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ASSIGNING AND PREPARING FOR TESTING  
(QWIZ SKILL TESTING SCORES) (PSL-W004)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction discusses the process that is used to assign and applicant to a computer and establish necessary test.

**2.0 RESPONSIBILITY:**

- 2.1 Customer Service Specialist

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 QWIZ – System used for clerical testing.

**5.0 WORK INSTRUCTIONS:**

- 5.1 Take applicant to testing room and assign him or her to a computer.
- 5.2 Open QWIZn ke and click on the

on the start button.

- 5.6 Applicant will they type in there first and last name and their social security number and click on ok.
- 5.7 Test will then begin.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 None

**7.0 RECORD RETENTION TABLE:**

Identification      Storage      Retention