

Pearson Clinical Assessment Q-global™ Quick Start Guide



Guide to Setting up Assessments, Administering Assessments and Generating Reports

Setting up and Administering Assessments

Setting up a New Examinee

The first page you see once you log in to the system is the Examinee List. To add new examinees click on the 'New Examinee' tab.

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Home Sample User | Sample UK Account | My Account | Manage Accounts | Resource Library | Notifications | Help | Sign Out

Examinee Group Administration Report

Include Sub-Accounts

New Examinee Delete Examinee Assign New Assessment Create Group More Actions Move To Search

View: Active Reset Sort Order 8 Records

	<input type="checkbox"/>	System ID	Last Name	First Name	Examinee ID	Birth Date	Gender
1	<input type="checkbox"/>	6811523	Child	Test		06/11/2006	Female
2	<input type="checkbox"/>	12217759	12	12		21/10/2015	
3	<input type="checkbox"/>	11173026	Tespersion	Test		12/09/2006	Female
4	<input type="checkbox"/>	10717013	Test	Test		25/08/1999	Male
5	<input type="checkbox"/>	6813306	ADOLESCENT	TEST		21/09/1993	Male
6	<input type="checkbox"/>	10717133	Person	Test		10/09/2009	Male
7	<input type="checkbox"/>	9884934	TEST	WISC V		22/03/2007	Female
8	<input type="checkbox"/>	6811521	Adult	Test		19/04/1984	Male

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The 'New Examinee' box will appear. Enter the examinee information and click the 'Save' button. The new examinee will appear in your list of examinee's on the front page.

New Examinee

Save **Cancel** * Required

Demographics **History**

First Name:
 Middle Name:
 Last Name:
 Examinee ID:
 Gender: **Please Select...** ▼
 * Birth Date:
 Age: 0 years 0 months
 Email:
 Comment:
 500 Characters remaining

Account: **Sample UK Account**
 Custom Field 1:
 Custom Field 2:
 Custom Field 3:
 Custom Field 4:

Note: You can also upload Examinee's in a group. For information please refer to the User Guide. Which can be found by clicking on the 'Resource Library' from the menu option at the top of the Q-global screen, select Resources > About Q-global > Q-global_User_Guide.pdf

Assigning an Assessment

To assign an assessment to an examinee **click** in the box next to the examinee name then click 'Assign New Assessment'

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Examinee **Group Administration** **Report**

Include Sub-Accounts

New Examinee **Delete Examinee** **Assign New Assessment** **Create Group** **More Actions** **Move To** Search 🔍

View: ▼ Active Reset Sort Order **8 Records**

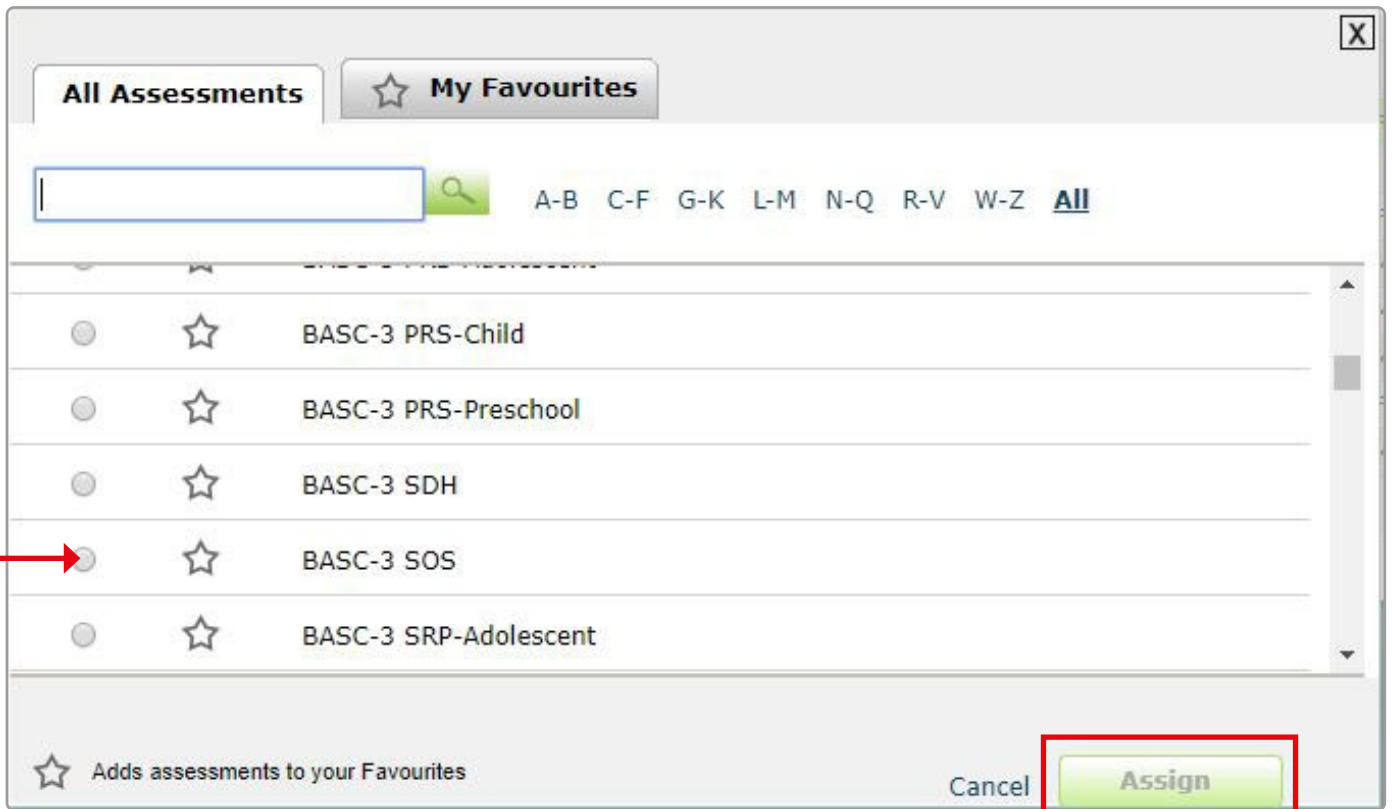
	<input type="checkbox"/>	System ID	Last Name	First Name	Examinee ID	Birth Date	Gender
1	<input type="checkbox"/>	6811523	Child	Test		06/11/2006	Female
2	<input checked="" type="checkbox"/>	12217759	12	12		21/10/2015	
3	<input type="checkbox"/>	11173026	Tespersion	Test		12/09/2006	Female
4	<input type="checkbox"/>	10717013	Test	Test		25/08/1999	Male
5	<input type="checkbox"/>	6813306	ADOLESCENT	TEST		21/09/1993	Male
6	<input type="checkbox"/>	10717133	Person	Test		10/09/2009	Male
7	<input type="checkbox"/>	9884934	TEST	WISC V		22/03/2007	Female
8	<input type="checkbox"/>	6811521	Adult	Test		19/04/1984	Male

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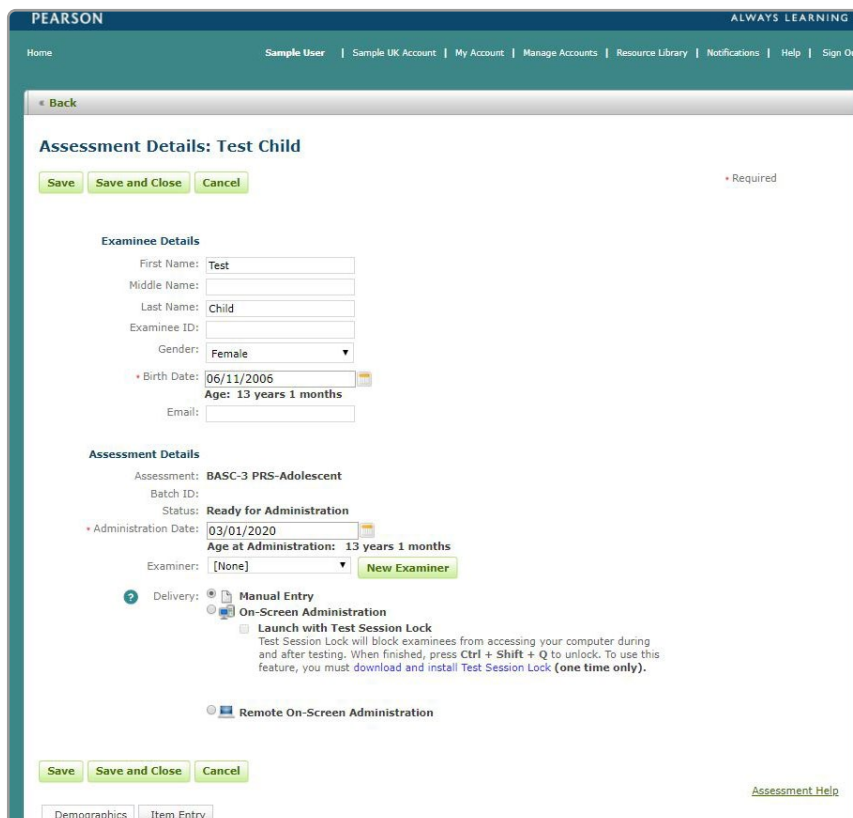
View 1 - 8 of 8

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From the list of available assessments **Click** the assessment you want to assign



The 'Assessment Details' screen will appear showing the **Examinee** and **Assessment** details.



From the 'Assessment Details' section will see some or all of the following delivery type options, dependent on the assessment chosen:

- Manual Entry
- On-Screen Administration
- Remote On-Screen Administration

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Assessment Details: Test Child

Save Save and Close Cancel * Required

Examinee Details

First Name: Test
 Middle Name:
 Last Name: Child
 Examinee ID:
 Gender: Female
 * Birth Date: 06/11/2006
 Age: 13 years 1 months
 Email:

Assessment Details

Assessment: BASC-3 PRS-Adolescent
 Batch ID:
 Status: Ready for Administration
 * Administration Date: 03/01/2020
 Age at Administration: 13 years 1 months
 Examiner: [None] New Examiner

Delivery:

- Manual Entry
- On-Screen Administration
 - Launch with Test Session Lock
 Test Session Lock will block examinees from accessing your computer during and after testing. When finished, press **Ctrl + Shift + Q** to unlock. To use this feature, you must download and install **Test Session Lock (one time only)**.
- Remote On-Screen Administration

Save Save and Close Cancel [Assessment Help](#)

Demographics Item Entry

If delivery option 'Remote On-Screen Administration' is selected enter the 'Recipient' information then Click 'Preview and Send Invitation'

The Invitation email page will open after selecting **Preview and Send Invitation** button. From the **'View Template'** drop-down, select the appropriate invitation e-mail template.

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Assessment Invitation Email

View Templates: All Templates

Apply Template: Rater Invitation Email (▼)
Type: System Generated

Recipient First Name: Test * Required

Recipient Last Name: Recipient

Recipient Email Address: recipient@email.com

Subject: Invitation to Complete Quest

Copy Me:

Delete Template Save Save as New Template Send Invitation Close

B I U Token

Dear {recipient_first_name} ,

{user_first_name} {user_last_name} has requested you to complete questionnaire # {examinee_assessment_id} for {examinee_first_name} {examinee_last_name} . You will have 30 days to complete the questionnaire before it expires.

To complete the questionnaire, please click the following link:

{rosa_production_url}

Follow the directions on the screen. If you have any questions, please contact your Assessment Administrator at {user_email} .

This is an auto-generated email. Please do not reply to this email address.

If you have questions, please contact Pearson Technical Support by calling 0044 (0)845 630 8888, Monday to Friday, from 8:30 AM – 5:00 PM or email info@pearsonclinical.co.uk

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Delete Template Save Save as New Template Send Invitation Close

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You can modify the template or click the **'Send Invitation'** button to email the URL link to the On Screen Administrator.

Generating Reports

Examinee Tab

From the **Home** screen select the **Examinee** Tab.

Select the Examinee by double clicking on their name.

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Home Sample User | Sample UK Account | My Account | Manage Accounts | Resource Library | Notifications | Help | Sign Out

Examinee Group Administration Report

Include Sub-Accounts

New Examinee Delete Examinee Assign New Assessment Create Group More Actions Move To Search

View: Active Reset Sort Order 8 Records

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3	<input type="checkbox"/>	11173026	Tespersion	Test		12/09/2006	Female
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This will open the Examinee profile screen where you can:

- view and edit the examinee demographics
- assign a new assessment
- un-assign an assessment
- delete an assessment
- generate a report
- view assessment / examinee status / administration date etc

Examinee: Test Child

[Edit](#)

Demographics

System ID: **6811523** Account: **Sample UK Account**
 First Name: **Test** Custom Field 1:
 Middle Name: Custom Field 2:
 Last Name: **Child** Custom Field 3:
 Birth Date: **06/11/2006** Custom Field 4:
 Age: **13 years 1 months** Groups: **Ravens Group; TESTING PURPOSES**
 Examinee ID: Legacy ID:
 Gender: **Female** History data entered: **No** [Create New](#)
 Email:
 Comment:

[Assign New Assessment](#) [Delete Assessment\(s\)](#) [Generate Report](#)

Reset Sort Order 36 Records

	<input type="checkbox"/>	Assessment ID	Assessment Name	Admin Date	Delivery	Status	Group Assessments
1	<input type="checkbox"/>	22220589	BASC-3 PRS-Adolescent	03/01/2020	Remote On-Screen Ad	Ready for Administrati	
2	<input type="checkbox"/>	21685132	Sensory Profile 2 School Companion	03/12/2019	Remote On-Screen Ad	Expired	
3	<input type="checkbox"/>	21395136	BSI	19/11/2019	On-Screen Administrat	Needs Editing	
4	<input type="checkbox"/>	22011682	BASC-3 SOS	16/12/2019	Manual Entry	Ready for Reporting	
5	<input type="checkbox"/>	21864419	Sensory Profile 2 Child	10/12/2019	Remote On-Screen Ad	In Progress	
6	<input type="checkbox"/>	21748388	Sensory Profile 2 Child	05/12/2019	Manual Entry	Report Generated	
7	<input type="checkbox"/>	21606736	MCMI-IV	27/11/2019	Manual Entry	Needs Editing	
8	<input type="checkbox"/>	20749106	MMPI-2-RF	24/10/2019	On-Screen Administrat	Ready for Administrati	TESTING PURPOSES
9	<input type="checkbox"/>	20749055	MMPI-2	20/12/2018	On-Screen Administrat	Ready for Administrati	TESTING PURPOSES
10	<input type="checkbox"/>	19884022	WIAT-III UK	16/09/2019	Manual Entry	Report Generated	

Revision History

Created by: **Test, Demo** Modified by: **User, Sample**
 Created on: **30/04/2018 10:12:27 AM** Modified on: **03/01/2020 11:17:58 AM**

Select the assessment that you want to generate a report for by clicking on the box next to the assessment name, then select Generate Report.

The **Generate Report** screen will display the assessment that is ready for reporting.

Reports for BASC-3 SOS

[BASC-3 Report](#)

Some reports require a score report to be generated first. If you see a report but cannot select it, run the score report and try again.

Click on the report you would like to generate.
The Report Configuration screen will display.

Report Configuration

[Generate Report](#) [Cancel](#)

Examinee: **Child, Test** Format: **Adobe (pdf)**

Examinee ID: Records Selected: **1**

Assessment: **BASC-3 SOS** Inventory Needed: **1 report usage(s)**

Status: **Ready for Reporting** Available Inventory: **8 report usage(s)** [Buy Now](#)

Report: **BASC-3 Report**

[Assessment Help](#)

Include

Use Respondent Name

This screen displays:

- Examinee information
- Assessment
- Status
- Report - update and change from the drop down menu
- Format - note only PDF format available. This will be available in Word in future releases
- Inventory Needed – number of usage(s) required to generate the report
- Available Inventory – how many usage(s) available in your inventory
- Include – option to Use Respondent Name and print item responses
- Settings – **Select** Norm Group / Significance Level for Confidence Intervals / Significance level for Index Discrepancies
- Update options as required then **select** *Generate Report* (top left).

A pop up window will display as follows allowing you to select to open the file or save the file to a nominated location.

Further Support

If you need further assistance please contact our [support team](#).