

Assessment Preparation Pack



Specialists in Assessments | Talent | Development

**Welcome to our
psychometric
assessment preparation
orientation pack.**



This document is designed to help you feel confident and ready for your upcoming assessment.

We'll guide you through what to expect, the ideal environment for taking the test, and FAQs to ensure you're fully prepared.

Please read all sections carefully to make the most of the information provided.





After reading this document please print it and make sure you have it with you on the day of your assessment. We strongly recommend that you read through it again just before you start your assessment.



1. Assessment Environment

Please ensure you have the following prepared for your assessment:

- ✓ A working **laptop/computer** that can access **Google/Chrome**
- ✓ Ensure the laptop charger is plugged in before starting the assessment.
- ✓ A laptop/computer **mouse**
- ✓ Office set up - with a **table and chair**
- ✓ **Quiet environment**, where you are alone and won't be disturbed
- ✓ Fast **internet connection** & accessible **backup internet**



2. What To Expect

Assessment Battery:

You will complete the following assessments:

1 x Problem Solving Test
1 x Personality Questionnaire

Problem Solving Test

Problem Solving Test Structure:

There are 3 subtests that you will complete:

1. Problem Solving **Test 1 = 40 minutes**
2. Problem Solving **Test 2 = +- 45 minutes**
3. Problem Solving **Test 3 = 12 minutes**

Total estimated time, including instructions = **2.5 hours**

Additional information & Technical Considerations to Note:

Problem Solving Test 1

- This is an analytical task involving 6 drawings, where you have to decide on the correct answer. Only 1 answer is correct.
- All together there are 33 problems to solve, and you will have 40 minutes in which to answer them.
- Some of the problems are challenging. If you are unable to solve a question or answer within the time limit, it is completely normal. Don't spend too much time on a question you find challenging, rather skip it and come back to it if you have time left over.
- When you begin the test, you will be shown how to solve the problems, and you will have 2 examples before you start. Please read the instructions carefully which will explain how to solve the problems.

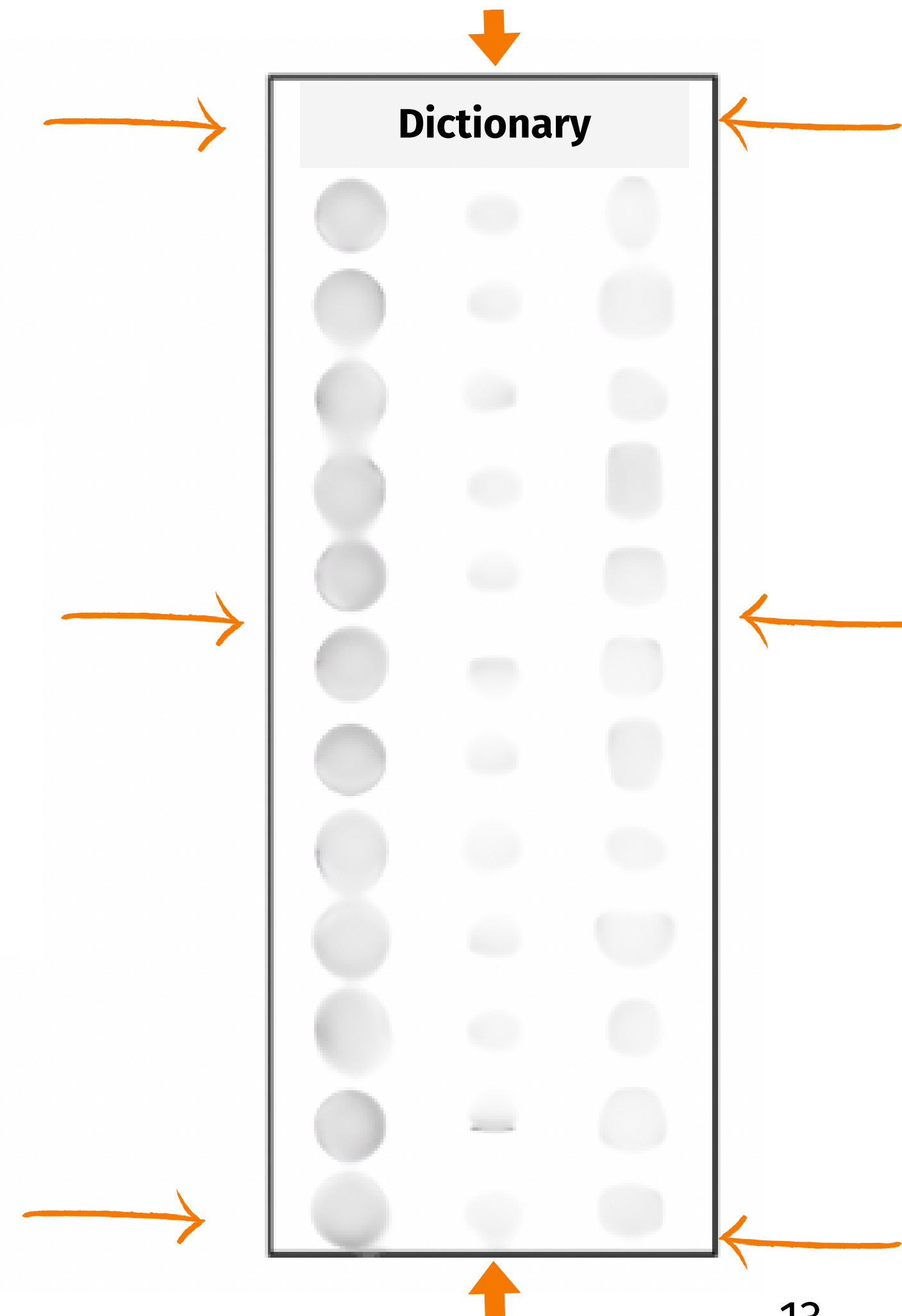
Problem Solving Test 2:

This tests your ability to learn new skills. There are 3 parts to the test.

Part 1:

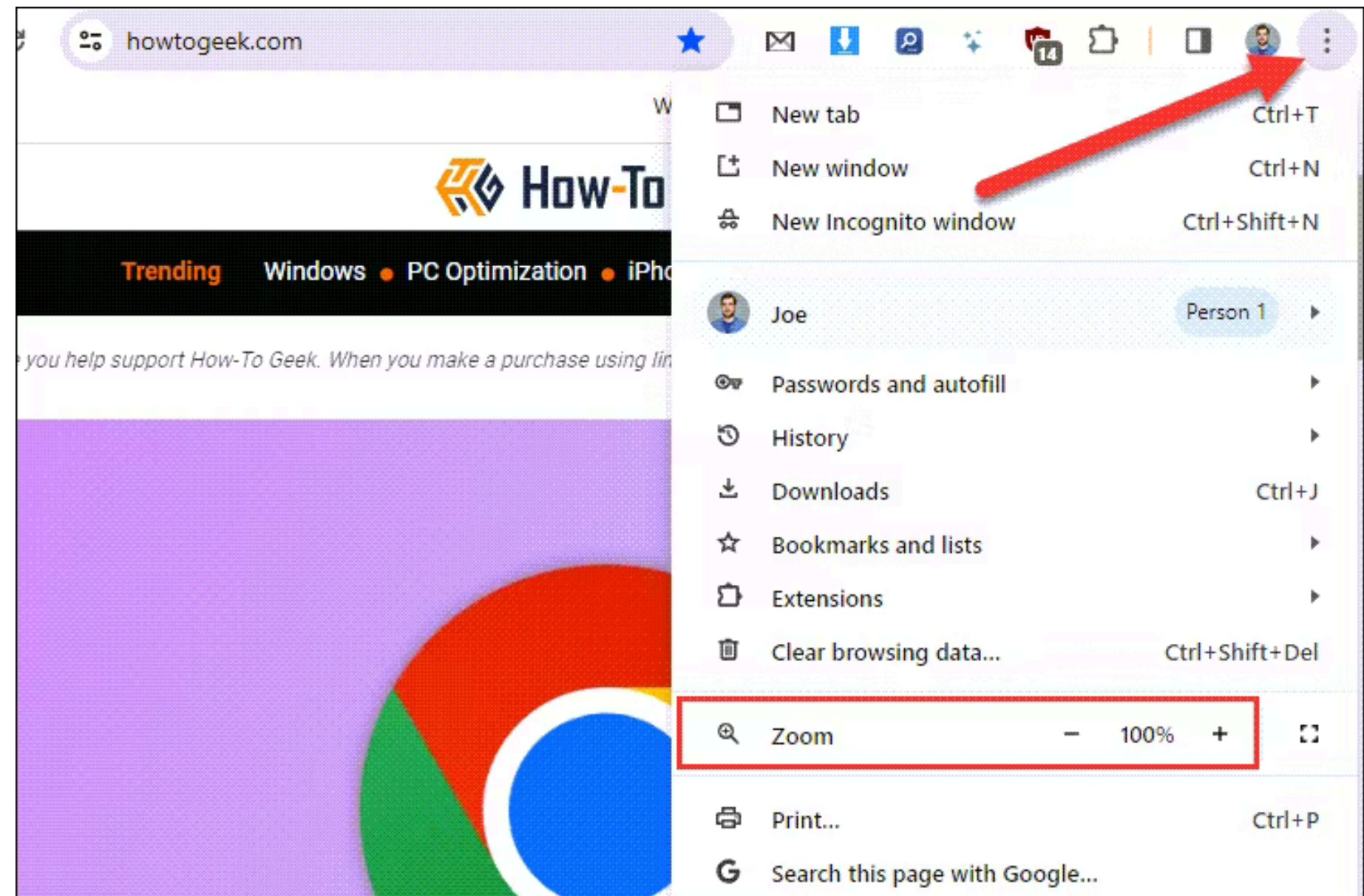
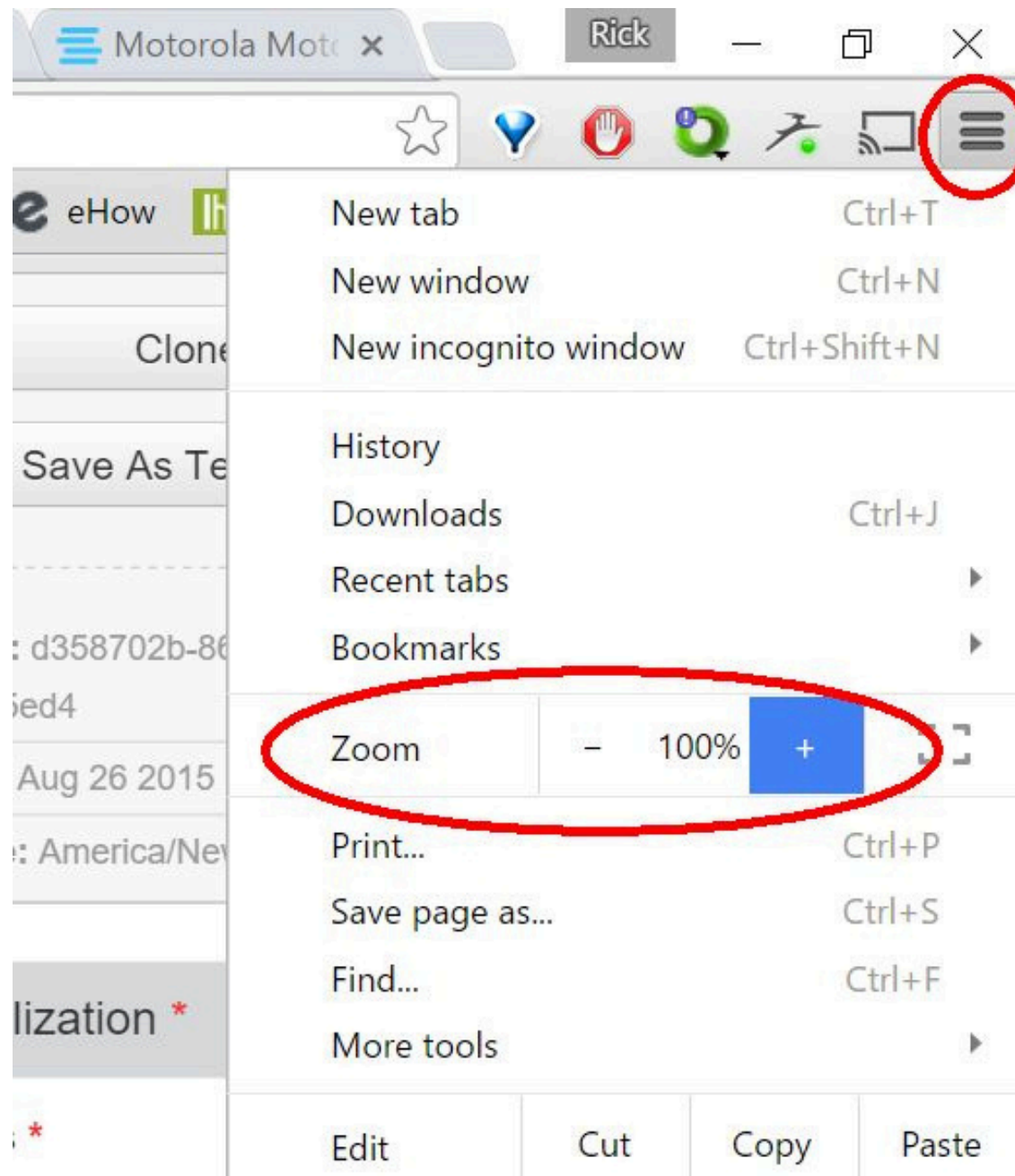
- In session 1 you will be tasked to translate symbols into words using a special online dictionary that will appear on your screen.
- Time is short for session 1, so work quickly and accurately. Skip difficult items and rather come back to them if you have time left.

! During the instructions, make sure you can see the **entire dictionary**. You will know that you are seeing the entire dictionary if you can see the **outline of the rectangle** with all the drawings inside.



If you cannot see all aspects, please adjust your Zoom function on your internet browser.

Depending on your browser and computer model, you can do so by following the instructions in these examples:



Part 2:

Here you will be given a lesson, that will teach you more about the dictionary and also give you time to learn it.

Part 3:

Here you will do session 2, which is similar to session 1. You must try to answer more items than in session 1. Therefore, work quickly and accurately, and skip difficult items.

It is extremely unlikely that you will answer all the questions. Don't let that bother you.

Problem Solving Test 3:

This is a straightforward test. Follow the on-screen instructions.

Additional Information



Please ensure to complete all 3 subtests within 1 sitting (refer to FAQ's for an explanation of test structure).



Don't spend too much time on a question you might find challenging; rather, skip it and move on.



You will be able to go back and change your answers or answer questions you may have left out, provided you have time remaining.

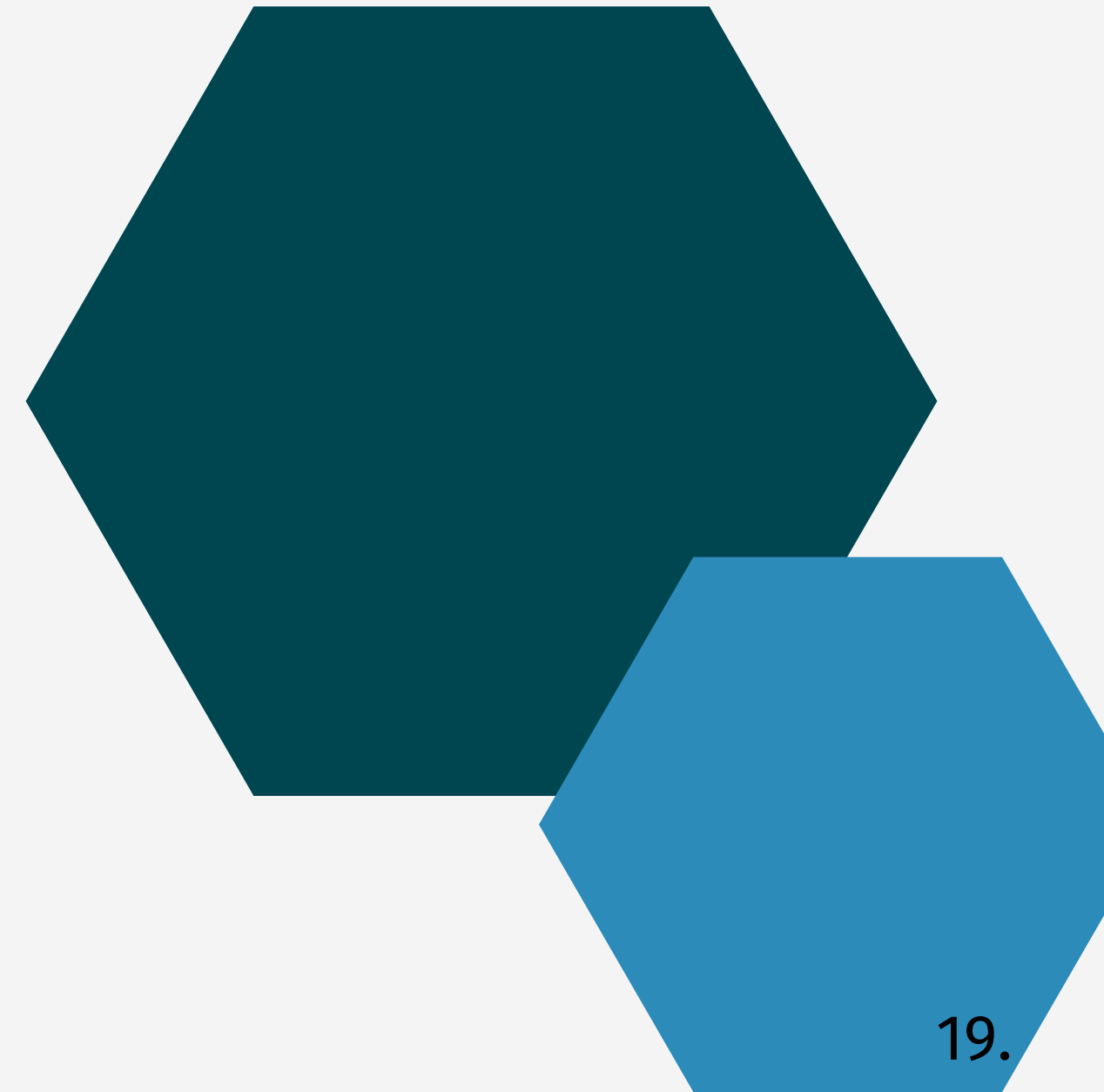


Visibility: Ensure you can see all aspects of each page for all tests. If you can't, adjust your Zoom function on your internet browser, as explained above.



Navigation: Once you start the problem-solving test, you can navigate between pages by clicking on the green "Next" and "Previous" buttons at the bottom of your page.

Personality Questionnaire



Personality Questionnaire | Important Information:

- **Time Management:** There is no strict time limit, but aim to complete the questionnaire within 45 minutes.
- **Honesty:** Answer each question truthfully. Do not overthink your responses.
- **Authenticity:** Provide genuine answers, rather than trying to present yourself in the best light.
- **Completion:** Ensure you answer all 200 questions before submitting. Make sure to click the “submit” button after question 200.



3. FAQ's

1. What is the Recommended Assessment Structure?

As the problem-solving test requires a lot of effort and concentration, you must complete the **problem-solving test first** and then move on to the **personality questionnaire**.

2. Can I Take Breaks?

Yes, you can and must take breaks. We recommend that you follow this structure:

1. Problem Solving Test 1 = 40 minutes

5-minute break (keep test link open)

2. Problem Solving Test 2 = approximately 45 minutes

3. Problem Solving Test 3 = 12 minutes

10-minute break

4. Start and complete the Personality Questionnaire

How Will I Access the Assessments?

Our team will send you an email containing two links: one for the Problem-Solving Test and another for the personality questionnaire.

The email will look as follows:

Problem-Solving Test Link

[Click here to start the test](#)

Personality Questionnaire Link:

Click on the link below to start the questionnaire:

<https://genesys2020.genesysonline.net/login/024361040265/6AXXADWA/EN>

Alternatively, please go to:

<https://genesys2020.genesysonline.net/login/EN>

and enter the following login details:

Invitation ID:024361040265

Respondent ID:6AXXADWA

You must complete the **problem-solving** test first. To start the test, click on the link listed under the label 'Problem Solving'. At the end of the test, remember to click on the submit button.

Problem-Solving Test Link

[Click here to start the test](#)

Personality Questionnaire Link:

Click on the link below to start the questionnaire:

<https://genesys2020.genesysonline.net/login/024361040265/6AXXADWA/EN>

Alternatively, please go to:

<https://genesys2020.genesysonline.net/login/EN>

and enter the following login details:

Invitation ID:024361040265

Respondent ID:6AXXADWA

After your 10 minute break, click on the 2nd link in the email that is listed under the label '**Personality Questionnaire**'. Remember, once you have completed all 200 questions, you must click on the submit button.

This will conclude your assessment.

*If you are unable to access the Personality Questionnaire by clicking on the first link,

You can click on the second link and follow the instructions.



Problem-Solving Test Link

[Click here to start the test](#)

Personality Questionnaire Link:

Click on the link below to start the questionnaire:

<https://genesys2020.genesysonline.net/login/024361040265/6AXXADWA/EN>

Alternatively, please go to:

<https://genesys2020.genesysonline.net/login/EN>

and enter the following login details:

Invitation ID:024361040265

Respondent ID:6AXXADWA

Can I Complete the Assessments in My Own Time?

Yes, you can.

Please note: The links have expiry dates, and you must complete the problem-solving test and personality questionnaire within 7 days of receiving the links. After 7 days the link will expire and management will decide on the next steps.

Remember, you must complete the assessment in an environment where you will not be disturbed.

Is The Problem Solving Test Hard?

These types of tests are designed to be challenging.

If you find that you can't answer within the time limit, or if you're unable to answer a question, it's very normal. Don't let that make you feel nervous or discouraged.

Remember, it's all part of the process of assessing your skills and abilities. Do your best, and don't hesitate to move on if needed.

What if I Have Technical/Internet Issues?

1. Close your browser
2. Go back to the email we sent you with the links
3. Click on the appropriate link
4. The software will allow you to carry on where you left off.
5. In the unlikely event that this does not resolve your technical issue, close your browser and notify us at the email address below that you were unable to complete the assessment due to technical problems.

info.eqiqsolutions@gmail.com

