Tips to Provide to Testing Candidates

1) After entering the session ID at the following website: https://proveit.com/default.htm, the candidate will be taken to the registration page. Please enter first and last name as well as the Department name.

2) The candidate will be presented with a few introductory screens and instructions pages. Candidates should quickly review those pages.

3) Candidate will be presented with a summary screen where all of the tests will be listed. These test names are hyperlinks and candidates will need to click on each test in the order in which they want to do the assessments. Candidates can take the tests in any order depending on their preference.

4) Once a candidate completes one test, they will be brought back to the summary page where they will select the 2nd test and once completed, back to the summary page and then click on the 3rd test, etc until all tests in the summary page has been completed.

5) Depending on the test questions, candidates should expect to spend approximately 20-30 minutes per test.

6) For the software simulation tests, candidates may repeat their answers as many times as they want **BEFORE** they move on to the next question. However, the longer it takes to complete a question, the **lower the overall score** will be for that candidate. Therefore, the candidate needs to weigh the benefit of wasting valuable time by continuously repeating a question. Once a candidate completes a question or the entire assessment they cannot go back and change their answers.

7) For the software simulation tests, the system will emulate a real-life version of the software i.e. Microsoft Word, Excel, etc. Candidates will be expected to perform the operation in the simulator. For example, if the system asks them to open a document called "Sunshine" they will have to take their mouse, go to the File menu and perform the required steps to complete the question.

8) Candidates are not shown their results.

9) If a department is administering the tests themselves, then they should open up the hyperlink above and test their system to ensure that they have the required browsers, JAVA scripts (if applicable) and any windows pending updates.

10) If the laptop or internet connection fails for any reason, the administrator can then re-enter the session ID and the system will automatically default to the position where the candidate dropped off.