



## Essential Soft Skills Assessment Administration

The following steps should be taken to administer and proctor the WIN Learning Essential Soft Skills assessment.

### A. Find Participants

1. Classes can be created according to which students will be proctored by which proctor.
  - a. From the **Products** dropdown, select the assessment you wish to administer: **Essential Soft Skills Credential**.
2. To find a class that has been created, search **List by Class**. If classes have not been created, only **List by Learner** will be available.

The screenshot shows a search interface titled "Search Organization(s)". It features a "School" dropdown menu with "Fain Career Tech Academ" selected. To the right, there are two radio button options: "List by Class" (which is selected) and "List by Learner". A blue "search" button is located at the bottom left of the form.

3. After selecting the **List by Class** or **List by Learner** button, click **Search** to open a list of classes/learners. All classes the proctor can access will be displayed below the search field in alphabetical order. Select the class by clicking on the class name. After the class has been selected, the **Assessment Assignments Grid** can be built and populated.



> Fain Career Tech Academy

Filter:  Showing 1 to 23 of 23 entries

A Tour Through Digital Literacy	>
Andrew's Class	>
ESS Resource Center Class LN	>
Gear Up Boot Camp 2018	>
June 4 Polly Wolly	>
Ken's Demo Class	>
Matt's Demo Class	>
Matthew's Demo Class	>
May 27, 2022 Memorial Day Class	>
May 27, 2022 Memorial Day Class	>
May 27, 2022 Memorial Day Class	>

## B. Populate an Assessment Assignments Grid

1. The **Assessment Assignments Grid** can be populated any time before testing.
2. To place all students from the class list into the **Assessment Assignments Grid**, click **Add all** in the top row to place all students from the class into the **Assessment Assignments Grid**. Individual students can be added by clicking the **+** next to the student's name.

> Fain Career Tech Academy > ESS Resource Center Class LN

Filter:  Showing 1 to 4 of 4 entries

Add all				+
Last Name		First Name	Username	Unique Identifier
Bobby	+	Bob	BB@Brown.com	Bob
Jackson	+	Andrew	Andrew.Jackson@president.gov	10000000001829
Mouse	+	Mickey	mickey@fain.com	2494084982
Thomas	+	Tom	tton@win.com	zzzzzzzzzzzz

Assessment Assignments	
<div style="background-color: #0070C0; color: white; padding: 5px;"> <span style="background-color: white; color: #0070C0; border-radius: 50%; padding: 2px 5px; font-weight: bold;">i</span> Scores shown are latest earned.         </div>	
Name <span style="float: right;">✕</span>	<input type="checkbox"/> Essential Soft Skills Assessment <span style="float: right;">EN</span>
Bobby, Bob <span style="float: right;">🔍 ✕</span>	<input type="checkbox"/> Allowed time increased by 30 minutes.
Jackson, Andrew <span style="float: right;">🔍 ✕</span>	<input type="checkbox"/>
Mouse, Mickey <span style="float: right;">🔍 ✕</span>	<input type="checkbox"/>
Thomas, Tom <span style="float: right;">🔍 ✕</span>	<input type="checkbox"/>
Apply Changes	Undo Changes
<div style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Refresh ↻</div>	

- Individual students can be removed from the **Assessment Assignments Grid** by clicking the 'x' next to the student's name.
- You can search for a specific student throughout the entire organization by entering the student's information in the **Advanced Search** section and clicking **Search**.

Advanced Search

<div style="font-size: small; color: #0070C0; margin-bottom: 5px;">Last Name</div> <input style="width: 90%;" type="text" value="Student"/>	<div style="font-size: small; color: #0070C0; margin-bottom: 5px;">First Name</div> <input style="width: 90%;" type="text" value="1"/>	<div style="font-size: small; color: #0070C0; margin-bottom: 5px;">Username</div> <input style="width: 90%;" type="text"/>	<div style="font-size: small; color: #0070C0; margin-bottom: 5px;">Unique Identifier</div> <input style="width: 90%;" type="text"/>
<div style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block; font-weight: bold;">search</div>			

- We recommend adding no more than **30 students** to an **Assessment Assignments Grid**, so the **Monitoring Assessment Screen** functions properly. In the **Assessment Assignments Grid**, scores for any assessments already taken will be displayed next to the student's name.



hide  
click to add

### Assessment Assignments

**NOTE** Scores shown are latest earned.

Name		<input type="checkbox"/> Essential Soft Skills Assessment <span>EN</span>
Student, Win1	<input type="checkbox"/>	<input type="checkbox"/> Score: 0
Thomson, Piers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <span>EN</span>
four, student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <span>EN</span>
six, student	<input type="checkbox"/>	<input type="checkbox"/>
ten, student	<input type="checkbox"/>	<input type="checkbox"/>

Apply Changes Undo Changes Refresh

5 participant(s) selected. [Next](#)

## 2. View Assessment Progress

[Revise Assignments](#) [Start](#)

### C. Assign Assessments

1. To assign the same assessment to all students in the grid, check the box in the assessment column at the top of the grid. The assessment column will be highlighted, and students will have checks by their names. Only assign one assessment at a time to keep the group of testers together. Ensure that testing accommodations are provided to students. If authorized, the amount of **Extend Time** will display in the assessment box in the same row as the student's name.

### Assessment Assignments

i Scores shown are latest earned.

Name				
	✕	<input checked="" type="checkbox"/> Essential Soft Skills Assessment		(EN)
Bobby, Bob	🔍   ✕	<input checked="" type="checkbox"/>	Allowed time increased by 30 minutes.	
Jackson, Andrew	🔍   ✕	<input checked="" type="checkbox"/>	(EN)	
Mouse, Mickey	🔍   ✕	<input checked="" type="checkbox"/>	(EN)	
Thomas, Tom	🔍   ✕	<input checked="" type="checkbox"/>	(EN)	

Apply Changes
Undo Changes
Refresh ↻

Monitor Assessments for 0 learners →

- Proctors can assign the Soft Skills assessment in English or Spanish. When the assessment is selected, the language selector icon will appear. It defaults to English (EN). To select Spanish, click on the blue EN icon and a pop up will appear with a language indicator. To select Spanish, click on the red ES icon. Selecting the language icon at the top of the grid will change the language for all assessments in the grid. Changes can be made for individual students by selecting the icon on the row with their name.

### Assessment Assignments

i Scores shown are latest earned.

Name				
	✕	<input checked="" type="checkbox"/> Essential Soft Skills Assessment		(EN)
Bobby, Bob	🔍   ✕	<input checked="" type="checkbox"/>	Allowed time increased by 30 minutes.	
Jackson, Andrew	🔍   ✕	<input checked="" type="checkbox"/>	(ES)	
Mouse, Mickey	🔍   ✕	<input checked="" type="checkbox"/>	(ES)	
Thomas, Tom	🔍   ✕	<input checked="" type="checkbox"/>	(EN)	

Apply Changes
Undo Changes
Refresh ↻

- To save actions (assign or unassign), click **Apply Changes**. Confirm save by clicking **Yes** in pop-up.



**Assessment Assignments Administration** ✕

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Save your Assessment Assignment changes?

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Yes No

4. To undo any actions prior to clicking **Apply Changes**, such as clearing the grid of checkmarks, click **Undo Changes**.

#### D. Launch Assessments

1. Direct students to log in using their WIN username and password. Check student IDs if necessary. Allow students to view the tutorials if they have not done so.
2. Instruct the Students to choose **Products** at the top of their dashboard and select the **Essential Soft Skill Credential** from the dropdown menu and then Enter.

The screenshot shows the WIN Career Readiness System dashboard. At the top, there is a navigation bar with 'Dashboard', 'My Assignments', 'Products', 'Reports', and 'Resource Center'. A user greeting says 'Welcome back, Andrew! You're making great progress! Keep it up!'. Below the greeting are four summary cards: 'EBADGES EARNED' (0), 'HOURS LOGGED' (0), 'CERTIFICATES EARNED' (0), and 'CREDENTIALS EARNED' (0). The main section is titled 'ESSENTIAL SOFT SKILLS CREDENTIAL' and includes a sub-header 'ASSESSMENT THAT VALIDATES SOCIAL AND PROFESSIONAL SKILLS'. It features a 'NOT EARNED' status and a 'NOT STARTED' icon. A table displays the assessment details:

	MOST RECENT SCORE	STATUS	EBADGES
 <b>ESSENTIAL SOFT SKILLS</b>	Not Taken	Not Taken	

An 'ENTER' button is located at the bottom right of the assessment card.

3. The student will see the active assessment in blue and should select it. When the student clicks the **Start** button on their computer screen, the test begins and the timer starts.



The screenshot shows the 'essential softskills credential' logo and a 'Welcome to the ESS Assessment' message. Below the message are two main sections: '1 TUTORIAL' and '2 ASSESSMENT'. The '1 TUTORIAL' section includes a sub-section '1 TUTORIAL' with a description and two links: 'Assessment Navigation Tutorial' and 'Essential Soft Skills Tutorial'. The '2 ASSESSMENT' section includes a sub-section '2 ASSESSMENT' with a description and one link: 'Essential Soft Skills Assessment'.

4. Read the following **Test Administration Introduction Script** aloud to students and then read the test script for the **Essential Soft Skills assessment**. When all students are ready to take the assessment, select **Apply Changes** and **Yes** in the pop-up to launch the assessment for the students. Only select **Apply Changes** after directions have been read and students are ready.

## Test Administration Introduction Script

When students are logged in to the WIN Career Readiness System, read the bold text instructions in the boxes below:

**You will be taking a Career Readiness Assessment. Please listen carefully as I give you directions on taking this test.**

**This is a secure test. During this test, you may not have any electronic or other device with you that can be used for communication, timing, imaging, or accessing the Internet. These devices include, but are not limited to, tablets, smart phones, cell phones, mp3 players, e-readers, smart watches, or any other electronic or photographic devices.**

**At this time, I will collect these devices for return at the end of the testing session. You may not use any device to copy, save, transmit, or publish any test content. If you are wearing a watch with an alarm, you must make sure it is turned off now.**



Pause and collect all devices or ask students to stow them securely.

**You may not communicate with other students during the test, and you may not discuss specific test content after testing. You may not take copies of any test content or answers with you when you leave this room.**

**I can answer questions about the test directions, but I cannot discuss any test questions or answers with you before, during, or after the test. Do not talk during the test. If you have questions about the directions while you are working, please raise your hand.**

## **Essential Soft Skills Test Administration Script**

**This is the Essential Soft Skills assessment. This test measures your skills in solving problems and making decisions, cooperating with others, resolving conflict and negotiation, observing critically, and taking responsibility for learning.**

**The test will be administered in one testing session. You will have 60 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.**

**Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question.**

**The test consists of a few multiple-choice questions where you must pick one answer choice. The test also consists mainly of multiple-choice questions where you must pick ONE BEST and ONE WORST answer choice for each scenario.**

**When taking the test, consider your answers from the point of view of an employer, as if you owned your own company. Remember for those questions to choose only one best and one worst answer for each question.**

**You should attempt to answer all the questions, as points are only earned for correct answers.**

**If you finish early, you may go back and check your work. Again, you have 60 minutes to complete the Essential Soft Skills test. Time starts now.**

After 55 minutes, say:

**You have 5 minutes remaining in this section.**

After 60 minutes, say:

**The Essential Soft Skills test is complete.**

### E. Monitor Assessment Progress

1. After launching the assessments, student progress can be monitored by selecting the **Monitor Assessments** green button at the bottom of the page.

The screenshot shows the 'Assessment Assignments' interface. At the top, there is a blue header with the title 'Assessment Assignments' and a yellow information icon with the text 'Scores shown are latest earned.' Below this is a table with columns for 'Name', a search icon, a close icon, a checkbox, and an 'EN' status icon. The table lists five students: Bobby, Bob; Jackson, Andrew; Mouse, Mickey; and Thomas, Tom. Bobby, Bob's row is highlighted and includes the text 'Allowed time increased by 30 minutes.' Below the table are three buttons: 'Apply Changes' (green), 'Undo Changes' (yellow), and 'Refresh' (blue). At the bottom, there is a green button labeled 'Monitor Assessments for 4 learners' with a right-pointing arrow.

Name	Search	Close	Checkbox	EN
			<input checked="" type="checkbox"/> Essential Soft Skills Assessment	EN
Bobby, Bob	🔍	✕	<input checked="" type="checkbox"/> Allowed time increased by 30 minutes.	EN
Jackson, Andrew	🔍	✕	<input checked="" type="checkbox"/>	EN
Mouse, Mickey	🔍	✕	<input checked="" type="checkbox"/>	EN
Thomas, Tom	🔍	✕	<input checked="" type="checkbox"/>	EN

Apply Changes Undo Changes Refresh

Monitor Assessments for 4 learners →

2. Student status on an assessment is displayed in the View Assessment Progress Monitor Assessments Grid, which is updated in near real-time to show the current item number the student is working on.



[← Return To Assessment Assignment](#)

Essential Soft Skills Assessment - 4 Students Actions ▾

Student	Activity	Status	Active	Current Item number
Bobby, Bob	Essential Soft Skills Assessment	●	—	—
Jackson, Andrew	Essential Soft Skills Assessment	●	—	—
Mouse, Mickey	Essential Soft Skills Assessment	●	—	—
Thomas, Tom	Essential Soft Skills Assessment	●	—	—

3. The **Actions** drop down provides options to **Pause, Resume, Extend Time, Save and Exit, Discard and Exit, and Submit and Exit** assessments for students.
  - a. Select the specific student from the **Assessment Monitor Assessment** screen and click the **Actions** drop down menu. From the drop down list select:
    - i. **Pause** to address short-term needs (bathroom break, adding extended time). Pausing the assessment prevents access to the test and stops the timing clock.
    - ii. **Resume** to allow the student to continue with the test after issues are resolved.
    - iii. **Extend Time** to extend the amount of time a student needs to test. This must be done before the time has expired.
    - iv. **Save and Exit** will bookmark an assessment so a student can resume and complete the assessment later.
    - v. **Discard and Exit** does not keep a record of the assessment.
    - vi. **Submit and Exit** submits the assessment on behalf of the student.
  - b. These functions must only be used in the case of an emergency or if a student has an IEP/504 plan that requires the use of the functions in the **Actions** menu.
4. Once all students have submitted their assessment, complete the following steps:
  - a. Choose **Return to Assessment Assignments** from the **Assessment Monitor** Screen.
  - b. Uncheck the assigned assessment in the grid. Only do this when **all** students have finished the assessment.

- c. Click on **Apply Changes from** green **Assessment Monitor** Screen.
- d. The **Refresh** button will update the **Assessment Assignment Grid** with assessment scores after assessments are submitted.

Assessment Assignments		
<div style="background-color: #0070C0; color: white; padding: 5px;"> <span style="background-color: #FFD700; padding: 2px 5px; border-radius: 3px;">i</span> Scores shown are latest earned.         </div>		
Name	✕	<input type="checkbox"/> Essential Soft Skills Assessment <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px;">EN</span>
Bobby, Bob	<span style="font-size: small;">Q</span> ✕	<input type="checkbox"/> Allowed time increased by 30 minutes.
Jackson, Andrew	<span style="font-size: small;">Q</span> ✕	<input type="checkbox"/>
Mouse, Mickey	<span style="font-size: small;">Q</span> ✕	<input type="checkbox"/>
Thomas, Tom	<span style="font-size: small;">Q</span> ✕	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin: 0 auto; width: 100%;"> <span style="background-color: #70AD47; color: white; padding: 5px 15px; border-radius: 3px;">Apply Changes</span> <span style="background-color: #FFD700; color: white; padding: 5px 15px; border-radius: 3px;">Undo Changes</span> <span style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">Refresh ↻</span> </div>		
<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; display: inline-block;">             Monitor Assessments for 0 learners →           </div>		

5. Once Testing is Completed for the Day:
  - a. Read the Test Administration Conclusion Script:

- **The Career Readiness Assessment is now complete. Please remain seated and listen for further instructions.**
- **Do not discuss any questions or answers from the test. Thank you for your cooperation. You may now collect your belongings and quietly exit the testing location.**