Online Assessment System

Customer Administrator Guide

Introduction

Thank you for choosing our on-line Assessment System. This user manual describes the basic Customer Administrator functionality of the Integrity Online Assessment System. In it you will find descriptions of the functionality offered as well as step-by-step usage instructions.

The Integrity Online Assessment System is a browser based online assessment management system. You can access the system using any modern web browser. We recommend Mozilla Firefox or Google Chrome for the best user experience. Both these browsers may be downloaded for free.

How to use this manual

If you are new to the system, the section on 'Getting Started' is a good place to begin.
Consult the table of contents if you would like to know how to perform a specific task.
If you are unable to find the information that you require or need additional assistance, please contact us directly at support@integtests.com.

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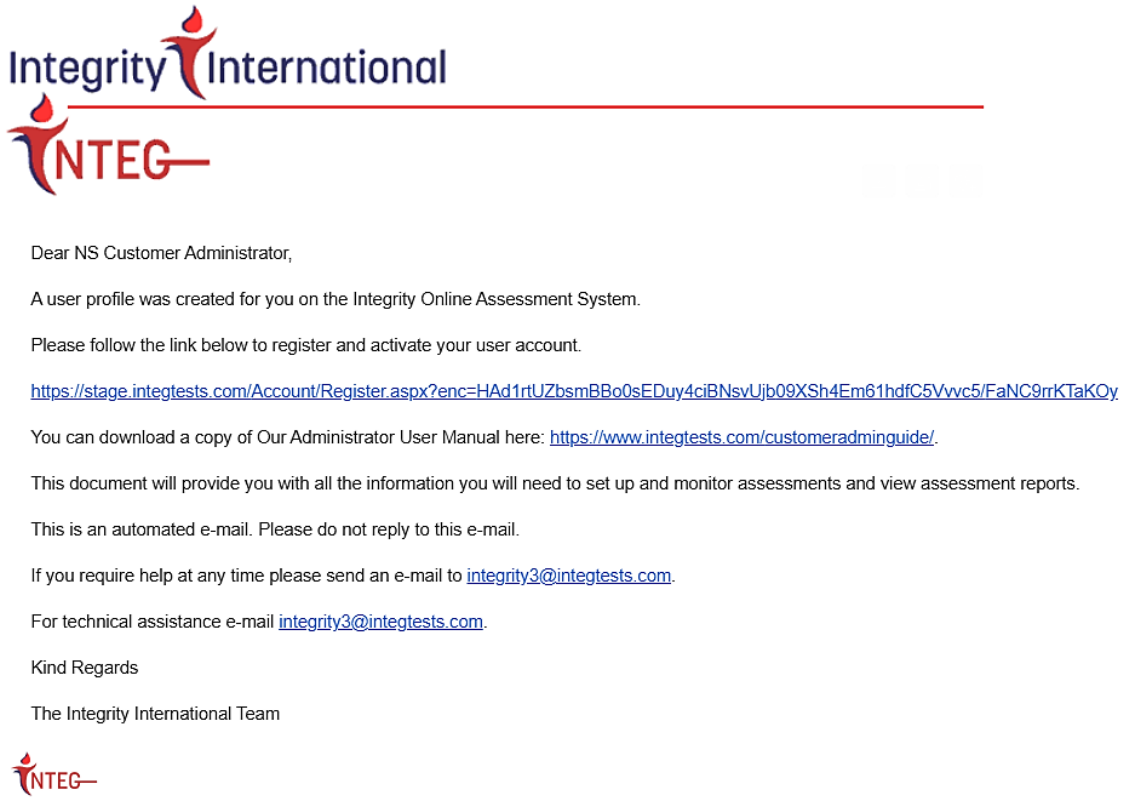
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Getting Started

You have most likely already received a registration request e-mail. If you have not completed your user registration yet, please do so now by following the instructions below:



Dear NS Customer Administrator,

A user profile was created for you on the Integrity Online Assessment System.

Please follow the link below to register and activate your user account.

https://stage.integtests.com/Account/Register.aspx?enc=HAd1rtUZbsmBBo0sEDuy4ciBNsvUjb09XSh4Em61hdfC5Vvvc5/FaNC9rrKTaKOy

You can download a copy of Our Administrator User Manual here: https://www.integtests.com/customeradminguide/.

This document will provide you with all the information you will need to set up and monitor assessments and view assessment reports.

This is an automated e-mail. Please do not reply to this e-mail.

If you require help at any time please send an e-mail to integrity3@integtests.com.

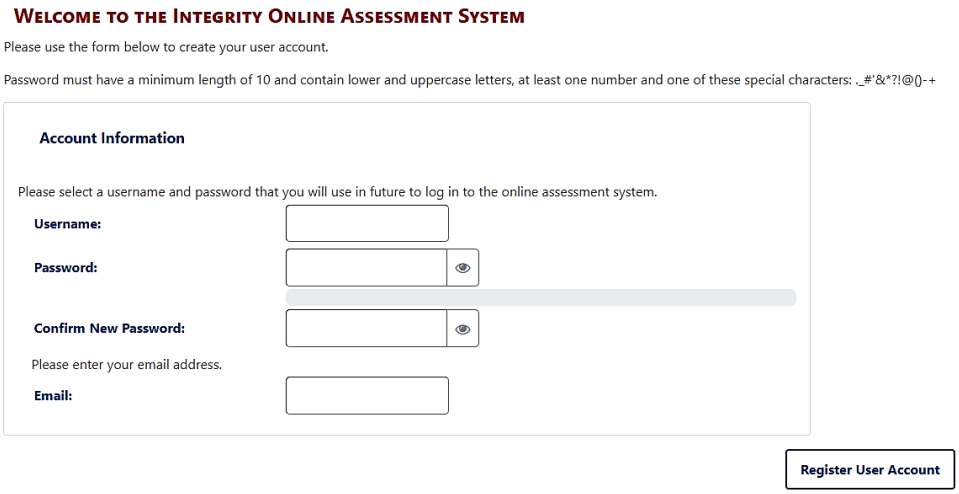
For technical assistance e-mail integrity3@integtests.com.

Kind Regards

The Integrity International Team

Open the registration request email, titled **'Integrity Online Assessments – Registration',** (shown above) and click on the link therein, or copy the entire link into your browser's address bar. The page below will be displayed.

Follow the on-screen instructions and supply the required information in the spaces provided.
Select *a username* and *password* to use when accessing the system in future.



WELCOME TO THE INTEGRITY ONLINE ASSESSMENT SYSTEM

Please use the form below to create your user account.

Password must have a minimum length of 10 and contain lower and uppercase letters, at least one number and one of these special characters: ._#'&*?!@()-+

Account Information

Please select a username and password that you will use in future to log in to the online assessment system.

Username:

Password:

Confirm New Password:

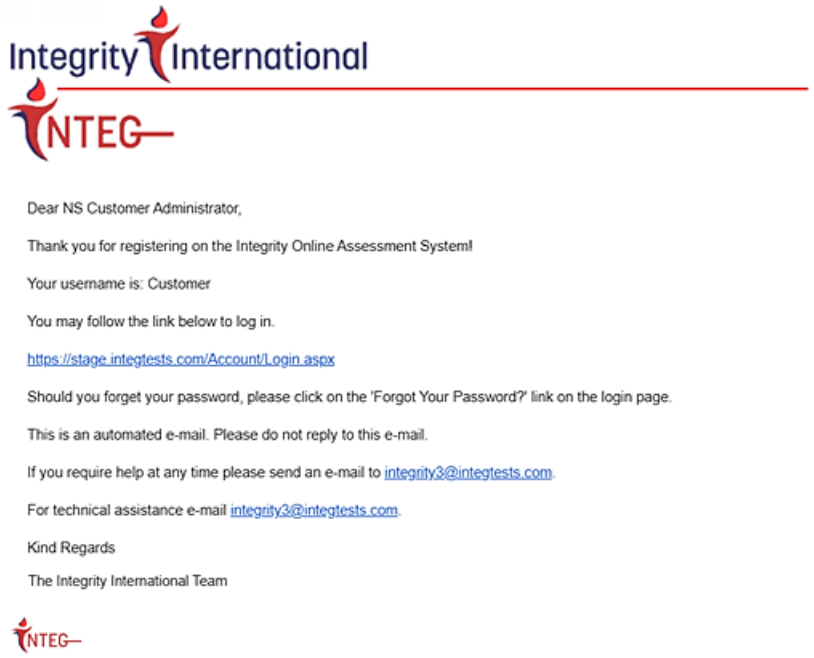
Please enter your email address.

Email:

Register User Account

Enter your *password* a second time in the 'Confirm New Password' box. Supply your *email address* and press **'Register User Account'** to create your user account and start using the system.

You will receive an email titled **'Integrity Online Assessments - User Credentials'** as shown below, which contains your *username*. You may want to keep this email for future reference as you will use these user credentials whenever you access the online assessment system.



Integrity International

INTEG

Dear NS Customer Administrator,

Thank you for registering on the Integrity Online Assessment System!

Your username is: Customer

You may follow the link below to log in.

https://stage.integtests.com/Account/Login.aspx

Should you forget your password, please click on the 'Forgot Your Password?' link on the login page.

This is an automated e-mail. Please do not reply to this e-mail.

If you require help at any time please send an e-mail to integrity3@integtests.com.

For technical assistance e-mail integrity3@integtests.com.

Kind Regards

The Integrity International Team

INTEG

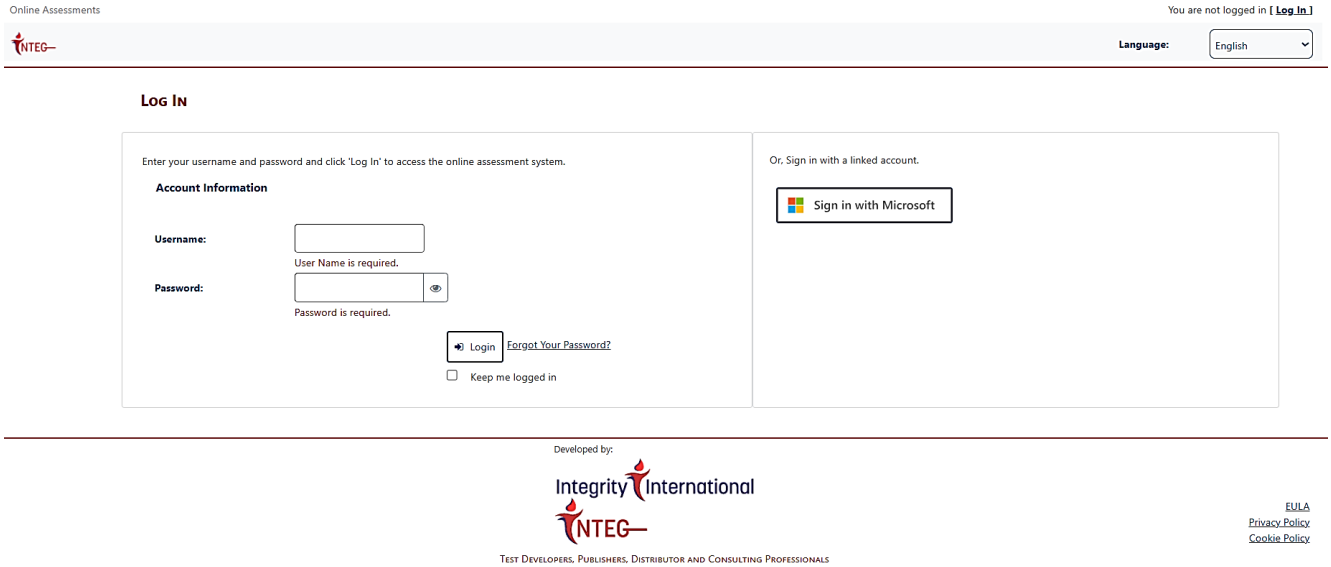
Keep your password in a safe place and do not share it with anyone!

Accessing the Online Assessment System

Opening your preferred web browser and navigating to www.integtests.com will display the welcome page below in your browser window.



Clicking on '**Log In**' in the top right corner of the screen will take you to the **Login Screen** shown below. You may want to bookmark this page for future use.



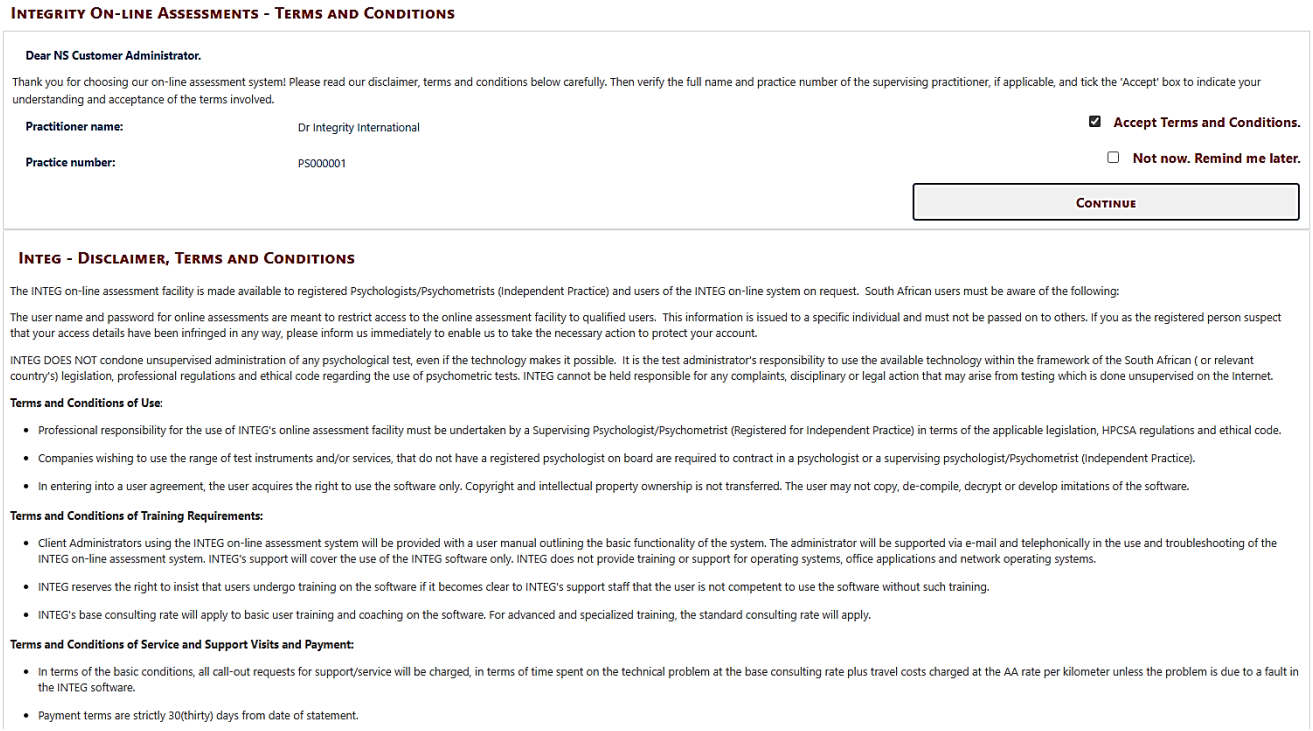
1. Enter your *username* and *password* in the text boxes provided (shown above). Please note that both the *username* and *password* are case sensitive.
   Your username was sent to you in an email titled **'Integrity Online Assessments - User Credentials'** when you completed the registration process.

2. Press the **'Log In'** button to log in.
   Please note: If you have forgotten your *password,* you can reset it by clicking on **'Forgot Your Password?'** and following the on-screen instructions. When prompted to do so, enter your Username, and select "Next." An email titled "Integrity Online Assessments - Password Recovery" containing a temporary password, which is valid for 24 hours, will be email to you. Follow the instructions in this email to access the system. You will be required to select a new password once logged in.

Terms and Conditions

When you log in for the first time you will be asked to read and accept our T*erms and Conditions* shown below.

Please read these *terms and conditions* carefully. Check the '**Accept Terms and Conditions**' box to indicate that you have read and agree with our *Terms and Conditions*, or check the '**Not Now, Remind me later**' box to do so later. In either case the **'Continue'** button will be displayed.



INTEGRITY ON-LINE ASSESSMENTS - TERMS AND CONDITIONS

Dear NS Customer Administrator.

Thank you for choosing our on-line assessment system! Please read our disclaimer, terms and conditions below carefully. Then verify the full name and practice number of the supervising practitioner, if applicable, and tick the 'Accept' box to indicate your understanding and acceptance of the terms involved.

Practitioner name: Dr Integrity International

Practice number: PS000001

☑ **Accept Terms and Conditions.**

☐ **Not now. Remind me later.**

CONTINUE

INTEG - DISCLAIMER, TERMS AND CONDITIONS

The INTEG on-line assessment facility is made available to registered Psychologists/Psychometrists (Independent Practice) and users of the INTEG on-line system on request. South African users must be aware of the following:

The user name and password for online assessments are meant to restrict access to the online assessment facility to qualified users. This information is issued to a specific individual and must not be passed on to others. If you as the registered person suspect that your access details have been infringed in any way, please inform us immediately to enable us to take the necessary action to protect your account.

INTEG DOES NOT condone unsupervised administration of any psychological test, even if the technology makes it possible. It is the test administrator's responsibility to use the available technology within the framework of the South African (or relevant country's) legislation, professional regulations and ethical code regarding the use of psychometric tests. INTEG cannot be held responsible for any complaints, disciplinary or legal action that may arise from testing which is done unsupervised on the Internet.

Terms and Conditions of Use:

- Professional responsibility for the use of INTEG's online assessment facility must be undertaken by a Supervising Psychologist/Psychometrist (Registered for Independent Practice) in terms of the applicable legislation, HPCSA regulations and ethical code.
- Companies wishing to use the range of test instruments and/or services, that do not have a registered psychologist on board are required to contract in a psychologist or a supervising psychologist/Psychometrist (Independent Practice).
- In entering into a user agreement, the user acquires the right to use the software only. Copyright and intellectual property ownership is not transferred. The user may not copy, de-compile, decrypt or develop imitations of the software.

Terms and Conditions of Training Requirements:

- Client Administrators using the INTEG on-line assessment system will be provided with a user manual outlining the basic functionality of the system. The administrator will be supported via e-mail and telephonically in the use and troubleshooting of the INTEG on-line assessment system. INTEG's support will cover the use of the INTEG software only. INTEG does not provide training or support for operating systems, office applications and network operating systems.
- INTEG reserves the right to insist that users undergo training on the software if it becomes clear to INTEG's support staff that the user is not competent to use the software without such training.
- INTEG's base consulting rate will apply to basic user training and coaching on the software. For advanced and specialized training, the standard consulting rate will apply.

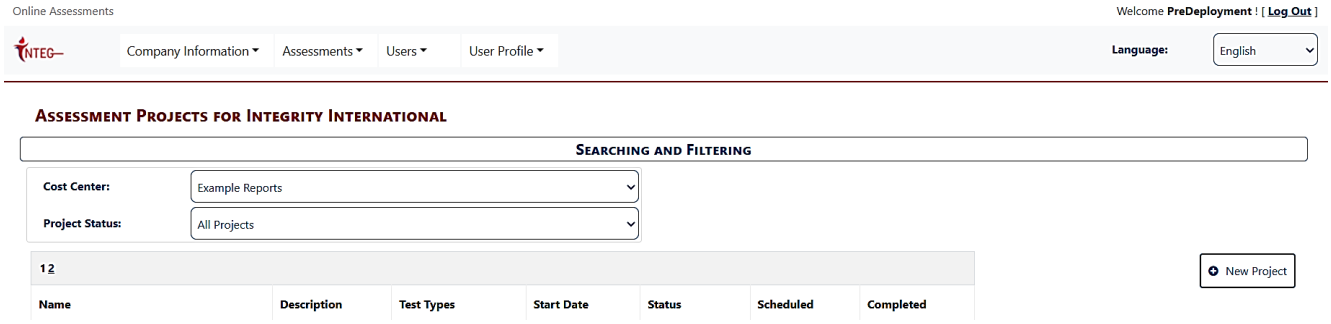
Terms and Conditions of Service and Support Visits and Payment:

- In terms of the basic conditions, all call-out requests for support/service will be charged, in terms of time spent on the technical problem at the base consulting rate plus travel costs charged at the AA rate per kilometer unless the problem is due to a fault in the INTEG software.
- Payment terms are strictly 30(thirty) days from date of statement.

Click on the **'Continue'** button to start using the system.

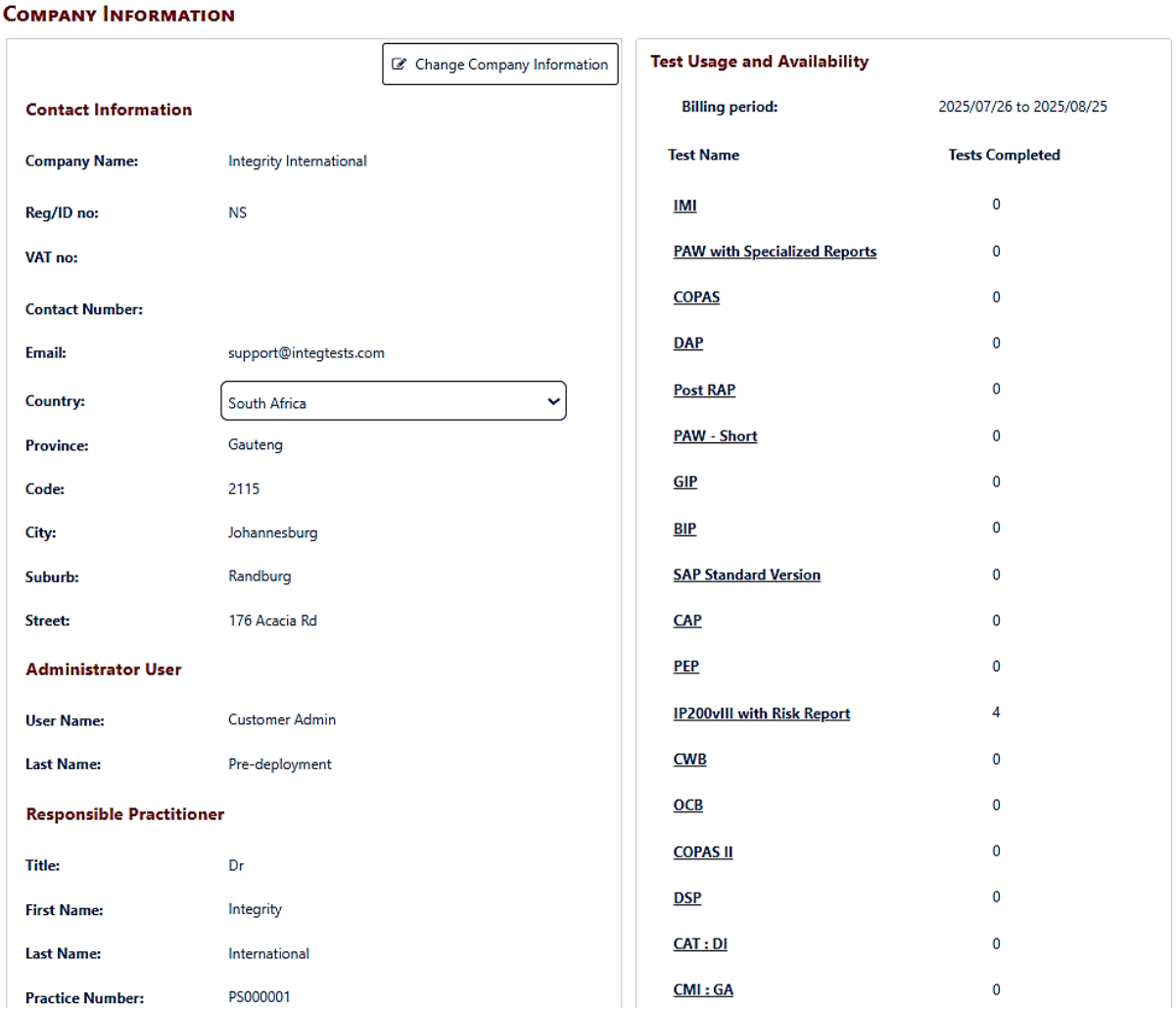
Should you wish to accept the T*erms and Conditions* at a later stage, you will be allowed to log in and use the system five times before this becomes mandatory.

Company Information



Once you have accepted the *terms and conditions* you will find yourself on the **'Assessment Projects Page'** shown below. This page displays the assessment projects for your company.

Navigate to the Company Information page to View or Update your *company information* by selecting **'Company'** from the **'Company Information'** menu. You may make the required changes and then click on **'Save'** as shown below.

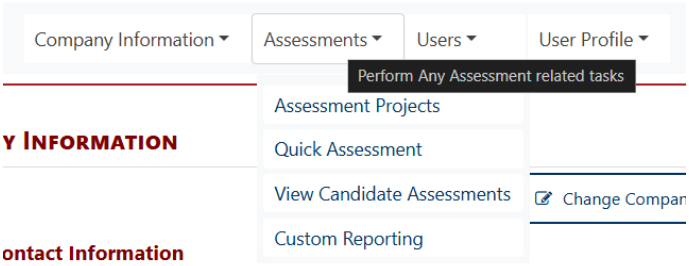


Test usage and availability appears on the right-hand side of the page. Here you will be able to see all *assessment instruments* that are available to you, for example IP200, IMI, COPAS etc. For each *assessment instrument* the number of tests completed during the current billing period is displayed.

Billing

Our customers are invoiced monthly for assessment reports accessed during the billing cycle, which runs from the 26th of a particular month to the 25th of the following month. The results for an assessment may be accessed any number of times, a billing event will only be triggered the first time a result is accessed.

Navigating and Basic Operation



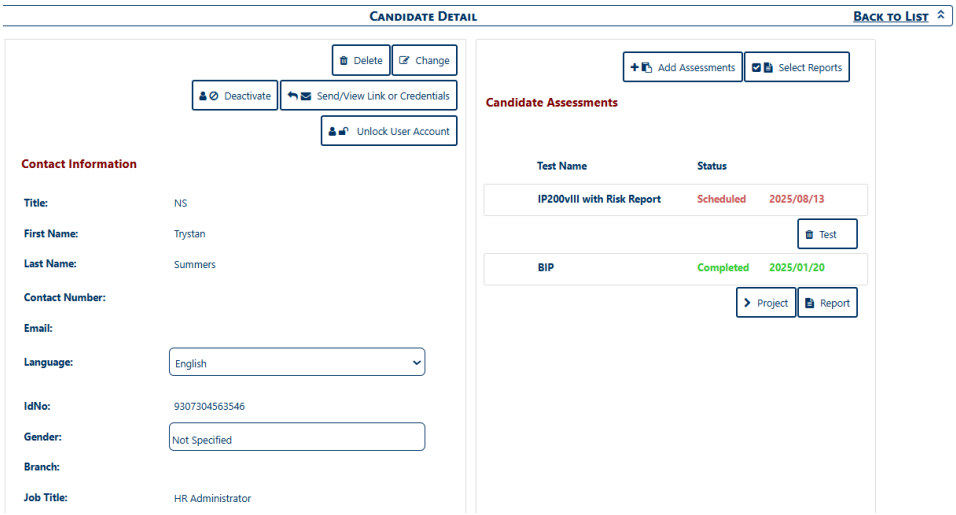
You may navigate through the system by using the navigation menu shown below. The navigation menu is always found in the top section of your page.

Hovering the mouse cursor over a menu option will display a sub-menu. Clicking on a sub-menu item will take you to the relevant page.

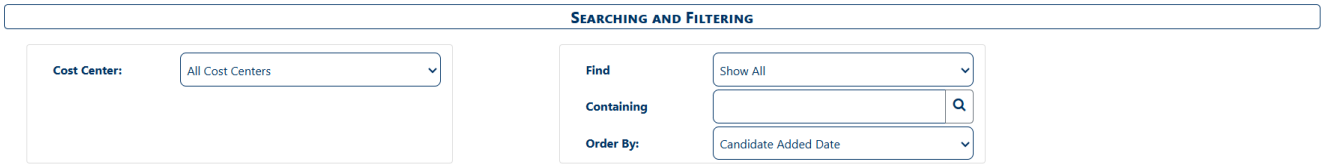
Using your browser's back button will take you back to the previous page.

Viewing Item Detail

Whenever a list of items appears on the screen, as shown above, clicking on an individual item will show a detailed view of the particular item such as the one shown below. Clicking on the Back to List in the top right corner will take you back to the list of items.



Searching and Filtering



The searching and filtering panel, shown above, appears at the top of certain pages.

Filtering options appear on the left. For example: Selecting a cost center from the drop down will show only candidates or projects in that particular cost center. The search panel appears on the right. You may search for a particular Candidate/s or User/s by selecting the search criteria from the 'Find' list and entering a search term in the 'Containing' box, and then clicking on or pressing 'Enter' to find matching individuals.

The search will return all entries that contain the specified search term, so you could search for something very specific, such as a particular ID number, which would return a single candidate, or you could search for something more general, such as all individuals that have the letters 'Str' in their last name, which would potentially return more than one candidate or user.
You can show or hide the 'Search and Filtering' Panel by clicking on **'Show**' or **'Hide'** in the top right of the panel.

Entering Information

When entering information on a screen you will notice the following:

Mandatory information appears highlighted in blue as shown below, this information is required and may not be omitted.

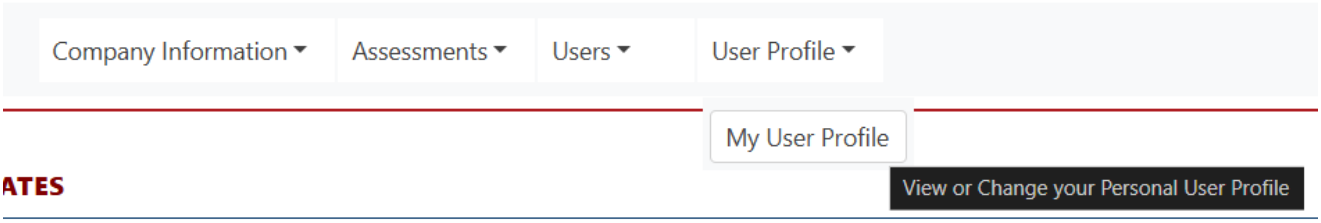


Optional information, as seen below, is shown with a white background, this information you may choose to fill in, but it is not required, and therefore may be omitted.



When updating or entering information you may choose to either save your changes by clicking on **'Save'** or discard the changes by clicking on **'Cancel'**. Hovering the cursor over an element on the screen will display a tool tip explaining the purpose of the element.

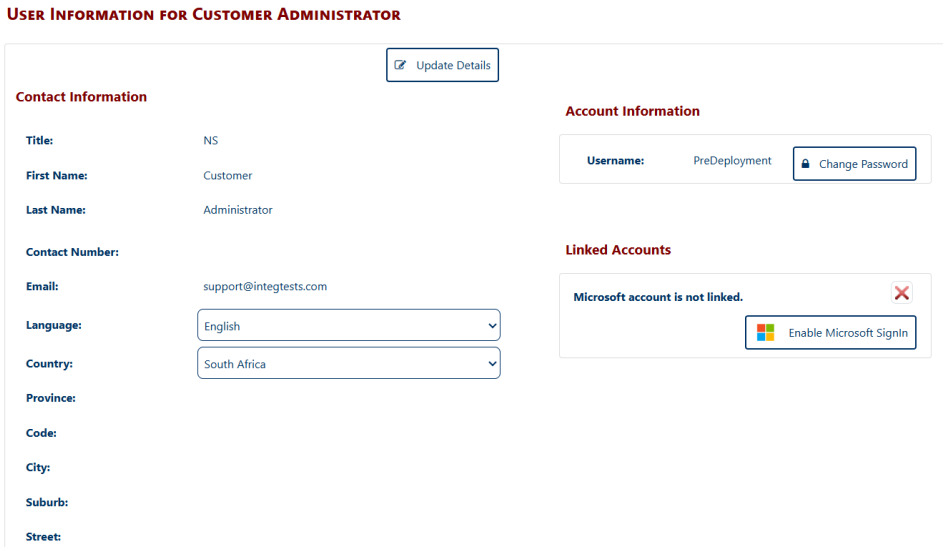
Managing Your User Profile



The User Profile Page allows you to View and Update your personal and user account information.

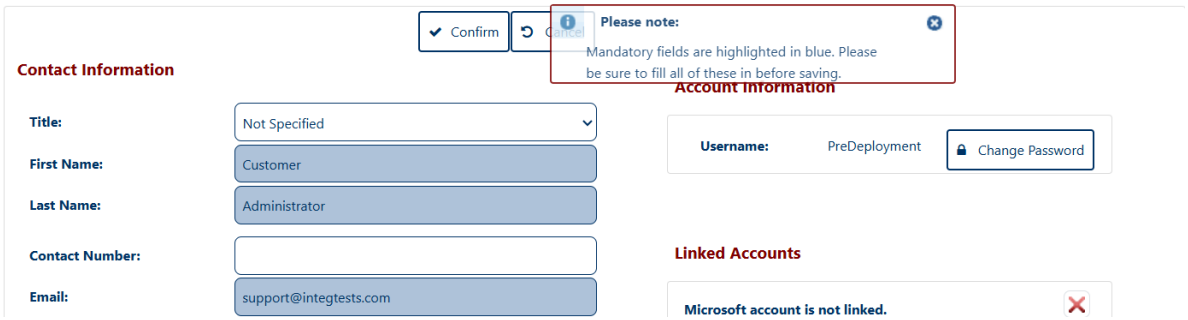
Viewing Your User Personal Information

Selecting the **'My User Profile'** option from the **'User Profile'** menu as shown above will take you to the User Profile Page shown below.



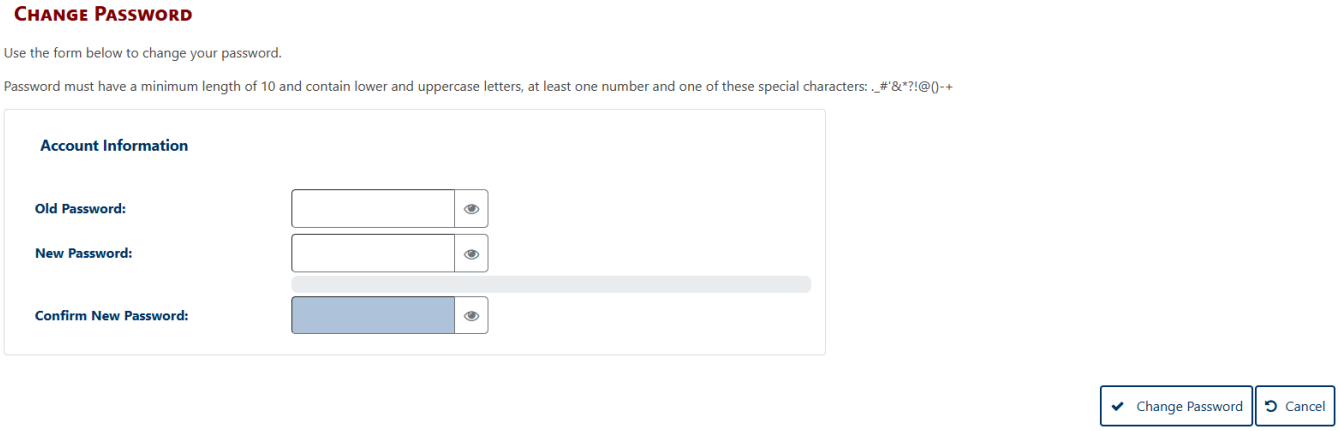
Updating Your Personal Information

Click on the **'Update Details'** button to display the screen below and update the required information. Click **'Save'** to keep your changes. If you do not wish to keep the changes that you have made, you may click on **'Cancel'** to discard changes.



Changing your password

From the User Information screen shown on the previous page you can click on the *Change Password* link to select a new password. Clicking on the *Change Password* link displays the screen below.



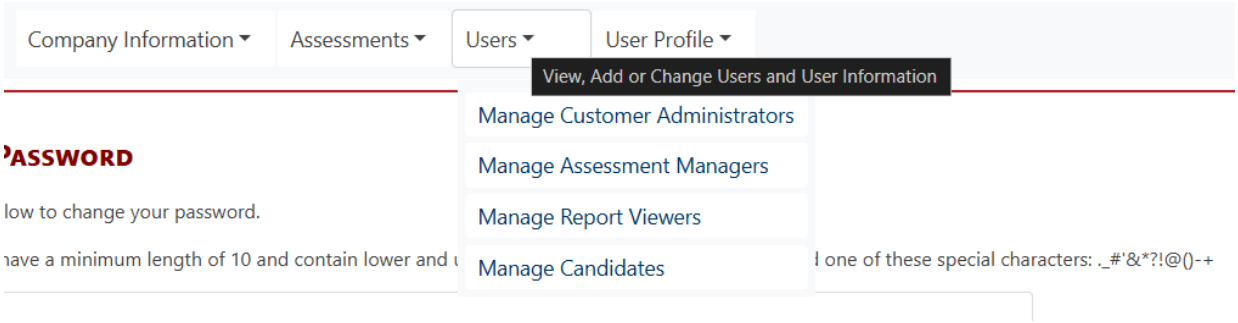
Enter your current password in the space provided. Now enter your new password in the 'New Password' box and type it a second time in the 'Confirm New Password' box.

Press **'Change Password'** to change your password or **'Cancel'** to revert to your old password.

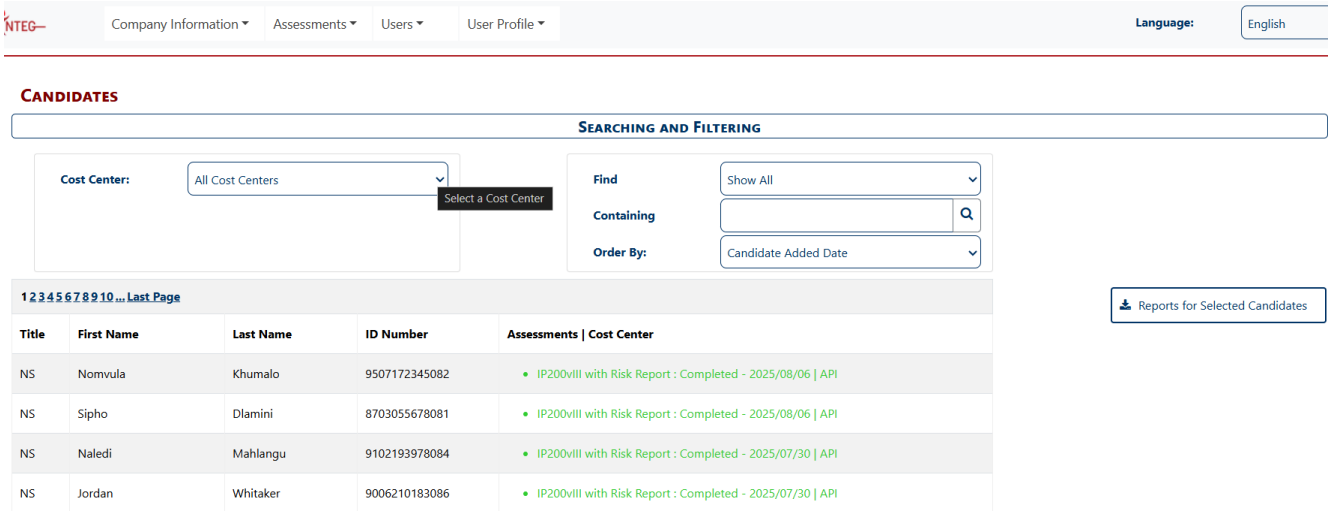
Enter your Password in the space provided.

Managing Users

There are four types of users that make use of the Online Assessment System Namely Customer Administrators, Assessment Managers, Report Viewers and Candidates.



Selecting the '**Manage Customer Administrators', 'Manage Assessment Managers', 'Manage Report Viewers**' or **'Manage Candidates'** tab from the **'Users'** menu, shown above, will take you to the Users Page shown below. Each of these menu options presents a different selection of system users as indicated by the user type selected. In the example below we have shown the list of candidates.



This page allows you to manage all types of users. Here you may **Add** new users, **View** or **Change** existing users and under certain conditions **Delete** users that are no longer required.

Please note: Discretion should be used when setting up new users on the system. Thoughts should be given to the nature of information that a user will have access to and the functions that a particular person will need to perform. A good rule of thumb is to allow a user the minimum access required to perform their role successfully.

Please contact support@integtests.comif you would like more information regarding this.

User Types

Customer Administrator

A customer administrator can set up and manage all user types. Customer administrators may perform all functions and have access to all data for the particular company; they are not restricted by cost centers.

Assessment Managers

Assessment managers can perform all the administrative tasks that a customer administrator can perform but are not authorized to view any assessment reports. If cost centers are used, the cost center/s to which an assessment manager has access will be specified when the assessment manager is added to the system. These users will be able to create and manage assessment projects and quick assessments and perform all related tasks within the cost center/s that have been assigned to them.

Report Viewers

Report viewers, as the name suggests, can only view projects, limited candidate information and view or download assessment reports and summary reports. They cannot perform any of the administrative tasks that customer administrators and assessment managers can perform. If cost centers are used, the cost center/s to which a report viewer has access will be specified when the report viewer is added to the system. These users will be able to view projects, limited candidate information and view or download reports within the Cost Center/s that have been assigned to them.

Candidates

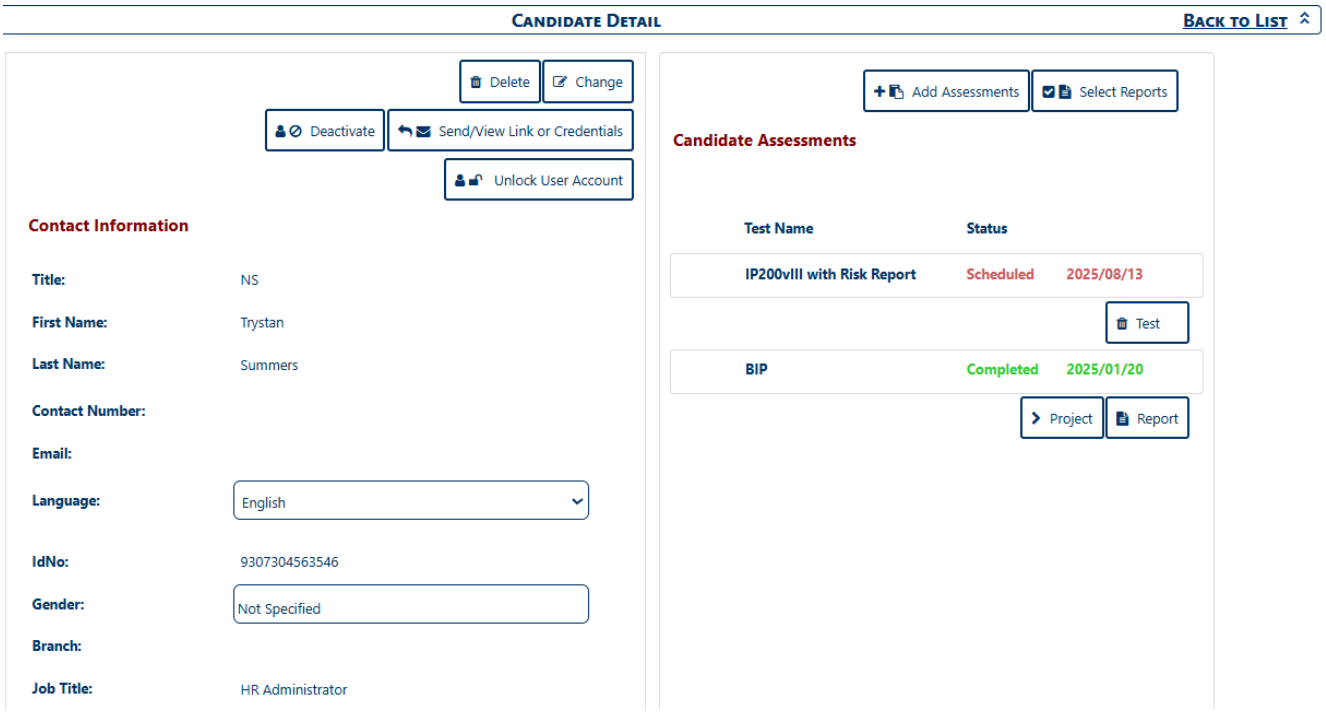
These users will be able to complete assessments and update their own user information. If cost centers are used the cost center to which a candidate belongs can be specified when the candidate is added to the system. If a candidate is assessed as part of a project, the project cost center will be applied to the candidate. Invoices will indicate the cost center to which a candidate belongs as part of the line item/s for any assessment performed by the candidate.

General User Functions

Some of the functionalities in this section applies to all the user types and is described first. This general section is followed by sections highlighting more specific functionality applicable to Candidates.

Viewing User Information

When a list of users is presented, as previously shown, clicking on a particular user will display the User Detail Screen below.



In the user detail view we can see the Contact information, Physical Address and Account Information for a particular user. If the user is a Candidate, Assessment Information will also be shown, including the Assessment Status and Date.

Where the Candidate has been assessed more than once with a particular instrument, the most recent assessment of a particular type will appear at the top of the list.

The Test Status will be **'Preparing'** for assessments which are a part of a project that has not been activated, **'Scheduled'** if the Candidate has not started their assessment, **'Active'** if the candidate has started the assessment, but has not completed it yet, or **'Completed'**. For Completed tests the **'Report'** button will also be visible.

The **‘Project’** button next to an assessment indicates that the assessment was completed as part of a project and will take you to the specific project.

Changing User Information:

Click on **'Change'** to make changes to the contact or address information for an existing user. Update the required information and click **'Save'** to keep your changes or **'Cancel'** to discard them.

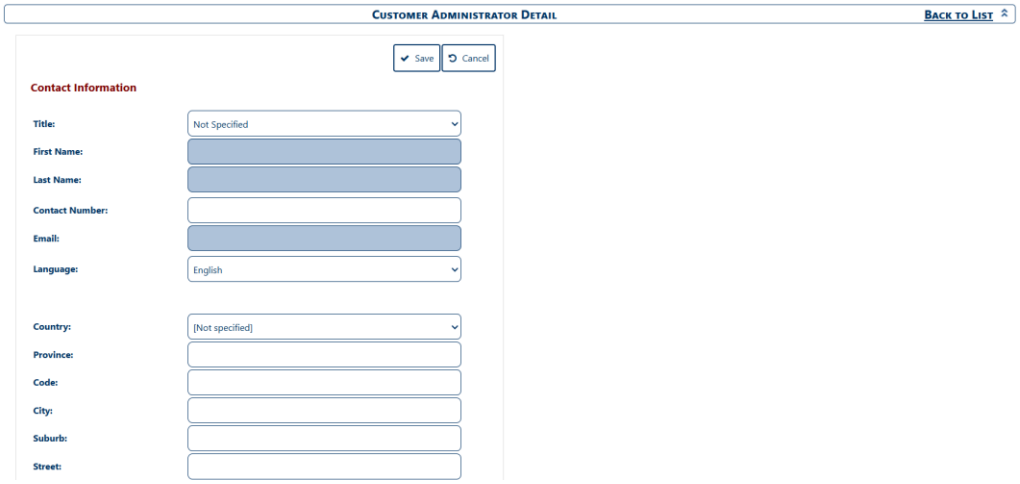
Deleting a User

Click on **'Delete'** to remove a user that is no longer required. You will, however, not be able to delete a user that has performed any significant action on the system as a record of user actions is maintained for auditing purposes. It is, for example, not possible to delete a candidate once their assessment has commenced or an administrator linked to a project or who has set up any assessments or accessed any reports. Use caution when deleting a user as this action cannot be reversed.

Adding a new User

Using the procedure below you may add new administrative users to the system. Please see the sections on 'Quick Assessments', 'Importing Candidates' and 'Adding Candidates to a Project' for information on adding candidates to the system.

Clicking on the **'New'** button for the particular user type displays the User Detail Screen below, in this case we are adding a Customer Administrator.

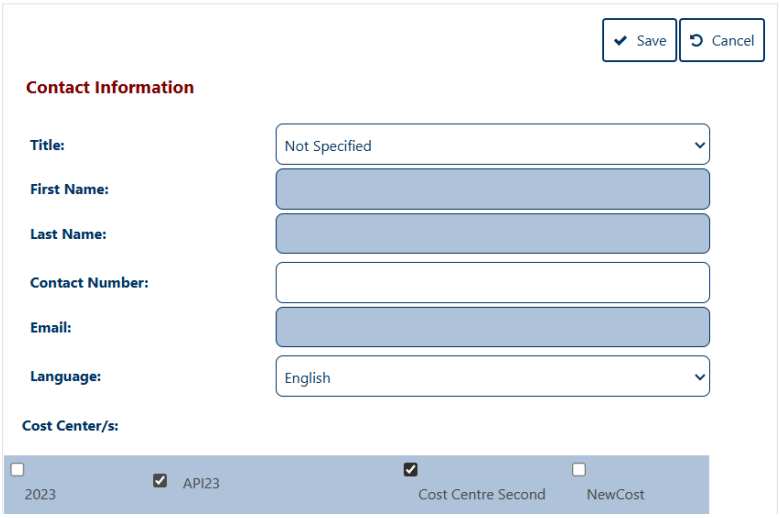


Fill in the required information, highlighted in blue, and any additional information that you would like to specify and click on **'Save'** to add a user to the system. Alternately you may click on **'Cancel'** to discard the new user.

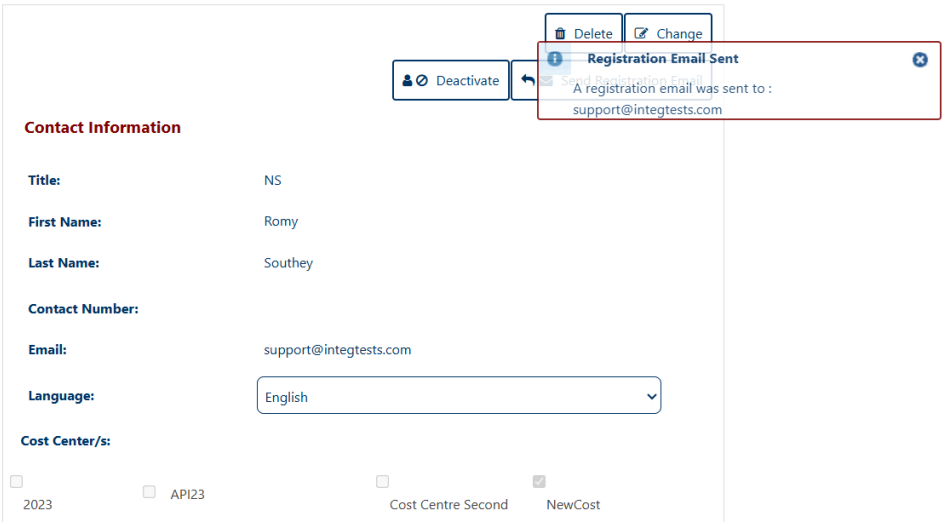
You will now see the new user in the list of users on the Users Page. When you save the new user a registration request email is sent to the email address that you filled in above. The user then follows the procedure as described in the 'Getting Started' section to register and gain access to the system.

Working with Cost Centers

When adding assessment managers and report viewers in situations where cost centers are used, the cost center/s that the assessment manager or report viewer will have access to must be indicated by ticking the boxes for the relevant cost centers, see below.



Re-sending a Registration Request



It may happen that a user has trouble locating their registration request e-mail or that the e-mail address provided originally was incorrect. In either of these cases, you may want to resend the registration request email. In the case of an incorrect email address, first follow the procedure detailed in 'Changing User Information' to enter the correct email address. To re-send the registration request simply click on the relevant user on the Users screen to display the user information as shown below. In this case it is an Assessment Manager.

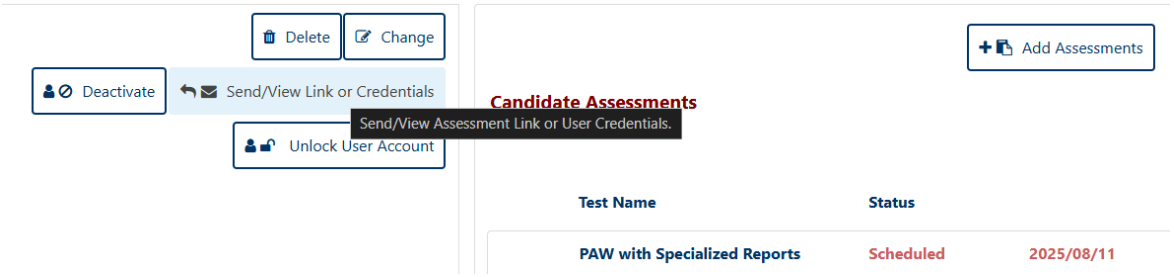
Click 'Send Registration Email' shown above to re-send the registration request email.

Assessment Candidate Functions

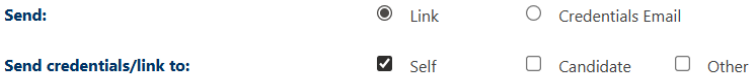
The functions that follow are only applicable to assessment Candidates.

Sending/Re-sending and Viewing Links or User Credentials

To send or re-send the System User Credentials whether it be a Link or System Generated User Credentials simply click on the relevant candidate in the list of Candidates to display the user information. Click **'Send / View Link or Credentials'** as shown below to re-send the System Generated User credentials to the administrator, candidate or other person.



When setting up a quick assessment, importing or adding a candidate/s to a project, or re-sending credentials, the administrator will be presented with the options below:

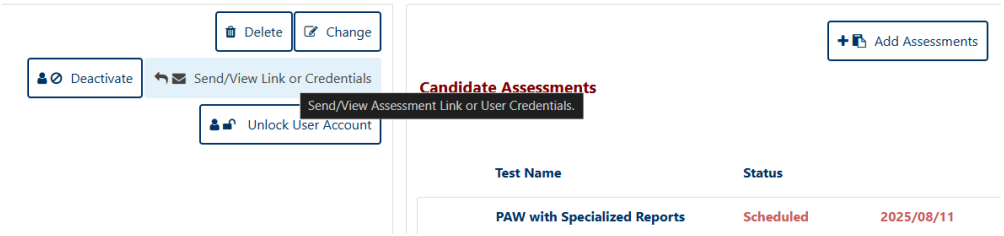


The administrator may choose to send an email with either a link, or user credentials by clicking on the desired option. The e-mail with user credentials sent to the administrator (self), is selected by default. Next choose to whom the link/credentials will be sent. This is done by ticking any, or all of the boxes shown above with the following effect:

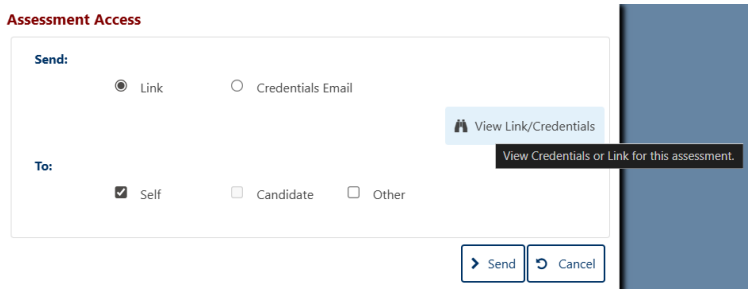
- Self: Sends the link/ credentials to the administrator's own mailbox.
- Candidate: Sends the link/ credentials to the candidate's mailbox.
- Other: Allows the administrator to enter an email address other than their own, or the candidates to send the link/ credentials to.

These selections are presented in all scenarios where user credentials are sent or re-sent.

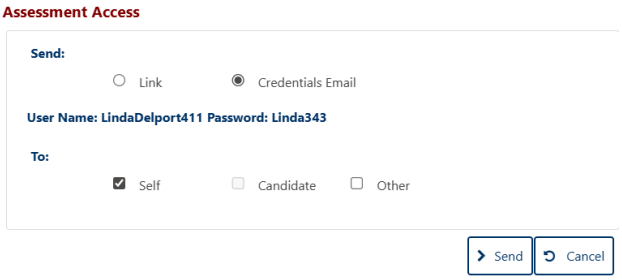
To view the Link / Credentials, select the particular candidate from the list of candidates and click **'Send / View Link or Credentials'** in the Candidate Detail screen shown below This is useful in cases where email is not accessible or there are time constraints and waiting for the email containing the link or credentials is not ideal.



Select 'Link' or 'Credentials Email' and click the 'View Link/Credentials', shown below. The credentials or link will be shown on screen and can be copied for use.

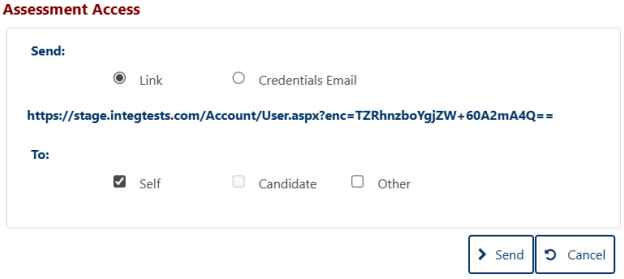


In the example below the credentials are presented.



If making use of the user credentials, the candidate may use the following link and enter their credentials to complete their assessment/s:
https://www.assessments.integtests.com/Account/Login.aspx

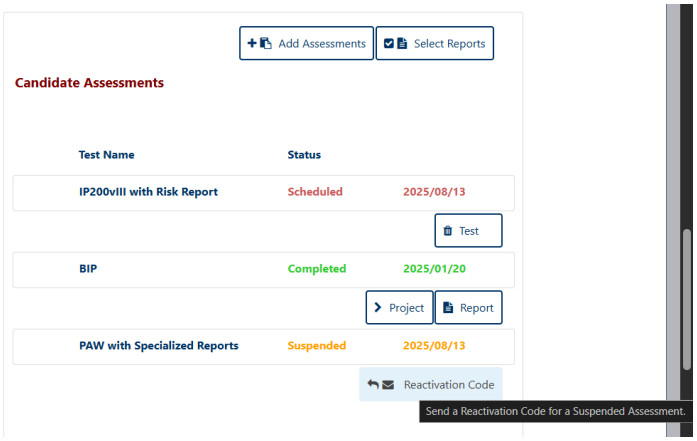
When making use of the unique assessment link for a candidate, as shown in the next example, it can be copied as shown on screen and pasted into the browser bar to gain access to the candidate's assessments. Please ensure that the entire link is copied as an incomplete link will not give access to the system.



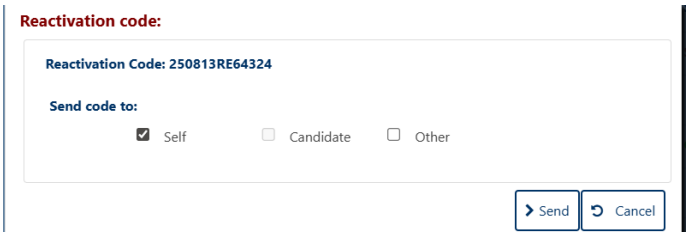
The assessment link is unique to the particular candidate and should not be shared with anyone else.

Reactivating a Suspended Assessment

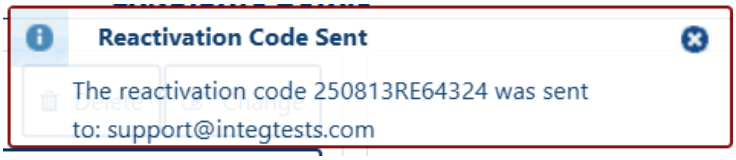
A candidate should ideally complete an assessment in a single uninterrupted session. It may however happen that an assessment session is interrupted due to a power or internet outage, or other unforeseen circumstances. If the number of interruptions or the duration of an interruption exceeds the allowed limit, an assessment is suspended. The Customer Administrator may send a reactivation code to a candidate by selecting the candidate from the list of candidates and clicking the **'Reactivation Code'** button next to the suspended assessment, shown below.



You can send or resend a reactivation to yourself, the candidate, or another email address. The reactivation code is also visible at the top of the sending dialog and can be copied from there, if you would like to send it in some other way, such as text or WhatsApp.



A confirmation message which contains the reactivation code, as shown below, is displayed.

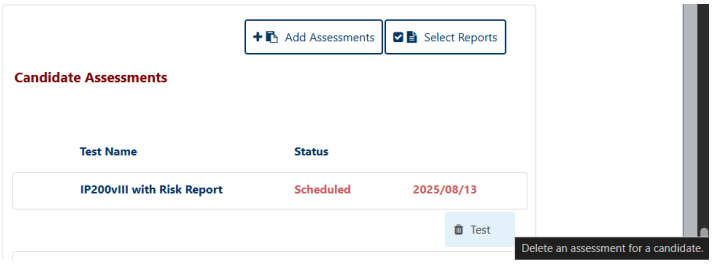


An email which contains the reactivation code and instructions to reactivate the assessment is sent to the chosen email address. The candidate may then enter this reactivation code when prompted to do so, to continue with the assessment.

Please note that the administrator is only able to reactivate an assessment once. Please contact us at support@integtests.com if an assessment requires a second reactivation.

Deleting a Scheduled Assessment

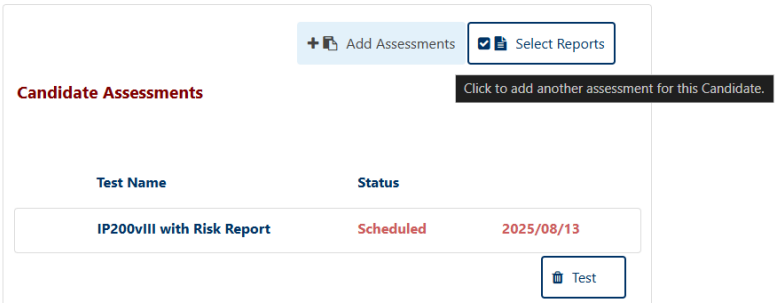
A scheduled assessment may be deleted by selecting the candidate and clicking on the delete button beside the assessment, see below.



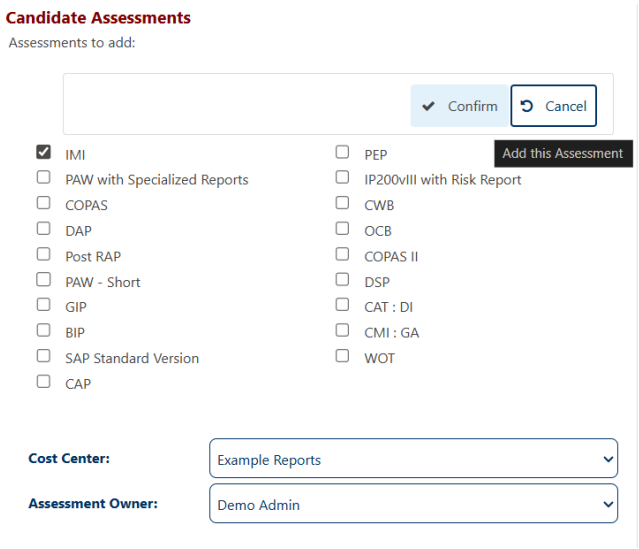
Only assessments which have not been started may be deleted.

Adding assessments for an existing Candidate

Additional assessments may be scheduled for an existing candidate. Select the candidate from the list to view the candidate information and click the **'Add Assessments'** button found at the top of the Assessments panel, see below.



If cost centers are used, select the Cost Center to which the test should belong. Select the administrator that should be notified when the assessment is completed. Now click **'Add'** to add the chosen assessments to the candidate's profile.

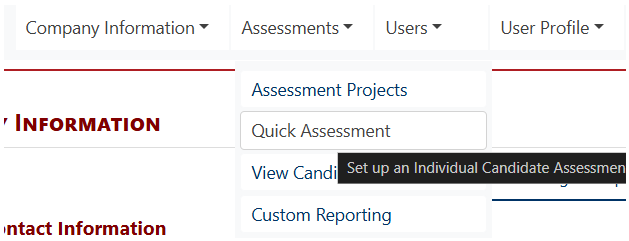


Assessments

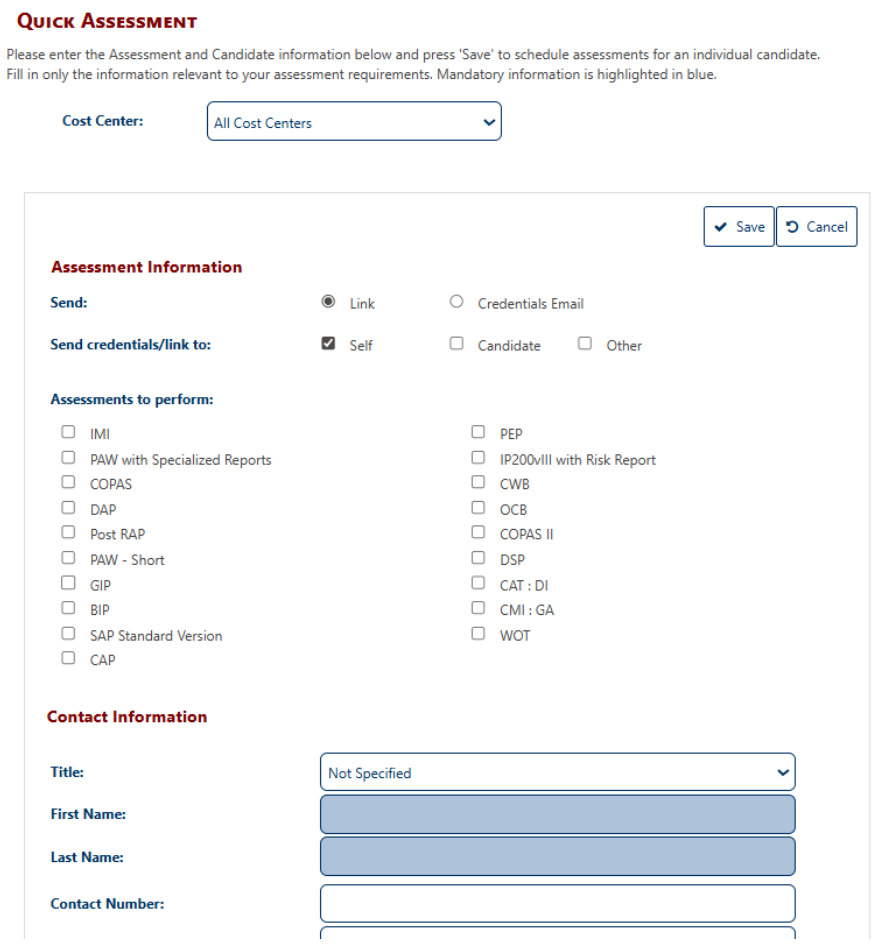
As an administrator you will be able to set up and track candidate assessments and, on completion of the assessments, have access to assessment reports.

There are two ways to manage your assessments. You may choose to Schedule a **Quick Assessment** or set up an **Assessment Project**. Quick assessments are ideal if you are assessing an individual or a small group of candidates. Assessment Projects are more suited to larger groups of candidates and offer some additional reporting and management options.

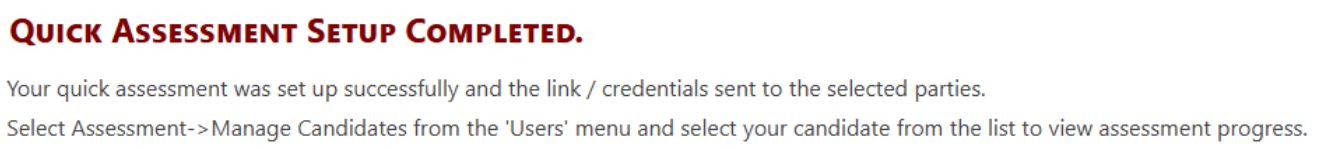
Quick Assessment



Selecting the **'Quick Assessment'** tab from the **'Assessments'** menu as shown above will take you to the Quick Assessment Setup Page shown below.

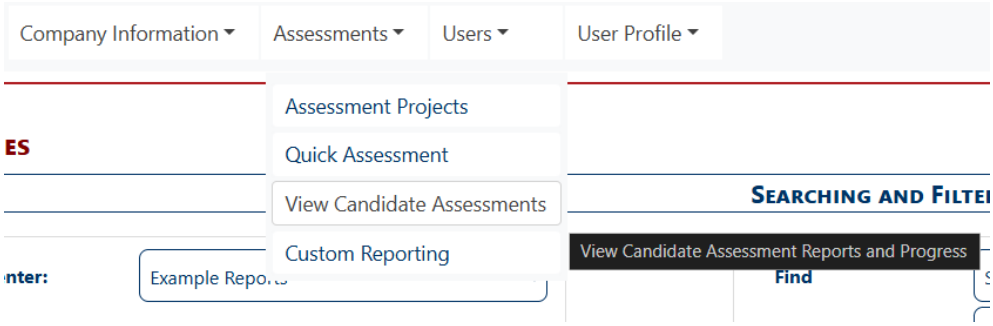


- To set up a Quick Assessment the first step, for companies making use of the cost centers, is to select the relevant cost center for the assessment from the Cost Centers drop down list.
- The next step is selecting the method by which User Credentials are produced and distributed**.** You may choose to send an email with either a link/links or user credentials by clicking on the desired option. You will see that the email with user credentials sent to the administrator (self), is selected by default.
- You will then choose to whom the link/email will be sent. This is done by ticking any, or all of the boxes shown above with the following effect:
  - Self: Sends the link/email to the administrator's own mailbox.
  - Candidate: Sends the link/email to the candidate's mailbox.
  - Other: Allows the administrator to enter an email address other than their own, or the candidates to send the link/email to.
- Next select the tests to include in the test battery by ticking the box next to the appropriate test/s.
- Enter the candidate's contact information, any additional information and physical address as required. The Candidate first name and last name fields are mandatory as indicated by the blue background. We recommend that you fill in at least the ID number and email address fields as these are very helpful when searching for a candidate and verifying assessment history. If credentials will be sent directly to the candidate, the email field is also required. The rest of the information is not compulsory but may be used in certain assessment reports. Click **'Save'** to create your Quick Assessment. The screen below is displayed.

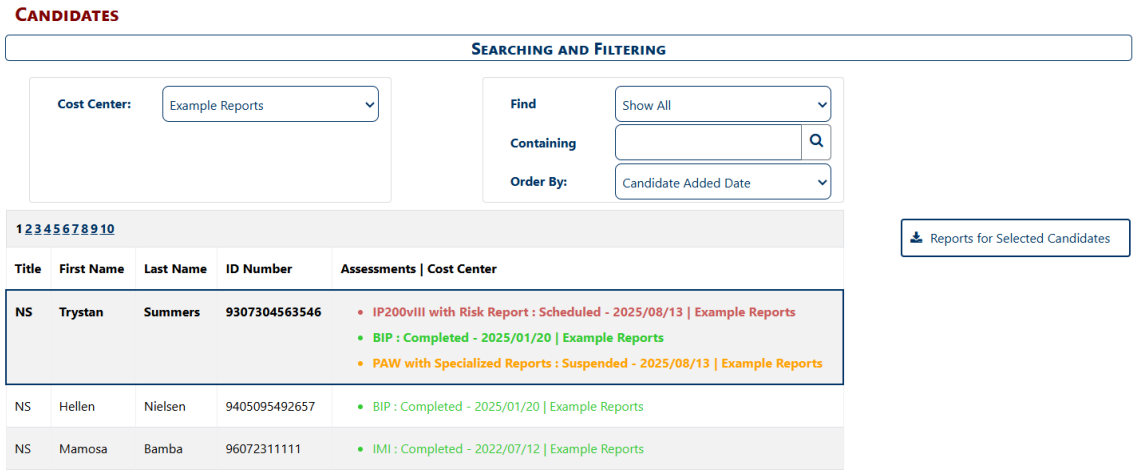


Please note: It is advisable to add assessments@integtests.com to your email whitelist, and to the white lists of any companies to whom you regularly send links or credentials from the Online Assessment System, in order to ensure that emails from the system are not blocked by your company network. Your IT department should be able to assist you with this. If you have clients to whom you send credentials frequently it is advisable to ask them to do the same.

Individual Assessment Progress and Reporting



To track Quick Assessment progress and view individual assessment reports you may navigate to the Candidates page by selecting the **'View Candidate Assessments'** tab from the **Assessments** menu, or the **'Manage Candidates'** option from the **Users** menu.



The Candidate List shows the most recently added candidates at the top of the list by default. You may **choose the order** in which Candidates appear by selecting your preference in the '**Order By'** drop-down menu, seen above.

- Selecting **'Assessment Completed Date**' will show the Candidate with the most recently completed assessment at the top of the list and order the candidates by the date of their most recent assessment, so that the newly completed assessments will appear first.

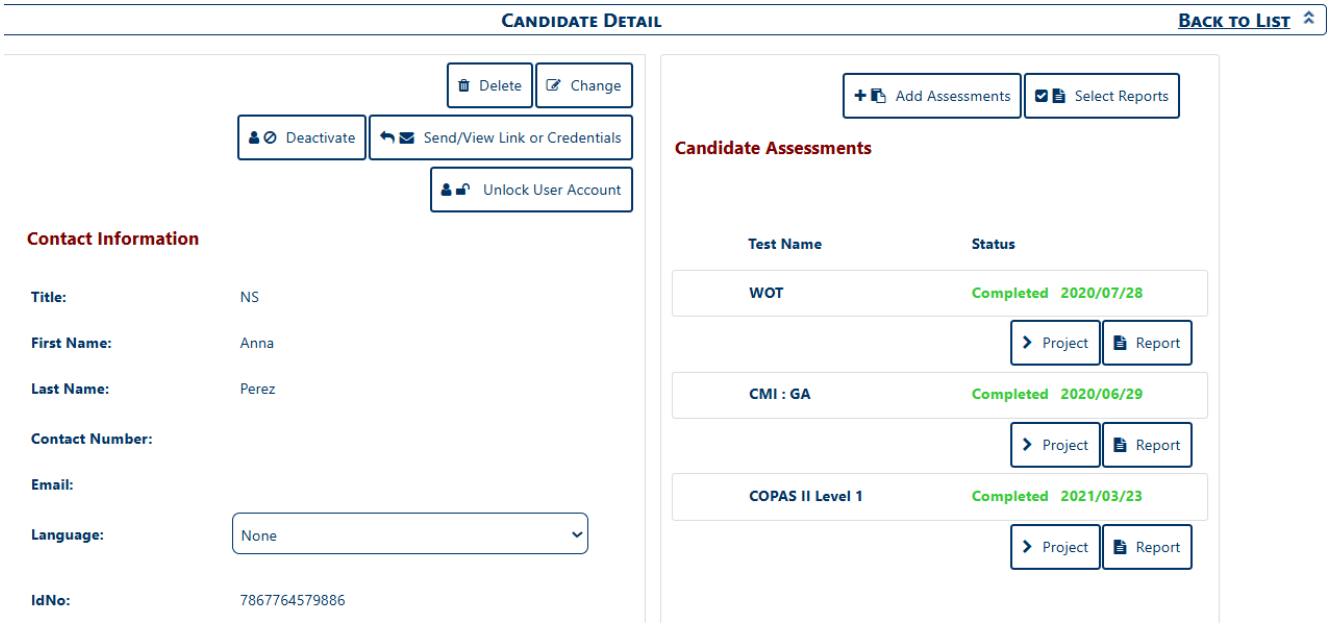
- Selecting '**Assessment Scheduled Date**' will show the most recently scheduled assessment at the top of the list and order Candidates by the date on which their assessments were scheduled with more recently scheduled assessments appearing first.

The Cost Center drop-down list is used to filter the candidates shown by Cost Center. If **'All Cost Centers'** is selected, all candidates for the company are shown and all assessments for a candidate will be visible. If a particular cost center is selected, only candidates with assessments in that cost center will be shown. If a candidate has assessments in multiple cost centers only those in the selected cost center will be shown.

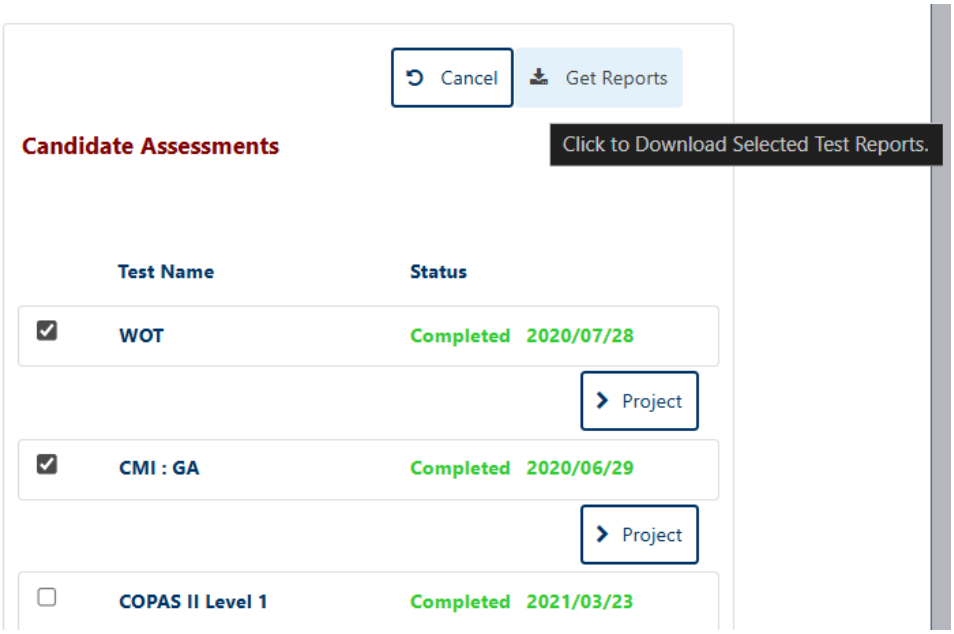
Assessment progress and the Cost Centers are shown in the **'Assessments | Cost Center'** column. Click on the page numbers shown in the bottom right corner of the list to go to a specific page of the list or

use the search box at the top of the page to search for a complete or partial first name, last name or id number.

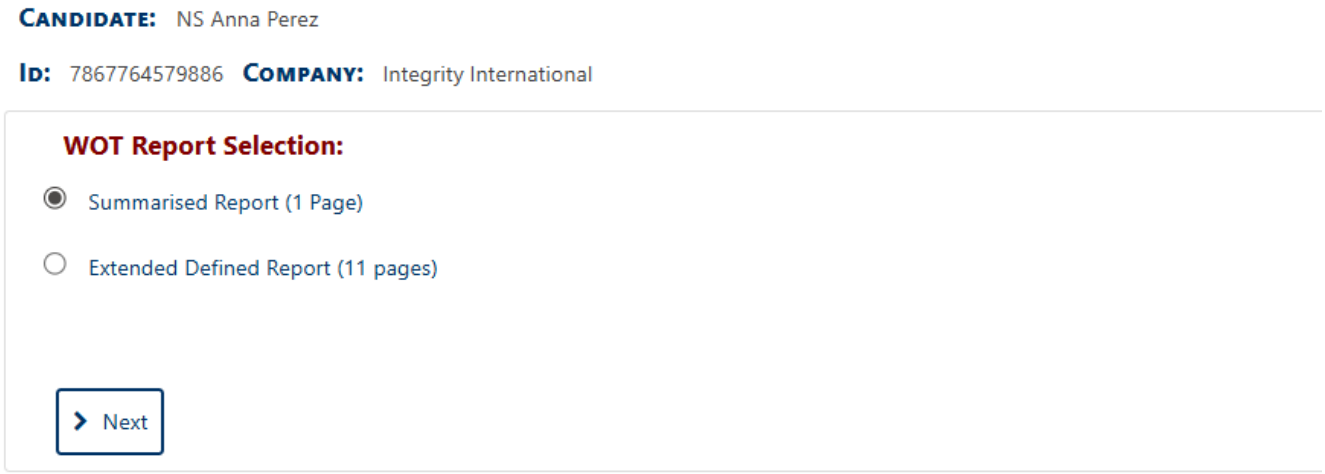
Select the candidate by clicking on the row in the list for the required candidate. Personal Information and Assessment information for the candidate will be displayed as shown below.



You may click **'Select Reports'** to download reports for a selection of assessments performed by a Candidate in either a single pdf document or as separate pdf documents contained in a zip file. Next tick the boxes next to the assessments for which you would like to download reports, as shown below, and click **'Get Reports'** to go to the report selection screen.



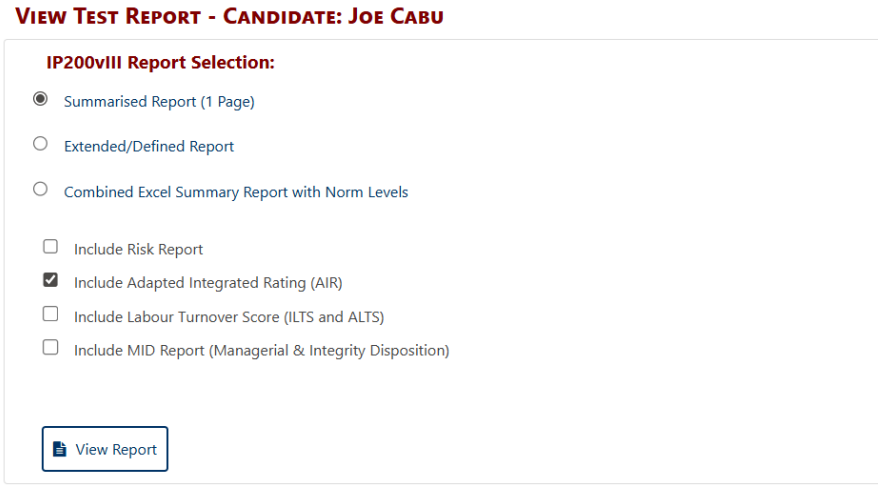
Next select the report type/s for each instrument as shown below and click on ‘NEXT’ until all report selections are made.



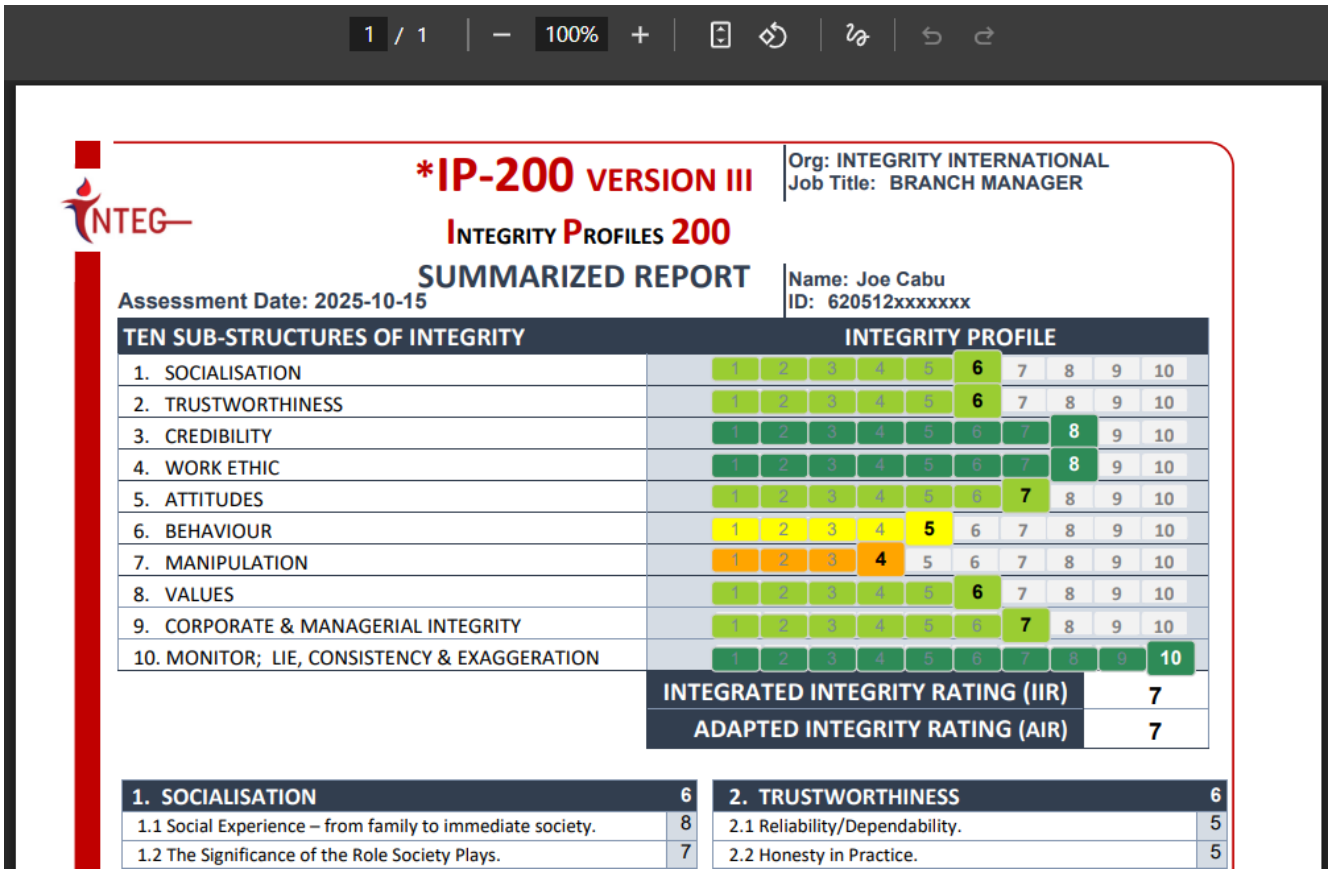
Once all the report selections are made select the download format, either single pdf or zip file and click ‘Download’ to save the reports to your device.



Alternately, you can view the report for a particular assessment by clicking on the **'Report'** button for the assessment in question, and then selecting the report type/s to view as shown below:



Once the report type selections are made by clicking on 'View Report', the browser will display the test report in your browser's PDF Viewer which will be similar to the example below.



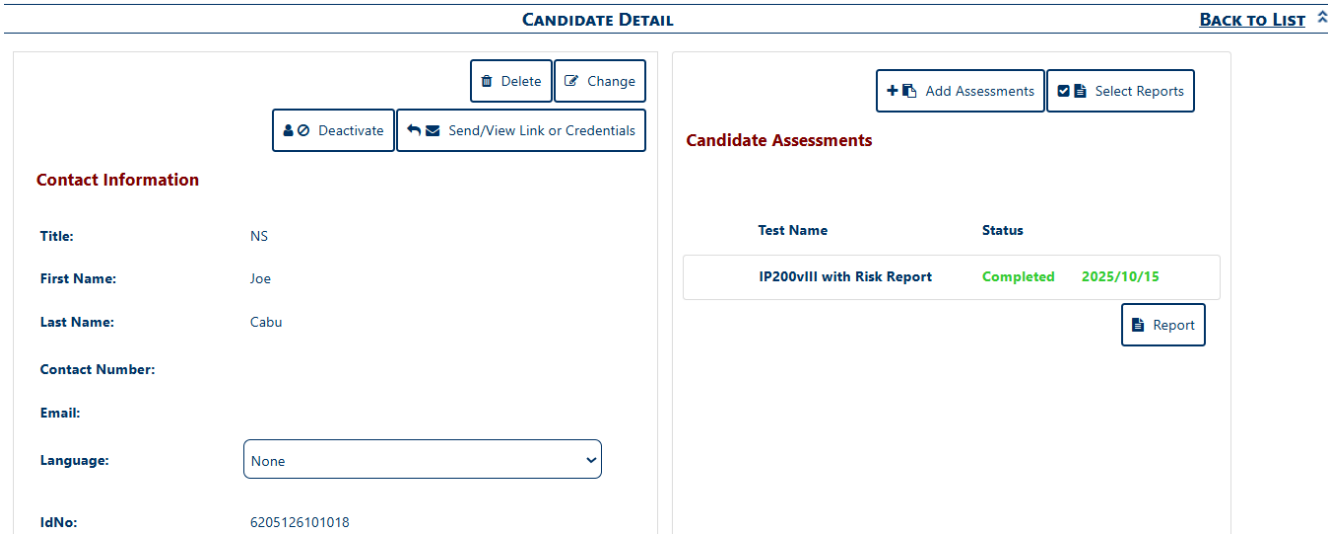
PDF viewers differ slightly from one browser to another, but the same basic functionality will exist. The action buttons may be located to the side, top or bottom of the page. The example above was generated using Chrome. Using the scroll bar and built-in navigation will allow you to browse through the report. In the top right-hand corner, you will see the print and download icons which may be used to save the report to your device or print a hard copy.

Please contact support@integtests.com for assistance with your preferred browser's pdf viewer.

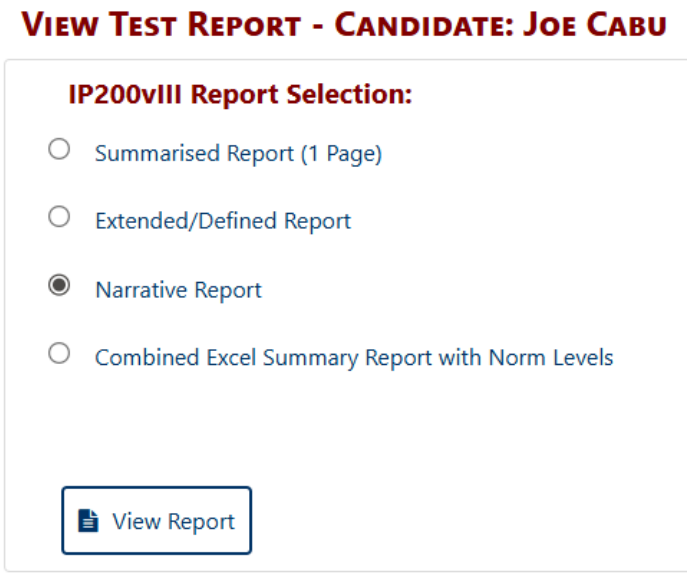
Accessing Narrative Reports

Narrative Reports offer a more integrated interpretation of assessment results by combining data-driven insights with clear explanations and visual elements — including integrity profile graphs — to provide a structured summary of key findings, core strengths, potential risk factors, and areas for development.

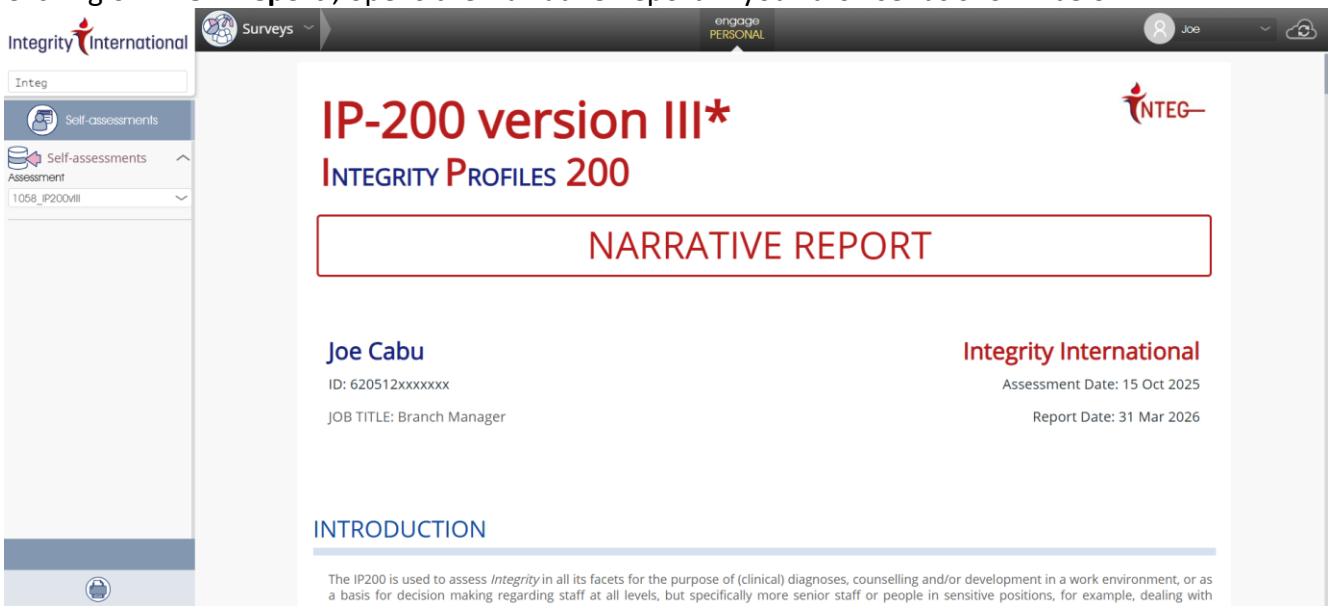
Once a company has opted in to make use of the IP200 Narrative Reports, the reports can be accessed through an individual candidate's profile. Using the steps found in the previous section of this guide, navigate to the candidate for whom you require the report and click on the relevant candidate in the list to select them. Personal Information and Assessment information for the candidate will be displayed as shown below.



The narrative report for a particular candidate assessment can be viewed by clicking on the **'Report'** button for the assessment in question, and then selecting the report type "**Narrative Report**" as shown below:



Clicking on '**View Report**', opens the Narrative Report in your browser as shown below.



The report can be viewed in your browser or downloaded in pdf format by selecting the printer button shown in the bottom left-hand corner of the image above. Preparing the report can take a moment, when it is complete a pop up will appear prompting you to save the report.

More information and an example of an IP200 Narrative report can be found here.

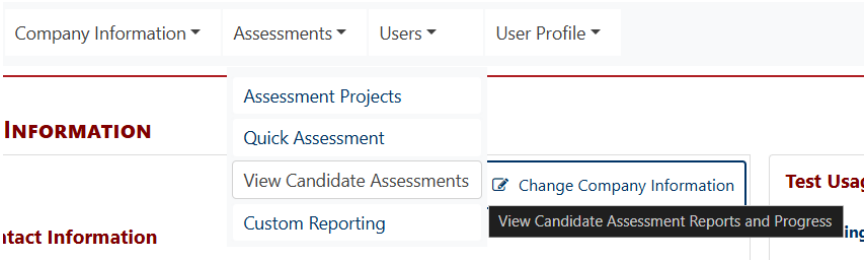
As a reminder:

- The Narrative Report is an optional, client opt-in service.
- It is available at a modest per-report fee, in addition to the standard IP200 assessment cost.
- Reports are generated via an authorised third-party reporting provider, operating under strict data processing protocols.

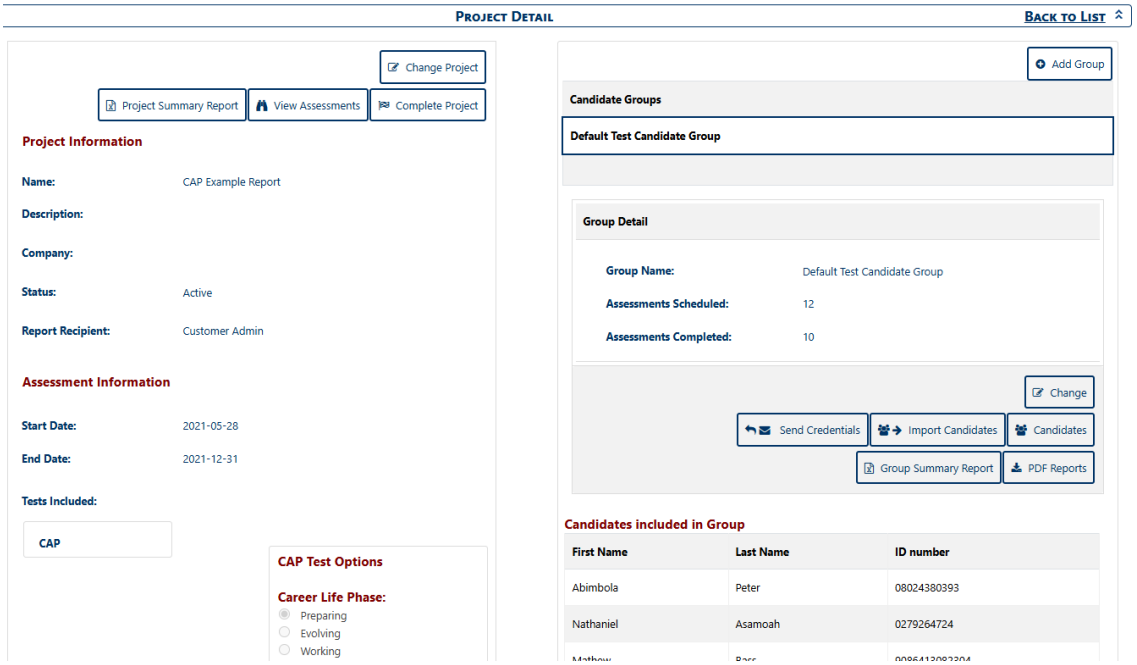
For information on how we handle your data, please review our Privacy Policy.

If you'd like to opt in or find out more, please don't hesitate to reach out to us at support@integtests.com.

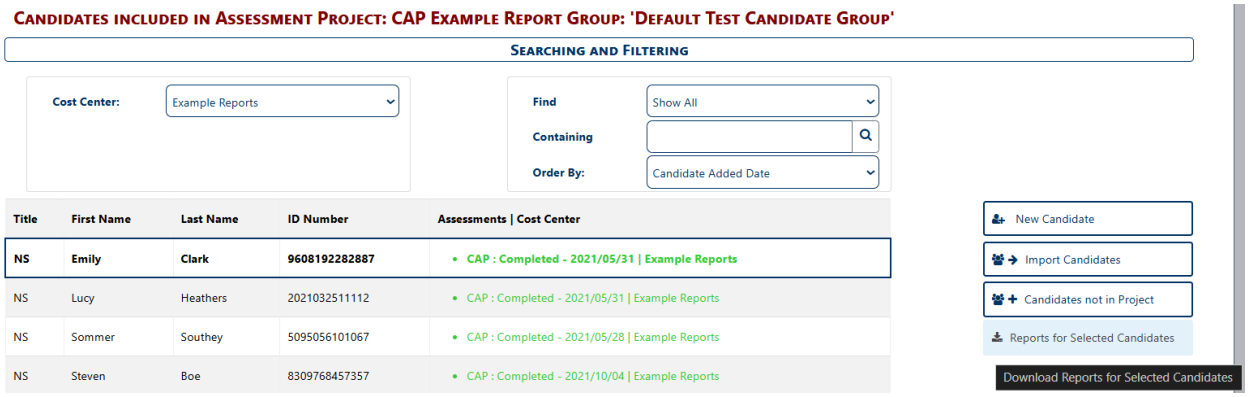
Reporting for Selected Candidates



PDF and excel Combined Summarized Reports for selected candidates can be produced by navigating to the list of all Candidates by selecting 'View Candidate Assessments' from the Assessments menu as shown above, or to a list of Candidates for a particular Candidate Group by Selecting the Candidate Group and clicking 'Candidates', or for a particular Project by clicking 'View Assessments' for the project, on the Project detail screen shown below.

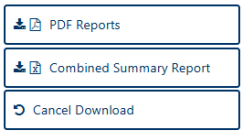


In all of these cases a list of candidates, such as the one below, will be shown.



Click on ‘Reports for Selected Candidates’ and check tick boxes for the required candidates, see below. It is possible to page through the list and make selections or search the list for specific candidates.

Title	First Name	Last Name	ID Number	Assessments | Cost Center	
NS	Emily	Clark	9608192282887	• CAP : Completed - 2021/05/31 | Example Reports	☑
NS	Lucy	Heathers	2021032511112	• CAP : Completed - 2021/05/31 | Example Reports	☑
NS	Sommer	Southey	5095056101067	• CAP : Completed - 2021/05/28 | Example Reports	☑
NS	Steven	Boe	8309768457357	• CAP : Completed - 2021/10/04 | Example Reports	☐



Once all the required candidates have been ticked clicking on ‘PDF Reports’ to get individual PDF reports for these candidates in a single pdf or bundled in zip file. Please see Individual Assessment Progress and Reporting for information on selecting report types and download options.

Alternately you can click on ‘Combined Summary Report’ to download all the assessment results for the candidates together in an Excel spreadsheet.

If the list of candidates selected from was accessed from the Projects page only assessments included in the selected project will be included in the results for the selected candidates.

Assessment Projects

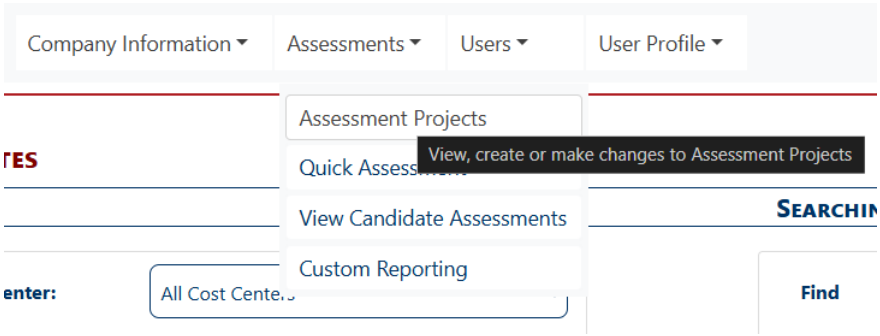
An **Assessment Project** allows you to define and manage the test setup for a particular group of test candidates, for example which test instruments will be used for the and the time frame within which the assessments should be completed. It also provides some group reporting options.

The **Assessment Project Life Cycle** consists of the following phases:

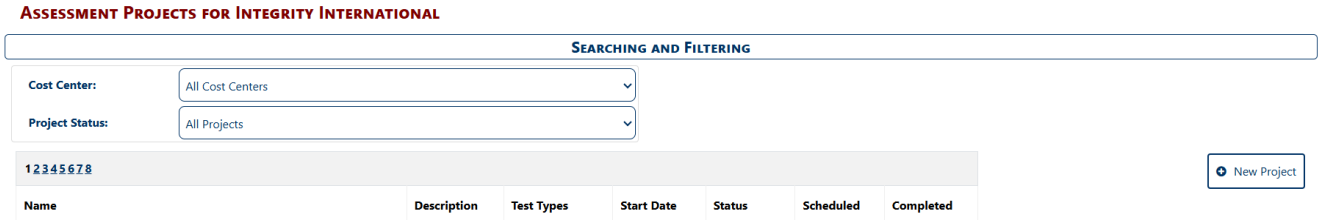
- *Preparing Phase*: In the *Preparing Phase* the administrator specifies the test conditions and captures the information for candidates to be assessed. During this time, all assessments have a status of *'Preparing'* and candidates are not able to complete their assessments yet. Once the project details are finalized the project is 'Activated'.
- *Active Phase*: During the *Active Phase* of the project life cycle candidate assessments are shown as *'Scheduled'*. When a candidate begins a particular assessment the status changes to *'Active'*. Once a candidate completes an assessment the status changes to *'Completed'* and the assessment results are immediately available. As each candidate completes the required assessments the administrator is notified by email. Once the administrator is satisfied that the necessary candidates have completed their assessments the project may be *'Completed'*.
- *Completed Phase*: When a project has been completed assessments for the project do not continue. Any assessments that were scheduled but not completed are marked as 'Incomplete'.

Assessment projects can be used either for a project with a specified end date when the project is completed or a project could be ongoing, where new candidate groups or individual candidates are added over time and the project is not ‘Completed’ but left in an active status indefinitely.

Setting up an Assessment Project

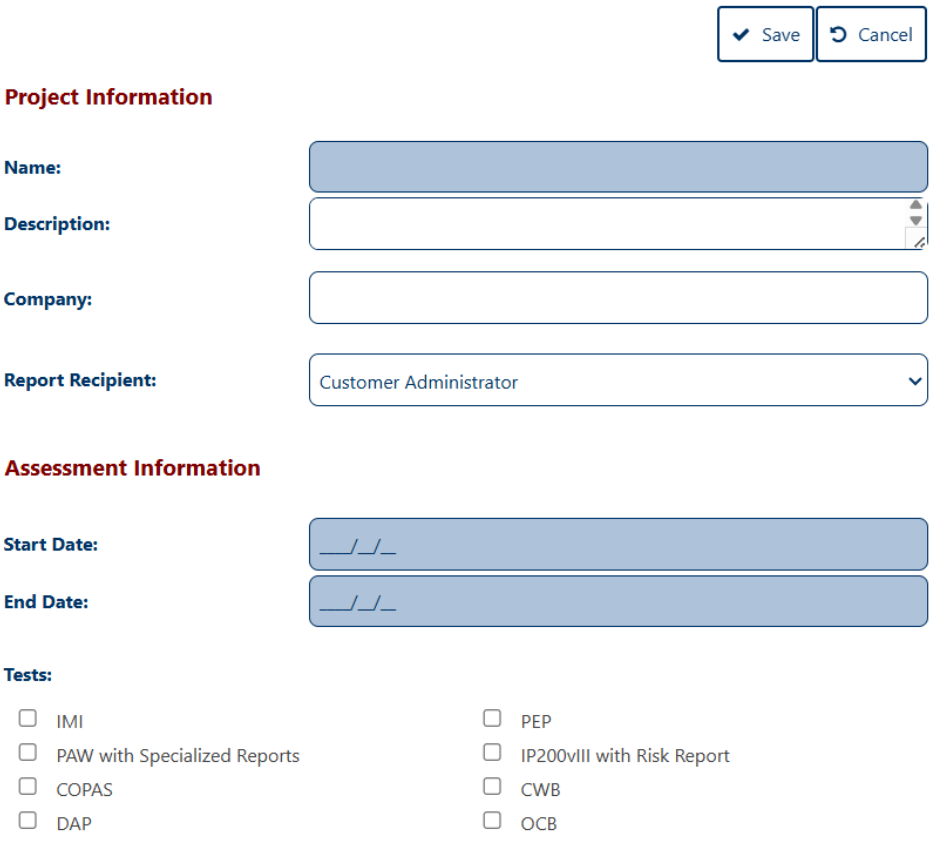


Selecting the **'Assessment Projects'** option from the **'Assessments'** menu as shown above will take you to the Assessment Projects page which displays a list of your Assessment Projects. If you have not set up any projects yet the project list will be empty.



Creating the Assessment Project

Clicking on 'New Project' displays the screen below.



If Cost Centers are used, you will be prompted to select a cost center before proceeding.
Fill in the name and optional description for this project.

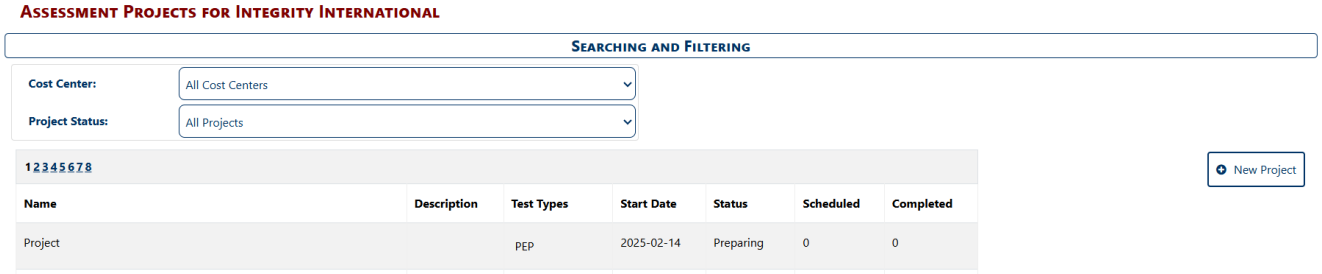
You will see your own name in the Report Recipient field; this means you will receive notifications as the project progresses. Alternately you may select any other Administrator or Report Viewer as the report recipient.

Select a Start and End Date for your project. This date range represents the time allowed for candidates to complete all their assessments and is used in notifications that are sent to yourself, the report recipient throughout the project life cycle.

Please note that reaching the end date will not prevent your candidates from completing their assessments.

Next, tick the boxes next to the tests which you would like to include in the test battery and make any Instrument specific selections.

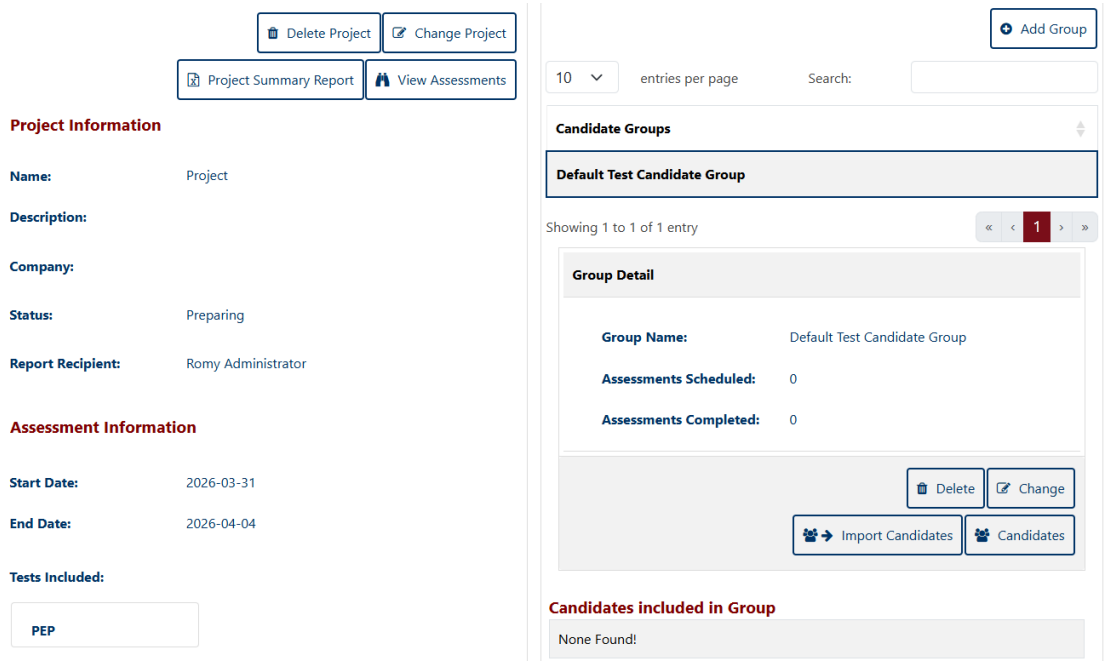
Once you have filled in all the relevant information you may click 'Save' to create the project or 'Cancel' to cancel. If you 'Save' the project a confirmation is displayed, and your newly created project will now appear in the list of assessment projects as shown below.



You will notice that the status of the project is reflected as 'Preparing' and this means that you are still in the process of setting the project up. Once the setup process is complete you will **Activate** the project to begin with assessments, but first, we need to add some candidates.

Adding Candidates to the Project

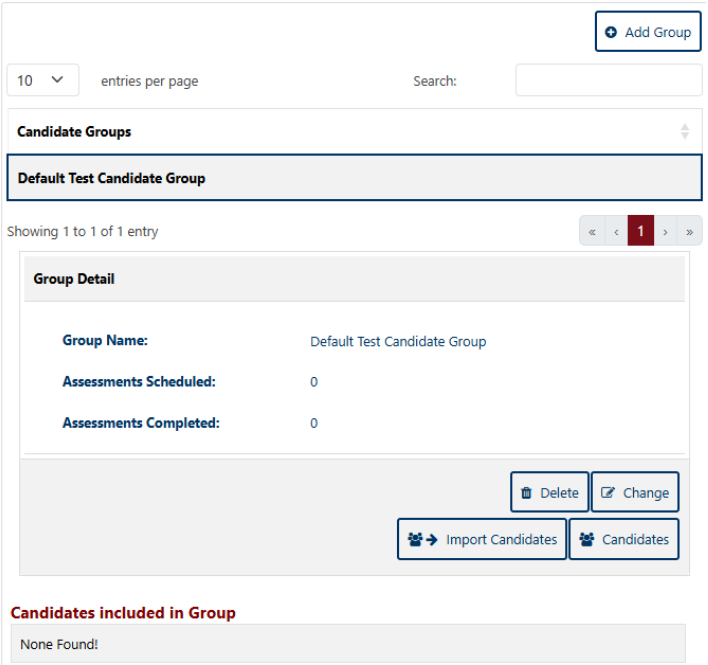
Click on your newly created Assessment Project to display the project detail as shown below.



Candidate Groups

Candidate groups provide a mechanism to further divide the candidates within an assessment project into smaller logical groups, which are easier to manage during the assessment process. Candidate Groups are also a handy way to group candidates logically where reporting on sub-groups within a project is required.

The right part of the Assessment Project Detail Panel shows information regarding the candidates for this Project. If you have not specified any Candidates yet you will notice that there are no candidates listed under 'Candidates Included in Group'. To add candidates, we begin by setting up a **Candidate Group**.

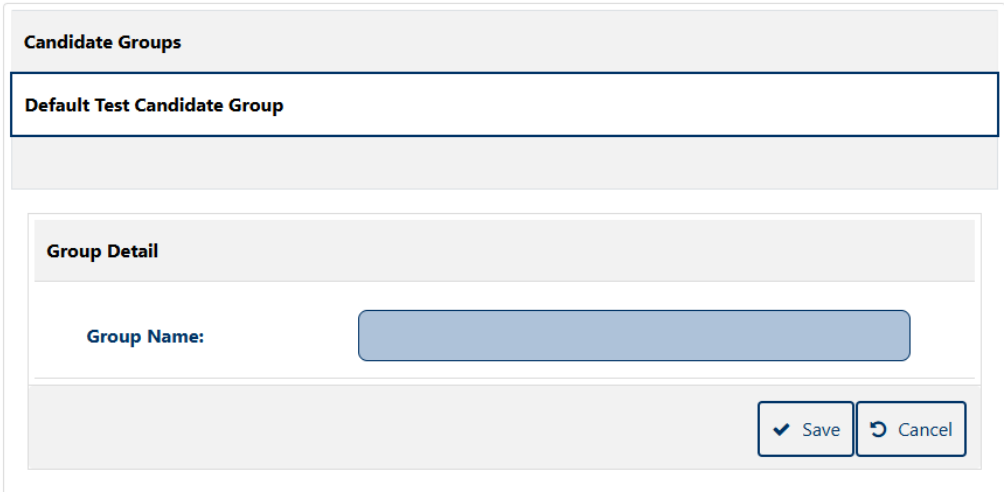


When an Assessment Project is created a Default Candidate Group (shown above) is automatically created. You can of course still create additional candidate groups if needed (see creating your own

Candidate Group below) or rename the default group.

Creating your own Candidate Group

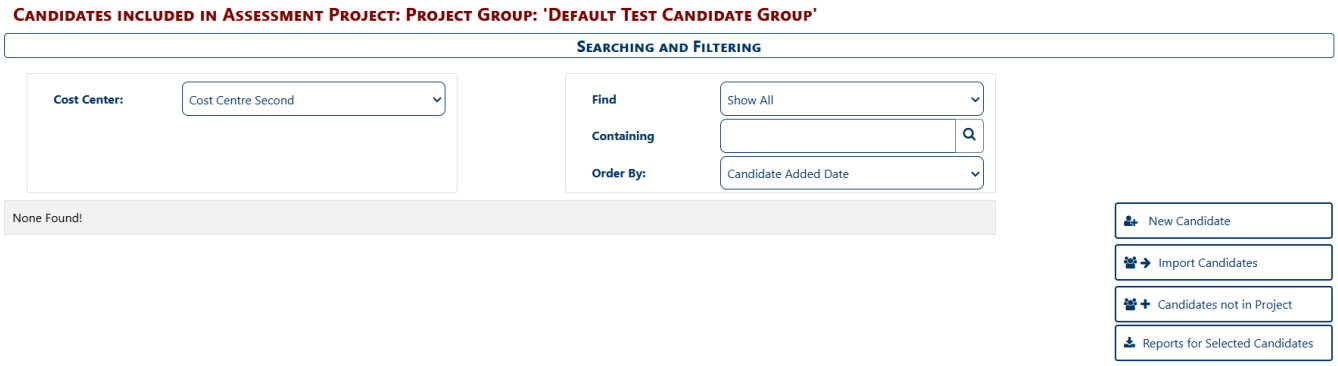
To add a new Candidate Group, click **'Add Group'** and type in a group name and click ‘Save’. Your newly created Candidate Group will now appear in the list of candidate groups.



Adding Candidates to your Candidate Group

Select a candidate group from the list of candidate groups for your project. If you did not create your own group, select the ‘Default Test Candidate Group’.

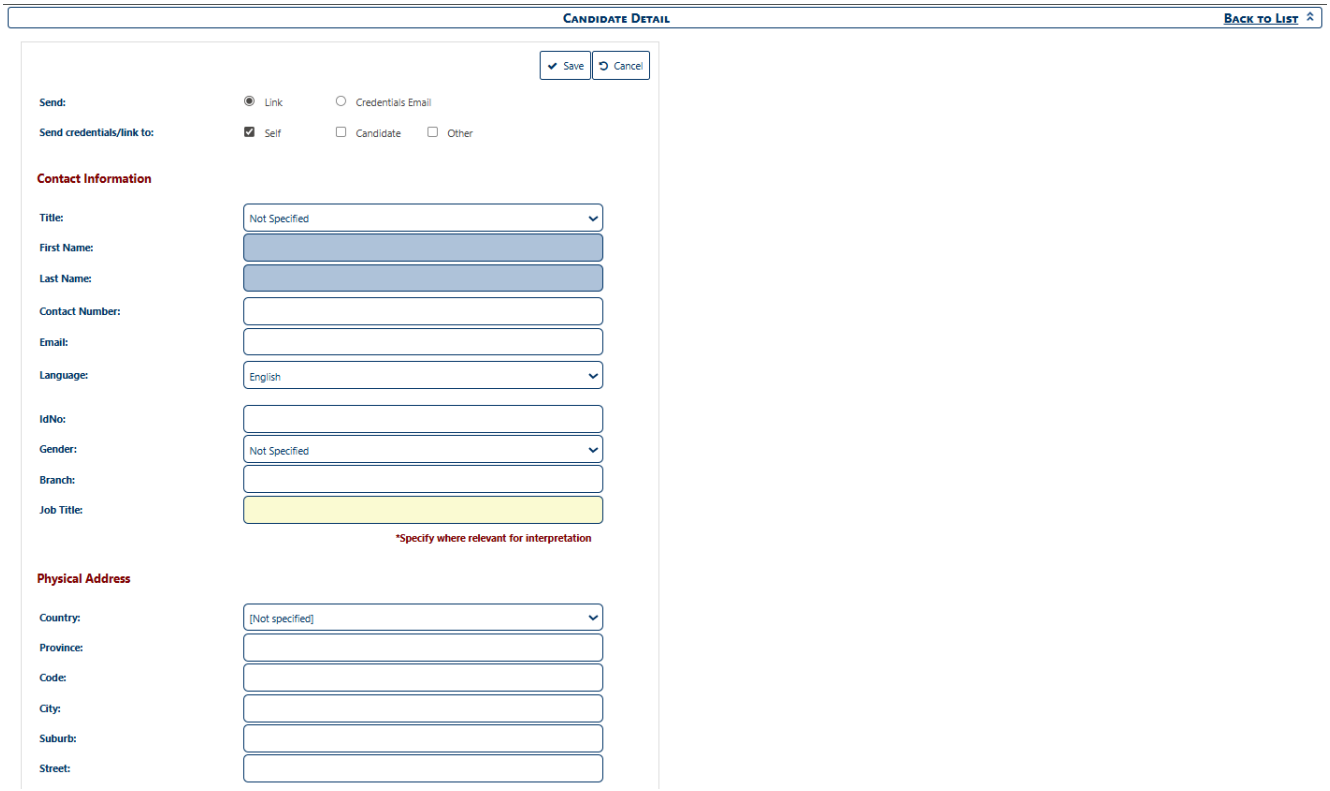
Clicking on the **'Candidates'** button will take you to the Candidates page shown below. Here you can add, remove, and change Candidates who belong to this group individually or click on **Import Candidates** to perform a bulk upload. As we have not added any candidates yet, the list is empty.



Capturing a new Candidate

To capture a new candidate, click on **'New Candidate**' to display the Candidate Detail Panel shown below.

Please see the section on setting up a **Quick Assessments** for information on entering Candidate Information and selecting assessment access options.

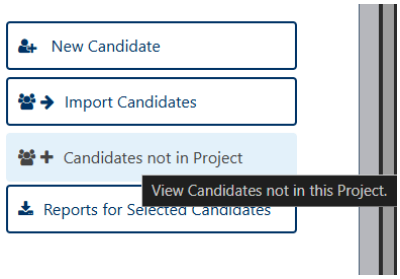


Click on 'Save' once candidate information is entered. Confirmation is displayed and your newly created candidate will now appear in the list of candidates for the project as shown below.

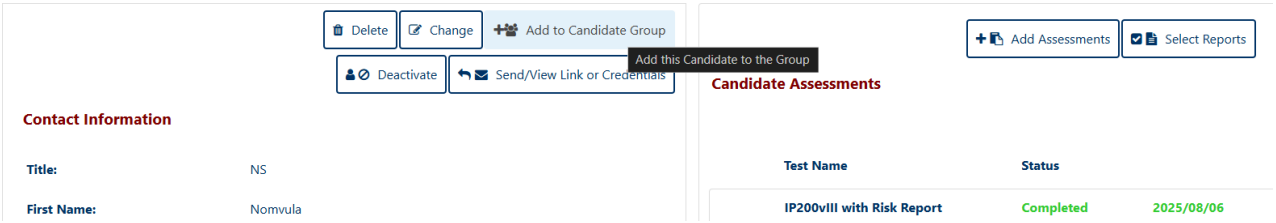


Adding existing Candidates to a Project

It is also possible to add an existing Candidate, that is a candidate who is already on the system, to an Assessment Project. To do this you on the **'Candidates Not In Project'** button which will present you with a list of existing candidates from which to select.



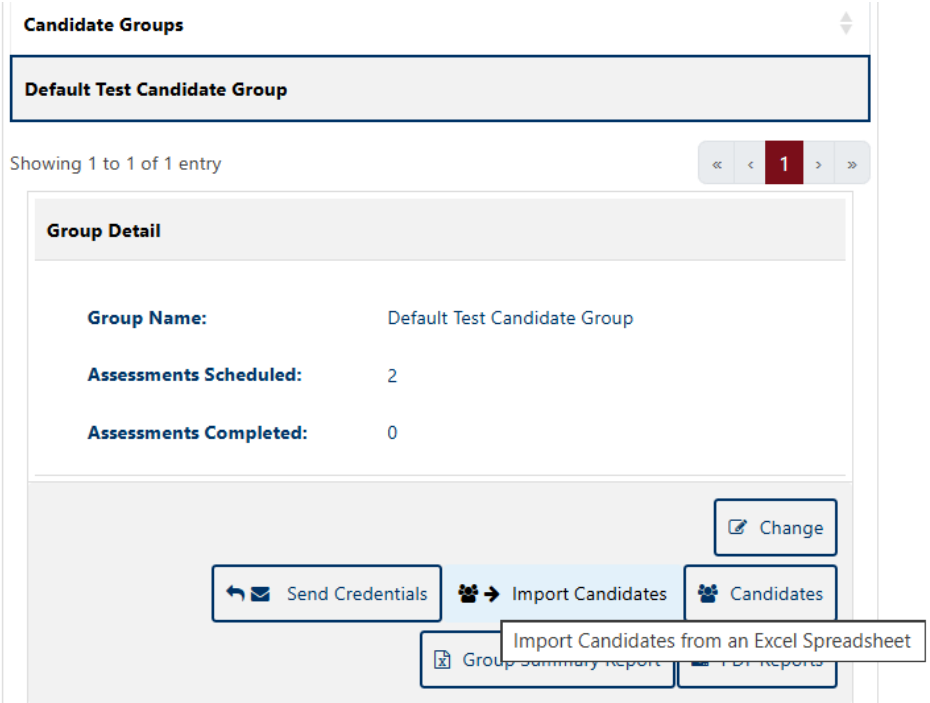
Select the candidate in question and click on **'Add to Candidate Group'** found at the top of the Candidate Detail Panel as shown below.



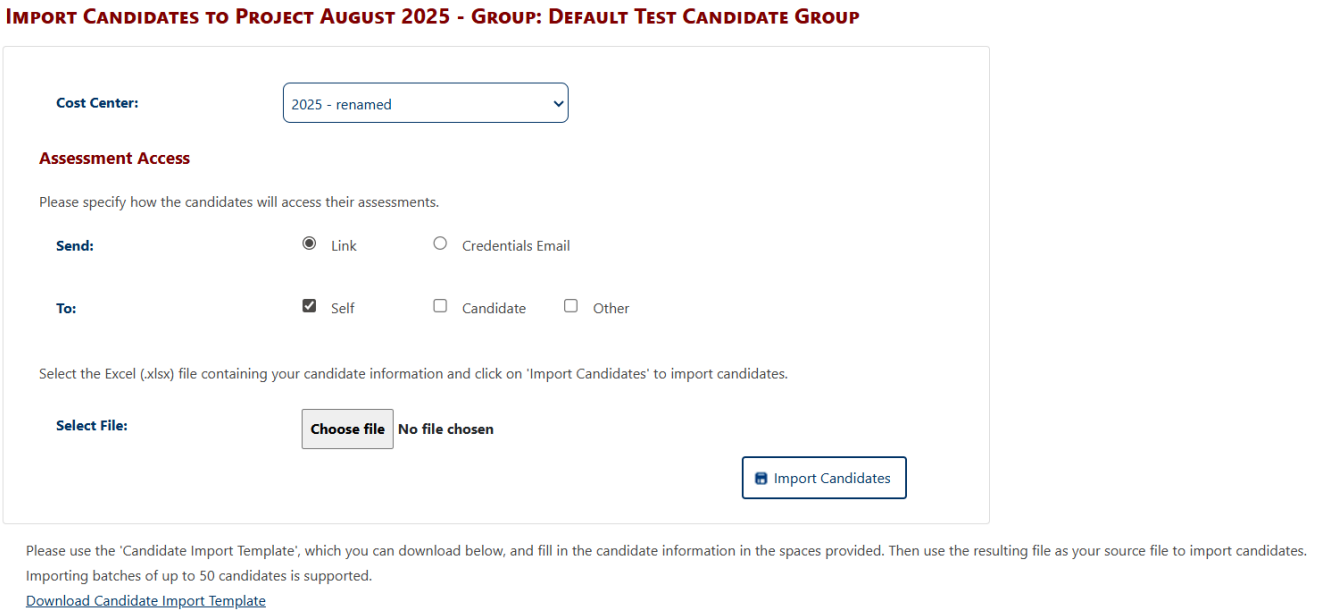
Once added to the project, the candidate will appear in the cost center associated with the project. If you navigate back to the Assessment Project Panel and select your newly created project. You will notice that the newly added candidate is now shown in the list of candidates on the right.

Importing Candidates

When working with larger groups of candidates you may want to make use of the bulk candidate import function. This allows you to import candidate information from a spreadsheet rather than entering candidate information manually. Follow the steps below to Import Candidates:



1. Select your Candidate Group in the Projects Page and Click on **'Import Candidates'** to navigate to the Candidate Import Page (shown below)



2. Click on the Download Candidate Information Template link to download the required spreadsheet template, if you have not done so before, or request it from support@integtests.com. Save the template for future use. This template will be populated with your Candidate Information.

3. Once you have acquired the template, locate and open it and populate it with your candidate information. Please take note that columns should not be added to, or removed from this document, as the **structure of the document should not be changed** in any way. Your populated file may look similar to the one shown below.

Title(Mr/ Mrs/ Miss/ Ms/ Dr/ Prof)	First Name (max 50)	Last Name (max 50)	ID Number (max 20)	Email	Gender (Male / Female / Non-Binary / Would rather not say)	Contact Number
Miss	Emily	Ashten	8908130652190	emily7@gmail.com	F	
Mr	Jonathan	Hill	8206215476084	tim90@gmail.com	M	
Mrs	Thandiwe	Mokoena	9509050652190	hilary09@gmail.com	F	

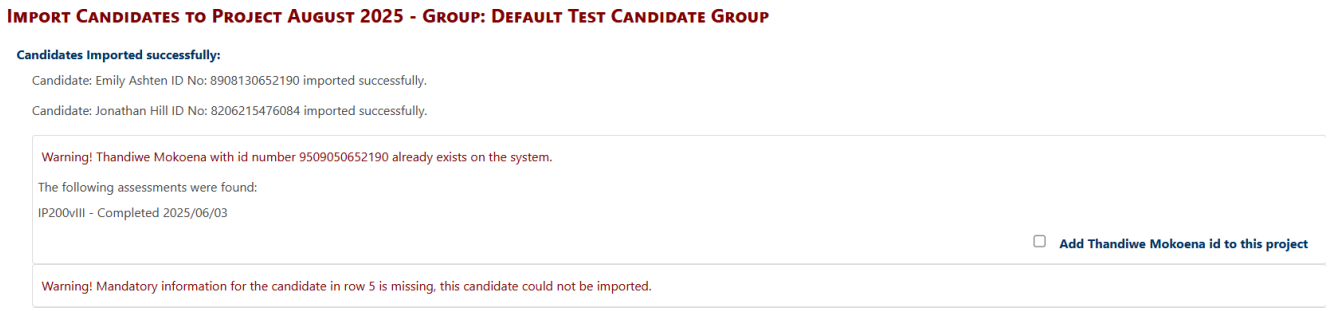
Note the following: Each row should contain information for a single candidate. The maximum number of candidates in one document should not exceed 50.
The first three columns; title, first name and last name, with green headings are mandatory. Columns four and five; ID number and email are not compulsory, but we recommend that these are filled in. The rest of the information in this sheet may be filled in if needed but is not mandatory. For some of the columns in the sheet the user must select from a range of possible values. Where a range of values exists, this range is indicated in the heading of the column. For columns with a limited range of values, any values outside of the allowed ranges will be ignored.

4. Once the Candidate Information Template has been populated it can be saved to your device.

5. Click on 'Browse' or 'Choose File' and locate the populated template file containing your candidate information.

6. Now click on 'Import Candidates' to import candidate information.

7. A list of candidates imported is displayed, followed by a log file, such as the one below, showing any candidates who could not be imported.



For candidates who cannot be imported, the log file will include the reason why the candidate could not be imported and, where relevant, you will be given the option to add the candidate to your project if they are already on the system.

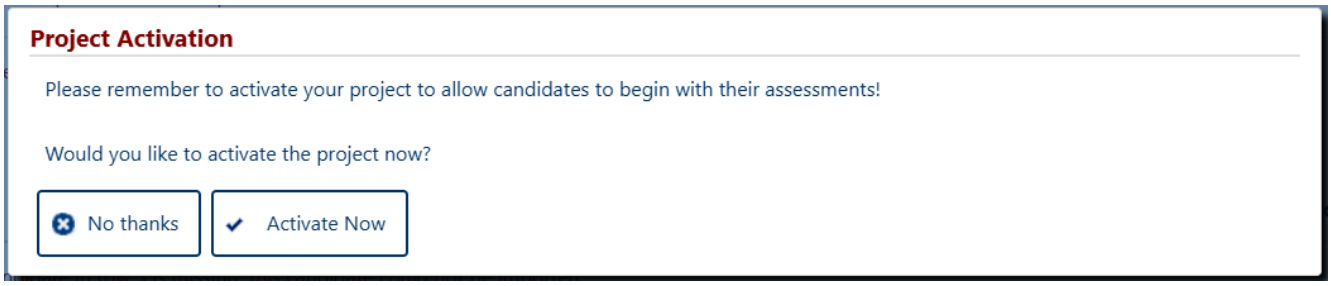
Reasons for candidates not being added automatically may include the following:

- The candidate is already on the system as they were added to your company profile at some time in the past but have not completed any assessments yet. In this case you will have the option to add the candidate to your project.
- The candidate is already on the system as they were assessed at some time in the past. Information regarding previous assessments, including the assessment instrument and date will be displayed to enable you to decide whether assessing the candidate again is advisable.
- The candidate may be on the system already as they have been assessed by someone else in the past in this case, please contact the Integ support team (support@integtests.com) for assistance.

Where cost centers are used existing candidates added to a project are also added to the relevant cost center.

Activating an Assessment Project

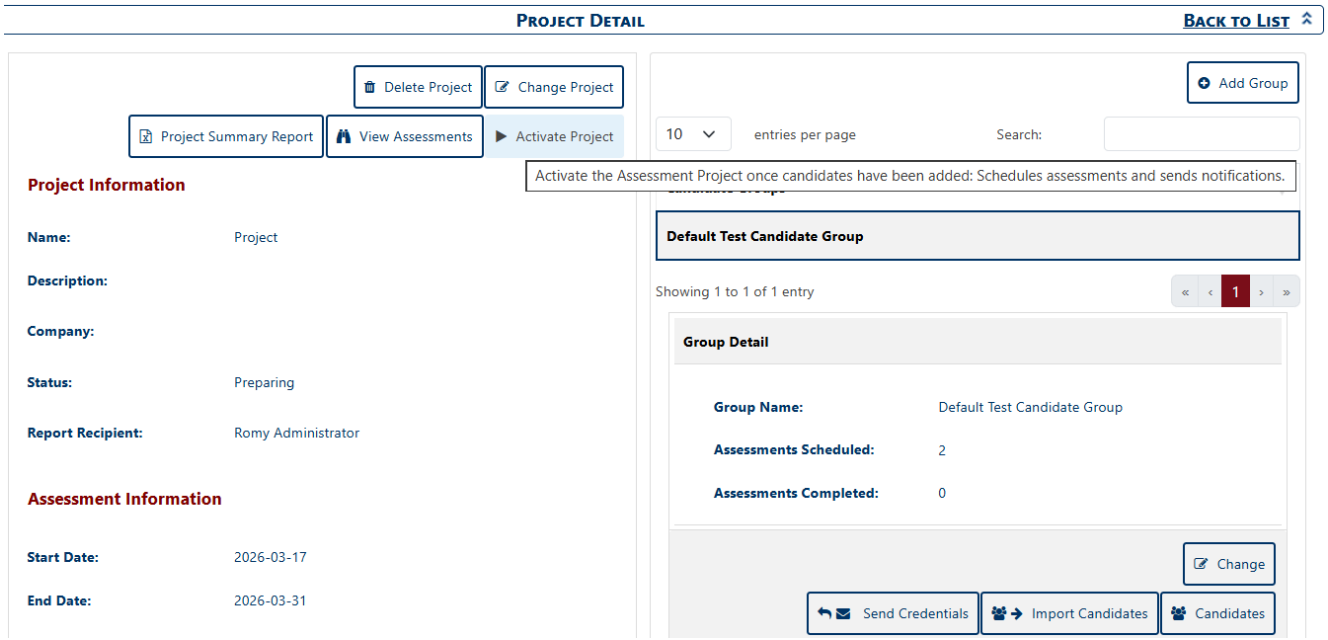
When you import or add candidates to a project that has not been activated yet, a pop up like the one below will give you the option to activate your project or continue without activating.



Once all aspects of an assessment project are finalized you should '***Activate***' the project to allow candidates to begin with their assessments. When a project is activated the status of all assessments changes from 'Preparing' to 'Scheduled'. The Report Recipient is also notified that assessments have begun.

Candidates will not be able to begin with their assessments until the project is Activated!

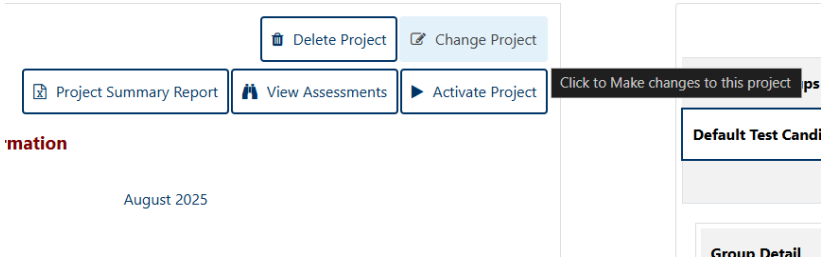
To activate your project, (if you are not doing so when adding candidates) navigate back to the Assessment Projects tab and select the relevant project from the list by clicking on it. The project information is displayed as shown below.



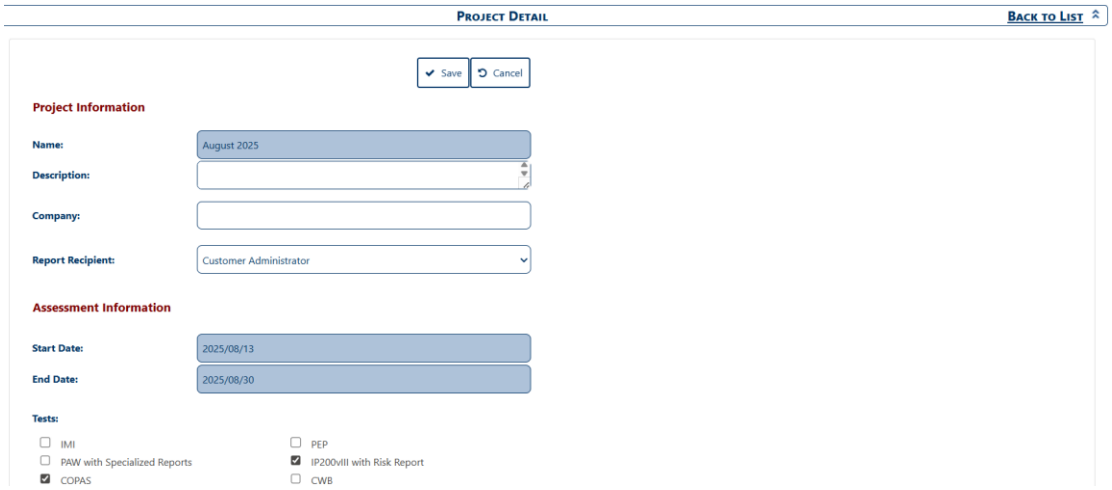
Click on 'Activate Project' and then 'OK' to confirm.

Changing an Assessment Project

You can change the basic information of a Project, such as the Name, Description, Report Recipient, and dates and test instruments used while a project is still active. This can be done by clicking on the Change button for the Project in question and changing and saving the relevant information as shown in the screenshots below.



Changing the Test instruments included in a Project once the project is already active will not add test instruments to or remove test instruments from candidates who are already part of the project. For any new candidates added to the project after changing the battery of tests, this new battery will be assigned to them. No changes can be made to a project once it has been Completed.

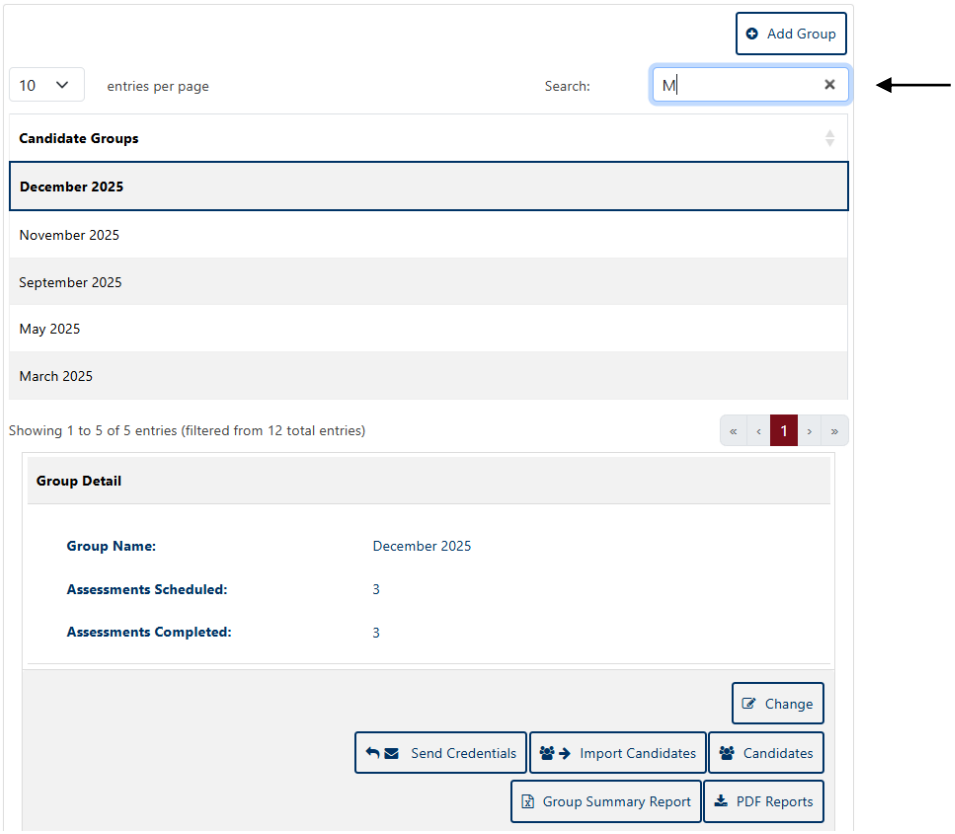


Changing Test Types Instruments in an Assessment Project before Activating the project

Changing the battery of test instruments included in a Project once Candidates have been added will update the assessments scheduled for all the candidates in the Project to the new battery. Any test instrument that is no longer part of the battery will be removed from the candidates, and new test instruments will be added. For any new candidates added to the project after changing the battery of tests, this new battery will be assigned to them.

Searching and filtering within Candidate Groups

The *Search and Filter Functionality* for Candidate Groups, shown below, allows users with projects that contain many candidate groups, to locate a particular group with greater ease.



Typing search criteria into the search box will filter the displayed candidate groups to show only those containing the specified criteria.

If several pages of results are found the paging widget, on the right below the list of candidates, can be used to navigate the available pages.

Guidelines on Validity Periods and Reassessment for Assessment Instruments

1. Validity Period (Shelf-Life) of Assessment Results

The validity of assessment results is determined by the nature of the instrument as well as the developmental phase and stability of the individual assessed, with a minimum validity of 12 months.

Cognitive and Competency-Based Assessments

Results are generally valid for 12 to 18 months. Given that cognitive abilities and competencies may evolve over time through developmental experiences, reassessment is advisable within this range.

Personality and Integrity Assessments

These instruments typically demonstrate greater temporal stability. Results may therefore remain valid for 12 to 24 months, provided the individual's life and work context remain stable.

1.1 Candidate-Specific Considerations

- For younger candidates, early career professionals, or individuals undergoing significant transitions (e.g., role changes, cultural adjustment, major life events), the shorter end of the validity range (closer to 12 months) is recommended.
- For more mature and stable candidates, with established work patterns and consistent life circumstances, the upper limits may be applied (18 months for cognitive/competency assessments; 24 months for personality/integrity assessments).
- For more mature and stable candidates, with established work patterns and consistent life circumstances, the upper limits may be applied (18 months for cognitive/competency assessments; 24 months for personality/integrity assessments).

2. Reassessment Guidelines

Standard Interval

A candidate may ordinarily be reassessed after 12 months have elapsed since the last administration of a given instrument.

Exceptional Circumstances

Where substantial changes in life or work circumstances have occurred, reassessment may be considered after a minimum of 6 months. Such circumstances include, but are not limited to:

- Transition to a new organization or a significantly different role.
- Adjustment to a new cultural or occupational environment.
- Engagement in structured training, learning, or development initiatives likely to alter cognitive abilities, competencies, or personality-related functioning.

Minimum Interval Restriction

Reassessment should generally not occur sooner than 6 months, even under exceptional circumstances, in order to preserve the reliability and interpretability of the results.

2.1 Reassessment of Invalid Assessments

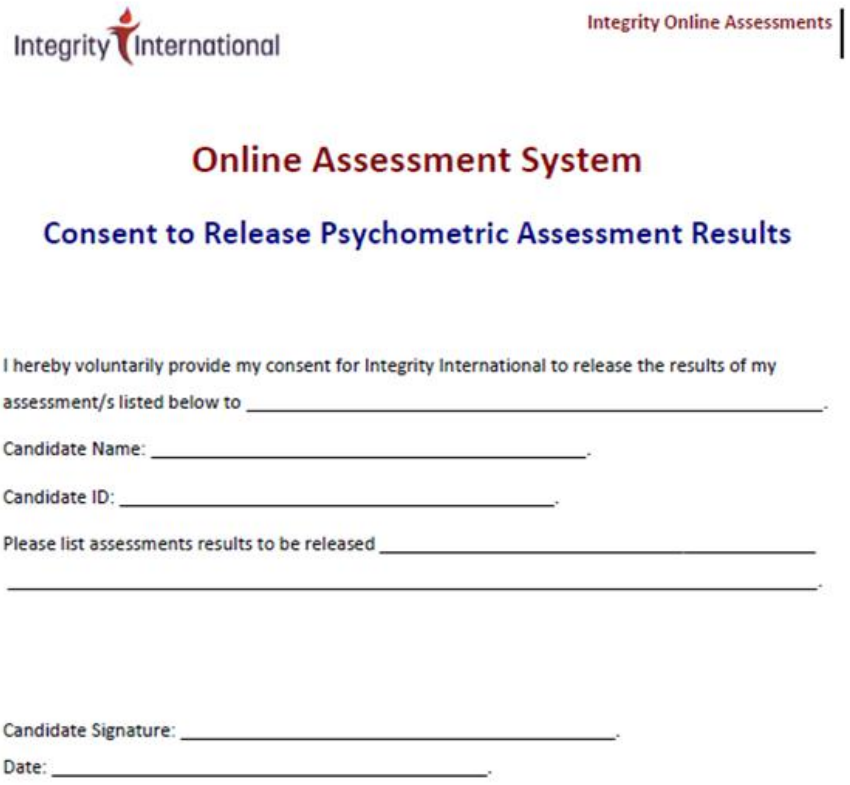
- An assessment is deemed invalid if the candidate achieves a score of 4 or below on the lie detector scale (or 3 or below in the case of the BIP assessment). In such cases, one re-assessment may be authorized.
- A reassessment may also be considered, even where the lie detector is valid, if there is evidence that the assessment was completed under difficult circumstances (e.g., unusual stress, illness, or disruptions) that may have interfered with the accuracy of the results. The administrator must provide the rationale for the reassessment.
- Candidates approved for reassessment are required to first review the “Four Sources of the Lie Detector” prior to completing the new assessment.
- Importantly, Cognitive Assessments are not eligible for reassessment, however, the use of the Alternative Copas may be considered.

3. Professional Judgment

The decision to extend validity beyond the minimum period or to shorten the reassessment interval must be guided by professional judgment, informed by psychometric best practice, contextual considerations, and the principle of ensuring that assessment results remain a valid and fair representation of the candidate’s current functioning.

Manual Test Re-Issue Procedure

Reissuing a still valid result for an assessment done on the Integ platform under another company profile requires informed consent from the candidate. A request to re-issue an assessment result can be sent to support@integtests.com. The request should include the first name, last name and national id number of the candidate in question as well as the test type of the assessment result required. The request should also include a completed copy of the *Assessment Result Release Form* (below) signed by the candidate.



Integrity International

Integrity Online Assessments

Online Assessment System

Consent to Release Psychometric Assessment Results

I hereby voluntarily provide my consent for Integrity International to release the results of my assessment/s listed below to _____.

Candidate Name: _____.

Candidate ID: _____.

Please list assessments results to be released _____

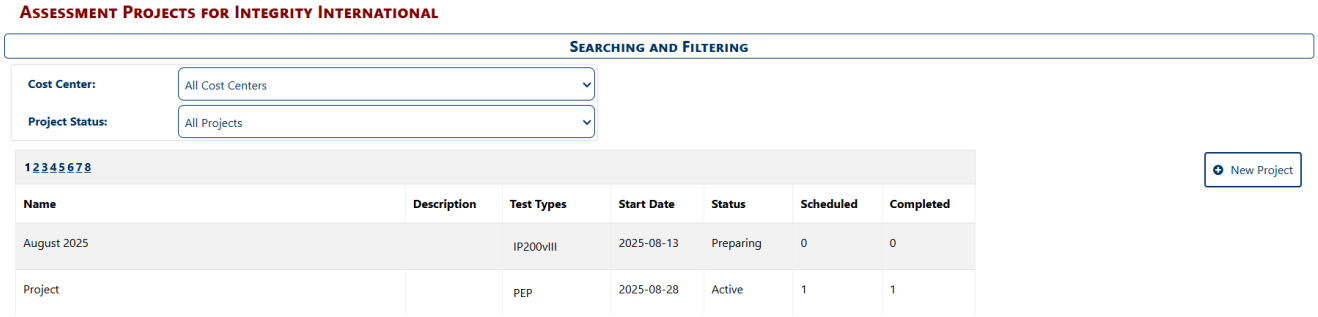
_____.

Candidate Signature: _____.

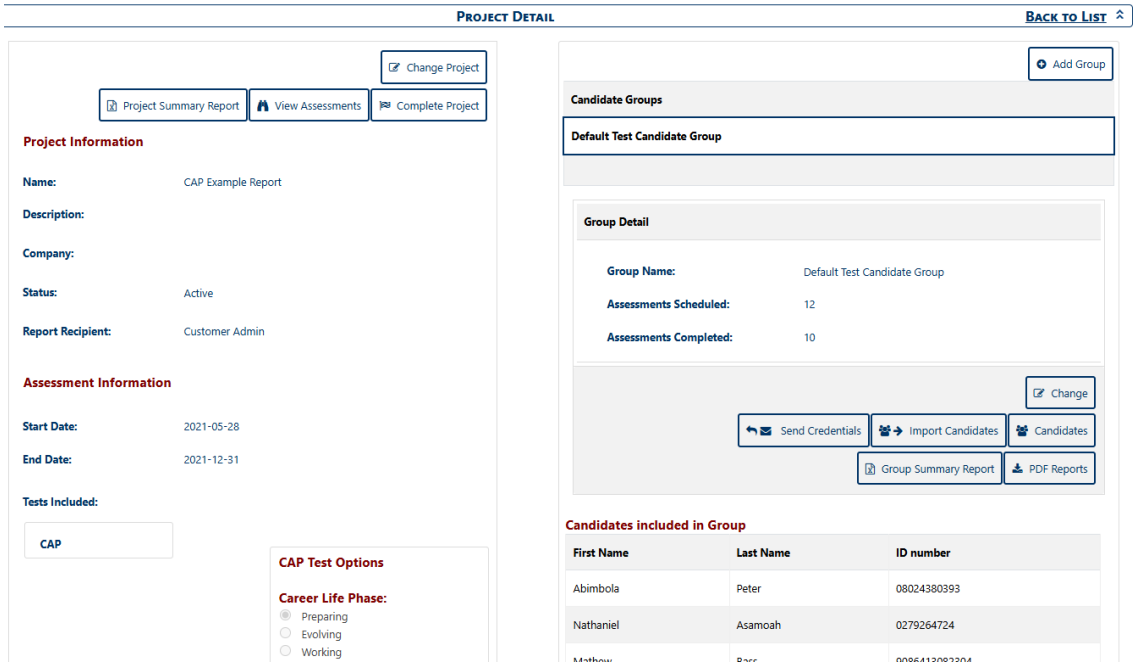
Date: _____.

Tracking Project Progress and Viewing Reports

Once your project is active you can check on the project's progress by navigating to the **'Assessment Projects'** page found under the **Assessments** menu. The Assessments scheduled and completed columns will allow you to see how many assessments have been completed at a glance.



When you select a particular group, you can see how many assessments have been scheduled and how many have been completed for the selected group.



Clicking on a project to view project details, and then clicking on **'Download Reports'**, for a particular Candidate Group will allow you to download the individual PDF reports for all completed assessments of candidates in the selected group.

Please see Individual Assessment Progress and Reporting for information on selections to be made when Downloading Reports.

Project Summary Report

Clicking on the **'Project Summary Report'** button for a project, or on the **'Group Summary Report**' button for a candidate group within a project, allows you to download the *Combined Summary Report* which contains results for all completed project assessments for candidates within the group or project. This report contains all candidate results as a Scores Summary, and where relevant a Risk Report Summary and Interpretive Norm Level Summary.

The scores on a summary report are arranged in rank order of the most significant scale for the particular test instrument.

The images below show part of The Scores Summary for an IP200VIII which includes the candidates first and last names, ID numbers, Job Title and the Test Structures.

INTEG

IP200VIII

Combined Summary Report for Integrity International_IP200

Test Structures

Candidate First Name	Candidate Last Name	ID Number	Job Title	**1 SOCIALISATION**	1.1 Social Experience	1.2 Significance of Society	1.3 OCB – People	1.4 Empathy & Agreeableness	1.5 OCB – Corporate	**2 TRUSTWORTHINESS**	2.1 Reliability/Dependability	2.2 Honesty in Practice	2.3 Discretion	2.4 Loyalty	2.5 (Moral) Conscientiousness	**3 CREDIBILITY**	3.1 Predictability – 'Real Self'	3.2 Consistency & (Emotional) Stability	3.3 Capacity	3.4 Legitimacy	3.5 Accountability	**4 WORK ETHIC**	4.1 Perseverance, Commitment and Drive-Initiative	4.2 Self-reliance, Self-Direction & Self-Control	4.3 Co-op, Support	4.4 Responsibility	4.5 Pride in Work	**5 ATTITUDES**	5.1 Attitude to Corporate Property	5.2 Attitude to Corporate Policy Violations	5.3 Attitude to Rationalisation	5.4 Attitude to Approval Needs	5.5 Attitude to Leniency
Sipho	Dlamini	870305xxxxxxx	Branch Manager	**8**	4	5	10	9	10	**9**	10	10	6	10	10	**9**	9	7	7	10	10	**10**	10	9	10	10	10	**9**	10	10	10	4	10
Alex	Morgan	920512xxxxxxx	Branch Manager	**9**	9	7	10	10	10	**9**	9	8	7	9	10	**8**	7	6	6	10	10	**10**	9	10	10	10	10	**8**	5	10	10	7	9
Heather	Williams	990614xxxxxxx	Branch Manager	**8**	8	8	6	8	9	**9**	8	10	9	9	10	**7**	6	6	6	9	10	**8**	7	9	9	6	10	**9**	9	10	10	7	10
Daniel	Steyn	850416xxxxxxx	Branch Manager	**6**	8	4	6	7	5	**8**	10	10	7	8	7	**7**	6	5	5	9	10	**8**	10	3	6	10	10	**9**	9	10	10	5	10
Joshua	Asthen	000220xxxxxxx	Branch Manager	**7**	8	3	8	7	9	**5**	2	4	6	7	6	**5**	5	6	1	8	5	**7**	10	3	5	6	10	**7**	9	9	9	1	8
Jessica	Pieterse	880103xxxxxxx	Branch Manager	**8**	10	7	4	10	10	**8**	8	10	7	6	10	**8**	7	10	5	9	10	**7**	8	2	10	7	10	**9**	10	10	10	7	10
Naledi	Mahlangu	910219xxxxxxx	Branch Manager	**8**	7	7	7	7	10	**6**	7	4	5	4	10	**6**	1	5	5	10	10	**6**	1	7	7	7	7	**8**	4	7	10	7	10
Lerato	Nkosi	920530xxxxxxx	Branch Manager	**6**	7	7	4	7	7	**9**	7	10	10	7	10	**7**	7	7	5	7	10	**8**	10	1	10	10	10	**10**	10	10	10	9	10
Hannah	Kravitz	980327xxxxxxx	Branch Manager	**7**	10	7	6	7	7	**7**	9	6	6	6	9	**6**	5	6	5	5	10	**7**	7	2	8	10	8	**8**	7	10	8	5	9
Paul	de Wet	891106xxxxxxx	Branch Manager	**8**	6	4	9	10	10	**8**	9	7	6	7	10	**6**	6	8	3	5	10	**7**	8	3	10	5	10	**9**	9	10	10	8	10
Emily	Jacobs	910407xxxxxxx	Branch Manager	**4**	3	3	5	3	6	**6**	5	8	7	5	6	**4**	5	4	1	3	7	**2**	5	1	2	2	2	**6**	1	7	7	10	6
River	Solace	890914xxxxxxx	Branch Manager	**7**	6	10	7	4	10	**7**	7	8	6	7	8	**7**	8	7	5	6	8	**8**	10	1	9	9	10	**8**	8	10	10	4	9
Robert	de Villiers	740724xxxxxxx	Branch Manager	**6**	1	2	8	7	10	**7**	5	10	6	8	6	**6**	8	6	2	6	6	**5**	6	4	5	6	5	**7**	7	8	7	5	10
Aiden	van der Merwe	850724xxxxxxx	Branch Manager	**4**	4	5	5	1	3	**2**	1	1	3	3	3	**2**	2	3	4	1	1	**3**	3	4	1	5	3	**3**	3	5	1	1	5
			Average:	**6,9**	6,5	5,6	6,8	6,9	8,3	**7,1**	6,9	7,6	6,5	6,9	8,2	**6,3**	5,9	6,1	4,3	7,0	8,4	**6,9**	7,4	4,2	7,3	7,4	8,2	**7,9**	7,2	9,0	8,7	5,7	9,0

The Risk Summary Report, shown below, shows the scores from the Risk Report for each of the candidates in a single spreadsheet. An average per risk score category is also included.

IP200VIII

Risk Report for Integrity International_IP200

Risk Scores

Candidate First Name	Candidate Last Name	ID Number	Job Title	I.1 Integrity Profile - Consistency	I.2 Integrated Profile – Block Formation	I.3 Integrated Integrity Rating	**I Integrity Profile & Integrated Integrity Rating**	II.1 Lie Detector	II.2 Consistency	II.3 Unnatural Exaggeration	**II Monitor Substructure**	**III Honesty Pattern (HP)**	**IV High Risk Square (HHS)**	V.1 Internal Locus of Control (ILC)	V.2 Vulnerability to Influence (VI)	V.3 Drive Orientation (DO)	**V Internalised Strength (IS)**	VI.1 Conscientiousness (C)	VI.2 Agreeableness (A)	VI.3 Stability (S)	VI.4 Socialised Control (SC)	**VI Higher Order (Personality) Factor (HOF)**	**VII Devious Disposition (DD)**	**VIII Organizational Citizenship Behaviour (OCB)**	**IX Managerial Triangle (MT)**	X.1 Corporate Integrity (CI)	X.2 Management Integrity (MI)	**X Corporate & Managerial Integrity (CMI)**	
Sipho	Dlamini	870305xxxxxxx	Branch Manager	9	5	10	**8**	8	10	6	**8**	**9**	**10**	9	9	10	**9**	10	9	9	5	**8**	**9**	**10**	**9**	10	10	**10**	*Profile Block Formation - Invalid
Alex	Morgan	920512xxxxxxx	Branch Manager	9	8	9	**9**	7	9	6	**7**	**8**	**10**	9	7	10	**9**	9	9	6	8	**8**	**8**	**10**	**9**	9	8	**9**	
Heather	Williams	990614xxxxxxx	Branch Manager	9	8	9	**9**	7	10	8	**8**	**9**	**10**	9	9	8	**9**	8	8	8	8	**8**	**9**	**7**	**8**	8	10	**9**	
Daniel	Steyn	850416xxxxxxx	Branch Manager	9	9	8	**9**	7	9	6	**7**	**10**	**10**	7	8	9	**8**	9	6	6	6	**7**	**9**	**6**	**6**	9	10	**9**	
Joshua	Asthen	000220xxxxxxx	Branch Manager	7	9	7	**8**	10	9	9	**10**	**2**	**9**	6	5	7	**6**	6	6	7	5	**6**	**5**	**8**	**4**	9	5	**7**	
Jessica	Pieterse	880103xxxxxxx	Branch Manager	9	8	9	**9**	4	10	6	**6**	**10**	**10**	7	9	9	**8**	9	8	8	8	**8**	**9**	**7**	**4**	10	10	**10**	*Low Lie Detector Score - Eliminated
Naledi	Mahlangu	910219xxxxxxx	Branch Manager	9	9	7	**8**	7	3	6	**6**	**6**	**8**	8	7	6	**7**	6	8	7	7	**7**	**5**	**8**	**6**	7	10	**8**	*Low Consistency Score - Eliminated
Lerato	Nkosi	920530xxxxxxx	Branch Manager	9	8	8	**8**	5	9	5	**6**	**9**	**10**	7	8	9	**8**	9	6	7	7	**7**	**9**	**6**	**5**	9	8	**9**	*Low Lie Detector Score - Warning! A
Hannah	Kravitz	980327xxxxxxx	Branch Manager	9	9	7	**8**	6	8	6	**7**	**7**	**8**	6	7	8	**7**	8	7	6	8	**7**	**7**	**7**	**6**	7	4	**6**	
Paul	de Wet	891106xxxxxxx	Branch Manager	9	9	8	**9**	6	9	6	**7**	**9**	**10**	7	8	8	**8**	9	8	8	6	**8**	**8**	**9**	**4**	10	9	**10**	
Emily	Jacobs	910407xxxxxxx	Branch Manager	6	9	5	**7**	10	6	9	**9**	**9**	**5**	5	6	5	**5**	5	4	4	3	**4**	**8**	**5**	**2**	3	3	**3**	
River	Solace	890914xxxxxxx	Branch Manager	9	8	8	**8**	3	9	6	**5**	**9**	**8**	6	8	8	**7**	8	6	9	8	**8**	**9**	**8**	**5**	8	7	**8**	*Low Lie Detector Score - Eliminated
Robert	de Villiers	740724xxxxxxx	Branch Manager	9	9	6	**8**	8	9	8	**8**	**9**	**9**	6	6	6	**6**	6	7	5	3	**5**	**8**	**8**	**5**	5	4	**5**	
Aiden	van der Merwe	850724xxxxxxx	Branch Manager	7	9	2	**6**	9	9	8	**9**	**1**	**2**	2	2	3	**2**	2	2	2	4	**3**	**1**	**3**	**4**	2	2	**2**	*Integrated Integrity Rating Score - El
			Average:	8,5	8,4	7,4	**8,1**	6,9	8,5	6,8	**7,4**	**7,6**	**8,5**	6,7	7,1	7,6	**7,1**	7,4	6,7	6,6	6,1	**6,7**	**7,4**	**7,3**	**5,5**	7,6	7,1	**7,5**	

The Interpretive Summary report, shown below, gives a pass or fail on each of the progressive norm levels according to the Progressive Norm Level Table for all candidates in the project or group.

IP200VIII

Interpretive Summary for Integrity International_IP200

					NORM LEVELS *					
Candidate First Name	Candidate Last Name	ID Number	Job Title	NORM LEVEL	Level A Advanced	Level B International	Level C Standard	Level D Interim	Level E Basic	Level F Knock-out #	
Sipho	Dlamini	870305xxxxxxx	Branch Manager	Knockout							*Profile Block Formation - Invalid
Alex	Morgan	920512xxxxxxx	Branch Manager	Level A - Advanced	Pass	Pass	Pass	Pass	Pass		
Heather	Williams	990614xxxxxxx	Branch Manager	Level A - Advanced	Pass	Pass	Pass	Pass	Pass		
Daniel	Steyn	850416xxxxxxx	Branch Manager	Level A - Advanced	Pass	Pass	Pass	Pass	Pass		
Joshua	Asthen	000220xxxxxxx	Branch Manager	Level E - Basic	Fail	Fail	Fail	Fail	Pass		
Jessica	Pieterse	880103xxxxxxx	Branch Manager	Level F - Pass	Fail	Fail	Fail	Fail	Fail		
Naledi	Mahlangu	910219xxxxxxx	Branch Manager	Level F - Pass	Fail	Fail	Fail	Fail	Fail		
Lerato	Nkosi	920530xxxxxxx	Branch Manager	Level D - Interim	Fail	Fail	Fail	Pass	Pass		
Hannah	Kravitz	980327xxxxxxx	Branch Manager	Level C - Standard	Fail	Fail	Pass	Pass	Pass		
Paul	de Wet	891106xxxxxxx	Branch Manager	Level C - Standard	Fail	Fail	Pass	Pass	Pass		
Emily	Jacobs	910407xxxxxxx	Branch Manager	Level F - Pass	Fail	Fail	Fail	Fail	Fail		
River	Solace	890914xxxxxxx	Branch Manager	Knockout	Fail	Fail	Fail	Fail	Fail	Fail / Out	
Robert	de Villiers	740724xxxxxxx	Branch Manager	Level C - Standard	Fail	Fail	Pass	Pass	Pass		
Aiden	van der Merwe	850724xxxxxxx	Branch Manager	Knockout	Fail	Fail	Fail	Fail	Fail	Fail / Out	
				Total:	14	14	14	14	14	14	
				Passed:	3	3	6	7	8	11	
				Failed:	10	10	7	6	5	2	
				Pass Rate (%):	21%	21%	43%	50%	57%	79%	
				Risk Probability:	5% (As Low as Zero)	10%	15%	25%	35%	70% and Higher	

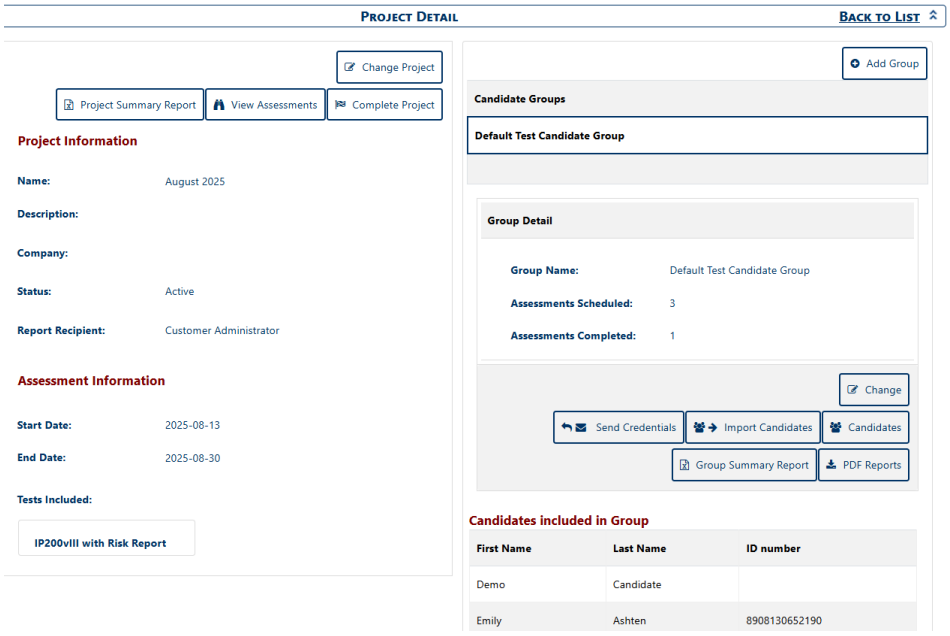
* Norm Level: As per the IP200VIII: Progressive Norm Level Table.

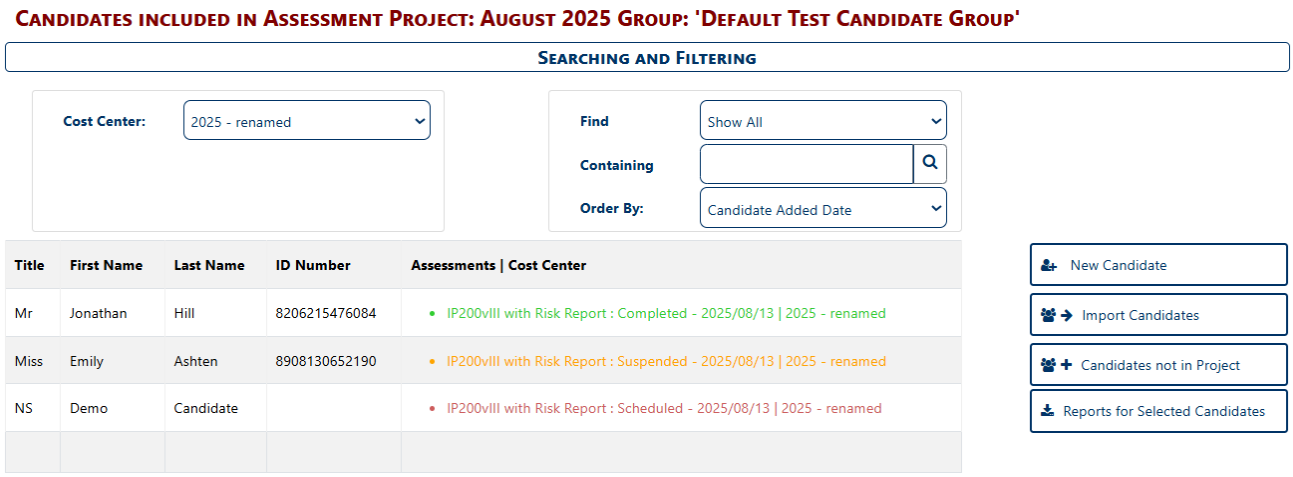
\# Knock-out: Do not qualify.

Progress of Individual Candidates

You may view an individual candidate's progress at a glance by selecting the Candidate Group to which the candidate belongs and clicking 'Candidates' to display a list of all candidates in the group. Assessment status is showed in the 'Assessments' column.

To find a particular candidate in the group you may search by selecting the search criteria, **First Name, Last Name or ID Number** and then entering the required value in the **'Containing'** box.

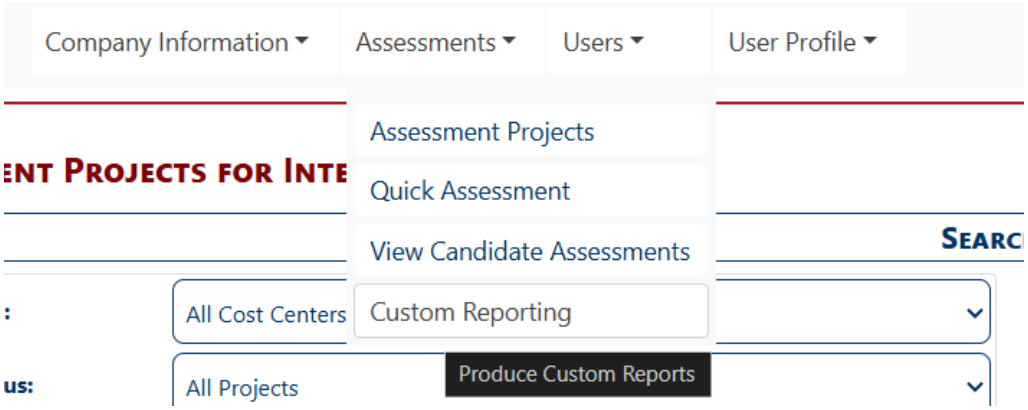




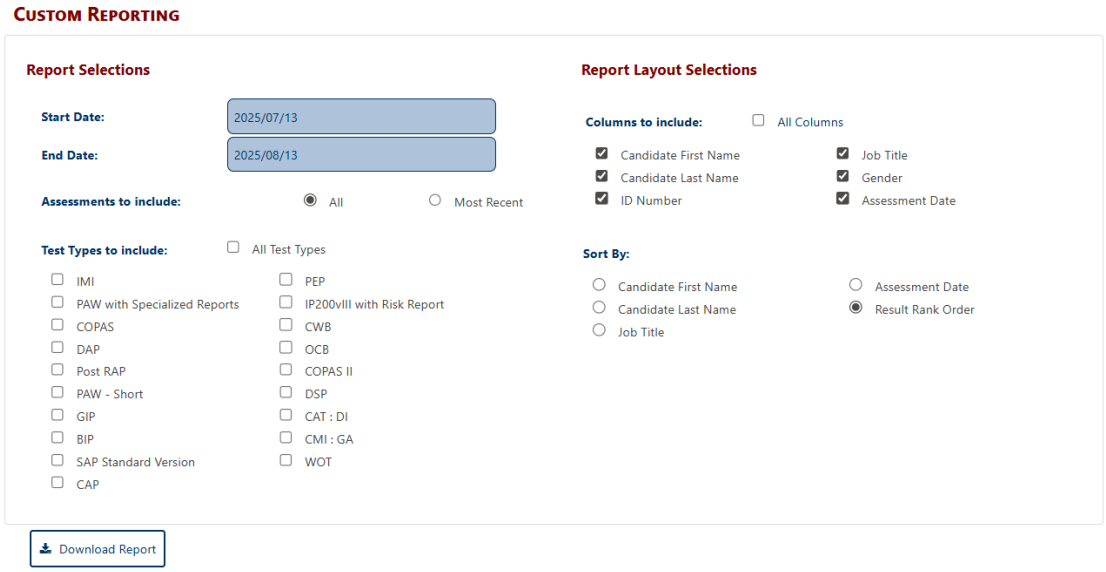
The Test Status for an assessment will be **'Preparing'** if the project it belongs to has not been activated yet, **'Scheduled'** if the project was activated but the Candidate has not started their assessment, **'Active'** if the candidate is still completing the tests, or **'Completed'** if the assessment has been completed, in which case results can be accessed.

Please see Individual Assessment Progress and Reporting for information on selections to be made when Downloading Reports.

Custom Reporting



The **Custom Reporting Feature** can be accessed by selecting the **'Custom Reporting'** tab from the **Assessments** menu as shown above. The *Report Selection screen* shown below is displayed.



The **Custom Reporting Feature** allows you to view/download a combined summary report similar to those available for candidates in a Project. containing assessment results for a particular date range (up to one year), and for selected assessment instruments. You may also select which candidate information should be included in the report and specify the order in which results are presented.

Once the reporting selections are made clicking **'Download Report'** will process the results and produce a spreadsheet with the relevant results as shown in the example below. If many results are included this may take a minute! If multiple test instruments are selected Results for each test instrument are shown in a separate tab. For test instruments that have Risk Report and Norm Level Report scores, those too will be shown in separate tabs.

IMI

Combined Summary Report for _2025-08-14

Assessment Dates: 2025/08/08 to 2025/08/14

Test Structures

Candidate First Name	Candidate Last Name	ID Number	Job Title	Gender	Assessment Date	1 HONESTY	2 STEALING/THEFT	3 VIOLATION of policy	4 RELIABILITY & DEPENDABILITY	5 LYING	6 DENIAL, PROJECTION & JUSTIFICATION	7 WORK ETHIC	8 MANIPULATION	9 VERIFIABLE ITEMS	10 MONITOR	10.1 LIE DETECTOR	10.2 CONSISTENCY	10.3 UNNATURAL EXAGGERATION	IIR	AIR
David	Okafor	880215xxxxxxx	Supervisor	Male	2025/8/8	9	10	10	7	6	9	8	6	10	9	9	7	10	8	8
Maria	Gonzalez	900601xxxxxxx	Manager	Female	2025/8/8	10	7	9	5	10	9	7	5	8	8	9	7	9	8	8
Amir	Haddad	910827xxxxxxx	Supervisor	Male	2025/8/12	8	8	7	4	6	7	7	6	9	8	9	7	8	7	7
Rohan	Mehta	981014xxxxxxx	Manager	Non-binary	2025/8/12	9	10	9	5	10	8	7	5	10	7	6	7	8	8	6
Leila	Haddadi	890303xxxxxxx	Manager	Female	2025/8/13	9	10	8	7	8	7	10	6	10	8	6	7	10	8	6
Hugo	Silva	940625xxxxxxx	Manager	Male	2025/8/13	8	10	7	8	10	9	6	4	10	7	5	8	8	8	6
Amina	Yusuf	970808xxxxxxx	Supervisor	Female	2025/8/11	10	9	7	5	7	8	6	9	5	8	8	7	10	7	6
Liam	O'Connor	920718xxxxxxx	Supervisor	Male	2025/8/11	9	9	7	5	9	5	5	3	10	6	7	6	6	7	6
Yasmin	Rahman	961125xxxxxxx	Supervisor	Female	2025/8/13	7	9	7	6	7	4	7	4	10	7	6	8	6	7	6
Samuel	Cohen	890719xxxxxxx	Manager	Male	2025/8/12	5	8	4	3	3	5	7	4	10	8	9	7	8	6	6
Ayanda	Ndlovu	940316xxxxxxx	Supervisor	Female	2025/8/13	8	6	6	2	6	7	5	2	9	8	9	9	6	6	6
Oliver	Fischer	980822xxxxxxx	Manager	Male	2025/8/12	10	10	8	5	7	8	9	5	1	7	5	8	9	7	5
					Average:	8,5	8,8	7,4	5,2	7,4	7,2	7,0	4,9	8,5	7,6	7,3	7,3	8,2	7,3	6,3

Custom Report Example

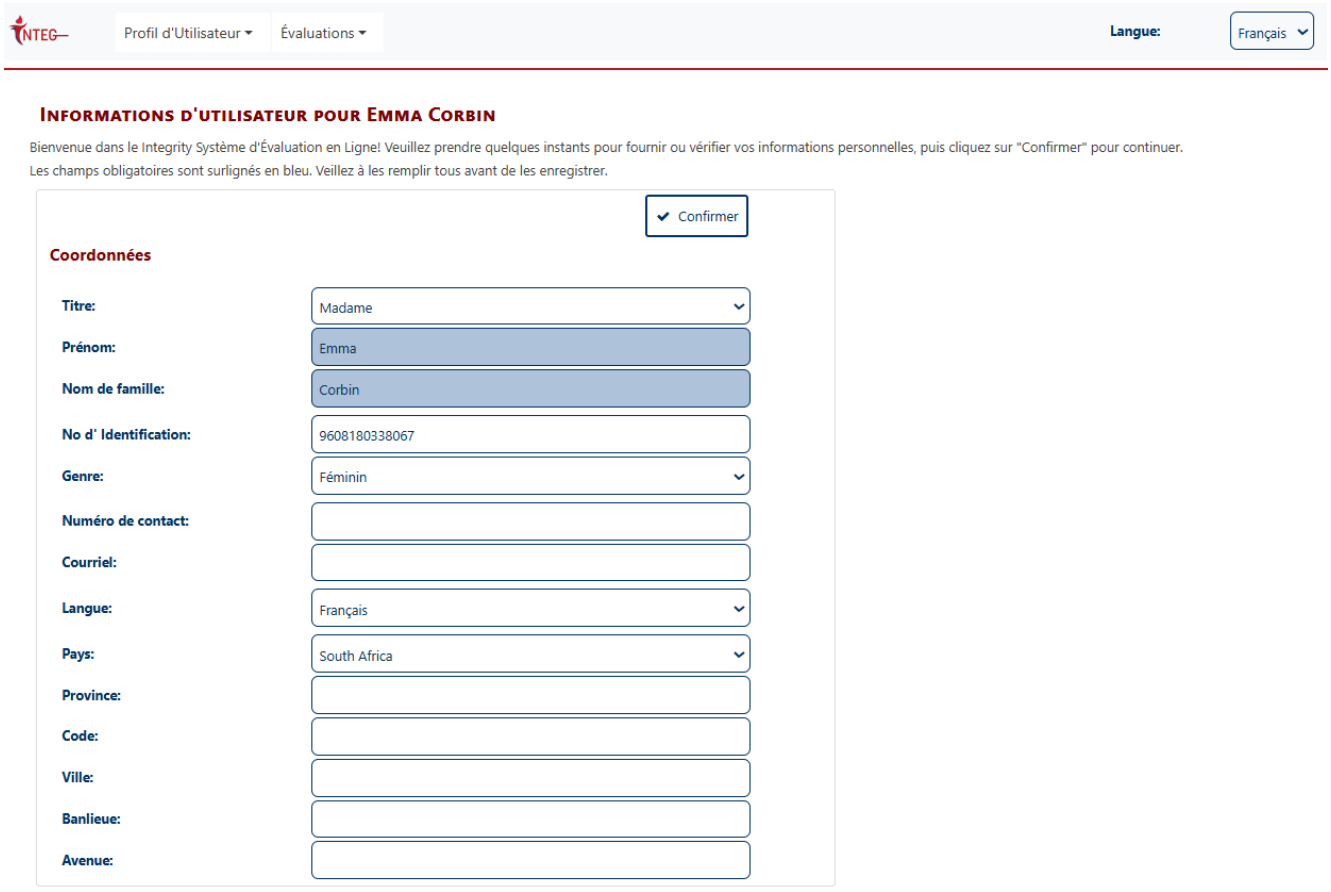
Multilingual Assessments

Our TROIKA (comprising the IP200, COPAS and PAW assessments) are now available in French. This allows candidates to complete the full assessment process for these instruments in their preferred language, where available.

Preferred language can be selected in two ways:

By the Administrator: When adding a new candidate or updating an existing candidate's profile, select the appropriate language from the available options.

By the Candidate: During the verification of their information, the candidate can select their preferred language from the available options as shown in the screenshot below.

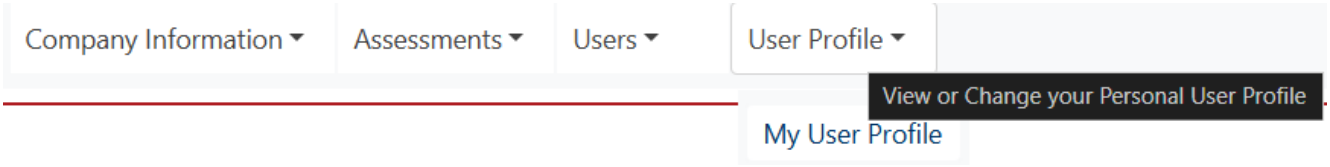


Multilingual Reporting

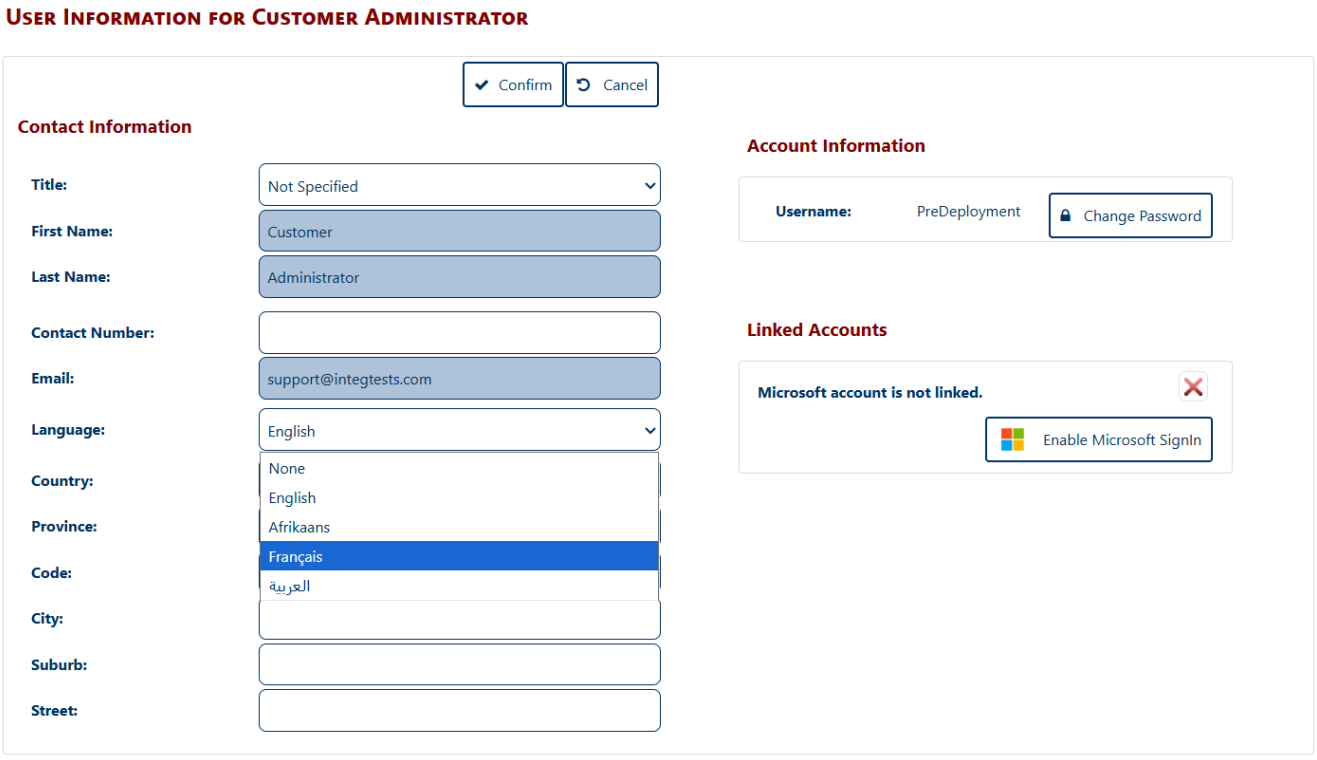
Our TROIKA (IP200, PAW and COPAS) PDF reports can be downloaded in French.

The **system reporting language** is determined by the **administrator's preferred language**. If French is selected as the preferred language the IP200, PAW and COPAS reports will be produced in French. The default reporting language is English, if no other language is selected, or the particular instrument is not available in the selected language, the reports will be produced in English.

Selecting the **'My User Profile'** option from the **'User Profile'** menu as shown below will take you to the User Profile Page.



Clicking on the **'Update Details'** button displays the screen below where the language option can be set to “Francais”. Clicking **'Save'** or **'Cancel'** will keep or discard changes.



Please contact support@integtests.com to enquire about the scan and score requirements.

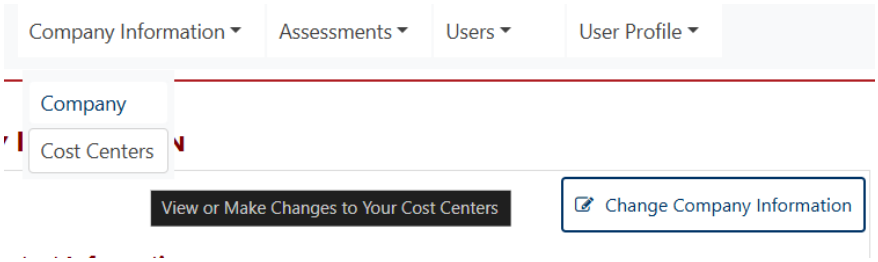
Cost Centers

Working with Cost Centers

It is possible to set up and use any number of Cost Centers for your company.
Cost Centers are used in two ways:

- *They provide you with a way to organize your assessments.* Once you have set up Cost Centers you will be prompted to select a Cost Center when setting up an Assessment Project or 'Quick Assessment' and when adding an assessment to an existing candidate's profile. When Viewing Projects, Assessments or Users you will now see the Cost Center Selection Box located in the 'Searching and Filtering' panel at the top of the screen. By selecting a particular Cost Center from the Cost Center selection box, users will be able to View Items from only the selected Cost Center. Should you choose to use Cost Centers the items on your invoice will also reflect the Cost Center to which they belong.

- *Using Cost Centers in conjunction with the 'Report Viewer' or 'Assessment Manager' User Levels, allows you to limit the data to which a particular user has access*. When adding a new 'Report Viewer' or 'Assessment Manager' you will select the Cost Center/s to which the user will have access. Only information relevant to the specified cost center/s will be visible and accessible to this user.

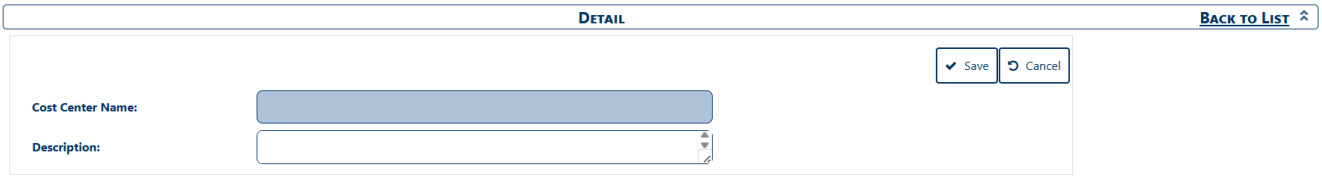


Selecting the '**Cost Centers'** tab from the '**Company Information'** menu as shown above will take you to the Cost Centers page, which displays a list of the Cost Centers for the current company. If you have not set up any Cost Centers yet the Cost Center list will be empty.

Creating a Cost Center



Clicking on '**Add a Cost Center**' displays the screen above.
Fill in the name and a description for your cost center, then click '**Save**'.



Editing a Cost Center

To edit a Cost Center, click '**Change**' with the desired Cost Center selected. From here you can change the Cost Center name and/or description. Click '**Save**' to save the changes or '**Cancel**' to cancel.



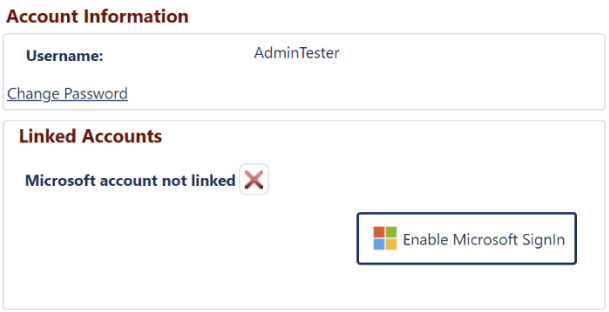
Using Cost Centers

Please see the sections on setting up Assessment Manager, Report Viewers and Candidates, as well as the sections on creating Projects and setting up Quick Assessments for information on cost centers.

Microsoft SignIn

To set up using Microsoft Authentication to access the online assessment system, go to the 'My Profile Page' to view your user profile.

Click on **'Enable Microsoft SignIn'** under the **Linked Accounts** tab and enter the username of the Microsoft account that you would like to link to your Integ profile.



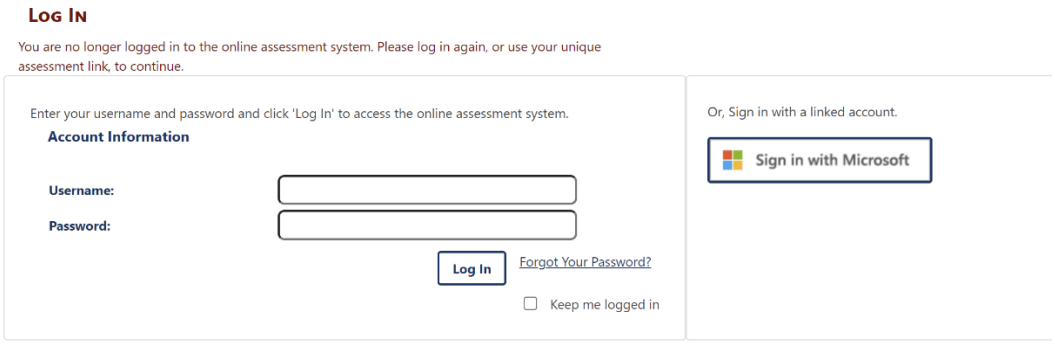
Clicking '**Confirm'** will direct you to the Microsoft SignIn Page for authentication. Be sure to login with the same account that you entered above. On successful authentication your account will be linked and you will be directed back to the User Profile Page which will show your newly linked account.





You are now set up to sign in with your linked Microsoft Account by using the 'Sign in with Microsoft' option on the right-hand side of the login page.

Clicking 'Sign in with Microsoft' will direct you to the Microsoft SignIn Page for authentication. Successful authentication will give you access to the online assessment system.



Why sign in with my Microsoft Account?

Using your Microsoft account to access the online assessment system offers a number of advantages.

1. You can make use of the built-in security features such as two factor authentication (2FA) offered by the Microsoft Authentication Platform.
2. Using Microsoft Signin means you have one less password to keep track of.

Custom Branding

Integrity International offers custom branding of our online assessment system user interfaces and system emails.

Invitation emails and other communication from the system would include a custom header and icon as shown below:



Good Day,

One or more assessments have been set up for you on the Integrity Online Assessment System.

Please use the user credentials below to log in to the online assessment portal and complete your assessment/s.

Candidate: Hilary Sallow.

UserName: HilarySallow21

Password: Hilary244!*_

Please follow the link below and log in with the username and password found above to complete your assessments.

https://stage.integtests.com/Account/Login.aspx

Or navigate to https://stage.integtests.com using your browser.

•••

The assessments are online assessments which require a fast and stable internet connection.

Assessments may be completed on a desk-top or lap-top computer, a notebook or tablet, or if none of these preferred devices are available, a smartphone may be used, provided that the minimum technical device and data-connection speed specifications found in the 'Online Assessment Technical Guidelines' are met.

Online Assessment Technical Guidelines may be viewed here: https://www.integtests.com/technicalguidelines

This is an automated e-mail. Please do not reply to this e-mail.

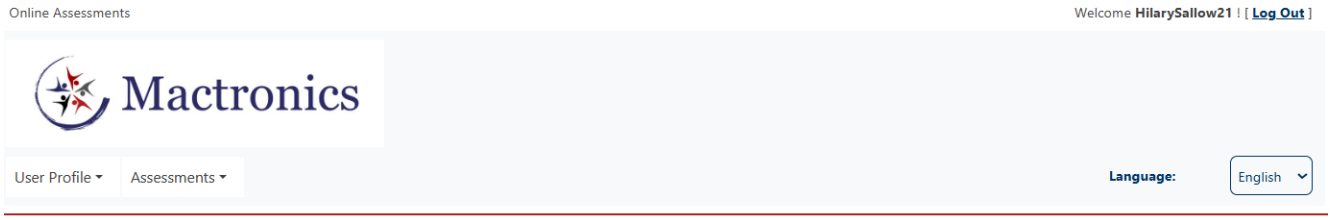
If you require help at any time please send an e-mail to support@integtests.com.

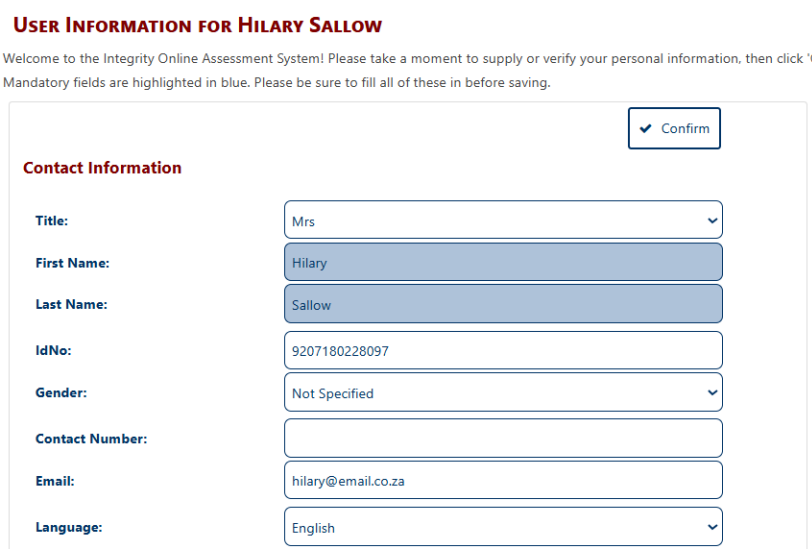
For technical assistance e-mail integrity3@integtests.com.

Kind Regards

The Mactronics Team

System interfaces would show the client's logo top left, instead of the Integ logo, as shown below:





As the assessment developer and platform provider some Integ branding would still appear, notably in the footer of pages (as shown below) and in links to GDPR required policies and documentation such as the Privacy Policy, Cookie Policy, and other technical policies and documentation available from the portal.



You can email support@integtests.com to opt-in to our custom branding option. If you would like us to set up custom branding for you on the online system, we require your company logos in png format. We require two clear images of a good quality, the first should have a height of approx. 100px and the second a height of 30px.

- o0o –

If you have any questions or need help with any aspect of the system, please send an e-mail to support@integtests.com and we will do our best to help you.