

Testing Information

Testing Information on Case Details is used to capture testing and assessment information relevant to the job seeker's job search and placement activity. Testing Information on Case Details is designed to capture testing and assessment information to support multi-partner services without duplication of testing and assessment services. Three types of tests can be entered: Proficiency, Aptitude/Achievement, and Other. For Proficiency and Aptitude/Achievement, the specific test types display in a drop-down and may vary by state.

AJL also includes specific pages to capture WorkKeys assessment results. (May vary by state.) Go to Case Details, and from the job seeker context menu, select **WorkKeys Scores** for another option for recording results for the following: Applied Math, Applied Technology, Listening, Locating Information, Reading for Information, and Writing.

Do **NOT** use Testing Information on Case Details to document enrollment-specific testing and assessment, especially for Out-of-School Youth testing. AJL is designed to capture and report numeracy/literacy gains from specific entries on the Enrollment Details page for Out-of-School Youth testing. If entered on Case Details, the gains will not be reported.

Navigation

Bring the Job Seeker into context by conducting a Job Seeker Search or selecting the Job Seeker from My Cases. Click **Testing Information** on the Case Details page.

The screenshot displays the Case Details page for a Job Seeker. At the top, a header bar shows the case name 'KANSASWORKS (WIA Services)' with a status of 'Ended' and a date range from 'Mar 16, 2004' to 'Nov 02, 2004'. Below this, the page is divided into two main sections: 'Job Seeker Notes' and 'Job Referrals'. The 'Job Seeker Notes' section shows three recent notes, with the most recent being 'CLOSURE OF SERVICES' dated Sep 10, 2024, by Wendy Rios. The 'Job Referrals' section shows one recent referral, 'Maintenance Worker-Part Time' dated Oct 21, 2013, by Arrowhead West, Inc., with a status of 'Failed to Apply'. On the right side, there is a sidebar with a list of service categories. The 'Testing Information' category is highlighted with a red box, showing a count of 3. Other categories include 'Participant Self-Service' (742), 'Partner-Provided Service' (12), 'Co-Registrations' (0), and 'GEP' (0). At the bottom of the page, there are links for 'Assigned Staff Users', 'Printable Version', 'Printable Job Seeker Release', and 'Online Job Seeker Release'.

Category	Count
Participant Self-Service	742
Partner-Provided Service	12
Co-Registrations	0
Testing Information	3
GEP	0

View/Edit Proficiency, Aptitude, and Other Tests

1. To view, click the **Testing Information** link. The page defaults to the **Proficiency** tab. To view **Aptitude** testing or **Other** testing, click the appropriate tab. The view for each displays Type of Test, Date Given, Name of Staff, and an Edit link.

Steven Smith

Testing Results

Proficiency

Aptitude

Other

Proficiency Tests

Sortable List of tests given sorted by Date Given, descending

Actions	Type of Test ↕	Date Given ↓↑	Name of Staff ↕
<div><div>Edit</div><div></div></div>	Computer Application	Jul 18, 2018	Erica Ramos

New Test


Return to Case Details

2. To edit, click the **Edit** link. The testing page displays, showing the details entered. Make changes as appropriate, and click **Save** to save changes and return to the testing page. Click **Cancel** to return to the testing page without making changes.

Steven Smith

Edit Proficiency Test

Type of Test (required)
Computer Application

Date Given (required)
Jul 17, 2018  Today


Created by
Erica Ramos

Created At
Aug 02, 2018

Updated by
Erica Ramos

Updated At
Aug 03, 2018

Save

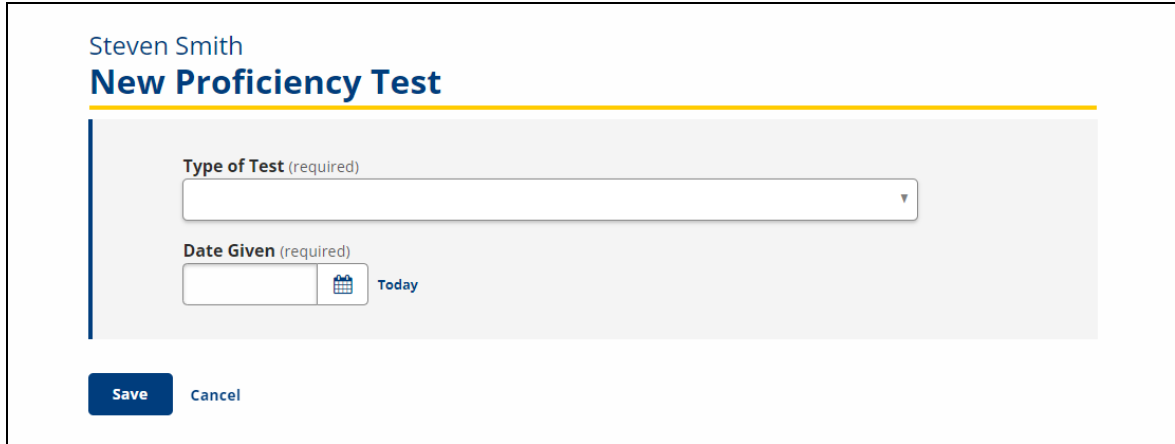
 Delete

Cancel

If a job seeker re-takes a test, do not edit the existing test results. Add a new test. For example, if a job seeker returns at a later date to re-take a Data Entry test to improve his/her score, add a second Data Entry test with the new date and new results.

Add Proficiency Test

1. To add a test, click the **Testing Information** link. The page defaults to the Proficiency tab.
2. Click the **New Test** button. The New Proficiency Test page displays. Type the details of the testing.

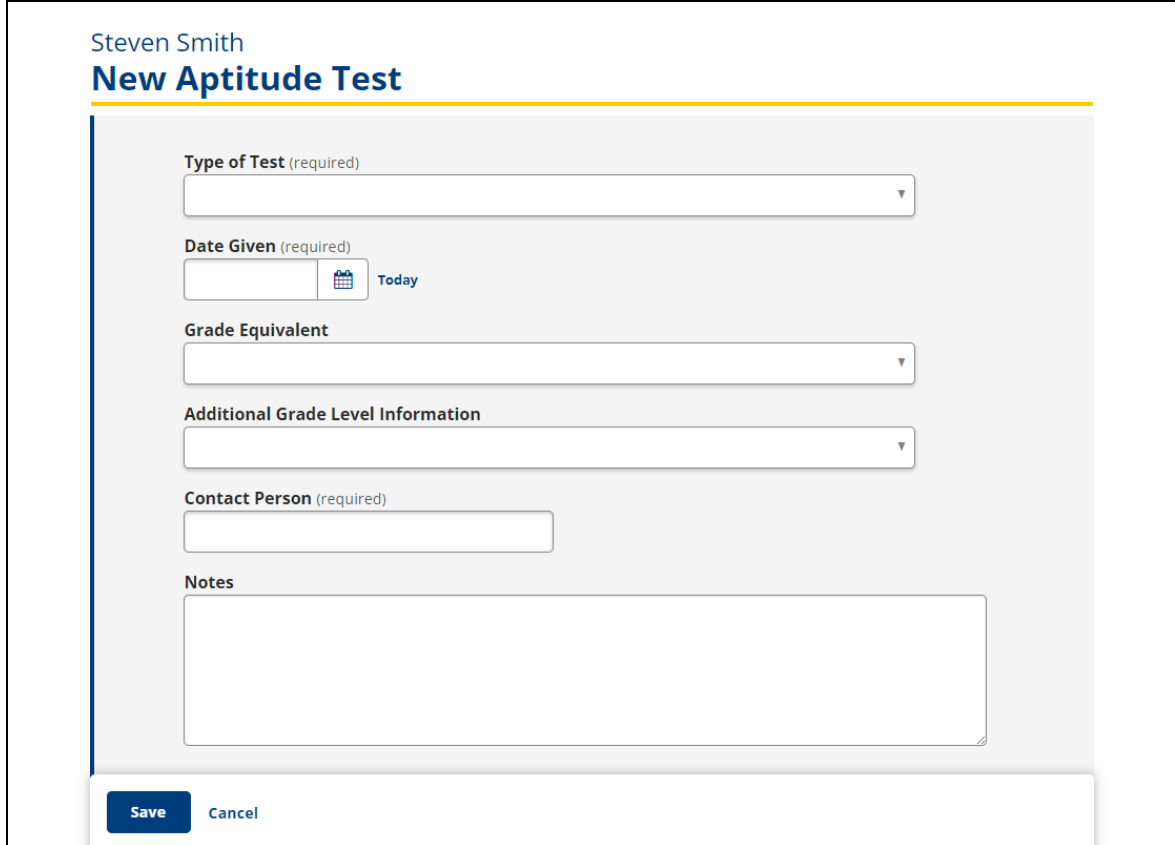


The screenshot shows a web form titled "New Proficiency Test" for a user named Steven Smith. The form is contained within a light gray box. At the top left of the box, the name "Steven Smith" is displayed in blue. Below it, the title "New Proficiency Test" is in bold blue text, underlined by a yellow horizontal line. The form itself has a white background and contains two required fields. The first field is labeled "Type of Test (required)" and is a drop-down menu. The second field is labeled "Date Given (required)" and is a date picker with a calendar icon and the word "Today" next to it. At the bottom of the form, there are two buttons: a blue "Save" button and a gray "Cancel" button.

- **Type of Test:** Select the type of test from the drop-down. If Other is selected, describe the type of test in the Results text box when the results are entered. The following are options for Proficiency Tests:
 - Computer Application
 - Data Entry
 - Keyboarding
 - Math
 - Other Proficiency
 - Spelling
 - Typing
 - **Date Given:** Select the date the test was given from the calendar or type it in mm/dd/yyyy format.
3. Click **Save** to save and return to the Testing Information page. Click **Cancel** to return to the testing page without saving.

Add Aptitude Test

1. To add a test, click the **Testing Information** link. The page defaults to the Proficiency tab. Click the **Aptitude** tab.
2. Click the **New Test** button. The New Aptitude Test page displays. Type the details of the testing.



The screenshot shows a web form titled "New Aptitude Test" for a user named Steven Smith. The form is set against a light gray background with a white border. It contains several input fields: a dropdown menu for "Type of Test (required)", a date picker for "Date Given (required)" with a "Today" button, a dropdown for "Grade Equivalent", another dropdown for "Additional Grade Level Information", a text input for "Contact Person (required)", and a large text area for "Notes". At the bottom, there are "Save" and "Cancel" buttons. A yellow horizontal line is positioned below the title.

Steven Smith

New Aptitude Test

Type of Test (required)

Date Given (required)

Grade Equivalent

Additional Grade Level Information

Contact Person (required)

Notes

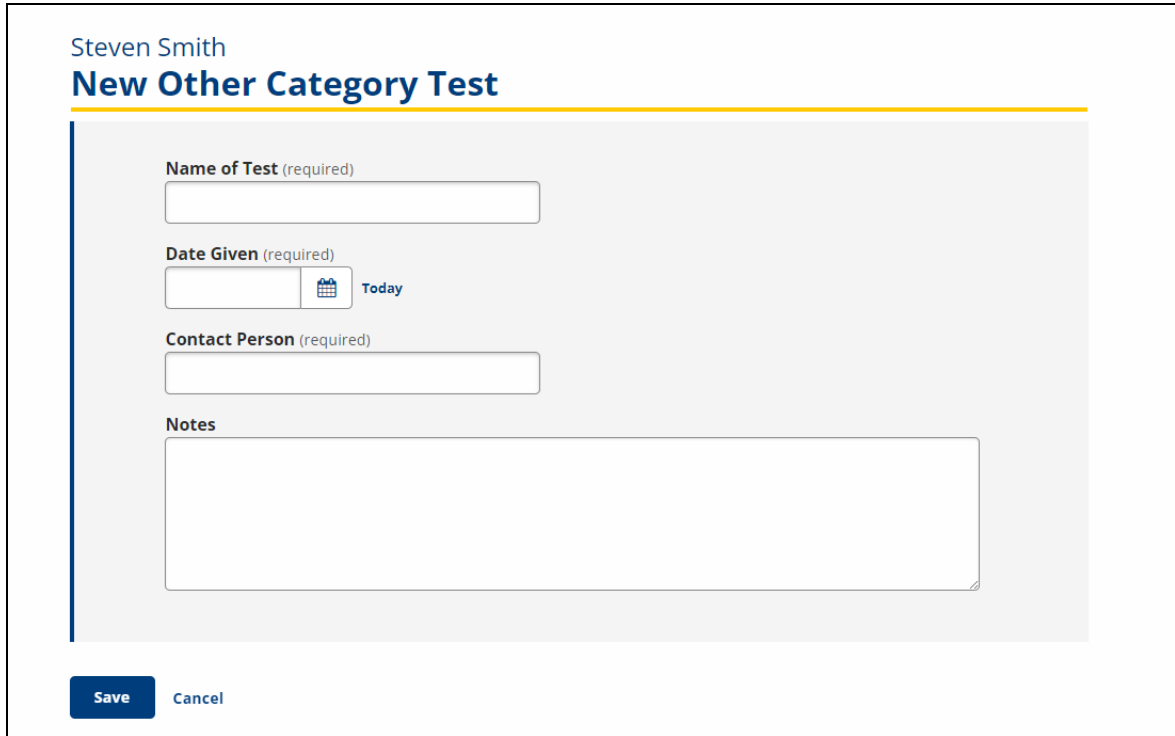
Save Cancel

- **Type of Test:** Select the type of test from the drop-down (tests may vary by state.) The following are options for Aptitude/ Achievement Tests:
 - ABLE
 - ALT
 - AMES
 - BOLT
 - CAPS
 - CASAS (Life Skills)
 - CAT
 - GATB
 - ITBS
 - KeyTrain Post-Assessment
 - KeyTrain Pre-Assessment
 - MAT
 - Not Tested
 - RJSCT
 - SATB
 - TABE 7-8
 - TABE 9-10
 - WorkKeys
 - WRAT
- **Date Given:** Select the date the test was given from the calendar or type it in mm/dd/yyyy format.
- **Grade Equivalent:** If the test has a grade-level equivalent, select it from the drop-down.
- **Additional Grade Level Information:** Select additional grade-level information from the drop-down.

- **Contact Person:** Type the name of the contact person, typically the name of the person who administered the test or name of a person who could be contacted by one-stop partners to discuss the test.
 - **Notes:** Type notes in the text box as appropriate.
3. Click **Save** to save and return to the Testing Information page. Click **Cancel** to return to the testing page without saving.

Add Other Test

1. To add a test, click the **Testing Information** link. The page defaults to the Proficiency tab. Click the **Other** tab.
2. Click the **New Test** button. The New Other Test page displays. Type the details of the testing.




The screenshot shows a web form titled "New Other Category Test" for a user named Steven Smith. The form is set against a light gray background with a white border. It contains four main input sections: "Name of Test (required)" with a text box; "Date Given (required)" with a date picker icon and a "Today" button; "Contact Person (required)" with a text box; and "Notes" with a large text area. At the bottom left, there are two buttons: "Save" (dark blue) and "Cancel" (light blue).

Steven Smith

New Other Category Test

Name of Test (required)

Date Given (required)

  **Today**

Contact Person (required)

Notes

Save **Cancel**

- **Name of Test:** Type the name of the test.
 - **Date Given:** Select the date the test was given from the calendar or type it in mm/dd/yyyy format.
 - **Contact Person:** Type the name of the contact person, typically the name of the person who administered the test or name of a person who could be contacted by one-stop partners to discuss the test.
 - **Notes:** Type notes about the test, including results.
3. Click **Save** to save and return to the Testing Information page. Click **Cancel** to return to the testing page without saving.