

# Cognitive Ability I HOW TO: Get an individual to complete an assessment

Please note there are two options on how to get a candidate to complete an assessment.

## 1. Sending instructions by email

Most employers select between 2-5 of the 9 Cognitive Ability tests, i.e., the most relevant to the role, rather than getting their candidate to complete all of them. To complete all nine would take over two hours. (For the duration of each test, please see page 3).

If you do not already have a Cognitive Ability/Reasoning Analysis Project set up in your FinxS account, please go to **Section 5** of this document: **Creating a Project** for instructions on how to set one up.

To invite your candidate, by email, to complete a Cognitive Ability /Reasoning Analysis, please copy the template below and send it to them.

NB: Where there is **red** type, you need to enter some information prior to sending it to your candidate.

## Template to send to your candidate:

Hi

Below, you will find the link and access code for you to go online and complete some Cognitive Ability tests.

### You will be taking the following tests:

- (Enter the names of the tests your candidate will be taking here).

Please read all the information below before logging on to complete your tests.

When you have finished reading the contents of this email, please:

- Go to <https://www.finxs.com>
- Enter this Access Code: (Enter the access code from your Cognitive Ability/Reasoning Analysis project)
- Choose: “I can do it now”.
- Select language: “English Australasia” (or choose your first language if it is not English Australasia).

Each section of the analysis is timed (between 7-20 mins, depending on the test). Please ensure you put aside (enter the total length of time the tests will take) minutes of uninterrupted time to complete the analysis.

### IMPORTANT:

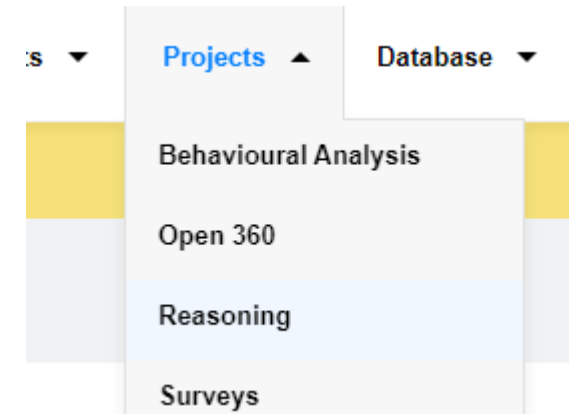
- The questionnaire **must be completed on a computer or laptop device**. Some of the tests include interactive objects that cannot be viewed effectively on a mobile or tablet.
- You are permitted to use a **pen and paper** to assist you.
- **Each test has a time limit**. Most candidates will not have enough time to complete each test, so it is important to work quickly and accurately to get as many correct as possible.
- Within each test, you can use the arrow to navigate backwards to change an answer, as long as you are still within the allowed time period. Once you click on ‘Submit’, you will no longer be able to make changes.
- Different tests have different time limits.
- There is a right answer, and wrong answers, for every question.

## Sending instructions from the FinxS platform

Alternatively, you can send instructions to your candidate directly from the FinxS platform.

PLEASE NOTE: Before you can use this function, you will need to set up a Cognitive Ability/Reasoning Analysis Project following the steps given in Section **5. Creating a Project** below.

- Go to the 'Projects' tab at the top of your FinxS account dashboard and select 'Reasoning' from the dropdown menu.
- Select the required Reasoning Analysis project from the column on the left-hand side (if you have more than one set up).
- Click on the 'Allowance' tab above the project details.
- Click on the box containing the words 'Add Respondent'. (See image below.)
- Boxes to enter your candidate's first name, last name and email address will appear. Enter their details.
- You will see that a password is also produced.
- Click 'Save'.
- The word 'Action' will appear beneath the words 'Known Respondents' in the top field, along with two boxes containing the words 'Send invitations: 1' and 'Send reminders: 1'. If you are ready to send the invitation to your candidate, click the 'Send invitations' box. Or, you may want to add more respondents and then click this box.
- You can choose to 'Send reminders' at an appropriate time in the future if you wish.



Reasoning Reasoning Analysis

General	Allowance	Thank You! Page	Project instructions	Emails	EL										
<table border="1"> <tr> <td>Allowance Type</td> <td>Unlimited</td> </tr> <tr> <td>Allowance number</td> <td>0 used</td> </tr> <tr> <td>Require Password</td> <td>Yes</td> </tr> <tr> <td>Known Respondents</td> <td>Yes</td> </tr> <tr> <td>Action</td> <td> <input type="button" value="Send invitations: 1"/> <input type="button" value="Send reminders: 0"/> </td> </tr> </table>						Allowance Type	Unlimited	Allowance number	0 used	Require Password	Yes	Known Respondents	Yes	Action	<input type="button" value="Send invitations: 1"/> <input type="button" value="Send reminders: 0"/>
Allowance Type	Unlimited														
Allowance number	0 used														
Require Password	Yes														
Known Respondents	Yes														
Action	<input type="button" value="Send invitations: 1"/> <input type="button" value="Send reminders: 0"/>														
<input type="button" value="Add Respondent"/>															

- If you have numerous candidates, rather than adding them in one by one, you may prefer to upload them from a spreadsheet. To do this, instead of clicking 'Add Respondent', you can click on the 'Sample' button on the right to download a spreadsheet to use. The first name, last name and email addresses of your candidates must be entered. (You will first need to click on the 'Enable Editing' button in the top centre of the spreadsheet). 'Save' a copy. NB: it must be saved in the Excel 97-2003 Workbook version. (It will automatically do this and save to your Downloads, if you simply 'Save' it). Then click the 'Upload' button. Your candidates' details will appear. If you have a spreadsheet already prepared, you can simply click 'Upload'.

General

Allowance

Thank You! Page

Project instructions

Emails

EU Disclaimer

Summary

Edit

Allowance Type	Unlimited
Allowance number	0 used
Require Password	Yes
Known Respondents	Yes
Action	<div>Send invitations: 0</div> <div>Send reminders: 0</div>

Add Respondent

Sample

Upload

Edit