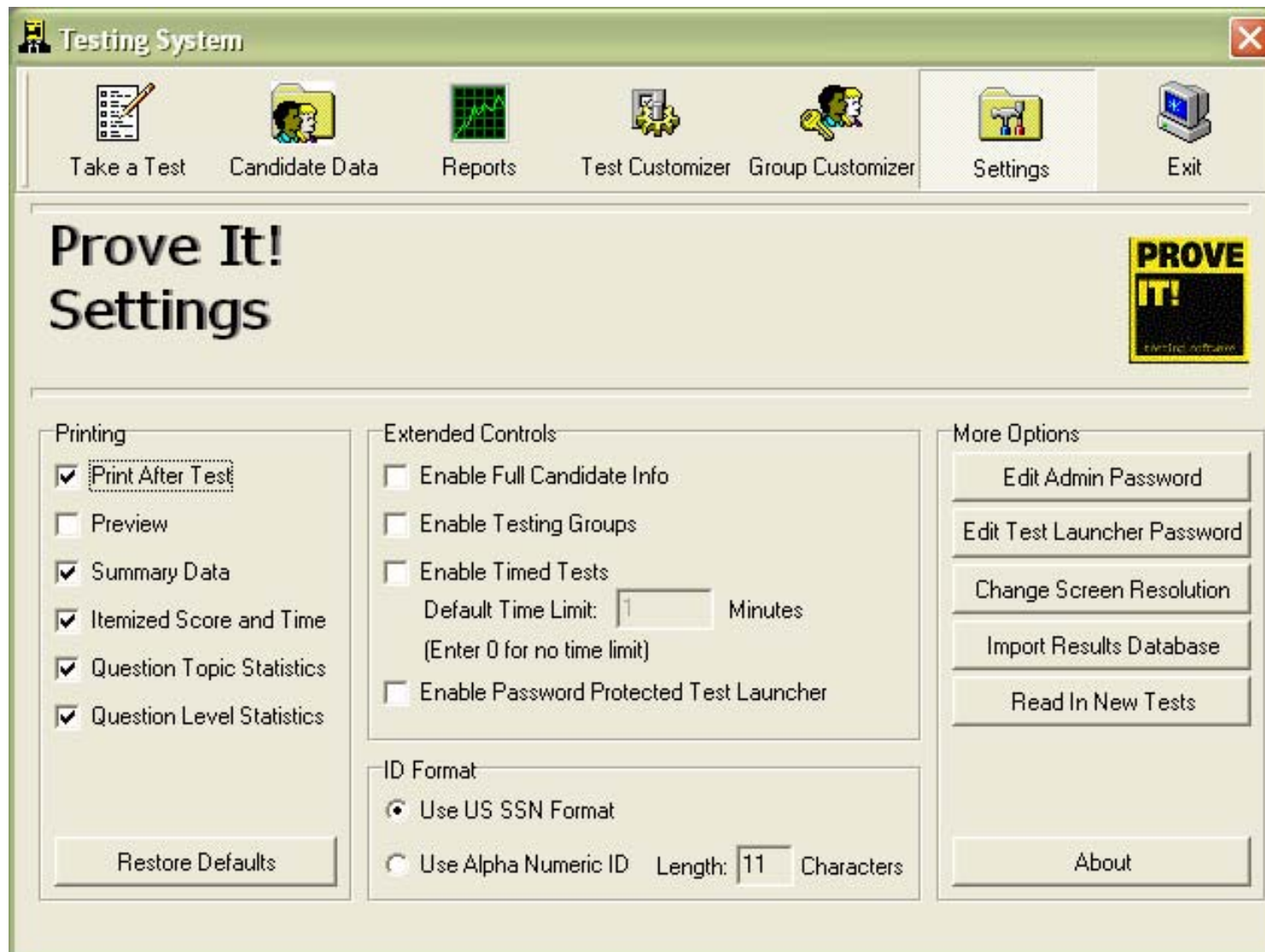
From: 8/ 3/2006  
To: 8/ 3/2006

Export Format  
 Tab Delimited  
 ASCII Comma Delimited

Result Type  
 Normal Tests  
 Exception Tests

Export

# Administrator Settings



**Testing System**

Take a Test   Candidate Data   Reports   Test Customizer   Group Customizer   Settings   Exit

## Prove It! Settings

**PROVE IT!**  
Exam Prep Software

**Printing**

- Print After Test
- Preview
- Summary Data
- Itemized Score and Time
- Question Topic Statistics
- Question Level Statistics

Restore Defaults

**Extended Controls**

- Enable Full Candidate Info
- Enable Testing Groups
- Enable Timed Tests  
Default Time Limit:  Minutes  
(Enter 0 for no time limit)
- Enable Password Protected Test Launcher

**ID Format**

- Use US SSN Format
- Use Alpha Numeric ID   Length:  Characters

**More Options**

Edit Admin Password

Edit Test Launcher Password

Change Screen Resolution

Import Results Database

Read In New Tests

About

# Test Customizer

The screenshot shows the 'Testing System' window with a menu bar containing icons for 'Take a Test', 'Candidate Data', 'Reports', 'Test Customizer', 'Group Customizer', 'Settings', and 'Exit'. The main area features the text 'Prove It! Test Customizer' and a 'PROVE IT!' logo. Below this is a 'Select a Test:' dropdown menu showing '[Original] Analytical Skills'. A 'Test Time:' field is set to '0 Minutes'. There are buttons for 'Save', 'Save As...', and 'View / Edit Test Details'. The interface is divided into two columns: 'Questions not included in test:' and 'Questions included in test:'. The 'not included' list contains items 03, 08, and 15. The 'included' list contains items 01 through 18. Between the lists are buttons for 'Add >', 'Add All >>', '< Remove', and '<< Remove All'. A 'Test Enabled' checkbox is checked at the bottom.

Testing System

Take a Test Candidate Data Reports Test Customizer Group Customizer Settings Exit

Prove It!  
Test Customizer

PROVE IT!  
powered software

Select a Test: [Original] Analytical Skills

Test Time: 0 Minutes Save Save As... View / Edit Test Details

Questions not included in test:

- 03. Identify the Next in a Series
- 08. Noting Differences
- 15. Drawing Similarities

Questions included in test:

- 01. Identify the Next in a Series
- 02. Identify the Next in a Series
- 04. Identify the Next in a Series
- 05. Identify the Next in a Series
- 06. Noting Differences
- 07. Noting Differences
- 09. Noting Differences
- 10. Noting Differences
- 11. Noting Differences
- 12. Noting Differences
- 13. Noting Differences
- 14. Drawing Similarities
- 16. Drawing Similarities
- 17. Drawing Similarities
- 18. Determining Relations

Add > Add All >> < Remove << Remove All

Test Enabled