ASSIGNING AND PREPARING FOR TESTING
(QWIZ SKILL TESTING SCORES) (PSL-W004)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to assign and applicant to a computer and establish necessary test.

2.0 RESPONSIBILITY:

2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 QWIZ – System used for clerical testing.

5.0 WORK INSTRUCTIONS:

5.1 Take applicant to testing room and assign him or her to a computer.

5.2 Open QWIZ program.

5.3 Administration Login box will appear and click OK.

5.4 Click on Set up testing and training click on OK.

5.5 A dialog box will appear: Highlight the tests that the applicant will take and click on the green arrow, after all test are chosen click on the start button.

5.6 Applicant will they type in their first and last name and their social security number and click on ok.

5.7 Test will then begin.

6.0 ASSOCIATED DOCUMENTS:

6.1 None

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/03/04</td>
<td>A</td>
<td>Initial release</td>
</tr>
<tr>
<td>10/08/07</td>
<td>B</td>
<td>Approval Authority department name change</td>
</tr>
</tbody>
</table>

***End of procedure***