



SkillCheck AptiTest

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Introducing AptiTest

SkillCheck AptiTest products allow you to perform accurate and fair assessments on a wide variety of skills, aptitudes and attitudes using the PC to automatically perform all test management and grading. AptiTest products are available for important attitude and aptitude areas such as reliability, service ability and sales ability. Each AptiTest product can be purchased and given separately.

SkillCheck AptiTests are based on time-tested assessments used by over 10,000 companies ranging from small, entrepreneurial firms to Fortune 500 giants. Each AptiTest product was developed under the guidance of an industrial psychologist and attorneys to ensure that every testing product accurately measures today's most critical workplace attitudes and skills.

Using computerized AptiTest assessments, you can provide the same accurate, validated testing that has been used by thousands of HR organizations world wide with the added convenience of automatic testing, grading, score storage and retrieval via the PC.

Installing and Running AptiTest Assessments

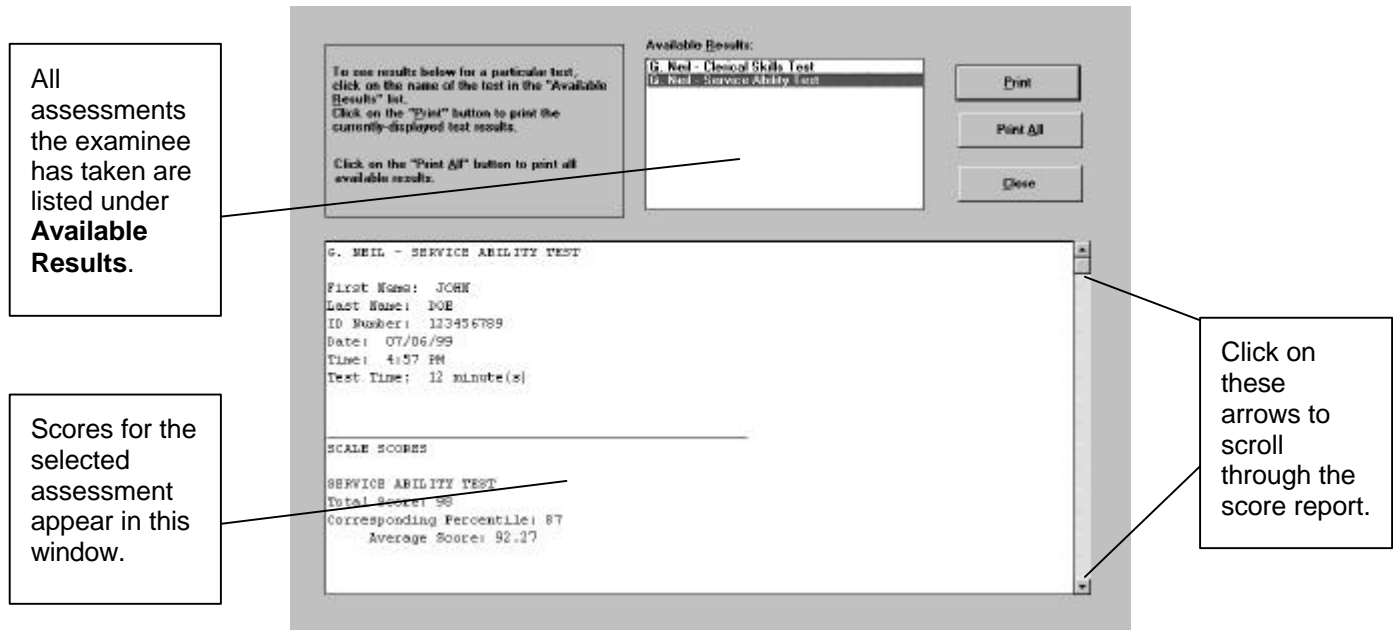
SkillCheck AptiTest products are installed and run from your PC like any SkillCheck product. However, AptiTest (and other SkillCheck products) may have been purchased by you as a **metered product**. This means that you can give the test a specified number of times. After that, you will need to "recharge" the test by purchasing another set of test usages.

- Read the SkillCheck Metered Product section of this documentation for more information on installing and using metered products.
- Read the Installation section of this documentation for instructions on installing AptiTest and any SkillCheck product.
- Read the TestCenter section of this documentation for information on giving AptiTest assessments, or any other SkillCheck test.

Information unique to interpreting the scores in AptiTest assessments follows.

Interpreting AptiTest Score Reports

As with any SkillCheck assessment, when assessments are completed, a score report is generated for each test taken. Normally, the *Scores* screen shown below will appear at the end of a test or test sequence. (If the scores screen does not appear at the end of a testing sequence, see the TestCenter section of this documentation for information on selecting options for displaying and printing scores. Scores for AptiTest assessments and other SkillCheck assessments taken by an examinee will all appear on this scores screen.



AptiTest Scores

Each AptiTest product is designed to measure an important attitude or aptitude (or set of attitudes and aptitudes) relevant to a specific subject. For example:

- **AptiTest – Service Ability** measures the single scale of **Service Ability**, that is, how well an examinee understands various aspects of providing quality service
- **AptiTest – Applicant Risk Detector** measures four scales: **Integrity**, and attitudes towards **Illegal Drug Use**, **Workplace Policy Compliance** and **Workplace Aggression**.
- **AptiTest – Telemarketing** measures six scales (**Achievement Drive**, **Self Confidence**, **Service Ability**, **Assertiveness**, **Positive Attitude** and **Reliability**) as well as providing an overall score.

Each AptiTest product was scientifically developed to accurately and effectively measure the most critical areas of the job or job-skill being tested. The organization of test scores and/or scale scores for each test is an outcome of research conducted in the development of each test, research summarized in the sections of the AptiTest documentation corresponding to each AptiTest assessment.

As illustrated on page 2, each score report consists of:

- Examinee information
- An overall score for the test AND/OR scores for individual scales within a test.

Each score (an overall test score or individual scale score) lists:

- A total point score for the entire test or the test scale
- A corresponding percentile for the examinees test or scale point score
- An average score for the test or scale based on the norm group used to develop percentile rankings

The percentile score is the most critical measure of the AptiTest assessment. This score indicates where an examinee places in comparison to other examinees who have taken the same test. A 95% percentile score, for example, indicates that an examinee has done as well on the assessment as 95% of the people who have taken the test. A 50% percentile score indicates that the examinee has done as well as half the people who have taken the test. Use these percentile scores to compare your examinees with the statistically significant samples used to develop these AptiTest built-in norms.

The following section of this documentation describes general testing issues with which you should be familiar before using AptiTest assessments. This is followed by documentation sections covering each individual AptiTest product you have purchased. This documentation includes information on how the AptiTest assessment was created, and more detailed explanations of how to interpret and use scores. It is **HIGHLY RECOMMENDED** that you read this documentation thoroughly before giving AptiTest assessments to job candidates. A full understanding of test issues as they relate to evaluating the attitudes, aptitudes and skills covered by AptiTest assessments is critical to getting the most out of your assessment program.