
RETRIEVING TEST SCORES (QWIZ SKILL TESTING SCORES)
 (PSL-W005)
 Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process of retrieving applicants test scores.

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.
- 4.2 QWIZ skill testing document- Form used to record test scores.
- 4.3 Applicant ID – Applicant social security number.
- 4.4 HRS—Human Resource Services.

5.0 WORK INSTRUCTIONS:

- 5.1 Click on QWIZ icon located at the computer.
- 5.2 Administration Login box will appear click on ok.
- 5.3 Click on “Search and View Scores” Click ok.
- 5.4 Click on Score Keeper.
- 5.5 Click “Search for Scores in Score Keeper” click ok.
- 5.6 Highlight on “Search by Applicant ID” click ok.
- 5.7 Enter applicant ID number and Click ok.

| | | | <u>Disposition</u> | <u>Protection</u> |
|---------------------------|------------|----------|--------------------|-------------------|
| QWIZ skill testing scores | HRS Office | Database | None | None |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|------------------|-------------|---|
| 12/03/04 | A | Initial release |
| 10/08/07 | B | Approval Authority department name change |
| 10/08/07; Rev. B | | PSL-W005 |

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***** End of procedure *****