

All you need to know about taking part in an Online Assessment

Have you been invited to take part in an Online Assessment? Are you wondering what it's like to complete an **ability test** or a **personality questionnaire**? Have you got lots of **questions** and need some answers? Or perhaps you just want to know how best to prepare?

If so, then this brochure is right for you!

*Our Online Assessment experts
have responded to the most
frequently asked questions
concerning Online Assessment.*



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Key facts about Online Assessment

If you haven't taken part in an Online Assessment before, you probably have a list of questions ranging from how an Online Assessment is devised to what it's capable of measuring. Read the questions and answers below to give you some background.

What is Online Assessment?

Online Assessment enables the evaluation of people's specific abilities, behaviours or characteristics by using the web technologies available via the Internet. Typically, these Assessments combine a number of tests and questionnaires and are used during the recruitment process.

Why is Online Assessment being used more and more frequently?

Online Assessment has some very clear benefits over more traditionally administered assessments where candidates were asked to complete assessments face to face. Online Assessment is highly objective. As no supervisors or invigilators are needed, there is no possibility of bias – for or against specific candidates – either during the test or during the evaluation of answers. Online Assessment can predict, with a relatively high degree of accuracy, how suitable a candidate is for a specific position. The automated evaluation of results saves both time and money. From a company's point of view, the relatively limited amount of time required is one of the main attractions, as it enables the inclusion of a large number of candidates in the pre-selection process.

Benefits for applicants: An applicant can complete the Online Assessment at any time from anywhere saving on travelling costs and time. Additional advantage: the test can be taken in the applicant's own familiar, stress-free environment.

How is an Online Assessment constructed?

Online Assessments consist of several tests or questionnaires which are to be completed by the candidate. The combination of these tests and questionnaires are determined by the abilities and characteristics needed for the specific role applied for. For example, an Online Assessment could consist of tests for memory and concentration as well as for language skills and could also include a personality questionnaire. Typically, you can choose the order in which you complete the tests and it is usually not necessary to complete all the tests in one sitting, allowing you to take breaks between them.

How are the individual tests structured?

The tests developed by *cut-e* are designed with the same structure although the format of the questions themselves will change depending on the type of test. At the start, a short introduction describes exercises or questions. This is followed by an interactive section in which the test is explained in greater detail and the actions you need to take (e.g. click or drag and drop) are demonstrated. You'll need to follow the specific action outlined in order to move on to the next part of the instructions so you will be clear about what is required and how to do it. To ensure that you have understood what needs to be done, and to get you ready for the test itself, you'll be asked to complete a few example questions or exercises.

There is no time limit during the initial explanatory stages of the tests. You should take the time you need to work through the examples and look over your work when you have finished.

After completing the examples the most important points regarding the test are summarised.

What types of tests are there?

There are several different tests that can be categorised as follows:

- If the aim of a test is to determine abilities such as concentration, logical conclusions or text comprehension, we refer to them as **ability tests**.
- Qualities such as willingness to cooperate, ambition or sensitivity are determined with the aid of **personality questionnaires**.
- Specific professional knowledge is determined with the help of **knowledge tests**.

Screenshot: example of an ability test

Screenshot: example of an ability test

Screenshot: example of a personality questionnaire

Screenshot: example a knowledge test

What is not tested?

In an Online Assessment, it is difficult to determine some interpersonal skills such as how willing you are to help or how you get on with people. These areas are mostly determined in interviews, role plays or group discussions.



How can I best prepare?

What sort of hardware do I need, how do I tackle nerves, and how do I best prepare for an Online Assessment? Great questions and we've answered them in this section.

What type of computer do I need?

Any computer can be used – PC or MAC. You simply need Internet access and a browser (e.g. Internet Explorer or Mozilla Firefox). It is best to use one of the newer browser versions because the very old versions are no longer supported. You need FlashPlayer for viewing the actual test – this software is often required for gaming sites. Smartphones or tablets, however, cannot be used.

For optimal viewing of the Online Assessment, we recommend that you set your screen to a resolution of at least 1024 x 768 pixel.

Do I need any other equipment?

You don't need anything other than a computer with a browser and Internet access. Other equipment is generally not required. However, for some of the tests it is useful to have a calculator or perhaps pen and paper at hand. Some of the exercises, for example, are made up of various steps, the results of which you might want to jot down so as to make it easier to find the solution in the end. The introductory notes will let you know if any further equipment is needed or thought to be useful to you.

Is specific prior knowledge required?

You don't need any special prior knowledge or experience. However, you may like to familiarise yourself with online tests before tackling the Online Assessment – and there are online practice tests available.

What can I do to counter nervousness?

Getting nervous doesn't automatically make you a nervous person. Being nervous is related to a situation – in this case, taking an Online Assessment. You know that you are expected to perform, but the performance could be not as good as you would want. Actors describe the nervousness that suddenly plagues them before a performance as "stage fright" – and most of them don't really want to get rid of it because nervousness can have a very positive effect on their performance. So, in this Online Assessment situation, remind yourself that nervousness is absolutely normal. A certain amount of pre-test nerves has a very positive effect: it channels your attention and mobilises your energy. You will probably feel a little better when you know what to expect.

How can I practice and where?

You can practice on our website: www.cut-e.com/free-assessment where you have the opportunity to complete different types of online tests and familiarise yourself with the format and practical aspects to submitting answers.

I have a disability. What should I do?

Participation in Online Assessment can be challenging for people with disabilities. For people who have visual or motor impairment, or any other disability, special arrangements must be made with the organisation that has invited you to complete the Assessment. This is to ensure an accurate and fair Assessment of all candidates. In some cases, disadvantages can be overcome with technical aids or equipment, or by changing your computer settings.

If you are uncertain whether you can take part in the Online Assessment because of your disability, you should contact the company that has invited you to complete the Assessment. Certainly under EU law, people with disabilities have a right to protection and facilitation by the employer. This also applies to the application process. Different countries and regions have similar rulings.

What else can I do?

You have already read this brochure and tried out the practice tests on www.cut-e.com/free-assessments, but how else can you prepare?

Find out as much as you can about the company you are applying to. Check out their website and any social media sites they have such as Facebook. Often companies have interviews with recent hires or trainees or even show a video about their application process or what it is like to work there.



What should I consider when taking an Online Assessment?

Is there a best time to do an Online Assessment, how long will it take, can I take a break and what else should I keep in mind?

When should I do the tests?

A great advantage of tests presented online is that you can do them whenever you want to. If you know that you best perform in the evening or at night, there is no reason why you shouldn't do the test at night. The most important thing to remember is to complete them when you feel well and alert, and not likely to be disturbed: don't do the test when you come home from work or school, feel tired or after doing strenuous exercise.

What else should I keep in mind?

Ensure that there are no interruptions or distractions while you are working on the tests. Once you have started the actual test, you can't interrupt it and continue later – so it is important that you make sure that you have both a quiet atmosphere and sufficient time to work through the test from beginning to end.

Turn off your telephone and mobile phone, close down other applications running on your computer and inform your family or housemates that you do not wish to be disturbed until you have finished the test.

How long does an Online Assessment take?

There is no standard answer to this question because it is influenced by the requirements of the company and the position applied for. In most cases, there will be no more than 5 tests to complete – and most tests do not last longer than 15 minutes. The invitation you receive should include information regarding the time you need to set aside for the testing.

Can I take breaks?

Once you have started a test, you cannot interrupt it. In most cases, the individual tests last no more than fifteen minutes. Please ensure that you are not disturbed during this time.

For many positions, multiple tests are required. However, you don't have to do all of them at once. You usually have several days to complete all the necessary tests – but please check the deadline given to you for the final submission of the tests. The amount of time you need to complete all the tests is not monitored and has no effect on the results.

What do I do if a test suddenly doesn't respond any more?

In rare cases technical problems can lead to the test suddenly freezing up, for example if the browser crashes while you are working on the test. But this is not a catastrophe. Simply contact the company who invited you to do the Online Assessment so that they can reset the test for you.

How does the organisation know that I completed the Online Assessment myself?

First of all, you should be aware that it is never permitted to allow somebody else to do the tests for you as that person is impersonating you in that moment. If this should come to light, you would be automatically excluded from the selection process.

However, often, re-tests are carried out at a later stage. This means that if you are invited to an interview after the Online Assessment, you may be asked to repeat a module from the Online Assessment. Clearly, if you have not completed the test before, as you wanted to inflate your scores with someone else completing it for you, you will struggle to do this at the re-test stage.

The tests have been selected to be part of the Online Assessment to give an indicator of how successful you are likely to be in the job later on. If you're giving a false impression to get the job, consider if it is the right job for you.

To summarise: it really isn't worth cheating!

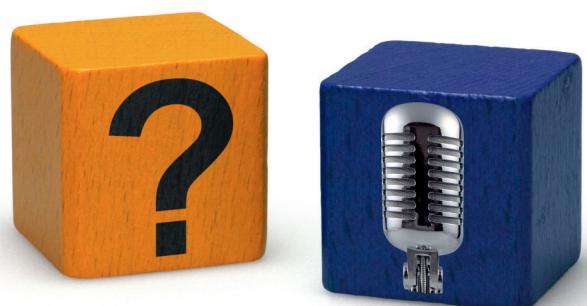
How much time do I need to complete the Online Assessment?

Usually, you will have several days to complete all the tests, and you can do the various tests on different days. However, it is important that you check the deadline given in your invitation email or letter.

The individual tests are generally subject to a time limit although personality questionnaires, as a rule, don't have a time limit. This time limit is not allocated to give an indication of how you deal with stressful situations, but rather for more methodical reasons: if there was no time limit, all applicants could get all answers right and therefore all results would be the same, making the test a waste of time. It is quite normal that candidates are unable to answer all the questions in the time allowed – and indeed tests are often designed in this way.

How fast do I have to work in order to pass the Online Assessment?

Try to answer the questions quickly but carefully. Avoid making obvious mistakes by not working faster than you did at school or during your studies. Incorrect answers tend to affect the overall results negatively so any avoidable errors can affect the final result to your detriment.



What happens after the Assessment, where does it go from here?

Well done, you have completed all the tasks. But what happens next, and how are the results evaluated, and what happens to your data?

What happens after the Online Assessment?

Once you have completed all the tests, all you can do is wait. The company you have applied to will be in touch shortly to give you feedback regarding the tests and to inform you about the next steps. If everything went well, you will possibly be invited to an interview.

How is the Online Assessment evaluated?

In the case of ability tests, points are usually allocated to each correct answer and points deducted for every incorrect answer. At the end of the test, the points are calculated to give the final score.

In the case of personality questionnaires, you are reporting your own descriptions of yourself, with regard to specific dimensions of your personality, and so there are no right or wrong answers. It's more a matter of determining whether your personality is suited to the position and the company as a whole.

Do I get feedback?

Each of the tests generates a feedback report that provides a thorough and meaningful explanation of the results. Ideally, the company you have applied to will make this report available to you.

numerical (admin compact) - feedback report: Selma Sample

What does this test measure?

In this test the task is to draw logical conclusions from complex numerical information. In addition, this test measures the ability to retrieve relevant information when confronted with different types of questions. To accommodate complex information under time pressure fast and efficiently and to distinguish it from irrelevant information is vitally important in certain occupational areas.

How to interpret your result?

Your personal performance score has been calculated out of your correct and incorrect answers. Please consider that this is only a snapshot of your performance which can be influenced by various factors. Your performance in the test can be described as follows:

Compared to other participants, it is **harder** for you to handle the tasks in this test successfully.

What is your processing style like?

In addition to the performance score your processing style is measured. It indicates how many questions you completed in the default time (speed) and how many of those questions you answered correctly (accuracy). These two scores are compared with the scores of other participants as well. The optimal processing style is to complete all questions as quickly as possible and as accurately as possible.

Questions in the test: 18
Number of completed questions (speed): 14
Number of questions correctly answered (accuracy): 9

Your processing style can be characterised as follows:

Your completion of the test was **rather slow**, this means that you completed fewer tasks than most other people in the default time. You also tended to be **inaccurate** which means that, compared to other participants, you made many mistakes.

Norm group: Junior employee

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Example: feedback report

What happens to my data?

The key point to remember is that your data remains your data. Any company you apply to is not allowed – without your explicit agreement – to use your data for any other reason than for the application procedure.

Typically, the test results as well as some personal data such as name and email address will be saved in a database for the duration of the application process at least. This database is usually stored on a secured server and access is limited to a very few people within the company. In addition, *cut-e* works with an external professional data protection expert who is continuously checking and monitoring our databases and servers for data protection issues.

You can, of course, at any time, ask the company in question to delete your data.

Further information

On our website you can find more information, links and book tips about Online Assessment. Scan the QR code for direct access to www.cut-e.com/free-assessments.



cut-e is world leader in the design and implementation of innovative online tests and questionnaires for recruitment, selection and development. *cut-e* helps companies identify people with the right capabilities and cultural fit to deliver optimal business results. *cut-e* carries out over 4 million assessments per year in over 70 countries and 40 languages.





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