

Testing Instructions

The purpose of these instructions is to help you properly administer the tests and understand their results.

You will administer the tests in the following sequence:

Personnel Potential Analysis™

A test measuring the job-related personality attributes of a person, such as a person's ability to pursue goals, interact with people, be calm and stable under stressful conditions, be responsible, take initiative and other personality criteria. It does not diagnose any mental or physical condition or disability.

Abbreviation PPA

IQ or Intelligence Quotient

A number intended to indicate a person's level of intelligence.

Intelligence quotient (IQ) ratings are a measure of an individual's capacity to learn something new. Abbreviation IQ

Aptitude Test

The Aptitude Test mainly measures the ability of the testee to duplicate. Duplication means an exact copy; reproduction. In the case of instructions or orders, duplication refers to the exactness with which a person can follow the instruction or orders.

The Aptitude Test is also designed to measure the accident proneness of the testee.

The Aptitude Test is not taken online. Further instructions on how to administer this test are included in the following sections.

ADMINISTERING THE TESTS

The Test Administrator starts the process by clicking the unique testing link that was initially provided.

Note: Please do **not** bookmark this link in your internet browser, as it may not work properly.

If clicking this link does not result in the Welcome Screen coming to view, copy and paste the link into the internet browser and press the return key.

At the Welcome Screen, there are two fields. In the first field, insert the title of the job or position.

In the second field, insert a brief description that outlines the duties of the position.

Click the continue button when done.

Next, see that the testee is seated comfortably in front of the computer in an area where he/she won't be disturbed.

Inform the testee that he/she will be taking three tests. The first two tests (PPA and IQ) are done online. The PPA has no time limit and the IQ test has a 30 minute time limit. An online clock is included with the IQ test.

The total time needed for these three tests is approximately one hour and fifteen minutes. Ensure that he/she has a pen or pencil and extra paper for working out problems on the IQ test.

On the screen at this time should be the Welcome Page for the testee. He/she will fill in their first and last name and indicate they are at least 18 years of age. Individuals under the age of 18 should not be tested on the PPA test. The test and its scoring system were not designed for individuals younger than this, and therefore the results would not be accurate.

The testee reads the Terms and Conditions and agrees (or not) with the terms. The tests, waivers and agreements are entirely

voluntary. If the testee does not agree to the waivers or agreements, or is reluctant to take the tests, pleasantly grant his or her wish and take the applicant to the next person he or she would normally see after completing the tests.

After agreeing to the waiver, the testee is taken to the instruction page for the PPA test where they read the instructions and get started.

The test administrator should not leave the room while the three tests are being taken. You may quietly do paperwork at a desk in the room.

Never: (a) tell a testee the right answers, (b) tell the testee to look up the words in a dictionary or look up a word for the testee, or (c) answer a testee's questions as to what any of the questions mean. To do so would enter a variable, invalidating the test results.

Aptitude Test

When the PPA and the IQ test are finished, give the testee a copy of the Aptitude Test and have him/her read the instructions. Explain that this, too, is a timed test.

You will need to provide a timer for this test. Show the testee how to stop the clock and instruct him or her that upon completion of the Aptitude Test, to immediately stop the clock and raise his or her hand. Have the testee begin.

Once the testee has finished the Aptitude Test, immediately collect the test sheet and mark the time (minutes and seconds) on page two of the test.

Aptitude Test — Additional Notes

The time taken to complete the test is a major factor in the scoring, therefore it must be timed accurately. This is why a timer with a start/stop button which can be stopped by the testee upon completion is needed to ensure totally accurate results.

The testee is given the test and a pen or pencil and told to read the instructions. The test administrator makes it clear to the testee that this is a timed test, and that the test is to be completed without interruption and to stop the timer and hold up his or her hand immediately upon completion. When the testee is ready to start, the administrator starts the timer and the testee begins.

The instructions at the beginning of the test read, "This examination is to be completed without requests for additional information..." If the testee has questions or asks for help once the test has started, he or she must be told to read the instructions at the beginning of the examination. No other information is to be given.

The same holds true for the PPA and IQ tests. After starting the PPA test, if the testee needs to see the test instructions again, a link at the top/right of each page provides the instructions.

Aptitude Tests should be printed on both sides of one piece of paper.

Important Note:

Please ensure your testee has sufficient time to take the two online tests (PPA and IQ). They are designed to be taken one immediately following the other. The system will not process the results for just the PPA without the IQ also being taken.

Sending in the Aptitude Test for Grading

Your consultant will provide a fax number for sending in the Aptitude Test.

Please also include the following fax cover page and fill in all information requested for each test sent in. Please print legibly.

Fax Cover Page

Fax to:

Date:

No. of Pages (Including Cover):

Fill out the following items for YOUR company

Company Name:

Company Contact:

Street Address:

City, State and Zip:

Phone Number:

Email Address:

MasterTech™ Personnel Potential Analysis™ System

Aptitude Test - Form A

PLEASE PRINT

NAME _____ DATE _____
Last First Middle

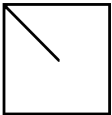
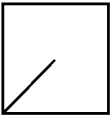
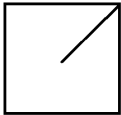
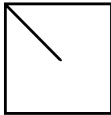
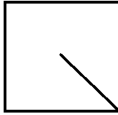
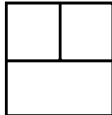
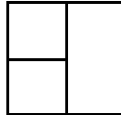
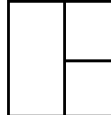
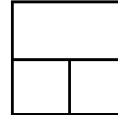
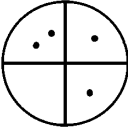
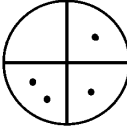
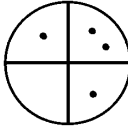
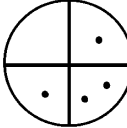
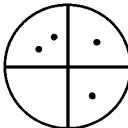
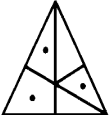
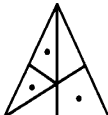
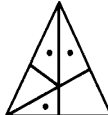
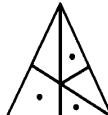
INSTRUCTIONS

This examination is to be completed without requests for additional information.
It is a timed test, so turn it in as soon as you have finished.

Check (✓) one answer each in questions 1, 2 and 3.

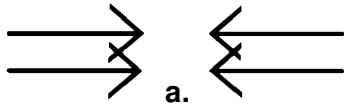
1. a. If others drive carefully, I can avoid accidents. ()
b. I will probably never have an accident. ()
c. I will try to avoid accidents by driving carefully. ()
2. a. I prefer convertibles. ()
b. I prefer station wagons. ()
c. I prefer sedans. ()
3. a. I seldom, if ever, do things others don't want me to. ()
b. I can do things I want to when others don't stop me. ()
c. I can usually get done those things I want to do. ()
4. All triangles have three sides.

Put a check (✓) above each of the two pictures in each line that are the same.

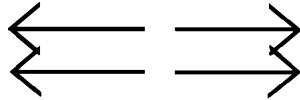
5.     
6.     
7.     
8.     

(Turn sheet over and continue)

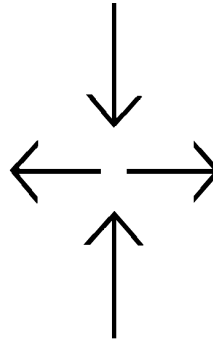
9. Put a check (✓) by the one design you think is the nicest.



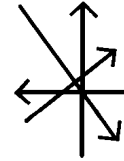
a.



c.



b.



d.

10. Put a check (✓) by the longer line of each pair.

a. _____

b. _____

c. _____

d. _____

11. Write your name along the left hand margin and circle the last name twice and first name once.

TURN IN THE EXAMINATION TO THE EXAMINER

TIME _____

Evaluating the Personnel Potential Analysis

The PPA has the most evaluation data as it gives the majority of information about the testee.

The PPA test is a test that measures job-related attributes. There are ten attributes or criteria measured by the PPA test.

Criterion: A criterion is defined as a standard or rule by which a judgment can be made; a model, test, or measure.

The ten criteria are:

- A: Stable, Oriented;
- B: Goal Attainment;
- C: Composed;
- D: Personable, Certain, Consistent;
- E: Active, In Motion;
- F: Capable, Outward, Aggressive;
- G: Responsible, Objective;
- H: Logical Reasoning;
- I: Appreciative, Empathy; and
- J: Communication Level.

In order to help you understand these criteria, the major characteristics of each one have been listed in the following pages. This is for your use in understanding and correctly evaluating PPA tests.

CRITERION A

PLUS: STABLE. ORIENTED.

TENDENCIES:

1. High standards. Knows what he or she wants and how he or she wants things to be.
2. Good knowledge of the rules of the game.
3. Makes plans and carries them out.
4. Can change mind easily, but on own free will.
5. Deliberate in actions, but good judge of situations and therefore mostly tactful and remains out of serious trouble.
6. Adapts readily.
7. Keeps promises where possible.
8. Stability.
9. Starts easily.
10. Does things systematically.
11. Not put out for long by any upsets – quickly returns to normal.
12. Not easily swayed by others.
13. Good self-mastery.
14. Good concentration.

MINUS: UNSTABLE. NOT FOCUSED.

TENDENCIES:

1. Confusion.
2. Poor concentration.
3. Difficulty in maintaining control.
4. Impulsive.
5. Carelessness.
6. Difficulty in motivation.
7. Tactlessness.
8. Not to keep promises.
9. Misjudgment of situations.
10. Easily upset.
11. Poor planning and execution.
12. Difficulty following directions.

CRITERION B

PLUS: GOAL ATTAINMENT. CONTENTED.

TENDENCIES:

1. Cheerful, satisfied.
2. Achieving goals.
3. Feeling of well-being.
4. Can join in the fun or not as he or she wishes.
5. Recovers rapidly from setbacks in the workplace.
6. Finds work is worth doing.
7. Considers there is plenty of opportunity.
8. Likes others to be happy.
9. Pleasant disposition.

MINUS: DISCONTENTED.

TENDENCIES:

1. Goals not well aligned or is not achieving the goals in place.
2. Disturbed by work failures and dwells on them.
3. Difficulty in business relationships.
4. Slow to recover from setbacks in the workplace.
5. Finds work is not worthwhile.
6. Not to join in the fun at his or her wish.
7. Considers there is not much opportunity.

CRITERION C

PLUS: COMPOSED.

TENDENCIES:

1. Relaxed. Not a worrying type.
2. Calm.
3. Not easily surprised.
4. Steady.
5. Not easily distracted.
6. To recover quickly after a setback at work.

MINUS: SCATTERED.

TENDENCIES:

1. A worrier.
2. Tense – doesn't easily relax.
3. Easily frightened.
4. Easily distracted.
5. Increased fatigue from applying effort at work.
6. Slow to recover after a setback at work.

CRITERION D

PLUS: PERSONABLE. CERTAINTY LEVEL. CONSISTENT.

TENDENCIES:

1. Reliable.
2. Good certainty of self at work.
3. Even temperament.
4. Consistent.
5. Responsible.
6. Aware of values.
7. Can reason logically.
8. Knows what he or she is doing.

MINUS: UNCERTAIN. INCONSISTENT.

TENDENCIES:

1. Uneven reliability.
2. Unpredictable.
3. Changeable without apparent reason.
4. Inconsistent.
5. Lack of certainty.

CRITERION E

PLUS: ACTIVE. IN MOTION.

TENDENCIES:

1. Wide variety of interests and activities.
2. Energetic.
3. Takes responsibility.
4. Takes initiative.
5. Attentive.
6. Keeps busy.
7. Difficult to intimidate.

MINUS: STOPPED. INACTIVE.

TENDENCIES:

1. Passive.
2. Not to take initiative.
3. Few interests and activities.
4. Quiet, reserved.
5. Slow starting.
6. Can be intimidated.
7. Procrastination.
8. Uneven level of responsibility.
9. Not to keep days full.

CRITERION F

PLUS: CAPABLE. OUTWARD. AGGRESSIVE.

TENDENCIES:

1. Self-assured.
2. Proactive.
3. Emphatic.
4. Dominant.
5. Outward.
6. Accurate self-assessment.
7. Free about expressing opinions and feelings.
8. Poised.

MINUS: INHIBITED. SUBMISSIVE.

TENDENCIES:

1. Meek.
2. Doubts own fitness.
3. Reactive.
4. Covert.
5. Easily dominated.
6. Hides feelings and opinions.
7. Can be rattled.

CRITERION G

PLUS: RESPONSIBLE. OBJECTIVE.

TENDENCIES:

1. Extroverted.
2. Not prejudiced.
3. Can admit cause and not blame.
4. Able to see what he or she has caused.
5. Can see others' points of view.
6. Makes sound decisions.
7. Impartial.
8. Not jealous.
9. Able to make an independent decision based on facts.
10. Capacity for initiative – sees something needs doing and does it.
11. Logical and scientific.

MINUS: IRRESPONSIBLE. SUBMISSIVE.

TENDENCIES:

1. Introverted.
2. Prone to prejudgment.
3. Self-centered – may think others are working against him or her.
4. Decisions based on emotions and not facts.
5. Low initiative.
6. Diminished level of responsibility.

CRITERION H

PLUS: LOGICAL REASONING.

TENDENCIES:

1. Not hard to please.
2. Thinks well of most people.
3. Understanding.
4. Pleasant.
5. Can criticize but also is able to accept criticism.
6. Accepts others as they are, but can assess them accurately.
7. If unable to do what he or she wants, finds a substitute.

MINUS: CAPACITY FOR ERROR. HYPERCRITICAL.

TENDENCIES:

1. Hard to please.
2. Critical of others and their actions.
3. Can generate resentment.
4. Not easily able to estimate situations.
5. Tactless.
6. Reacts negatively.
7. Annoyed if unable to do what he or she wants.
8. Complains readily.

CRITERION I

PLUS: APPRECIATIVE. EMPATHY.

TENDENCIES:

1. Friendly.
2. Courteous.
3. Warmly responsive to the needs of others.
4. Considerate towards others.
5. Truthful.
6. Able to see how others feel in a situation.

MINUS: LACK OF ACCORD. OUT OF AGREEMENT.

TENDENCIES:

1. Cold or dispassionate.
2. Can be inconsiderately demanding.
3. Can be discourteous or impolite.
4. Out of step with others' perceptions.
5. Slow to offer assistance.
6. May resort to punishment.
7. Cynical.

CRITERION J

PLUS: COMMUNICATION LEVEL.

TENDENCIES:

1. Expressive.
2. Friendly.
3. Cheerful.
4. Good social skills.
5. Cordial.
6. Free in expressing feelings and opinions.

MINUS: WITHDRAWN.

TENDENCIES:

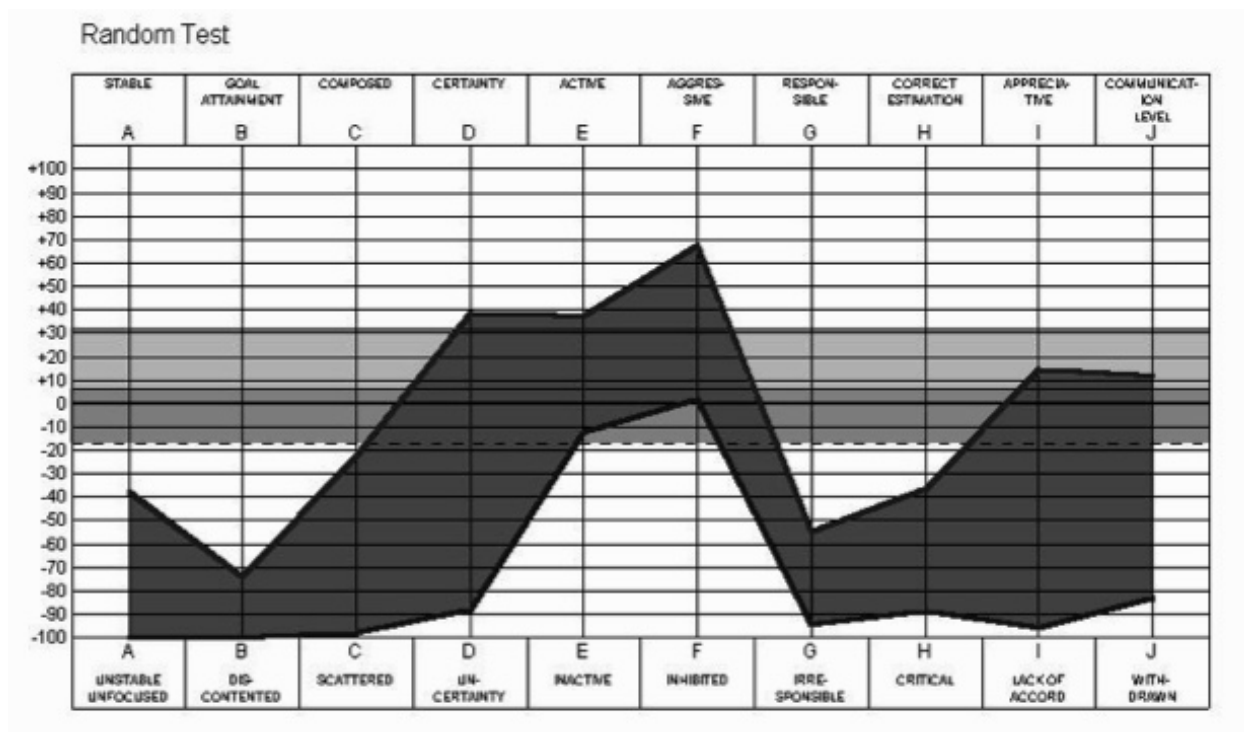
1. Unable to participate.
2. Introverted.
3. Uneven social skills.
4. Not free in expressing feelings and opinions.
5. Not cordial.

THE RANDOM GRAPH

The random graph results when a person answers a PPA randomly. Either because the person does not understand the questions or because for some reason does not care, the person with this graph has answered the test randomly and it is not possible to evaluate this graph further than that.

The scores will fall within the range listed below:

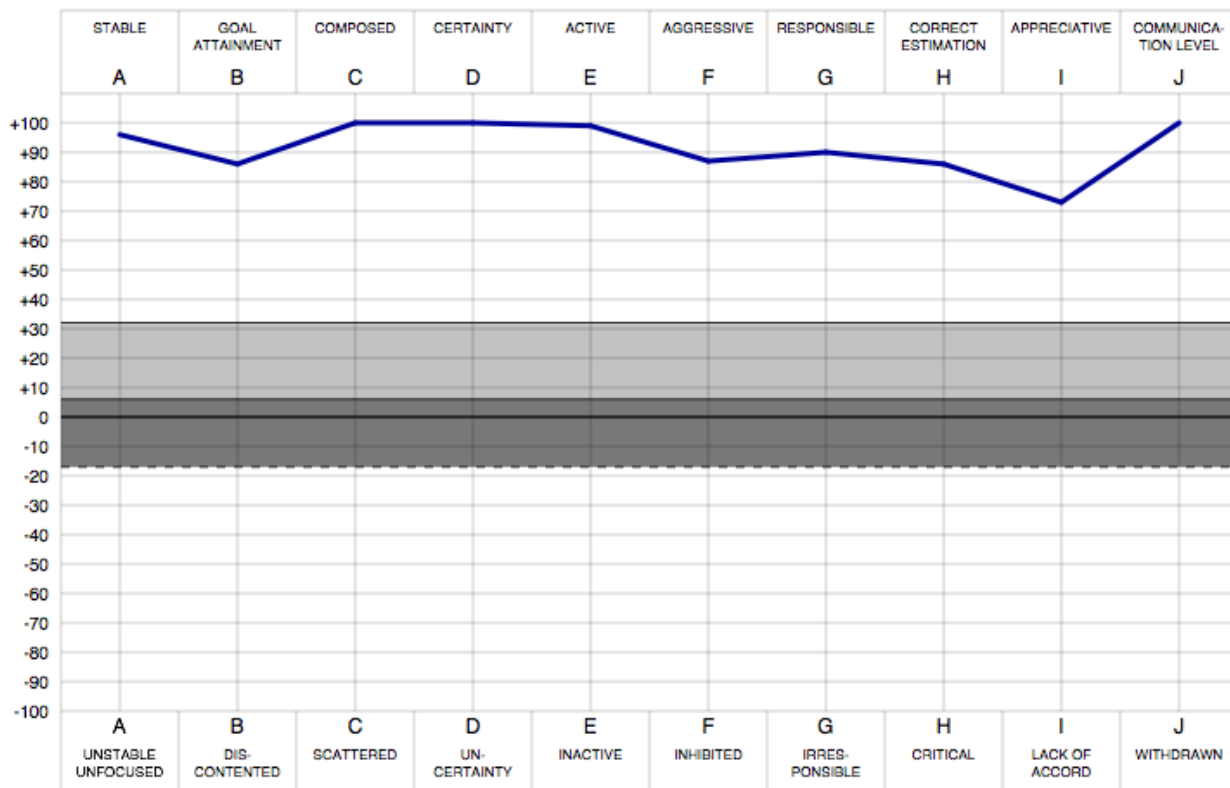
A	between	-38 and -100
B	between	-74 and -100
C	between	-22 and -98
D	between	+39 and -88
E	between	+68 and -12
F	between	+68 and +2
G	between	-55 and -94
H	between	-36 and -89
I	between	+15 and -96
J	between	+12 and -83



VERY HIGH GRAPH

A uniformly very high graph on this test suggests that the test result may not be valid in a particular situation. It is possible for a very high graph to be either a valid or invalid assessment.

To simply look at the high values to evaluate this graph is inviting error. The graph should be cross-checked with the Aptitude Test.



MORE THAN 50 PERCENT OF MIDDLE COLUMN MARKED

When the answer sheet contains middle column marks to more than 50 percent of the questions, the result is not valid except to suggest that the individual is displaying a high degree of uncertainty, or is unwilling or unable to think the question through. Often such a result suggests an inability on the part of the person being tested.

EVALUATING THE IQ TEST

The scores on the IQ Test indicate different levels of the capacity to learn. They are evaluated as follows:

IQ	Descriptive Classification	% Population
135 +	very superior	5 percent
110-134	superior	10 percent
100-109	high average	35 percent
90-99	low average	35 percent
80-89	inferior	10 percent
80 and below	very inferior	5 percent

Translating these figures into the type of job a person could expect to do successfully, the scores can be evaluated as follows:

135+	senior executive
110-134	senior executive or junior executive
100-109	non-executive job
90-99	non-executive job, recommended assignment to area of familiarity and skill
80-89	non-executive job, recommended assignment to demonstrable area of previous training or known skill
80 and below	assign only to area of proven competence and skill

Language barriers may lower IQ scores below actual level where a person who is still in the process of learning English takes an English IQ test. Because of this it is important to test in the testee's primary language.

EVALUATING THE APTITUDE TEST

Analyzing the scores of the Aptitude Test can be done using the following guidelines:

Score	Description	Duplication Ability
90 and above	very superior	accurate, fast duplication
80-89	good	duplicates well
65-79	acceptable	fair duplication, duplicates more slowly
below 65	not passing	accident prone, inability to adapt, will duplicate clear orders if understood

Translating these figures into the type of job a person could expect to do successfully the scores can be evaluated as follows:

Score	Job
90 and above	senior executive
80-89	senior executive or junior executive
65-79	junior executive or non-executive
below 65	non-executive job; not recommended for jobs which handle machinery

LEGAL CONSIDERATIONS

The Employee Testing Center is licensed by MasterTech Computer Products International to provide the online version of the MasterTech Personnel Potential Analysis System.

These tests and their results are not intended to be, nor are qualified to be, a sole criterion for hiring. They are designed to be one of the many tools of observation and evaluation of job applicants and existing personnel.

As the individual or company using our service, it is your responsibility to determine the legal applicability of such tests to the job requirements, in accordance with federal state and local regulations. Indeed, their use by an employer and participation by any applicant or employee, should be entirely voluntary.

The testee may decline to answer any questions on these tests on the grounds of personal privacy and may decline taking the tests altogether. After reading the questions of a test, the testee may also decline to continue taking the test. If this is the case, you should evaluate the person based on your other hiring tools and procedures, but you should not penalize the person for not answering a question or not taking the tests.

While not intended to be legal advice, nor a complete guide to hiring standards and practices, the following suggestions are offered to incorporate the MasterTech Personnel Potential Analysis System into your hiring procedures:

- You should consult legal counsel who is familiar with the applicable laws of your locale to confirm how to use these tests in your hiring procedures.
- A sample waiver and job description forms are included at the end of these instructions as attachments. These are *sample* forms and you should have them reviewed by legal counsel who is familiar with the applicable laws of your locale to confirm that they are valid for your area.

Note: These sample waiver and job description forms are included prior to any testee taking the tests.

You should not use these sample forms without first giving your legal counsel time to evaluate and change them as necessary.

If changes to these forms are necessary please contact your consultant to work out how to incorporate them into the testing process.

- When considering an applicant for a specific job, look at the test results that apply to the requirements you have set for that particular job. For example, if you are hiring someone to be the janitor, a high IQ is probably not required to perform the functions of that job, so look at the criteria and results that apply most to that job. An executive, on the other hand, to likely succeed will need a higher IQ, Aptitude and PPA test results and should have experience with the jobs he or she will be supervising.
- You should establish hiring procedures for your company — and regularly review them — with the assistance of legal counsel familiar with the applicable laws and regulations of your area.

ATTACHMENT A

MASTERTECH PERSONNEL POTENTIAL ANALYSIS

TESTING SYSTEM

SAMPLE JOB DESCRIPTION LANGUAGE

The following is sample language for job description forms to be read in advance by individual takers of tests contained in the MASTERTECH Personnel Potential Analysis System.

As specified in the terms and conditions of enrollment for The Employee Testing Center testing service, you have agreed to conduct your management and administration of all employee and prospective employee matters — including the use of the accompanying tests — in a manner consistent and in compliance with the laws and regulations of your jurisdiction. Accordingly, whatever waiver form you utilize for test-takers, you as our client must ensure that the form complies with the laws and regulations applicable to you and your Company.

MASTERTECH and The Employee Testing Center make no representation or warranty of any kind that the following sample language will comply with such laws and regulations.

[Your Company Name]

[Your Company Address]

[Company City, State Postal Code]

JOB DESCRIPTION

POSITION OF [POSITION]

In its commitment to long-term expansion and enhanced service to customers and community, maintaining its competitive edge and its commitment to maintaining the highest public confidence and trust in its activities, [Company Name]'s standards of employee skills, competence and teamwork are and shall remain among the highest in the field.

Thus, for the position of [POSITION], the employee must perform the following [DUTIES].

In addition to the technical knowledge, experience and competence required of a [POSITION], company's employees must also possess a personal aptitude for solving problems, high intelligence, perseverance and orderliness, responsibility, drive toward and satisfaction at the attainment of goals, calmness and endurance under stressful conditions, consistency and predictability in the regular attendance of duty, individual initiative as well as participation in group efforts, correct estimation of specific circumstances and an absence of unconstructive or ill-considered criticism, fairness, empathy and appreciation toward fellow workers and effective communications skills.

In keeping with these job requirements, [Company] utilizes application forms, interview procedures and pre-employment non-medical testing regimens that will assist the company to determine whether applicants or existing employees, possess the skills, competency and above personal attributes necessary to meet the company's performance standards. Applicants for [POSITION] undergo such screening procedures.

Personnel Director [Your Company Name]

ATTACHMENT B

MASTERTECH PERSONNEL POTENTIAL ANALYSIS

TESTING SYSTEM

SAMPLE WAIVER LANGUAGE

The following is sample language for waiver forms to be read in advance by individual takers of tests contained in the MASTERTECH Personnel Potential Analysis System.

As specified in the terms and conditions of enrollment for The Employee Testing Center testing service, you have agreed to conduct your management and administration of all employee and prospective employee matters — including the use of the accompanying tests — in a manner consistent and in compliance with the laws and regulations of your jurisdiction. Accordingly, whatever waiver form you utilize for test-takers, you as our client, must ensure that the form complies with the laws and regulations applicable to you and your Company. MASTERTECH and The Employee Testing Center makes no representation or warranty of any kind that the following sample language will comply with such laws and regulations.

Having read and understood the job description above, I acknowledge and agree that in order to enable the (Your Company Name) to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for or currently hold, the (Your Company Name) may engage in a testing and interview process. The tests may include but are not limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company's standards for performance, interpersonal relations, and competence on the job. Accordingly, I hereby release (Your Company Name), (Testing Service Provider Name), Employee Testing Center, MASTERTECH and MASTERTECH officers, stock holders, employees, representatives, agents, licensees, licensors,

subsidiaries, parent corporations, associated testing services and any and all other related individuals, corporations, partnerships and organizations from any and all claims, demands, suits and/or liabilities — including but not limited to claims based on any rights of privacy — arising from or in any way related to such testing and interview processes.

I understand that the above tests will be entered into and scored by a computer, but the information will only be used by the Company in connection with decisions concerning the employment, placement and future training, only to be used by the Company/Firm or any associated Company(ies)/Firm(s).