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**Conducting Tests**

**Holding Tests Remotely**

There are several different ways you can choose to run tests as part of the remote interview process. Examples of the different approaches which have been used include:

1. Emailing the test to all candidates at the beginning of the interview day and requesting that all candidates complete and return the test at a particular time (e.g. 4pm). The candidates can then choose how little or how long they spend on the test.
2. Emailing the test to each candidate at a set time e.g. 1 hour before their interview time, to be completed and returned via email by a certain time, for example:

Test time: 9.00 am

Test duration 40 minutes

Interview time: 10.00 am

Test is emailed to the candidate by the School/Service contact at their test time of 9am and the candidate is asked to complete and return it by 9.45 am. This then provides them with 5 minutes extra for receiving and submitting, plus a short break before their interview commences. This pattern can be repeated for all candidates.

1. Splitting the test into morning and afternoon tests, so candidates due to be interviewed in the afternoon would receive their test at, for example, 9am and be asked to return it by 12 noon. Candidates being interviewed in the morning could be given a test time of 1pm and asked to return it by 4pm.
2. Emailing candidates with a task to complete a few days prior to the interview day and asking them to email their responses back to a named contact within the school/Service, by a certain day.
3. Emailing candidates a task prior to the interview day and asking them to prepare and be ready to discuss their responses at interview.

**Holding Tests in HR**

We are able to assist you with holding your tests, by providing you with a test room and pc. Our admin team will be happy to time your tests for you.

Examples of tests which you may wish to hold would be:

* Proof reading Tests
* Excel Tests
* In-tray Exercises

If you would like your tests to be held in HR please provide us with the test itself and any instructions for the candidates, when you return your Interview Arrangements Pack.

**Online Tests**

**Test Partnership Aptitude Tests**

We have access to a range of on-line tests available from Test Partnership. There are 5 different categories of tests, as follows:

1. **Numerical Reasoning**

Numerical reasoning is the ability to understand, interpret and logically evaluate numerical information. Numerical reasoning is a major facet of general cognitive ability, the strongest overall predictor of job performance. As a result, numerical reasoning tests are powerful predictors of performance at work, especially in combination with other aptitude tests.

Insights Numerical is the latest development in aptitude testing technology. Insights Numerical uses computer adaptive testing to increase accuracy, reduce administration time and improve candidate experience. Insights Numerical’s adaptive testing technology tailors question difficulties to the candidate’s performance, honing in on the candidate's level of ability. Candidates are never bored by easy questions, or stressed out by overly difficult questions. Instead, every candidate’s test is challenging and engaging, but not overwhelming.

Insights Numerical consists of 15 questions, takes 12-15 minutes to complete and requires a calculator and some rough paper.

1. **Verbal Reasoning**

Verbal reasoning is the ability to understand, interpret and logically evaluate written information. Verbal reasoning is a major facet of general cognitive ability, the strongest overall predictor of job performance. As a result, verbal reasoning tests are powerful predictors of performance at work, especially in combination with other aptitude tests.

Insights Verbal is the latest development in aptitude testing technology. Insights Verbal uses computer adaptive testing to increase accuracy, reduce administration time and improve candidate experience. Insights Verbal’s adaptive testing technology tailors question difficulties to the candidate’s performance, honing in on the candidate's true level of ability. Candidates are never bored by easy questions, or stressed out by overly difficult questions. Instead, every candidate’s test is challenging and engaging, but not overwhelming.

Insights Verbal consists of 20 questions and takes around 12-15 minutes to complete.

1. **Inductive Reasoning**

Inductive reasoning is the ability to identify patterns, solve problems and apply logical thinking. Inductive reasoning is a major facet of general cognitive ability, the strongest overall predictor of job performance. As a result, inductive reasoning tests are powerful predictors of performance at work, especially in combination with other aptitude tests.

Insights Inductive is the latest development in aptitude testing technology. Insights Inductive uses computer adaptive testing to increase accuracy, reduce administration time and improve candidate experience. Insights Inductive’s adaptive testing technology tailors question difficulties to the candidate’s performance, honing in on the candidate's true level of ability. Candidates are never bored by easy questions, or stressed out by overly difficult questions. Instead, every candidate’s test is challenging and engaging, but not overwhelming.

Insights Inductive consists of 15 questions and takes 12-15 minutes to complete, with a maximum time limit of 60 seconds per question.

1. **Situational Judgement**

Situational judgement tests are standardised psychological tests which present candidates with workplace relevant situations, requiring them to select the most appropriate course of action from a list of possible answers. These tests provide insight into a candidate's decision making process, prioritisation, and judgement preferences. Typically, situational judgement tests will not be timed, or will have very generous time limits, allowing candidates to think about their given answers. Situational judgement tests are typically administered online, however paper and pencil format tests have historically been used. Psychologists often consider situational judgement tests to be a mixture of a cognitive ability test and a personality test.

30 minutes in length.

1. **Critical Thinking**

Critical thinking is the ability to apply clear and reasoned thinking to solving problems. Critical thinking is a major facet of general cognitive ability, the strongest overall predictor of job performance. As a result, critical thinking tests are powerful predictors of performance at work, especially in combination with other aptitude tests.

The Concepts Critical Thinking Test is the latest development in aptitude testing technology. The test uses computer adaptive testing to increase accuracy, reduce administration time and improve candidate experience. The test's adaptive testing technology tailors question difficulties to the candidate’s performance, honing in on the candidate's true level of ability. Candidates are never bored by easy questions, or stressed out by overly difficult questions. Instead, every candidate’s test is challenging and engaging, but not overwhelming.

The Concepts Critical Thinking Test consists of 24 questions and takes around 20 minutes to complete, with a maximum time limit of 1 minute per question.

[**Test Partnership’s website**](https://www.testpartnership.com/) gives you the opportunity to sample a test to help you decide if they would be appropriate for your role.

If you feel that this is something you would be interested in us arranging for your candidates, please contact Claire Round who will be happy to provide you with more information and costings.