

ABILITY PROFILER – HELPFUL INFORMATION

For detailed information about the Ability Profiler please review the *Ability Profiler Administration Manual* which can be accessed in CAMS by clicking on the “Manage Ability Profiler” button.

ABOUT THE ABILITY PROFILER

The Ability Profiler consists of two types of exercises: *power tests* and *speeded tests*. The six component sections measure the following abilities:

- Arithmetic Reasoning
- Verbal Ability
- Spatial Ability
- Computation
- Clerical Perception
- Form Perception

EXAMINEE ELIGIBILITY

Individuals taking the Ability profiler should meet the following conditions

- Be at least 16 years old
- Be proficient in reading English
- Should not have taken any form of the Ability Profiler in the past six months
- Have completed and saved Career Matchmaker to their Portfolio

SCHEDULING TESTING WINDOWS

To help ensure that examinees are taking the Ability Profiler under proper testing conditions, test windows are scheduled so that only examinees with the registration code can complete the Ability Profiler

- Administrators can schedule as many testing windows as required
- There is no limit to the number of users who can use the access code during a testing window
- Testing windows can be scheduled from 6:30 am until 11:30 pm
- A test window must be between 30 minutes and 4 hours in length
- An examinee must begin the test during the window, but may continue the test beyond the window.

ADMINISTERING THE ABILITY PROFILER

Prior to beginning the Ability Profiler, please review the following:

- Examinees will need to login to Career Cruising and open a Portfolio that contains saved Career Matchmaker results
- It is recommended that the Ability Profiler be scheduled such that test takers complete all six sections in a single sitting
- Completing the entire assessment requires 1.5 – 2 hours
- Examinees are not permitted to use calculators, but may use scratch paper

ACCOMMODATIONS

Some examinees may require reasonable accommodations to enable them to complete the Ability Profiler including:

- Increasing time limits for parts 1, 2 and 3
- Increasing the text size in parts 1, 2, 4 and 5
- Providing additional directions
- Using the print version

Accommodations may affect the validity of the results.

UNDERSTANDING AND INTERPRETING ABILITY PROFILER RESULTS

The Ability Profiler consists of two components: the Ability Profile and the integrated Career Suggestions.

- An examinee will NOT see his or her results until all six sections of the assessment have been completed
- Abilities are related to occupations in two ways: Fit and level
 - Fit compares the shape of the individual's results graph to the shape expected for the career. The closer the two shapes resemble one another, the better the fit.
 - Level compares the individual's ability level to the ability level that is expected for the career.

UPDATING RESULTS

The ability profiler is designed to be taken only once, however, after a period of six-months or longer, particular sections or the entire assessment can be reset in CAMS for individual examinees.

- Examinees cannot delete their Ability Profiler results from their Portfolios
- If an examinee deletes his or her Career Matchmaker results, the Ability Profile remains and could then be integrated to future instances of Career Matchmaker

QUESTIONS?

If you have any additional questions, please feel free to contact your Client Account Manager at 1-800-965-8541 ext. 1.