
RECORDING APPLICANT TEST SCORES (QWIZ SKILL TESTING
SCORES) (PSL-W006)
Sacramento City Unified School District

1.0 SCOPE:

1.1 Record applicants test scores

2.0 RESPONSIBILITY:

2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

4.1 QWIZ skill testing document - Form in which name and scores are recorded.

4.2 Applicant ID- Applicants social security number

4.3 HRS—Human Resource Services.

5.0 WORK INSTRUCTIONS:

5.1 Test scores are retrieved. (see PSL- W005)

5.2 You will then write down test scores on the Qwiz skill testing document.

5.3 You will then forward Qwiz skill testing document to HRS to update the database.

6.0 ASSOCIATED DOCUMENTS:

6.1 QWIZ Skill Testing Score document (PSL-F029)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
QWIZ Skill Testing Scores	HRS Office	Database	None	Access Limited the HRS.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

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