

PSYTECH GeneSys

Unit Three.Two: Inviting a Respondent to a Questionnaire

Unit Three.Two: Objectives

Administering Controlled (Unsupervised) Tests

- Controlled Mode (Unsupervised) Test Administration
- Create and Send an Invitation for One Respondent
- Create and Send Invitations to Multiple Respondents
- Creating Email Templates

Controlled Mode (Unsupervised) Test Administration

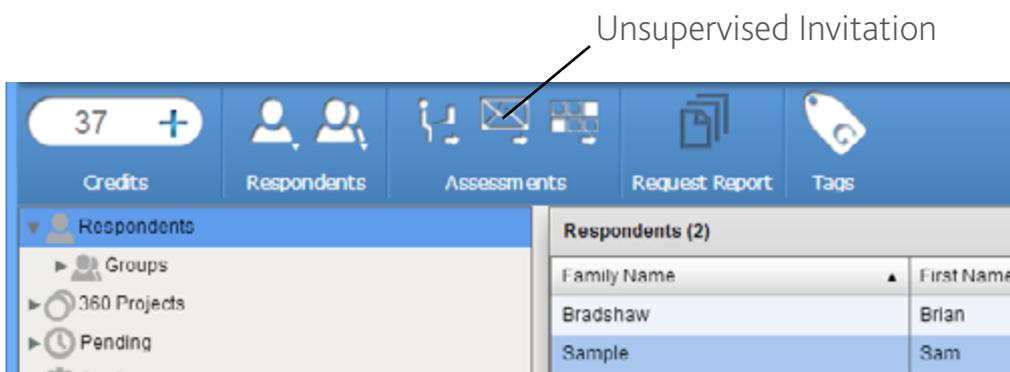
Unsupervised administration permits you to send out an invitation to a test by email. The respondent receives the invitation, click on a link that is unique to that respondent and then completes the assessment. At the end of the test the results are automatically saved back to the users account.

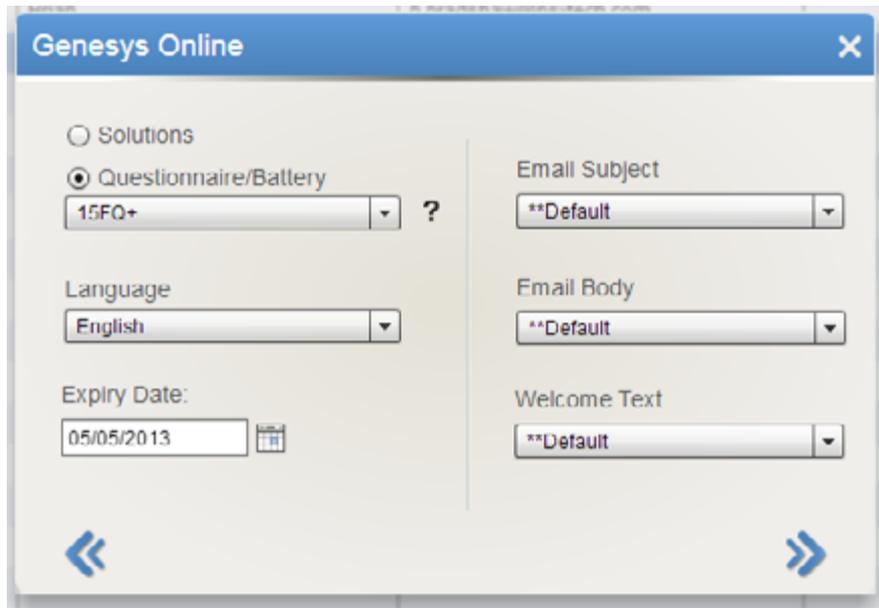
Not all online assessment can be completed using the unsupervised administration method, generally it is the case that ability/aptitude tests, with the exception of randomised ability tests such as the IRT3 or Computer Adaptive Tests (CAT) such as the Adapt-g, are not permitted to be completed without a supervising administrator.

When creating your invitations you will not be offered assessments that can not be sent out for remote completion.

Create and Send an Invitation to One Respondent

To create an unsupervised invitation, select the respondent you wish to assess, and then press the Unsupervised Invitation (Envelope) button in the assessment section of the main Toolbar.





A new window will appear allowing you to specify which assessment you wish to send, the language you wish it to be administered in, the expiry date of the invitation and will also allow you to specify any custom build templates to append to the invitation email as the email subject or main body.

Default emails consist of two main parts.

The Email Body

This part of the email is use to greet the respondent and provide basic information about the assessment process with some basic useful information for them to follow.

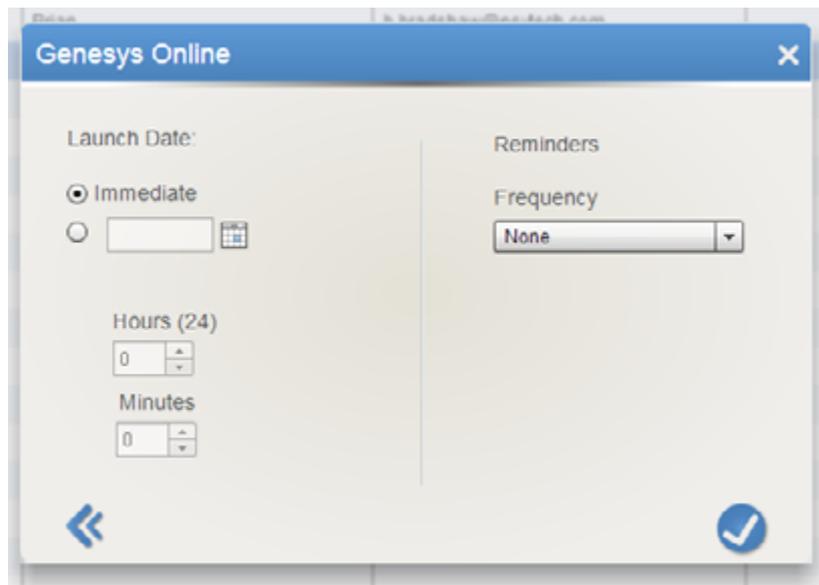
This part of the email can be replaced by a custom email body template that can be created separately in the Configuration section of the navigation tree menu.

The Standard Login Information

Every invitation requires login information to enable the respondent to access the assessment. This consists of one link that will proved direct access to the assessment, and an alternative method in case the first link fails, or has been broken by email scanners.

This part of the email is fixed, and cannot be replaced with a custom template.

When you have filled in all the details you wish to use, click on the forward arrow.



The final screen of the invitation wizard will allow you to specify:

Launch Date

This section allows you to specify the time and date when the first invitation will be sent. This section default to sending invitations immediately, however if you wish to schedule your invitations to start at a later date, select the clear radio button underneath “Immediate” then specify a date to launch, and a time in hours and minutes.

Reminders

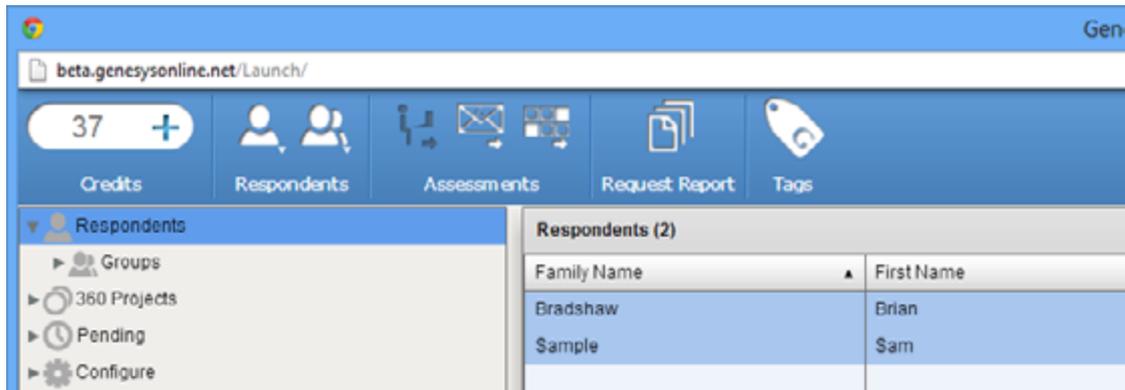
This section will allow you to authorise Psytech GeneSys to automatically send a reminder invitation to the specified respondent if they have not completed the assessment. Reminders can be set to send every x days after the initial invitation, where x is the value selected from the drop down menu.

Once all sections are complete press the tick.

You will now be redirected to the Pending Invitations screen where you can see a summary of your invitations.

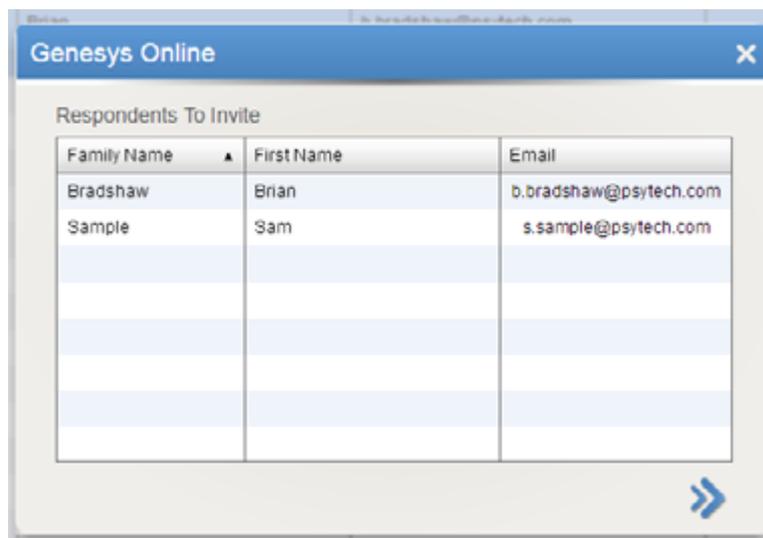
You can return to this screen at any time to check on the progress of you invitations.

Create and Send an Invitations to Multiple Respondents



Use a filter, or select respondents from a group. Select all respondents so that they turn blue. To do this select the first respondent normally, then press the Shift key on the keyboard, and then press the last respondent in the list.

Once selected press the same unsupervised email button in the main toolbar.

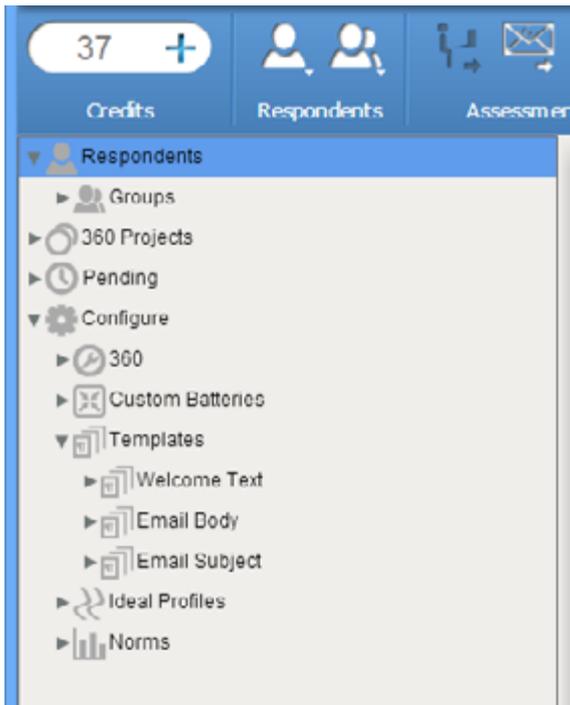


As you are sending to multiple respondents, you will first be presented with a summary screen of the respondents you are about to send to. If you find respondents that should not be in the list you can drag and drop them outside the wizard and they will be removed.

Click the forward arrow when you are happy that the correct respondents are listed.

Now complete the wizard as per the instructions for administering to one respondent.

Creating Email Templates



Email Templates can be created separately from the invitation wizard. These templates can be used to replace the default text that is included in the email invitations.

To create an email template, expand the Configure node in the navigation tree, and then expand the Template node.

You will be presented with 3 options:

Email Subject

This allows you to edit the subject text that appears in the email.

Email Body

This allows you to edit the text that appears in the body of the email, however you cannot edit the login instructions to the respondent.

Welcome Text

This allows you to specify specific text to show to a respondent as a first screen before they start the assessment.

Right click on the option you wish to create.

A new screen will open. Give the template a name, so that you can identify it later. Then fill in the text you wish you use.

Respondent Detail Merging

You can use a number of merge variables to insert respondents personal information into the text.

For example:

If you use:

Hi %FIRSTNAME% %FAMILYNAME%,

This will appear in the email with the variables swapped out with the actual respondent first, and family name.

End.