Pearson Clinical Assessment Q-global™ Quick Start Guide
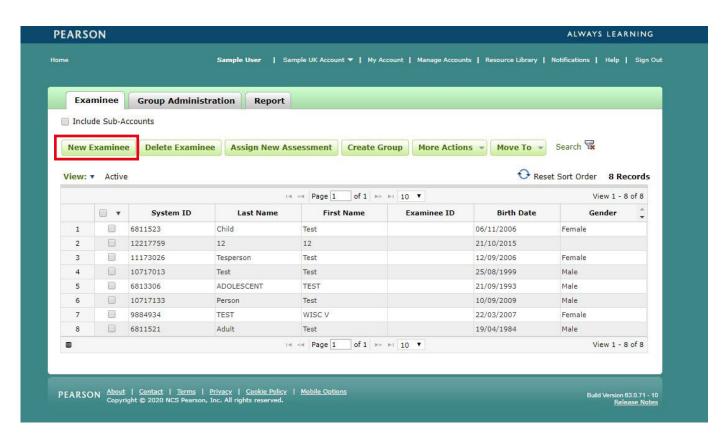
Guide to Setting up Assessments, Administering Assessments and Generating Reports

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Setting up and Administering Assessments
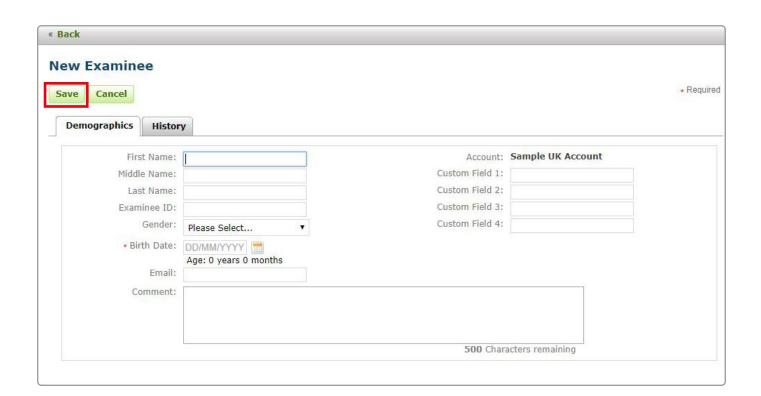
Setting up a New Examinee

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.

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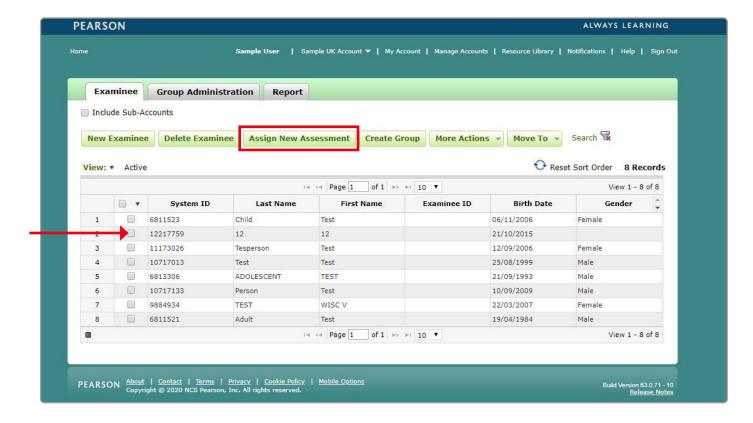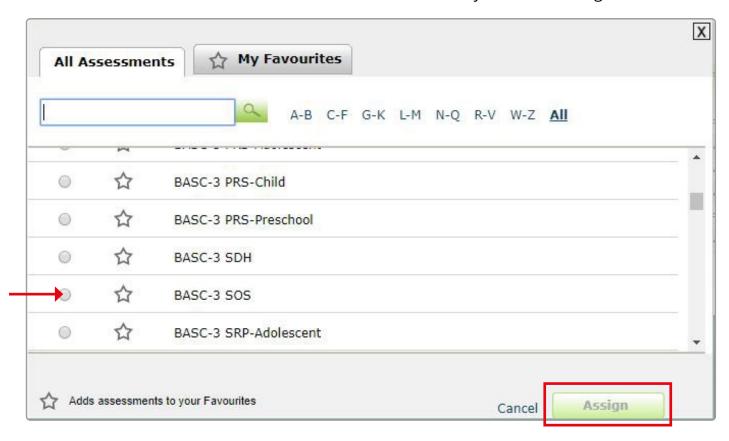
Note: You can also upload Examinee's in a group. For information please refer to the User Guide. Which can be found by clicking on the 'Resource Library' from the menu option at the top of the Q-global screen, select Resources > About Q-global > Q-global_User_Guide.pdf
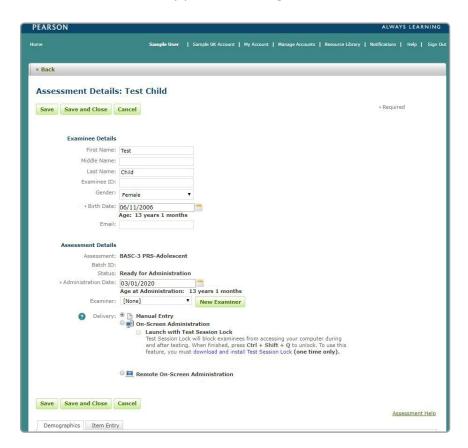
Assigning an Assessment

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

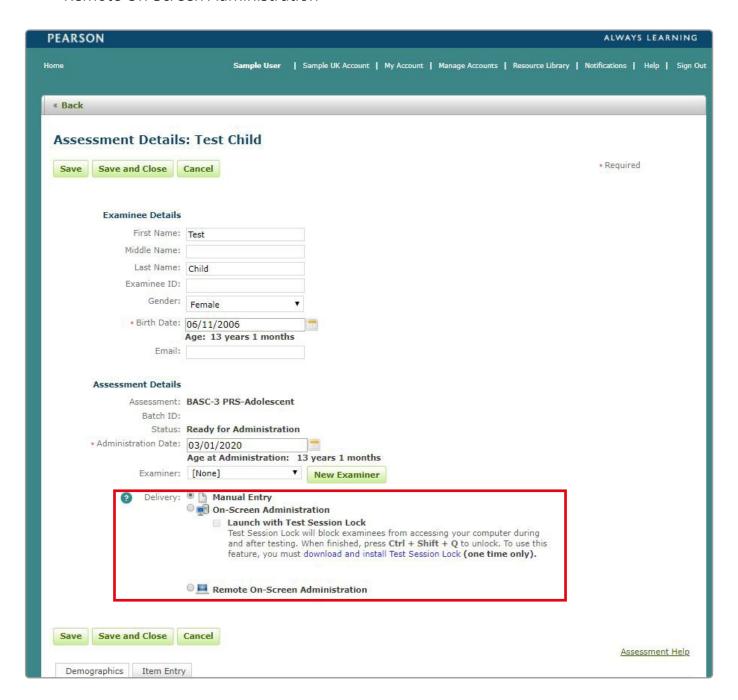From the list of available assessments **Click** the assessment you want to assign

The '**Assessment Details**' screen will appear showing the **Examinee** and **Assessment** details.
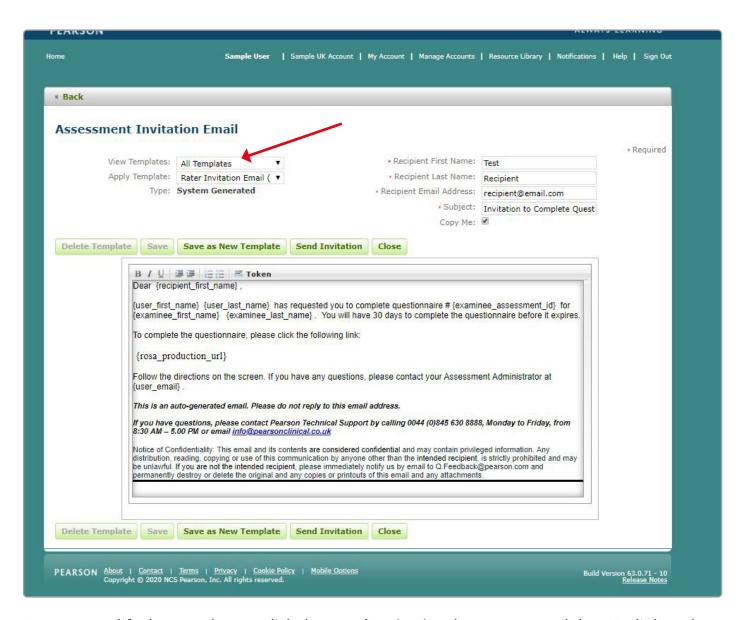
From the 'Assessment Details' section will see some or all of the following delivery type options, dependent on the assessment chosen:

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

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.
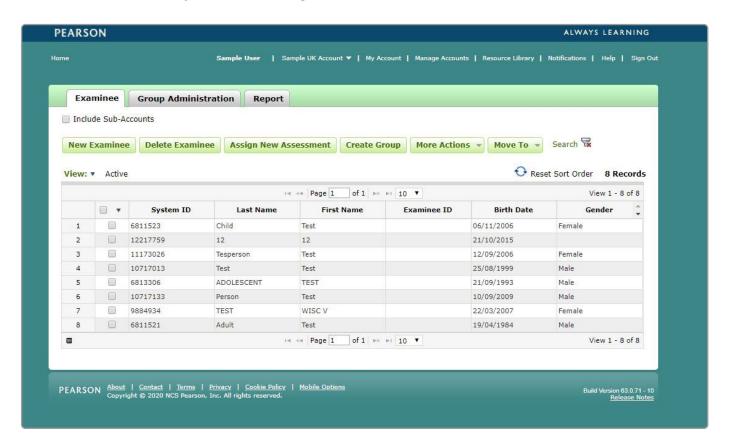

You can modify the template or click the '**Send Invitation**' button to email the URL link to the On Screen Administrator.
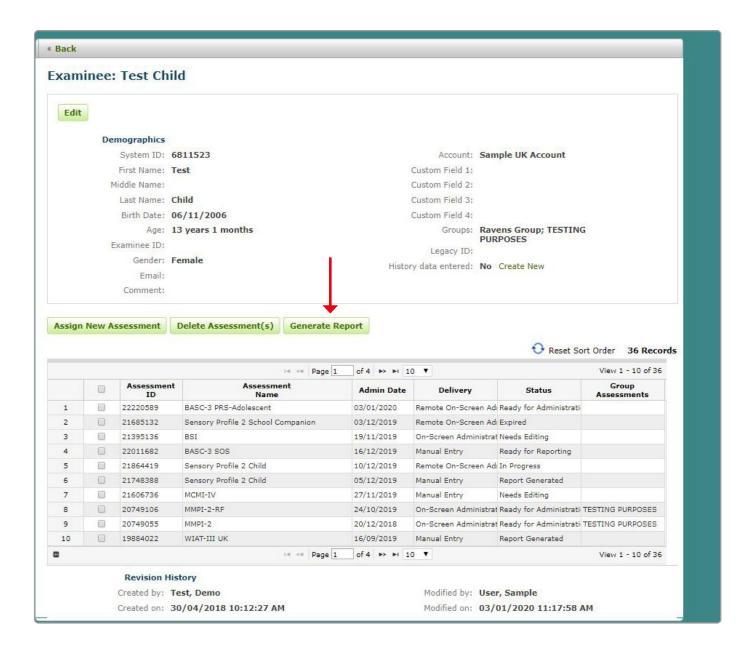
Generating Reports

Examinee Tab

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

Select the Examinee by double clicking on their name.

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
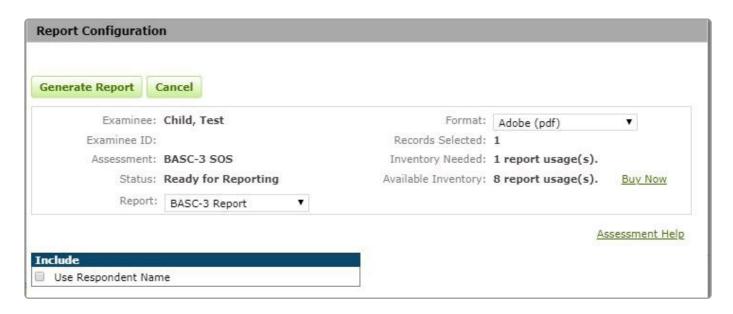- view assessment / examinee status / administration date etc

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.

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

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.