

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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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.

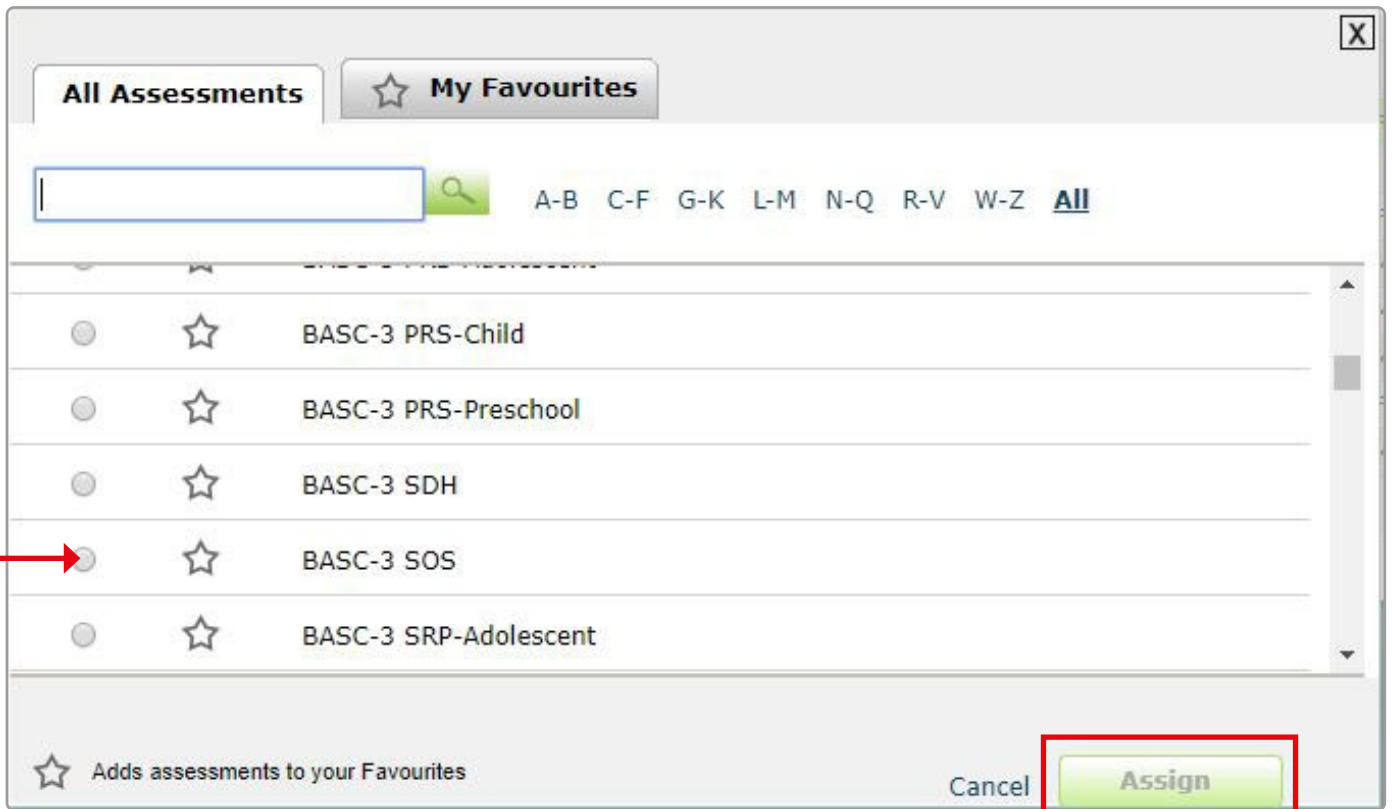
Note: You can also upload Examinee's in a group. For information please refer to the User Guide. Which can be found by clicking on the 'Resource Library' from the menu option at the top of the Q-global screen, select Resources > About Q-global > Q-global_User_Guide.pdf

Assigning an Assessment

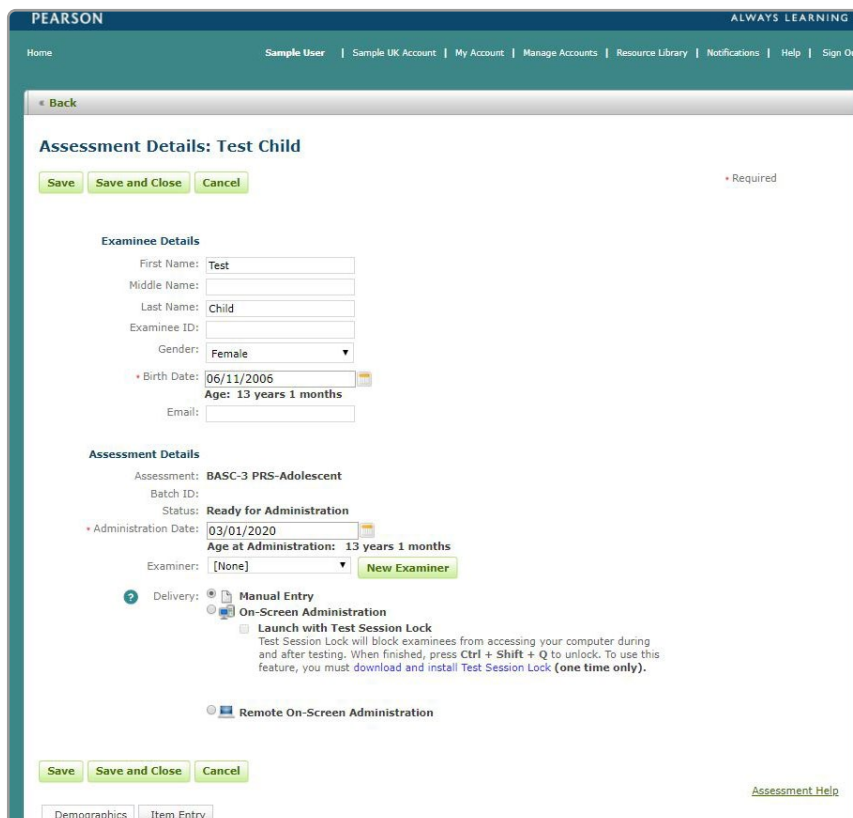
To assign an assessment to an examinee **click** in the box next to the examinee name then click 'Assign New Assessment'

	<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

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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2	<input type="checkbox"/>	12217759	12	12		21/10/2015	
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8	<input type="checkbox"/>	6811521	Adult	Test		19/04/1984	Male

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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.

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](#).