

PSYTECH GeneSys

Unit Three.One: Administering tests & Supervised
Administration

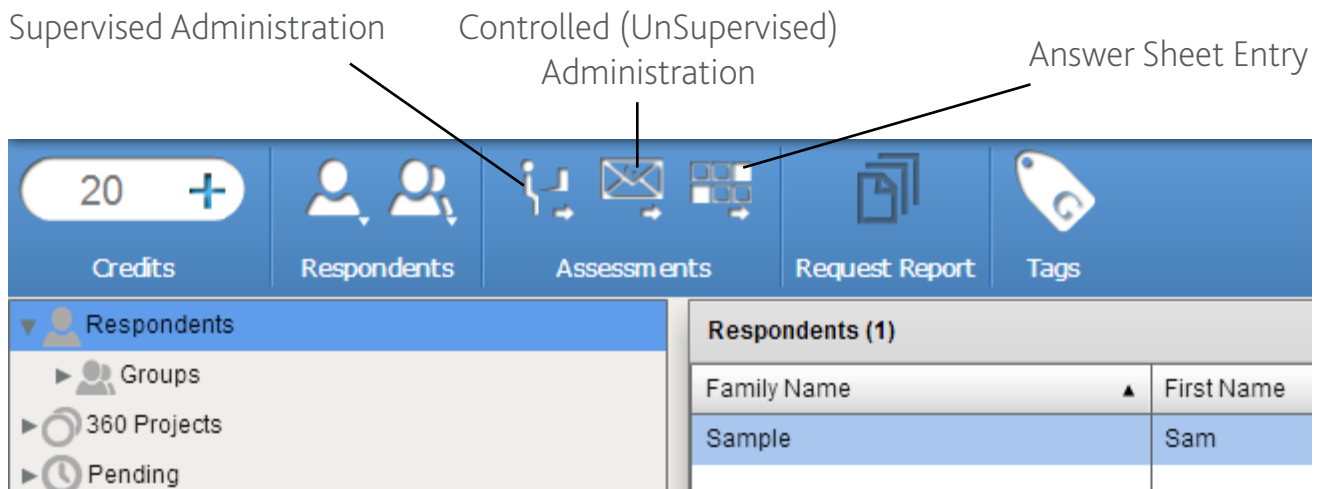
Unit Three.One: Objectives

Administering Tests

- Supervised Administration

Supervised Administration

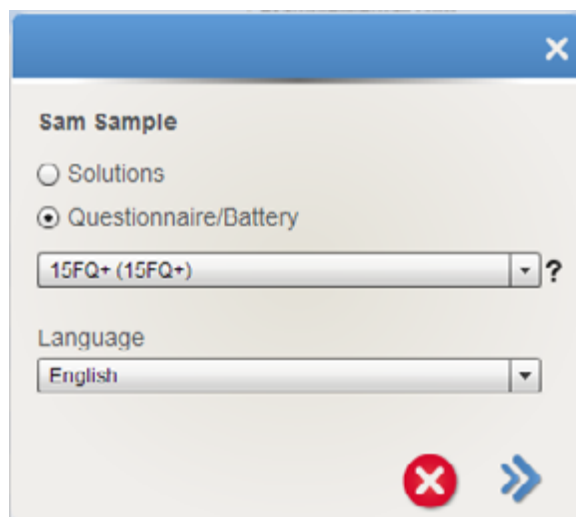
There are 3 main administration methods within Psytech GeneSys:



To administer a supervised assessment find and select the respondent you wish to assess. When you have selected the respondent in the main respondent area the Assessment options will become active.

Select the Supervised Administration button.

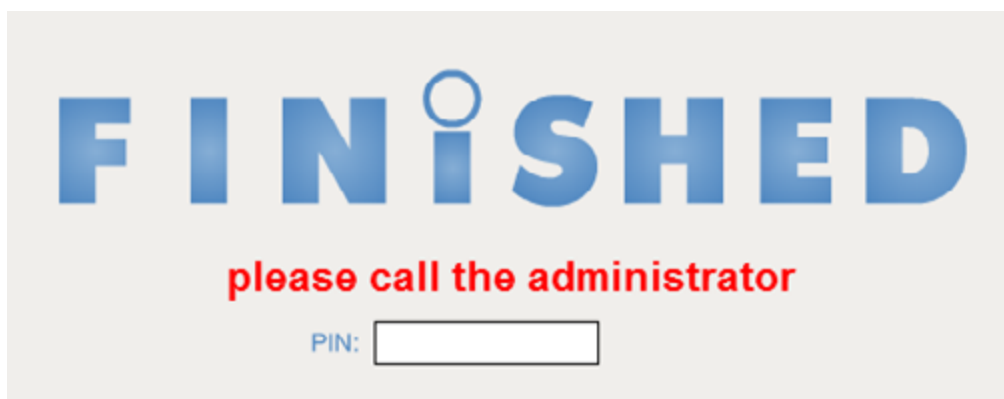
A new window will open offering a selection of tests, batteries and solutions. Select the assessment you wish to use and the language you wish the assessment in. When ready click the forward arrows.



The assessment will now launch and the respondent should now follow the onscreen instructions.



At the end of the assessment you will be asked to enter your PIN number. The respondent will not be able to move beyond this screen until the correct PIN is entered. This is to ensure the protection of you other respondent data.



Enter the PIN number and press Enter.

This will return you to the respondent screen where you can proceed to requesting a report.