Administering the Ability Profiler via the Tests Tab
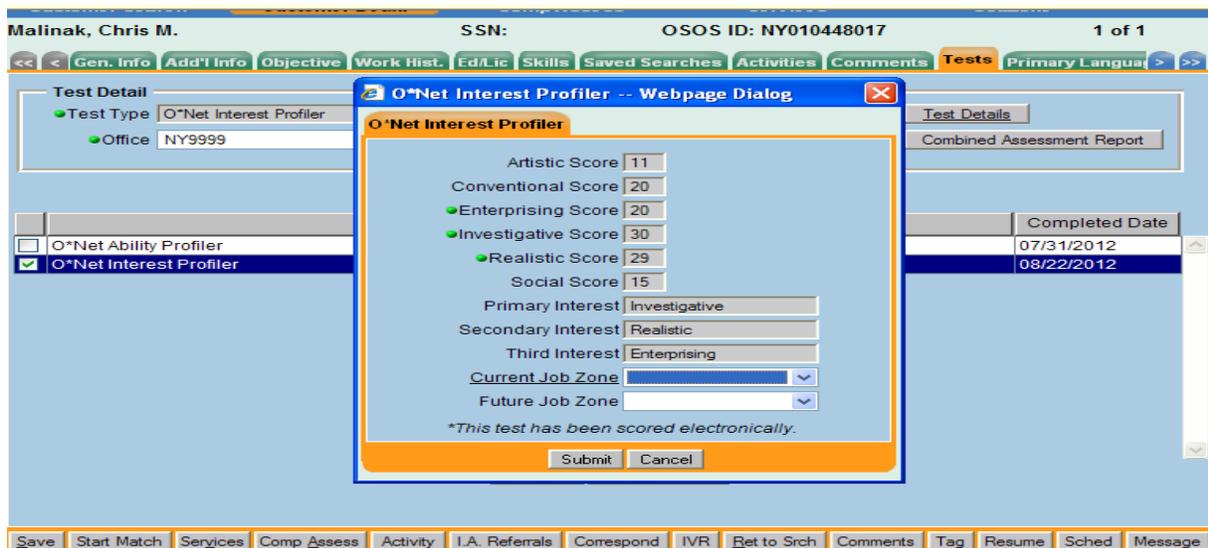# OSOS Guide

PURPOSE

The process for administering the Ability Profiler has changed since JobZone has been integrated with OSOS. This guide reviews how to administer the Ability Profiler through OSOS. It details how to record results if the Ability Profiler was completed manually as well as how to assign, review, and release scores for the computerized Ability Profiler in JobZone.

OSOS DATA ENTRY

In the **Tests** tab, there are two main sources for testing results; manual entry of test scores or computerized (completed online via JobZone). Results from the JobZone online assessments of the Interest Profiler, Work Importance Locator and Ability Profiler go directly into the OSOS test tab.

Professional level staff has access to view test scores and manually add test scores.

In order to administer the computerized version of the Ability Profiler through JobZone, staff must first be given the appropriate OSOS security permissions. Counselors should submit their request for access to their supervisor/manager who will then submit the request to your local OSOS Security Coordinator.


No special security permissions are needed for adding testing information for the Interest Profiler or Work Importance Locator.

Once you have been given permissions to administer the Ability Profiler, you will have to log into OSOS and Agree to the Certification. This can be done in the **Preferences** window of the **Staff** module. Click on *I agree*.
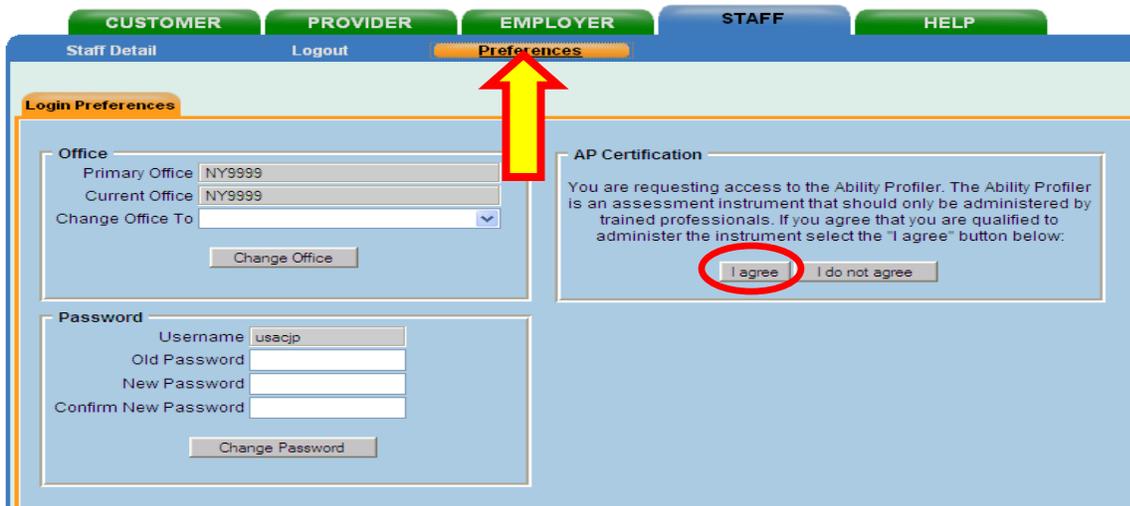
Once you select Agree, you will see- Your certification has been successfully updated. Click on **OK** to proceed. The AP certification box will then disappear from your Staff Preferences window.
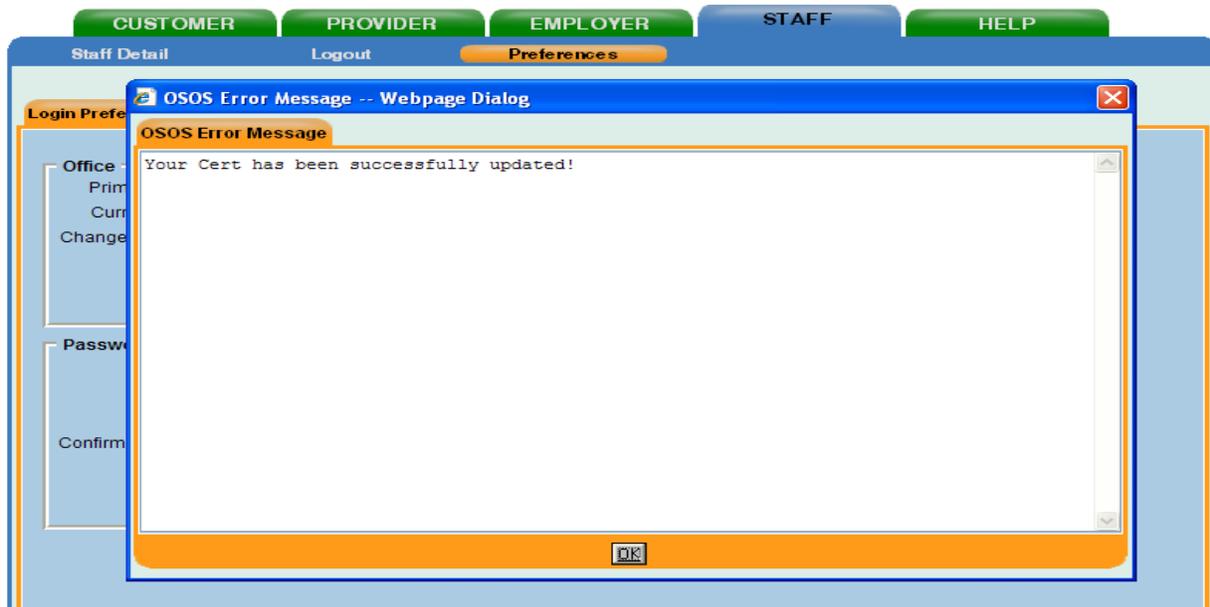
To add Ability Profiler scores to the **Tests** tab, add the **Test Type, Office**, check the manual radial button and enter the **Completed Date**; you will then need to **Save** your work.
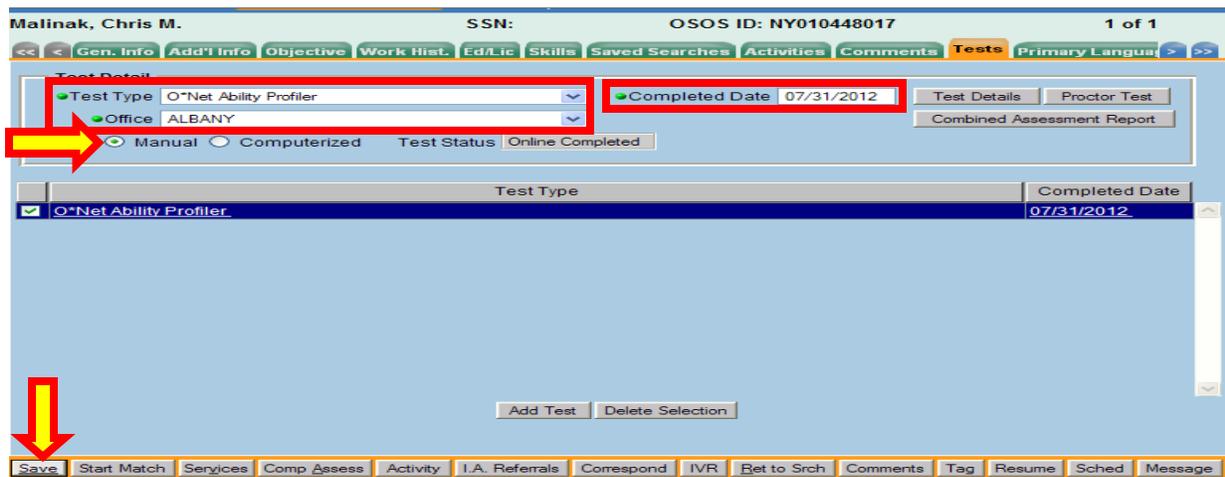
Once the record is saved you will see three more buttons: *Test Details, Proctor Test* which is grayed out, and the *Combined Assessment Report*.

The Proctor Test *is only available when assigning the Ability Profiler through JobZone.*

Once you select the *Test Details*, the test form and Scoring screen will appear.

ADMINISTERING THE ABILITY PROFILER IN PAPER/PENCIL FORM
For customers that were administered the Ability Profiler in paper/pencil form, staff can enter the scores and calculate the results.

Add the results.

Select **Calculate** to calculate the results.

Then click on **Save & Close**.

You will then notice the **Test Status** field now reads *Scored* and you can view the reports with your customer.

ADMINISTERING THE ABILITY PROFILER IN JOBZONE

To assign and administer the Ability Profiler in JobZone, you will add the test in the same way, but then select the **Computerized** version and then click on the *Proctor Test* button.

In the *Proctor Test* box you can make accommodations in test times and font size. Once you have reviewed, you will then select the **Assign** button to assign the JobZone version of the Ability Profiler.

You will now notice the **Test Status** has changed to *Assigned*.

The Ability Profiler Assessment will now appear in the customer's JobZone account.

Once the customer logs into their JobZone account, they will see the Ability Profiler as an option in the Self-exploration section of their front page and can select and begin the assessment.

From the OSOS test tab we can see that the customer started the Ability Profiler.

Customers can stop the assessment can resume where they left off, but they must complete the part that they started.

   The customer will need to alert staff that they have to stop. Once the customer logs off, the Ability Profiler will disappear from their registration page until the counselor resets the assessment.

The Ability Profiler can be reset by clicking on **Reset** in the **AP Proctoring** window.
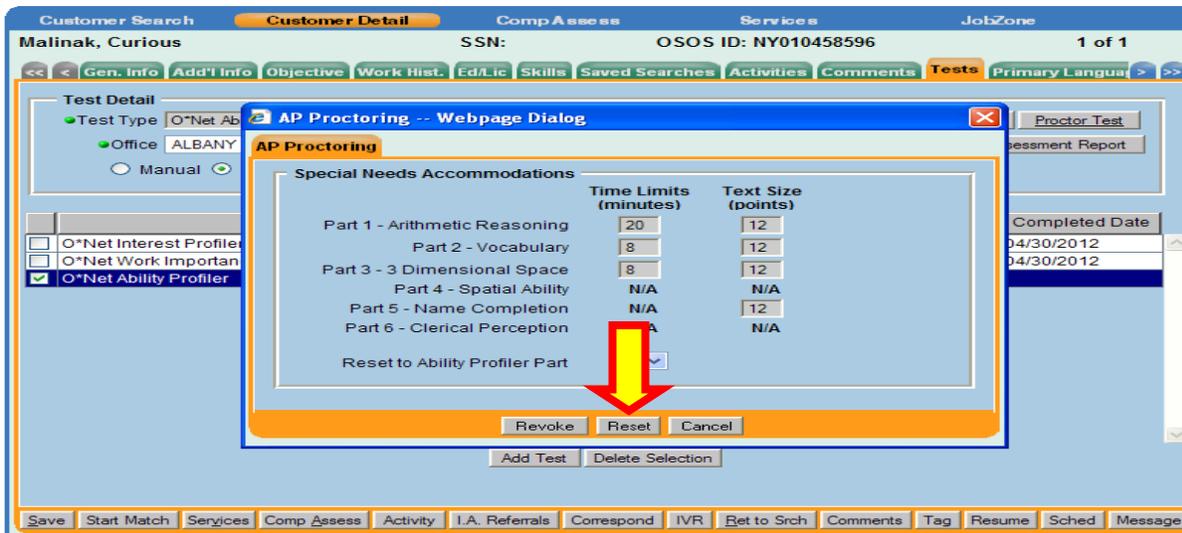
You can also select which Part to Reset the Ability Profiler to.
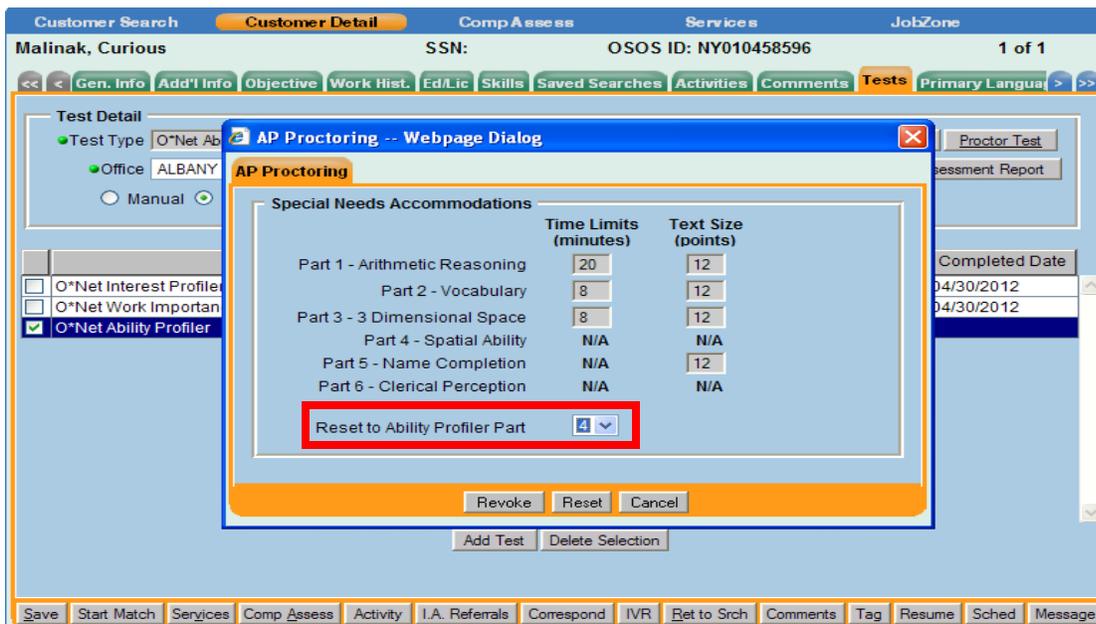
OSOS will ask you if you are sure you want to reset the test. Click on OK to proceed.

Once the customer has completed the assessment in JobZone, the **Test Status** in OSOS will say *Online Completed*.

If the customer completed the **Manual Dexterity** sections (Part 7-Part 11) of the Ability Profiler the Administrator would add the scores directly into the boxes where it says score.

You will notice that the **View** and **Release** buttons are grayed out. These buttons will not be active until you save and close the screen.

Once you **Save & Close** you can select the **View** button.
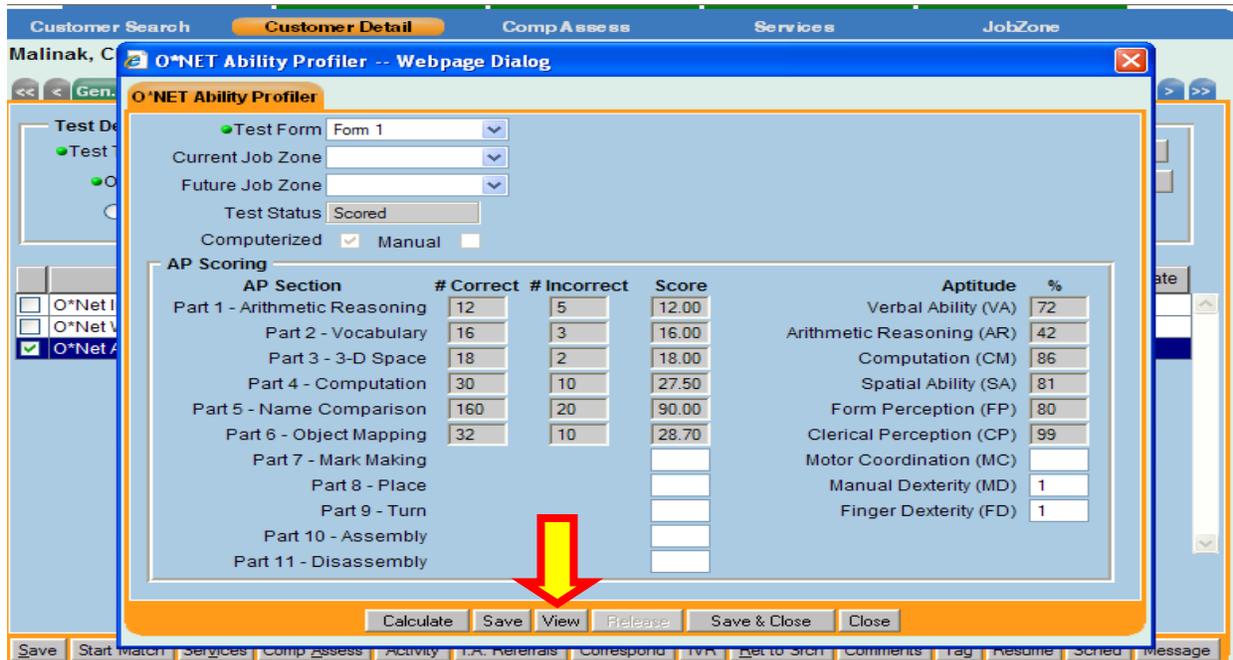
After you have viewed the scores and feel comfortable releasing the scores to the customer you can then select **Release**.
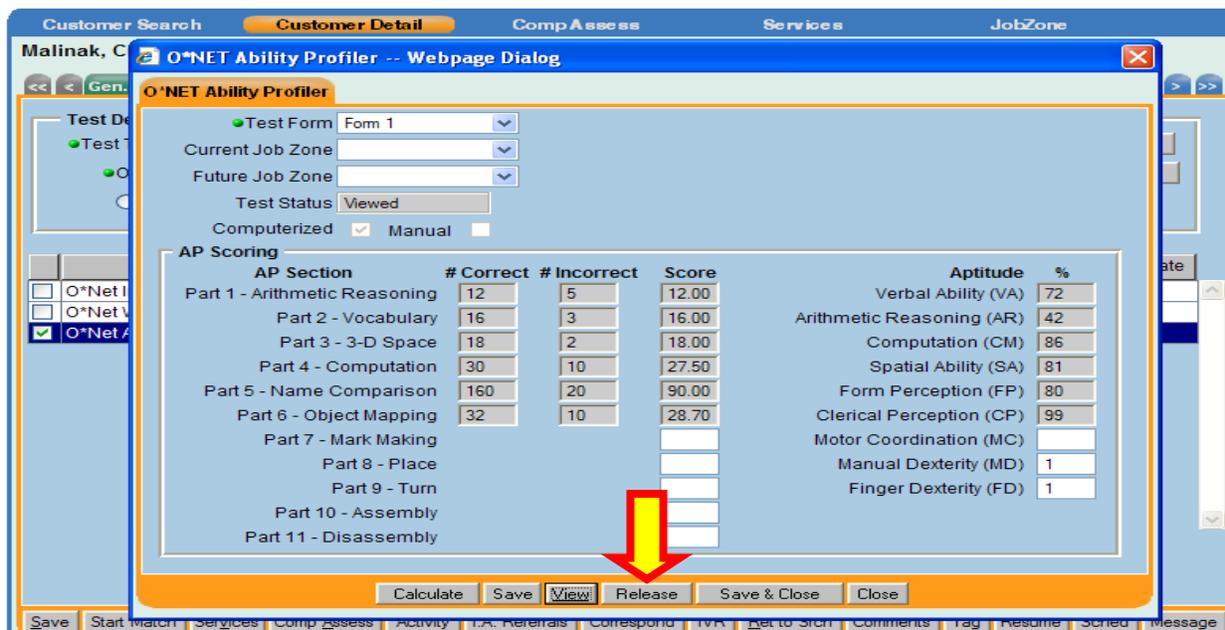
At this point you can review the customers recommended occupations and combined assessment reports.

What is your Ability Profile?

These are your scores from the Ability Profiler. They are reported as percentiles, which range from 1 to 99. Percentiles show how you compare to a very large group, or sample, of other people who work in many different kinds of jobs across the country. For example, if you had a percentile score of 60, it would mean you scored the same as or higher than 60 out of 100 people who were in the nationwide sample. The average percentile score for any one of the abilities is 50. This means the average worker would score at the 50th percentile for that ability.

Look at your nine percentile scores, one for each of the nine abilities measured by the Ability Profiler. Check which ability has your highest score and second highest score. You might also want to note the ability with your lowest score. How much difference is there between your highest and lowest scores? Are the scores what you expected, or are you surprised by any of them?

Your percentile scores also are shown in a profile. The height of each bar represents your score for that ability. The 50th percentile is shown as the darkest line that crosses the bars. The dark line above it represents the 75th percentile, and the dark line below it shows the 25th percentile. You can look across the bars and easily see your scores in comparison to each other. You also can note your ability scores in relation to the scores of the people in the sample. Do this by looking at one of the lines - for the 25th, 50th, or 75th percentile - and see how far above or below that line your bar is.

Just so you will know how many items you answered correctly, other than on the dexterity abilities, look next to your percentile scores. You will see the number you got correct out of the total number of questions in each subtest.

Your Ability Profile - Percentile Scores

Your Ability Percentile Scores		
Section Name	Your Percentile	Your No. Correct
Arithmetic Reasoning	42	12/18
Vocabulary	72	16/19
3-D Space	81	18/20
Computation	86	30/40
Name Comparison	99	160/90
Object Mapping	80	32/42
Manual Dexterity	1	
Finger Dexterity	1	

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

http://labor.ny.gov/workforcenypartners/osos.shtm

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov