ADAPT – The Assessment Process

Each version of the *Community Support Collection* provides a unique User Management System. This allows administrators to check on progress and users to receive certificates of their achievements.

The *Community Support Collection* has a User Management System that provides detailed information regarding the user including when they used each guide, how long they spent reading them and the areas that they read.

Each user can print a certificate as proof of their activity when using the *Community Support Collection*.

The **Community Support Collection Plus** assessment takes the above process to another level, by catering for the principle of **Assess - Learn - Assess**.

This concept allows people to assess their Job-hunting Skills before, during and after using the *Community Support Collection Plus* version of the guides. This enables people to monitor their progress and achievement.

Another addition to the **Community Support Collection Plus** family of guides is a time bound exam which, as the title suggests, provides for the opportunity to assess a person's Job-hunting Skills without having access to any previous information. This concept demonstrates that users of the Job-hunting Skills guide have benefited from the knowledge and information provided within the guide.

It can be used prior too or as part of any Education Employment or Training that is offered as part of the Youth Guarantee, as mentioned in the White Paper announcement.

The assessment process

There are several ways in which the assessment can be taken:

1. As a user progresses through the Adapting to Change guide, assessments are part of the Community Support Plus collection.
2. The stand-alone version of the assessment is available to be used to check knowledge without reference to the guide.
3. An exam version gives a timed assessment to give a final overview of a person's job-hunting skills.

The following pages illustrate some of the unique points about each version of the assessment, together with links to trial versions.

The Assessment within the Adapting to Change Guide

These are contained both in the *Community Support Plus* collection and a stand-alone version. They are in the Adapting to Change guide.

The tests are in an extra item at the end of each section. The user can see their mark when they return to the menu. On the Main Menu completed topics turn grey showing the user has completed the guides and the assessments. The topic menus also show parts that have been read and results for assessments that have been attempted.

If someone is not happy with any mark they can repeat the test but, once a page is started, all questions must be answered again and are randomised to prevent remembering previous answers.

Users can print and save certificates (shown above) to show their progress.

*Read the guides and try the assessment yourself **here**. The instructions, and a trial signup number, can be found **here**.*

The Stand-alone Assessment

This assessment can be used before a user sees the guides for the first time to assess their current knowledge, and again after they have studied the guide to see the improvement: **Assess - Learn – Assess**.

They can answer the sections in any order that they wish but, once started a set of questions must be finished returning is not allowed. Click on a section will take them to the next set of unanswered questions.

Once all the sets in a section are complete, the section will be shown in grey and you cannot return to that section.

*Try the stand-alone assessment yourself **here**. The instructions, and a trial signup number can, again, be found **here**, but if you have already signed up for the collection (above), you can login using the username and password that you set when you signed up.*

The guides, stand-alone assessment and assessment within the guides report to the same database. This means that users can login to any of them using the same details to continue. The examination (next page) requires a new login.

The Examination

The examination is a timed version of the assessments. The timer counts down from one hour. So that the administrator/tutor can discuss the outcome with the user the report option is not available to the user (by default – but can be added if requested).

The administrator/tutor has a choice of four types of report ranging from detailed (marks for each section, totals etc.) down to a simple Pass/Fail certificate. The pass mark default is 70%.

By default, users can login several times to complete the examination, but must finish it within the total allocated time of one hour. However, by request, the exam can be set so that it has to be completed in one sitting.

Here are examples of the four types of examination report showing the same report with different levels of detail:

This is to certify that Paul Hayes

Has taken the *Adapting to Change - Plus Job Skills* exam from *220soft.support*

First login: **Thursday 14th of November 2024**
Last login: **Thursday 14th of November 2024**
Number of sessions (logins): **2**

Chapter	No. of Sections	Mark for Each Section Test					Chapter Score
Adapting to Change	3	3/3	3/3	3/3			**100%**
Personal attributes	5	3/3	3/3	3/3	3/3	3/3	**100%**
Personal effectiveness	5	2/3	3/3	3/3	3/3	2/3	13/15
Job seeking abilities	5	3/3	3/3	3/3	5/8	2/3	16/20
Finding the ideal job	5	5/5	3/3	3/3	3/3	5/5	**100%**
Job readiness	5	3/3	10/10	2/3	3/3	3/3	21/22

Examination Result = 93% Pass

You had 29 mins and 24 secs left from the 1 hour exam
Percentage of questions attempted = 100%
Current average score = 93%

Certificate produced: Monday 2nd of December 2024

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Has taken the *Adapting to Change - Plus Job Skills* exam from *220soft.support*

First login: **Thursday 14th of November 2024**
Last login: **Thursday 14th of November 2024**
Number of sessions (logins): **2**

Chapter	No. of Sections	Chapter Score
Adapting to Change	3	**100%**
Personal attributes	5	**100%**
Personal effectiveness	5	13/15
Job seeking abilities	5	16/20
Finding the ideal job	5	**100%**
Job readiness	5	21/22

Examination Result = 93% Pass

You had 29 mins and 24 secs left from the 1 hour exam
Percentage of questions attempted = 100%
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Certificate produced: Monday 2nd of December 2024

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Examination Result = 93% Pass

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Percentage of questions attempted = 100%
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Certificate produced: Monday 2nd of December 2024

This is to certify that Paul Hayes

Has taken the *Adapting to Change - Plus Job Skills* exam from *220soft.support*

First login: **Thursday 14th of November 2024**
Last login: **Thursday 14th of November 2024**
Number of sessions (logins): **2**

Examination Result: Pass

Certificate produced: Monday 2nd of December 2024

*Try the examination yourself **here**. The instructions, and a trial signup number, can, again, be found **here**. Even if you have already signed up for the collection (above) you need to sign up again.*