

Client User Guide



The screenshot shows the SkillsMarker website interface. At the top left is the SkillsMarker logo and the text 'Essential Skills for Employment & Education'. To the right are 'Organization Signup' and 'Log In' buttons. Below this is a navigation menu with 'Home', 'Essential Skills', 'Profile', 'Contact Us', and 'Practice Questions'. The main content area features a large group photo of diverse professionals in various industries, including construction, healthcare, and business. At the bottom of the page, there is a footer with copyright information, 'POWERED BY THE ESSENTIAL SKILLS GROUP', and 'Brought to you by CSC'.

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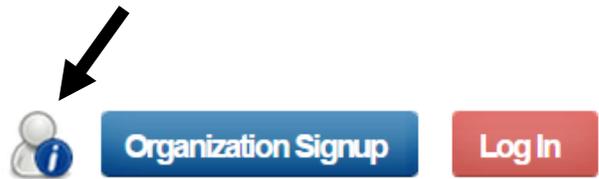
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About this website

This website (<http://en.esee.essentialskillsgroup.com>) offers:

- Assessments that measure three important essential skills – reading, document use and numeracy skills.
- Individualized Result Reports that highlight your skills and gap areas. Test results are available to you immediately.
- Individualized Learning Activity Plans that provide useful learning resources available on-line and free-of-charge.

You can learn more about the website by clicking on the information icon located on the top right corner of each web page.



Click on **FAQ** to get answers to commonly asked questions.

Frequently Asked Questions

- ? Why was this website created?
- ? What health care occupations are included?
- ? Which Essential Skills are assessed and how long do the tests take?

Click on **Troubleshooting** to get helpful solutions to the most common technical problems people have.

Troubleshooting

- ! I can't log in - my username and password do not work?
- ! Test images don't load and/or the navigation buttons don't work.
- ! The website isn't displaying properly – it looks messed up.

Click on **Essential Skills Video** for a short (less than three minute) video that explains why essential skills like reading, numeracy and document use are so important to your success.

Essential Skills Video

Find out what Essential Skills are and why they are important in this short three-minute video.

You are welcome to use this video in your organization, as long as it's not edited or altered. It's also available on [YouTube](#).

Minimum computer requirements

This website can be used on a wide range of devices including personal computers, laptops, notebooks and tablets. Smartphones cannot be used because their screens are too small to display the questions properly.

Before taking an assessment, be sure the device has a strong connection to the Internet. People who try to take tests on a wireless network sometimes have problems – their connection may be too weak for everything to work properly.

The website features audio clips. For example, it has a built-in dictionary where the definition of key words are read out loud. You'll need speakers or headphones to hear them.

How to log in

Your organization will give you a **Username** and **Password**.



Organization Signup

Log In



Click the **Log In** button located in the top right corner of the site.

Enter the Username and Password provided by your organization and click **Send**.

The first time you log in, you will be asked to complete a short survey. The information you provide is confidential. It is used to identify trends, like how many people are using the website, where most people live, etc.

How to see your program

Once logged in, you will automatically go a page that starts with "Welcome" and your name.

Welcome

- Learn about the essential skills needed to be successful at home, school and work
- Find out how your skills measure-up
- Build your essential skills

[Click here](#) to go to "My Program" and do your assessments.

Go to **My Program**. This is where all your program activity is found. This page contains the assessments you have been assigned, your test results and your learning activity plans.

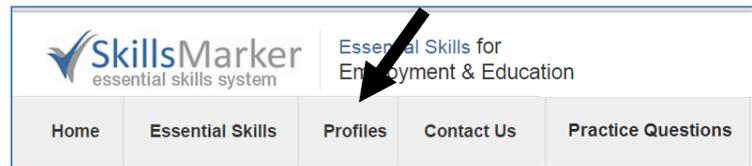
My Program

Skill	Status	Date	Results Report	Learning Plan
Reading	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>
Document Use	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>
Numeracy (Math)	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>

Information about the essential skills profiles

The assessments are based on two profiles, which you can find under the **Profiles** tab on the Home page:

- Type A (less challenging)
- Type B (more challenging)



The profiles help you understand what is being testing and how it's relevant to everyday life.

Each profile lists the reading, document use and numeracy tasks people typically do at work, home and school. Tasks are organized by skill and complexity ratings (i.e. Level 2).

Below is an example document use task statement:

- Locate data on gauges and other digital readouts, e.g. locate temperature readings using digital thermometers. (OLACF: A2.1, C3.1) (Complexity: 1)

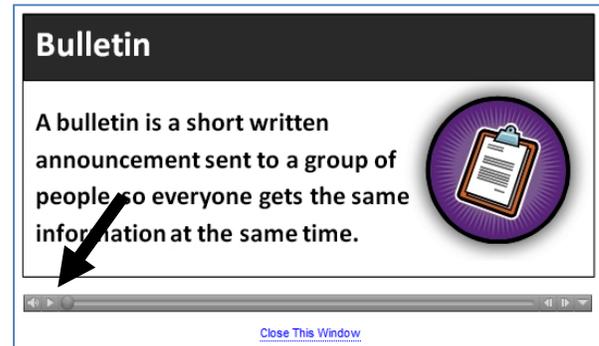
Built-in dictionary

The profiles contain a built-in dictionary with definitions for key words and phrases.

The words and phrases that offer this feature are blue in colour and underlined, like this: [bulletin](#).

When you click on the blue word or phrase, a window with a written definition opens. If you would like to hear the definition being read out loud, click the **Play** icon.

Click **Close This Window** to end and go back to the profile.



American Sign Language (ASL)

For those who are deaf and hard of hearing, key words and phrases are signed in a short video.

Words or phrases that offer this feature are red in colour and underlined, like this: [scan](#).

When you click on the word or phrase, the video opens.



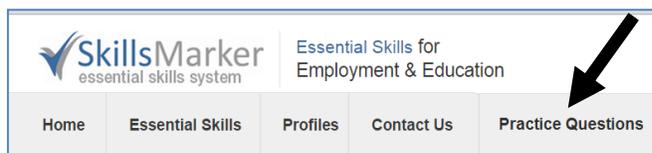
Practice questions

You can take a 10-question practice test before you do the scored version of an assessment.

After you click the green **Start Assessment** button, you automatically receive a series of reading, document use and numeracy questions.

The correct answer is provided for each question, but only on the practice version.

Practice questions are not scored and they do not generate a Results Report or a Learning Activities Plan.

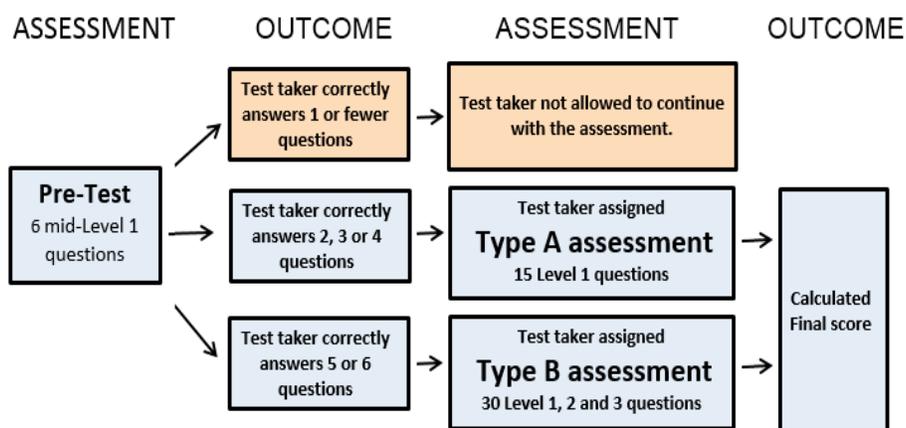


Information about the assessments

The web application tests three essential skills - reading, document use and numeracy. There is an assessment for each skill. Test administrators select which assessments you receive.

The assessments are multiple-choice and include a variety of academic, home and workplace-based questions. They start with a six-question **Pre Test**. How well you perform will determine which of the following two assessments you'll receive:

- **Type A** is a 15-question assessment.
- **Type B** is a 30-question assessment. It tends to have more difficult questions.



The average completion time for each assessment is listed below:

Assessment	# of Questions	Average Completion time
Reading – Type A	15	16 minutes
Reading – Type B	30	32 minutes
Document Use – Type A	15	14 minutes
Document Use – Type B	30	28 minutes

Numeracy – Type A	22	20 minutes
Numeracy – Type B	40	40 minutes

How to take assessments

Go to **My Program**. Select the assessment you want to do first and click the **Do Test** button next to it.

A set of instructions will appear. Take a minute to read them, as they provide useful information.

The screenshot shows a table titled "My Program" with the following columns: Skill, Status, Date, Results Report, and Learning Plan. The rows are: Reading, Document Use, and Numeracy (Math). Each row has a "Do Test" button in the Status column, a dropdown arrow in the Date column, and "View" buttons in the Results Report and Learning Plan columns. A black arrow points to the "Do Test" button for the "Reading" row.

Click the **Start (Part 1)** button at the bottom of the instruction page when you are ready to begin.



Six questions will load. The questions are multiple-choice. To select an answer, click the circle next to it.

Click **Next Question** after you have selected an answer.

Click **Prev Question** ("prev" means previous) to go back and change an answer.

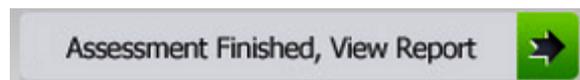
After you have answered all six question, you'll be invited to start the second part of the assessment. When you are ready, click the Take Part 2 button.



The Part 2 assessment is divided into four sections. Once you finish a section and press the **Next Section** button, you can't go back and change your answers.

You can do the assesement all at once or in sections. If you want to take a break, make sure you complete all of the questions in a section before you log out or you will lose your work in that section.

You will see this button when the entire assessment is complete. Click it to exit.



It doesn't happen often, but if something goes wrong while taking the assessment (e.g. the Next Question button is not working), click the **Report a Problem** link located in the upper right-hand corner of the question.

The screenshot shows a question interface titled "Section 2 of 3 - Question 1 of 5". The instruction is "Read the heat stress hazard alert and answer the following question." Below this is a large box containing an "Alert" message: "Heat stress can happen to us all". The alert text reads: "Hot temperatures combined with factors such as high humidity, hard physical work, loss of body fluids, fatigue or some medical conditions can put stress on the body's cooling system. When this happens it can lead to a heat related". To the right of the text is an illustration of a sun and a worker in a hard hat. Below the alert are four radio button options:

- It afflicts young workers who are very fit
- It afflicts older workers who are unaccustomed to the heat
- Bakers can suffer from heat stress
- All of the above

At the bottom of the question box are two buttons: "Next Question" with a right arrow and "Exit" with a red X icon.

Where to find your assessment results

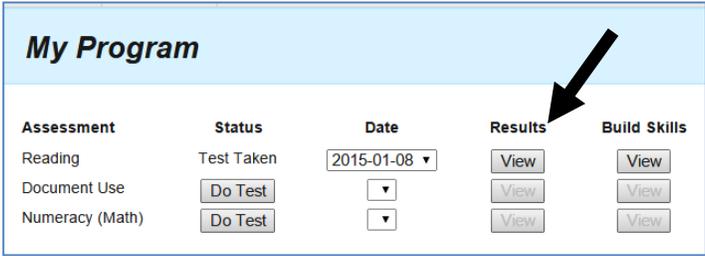
You get a **Results Report** each time you take an assessment. It is available immediately.

Go to **My Program**.

In the **Date** column, click the assessment results you wish to view.

If you see an empty date field, it means you haven't taken the assessment yet.

Click the **View** button below **Results** to see your Results Report.



Assessment	Status	Date	Results	Build Skills
Reading	Test Taken	2015-01-08 ▾	View	View
Document Use	Do Test	▾	View	View
Numeracy (Math)	Do Test	▾	View	View

Click the **View** button below **Build Skills** to see your customized Learning Activities Plan.

Understanding your assessment results

On the front page of the Results Report, there is a section called **Overall Score** and an image like this:

Overall Score

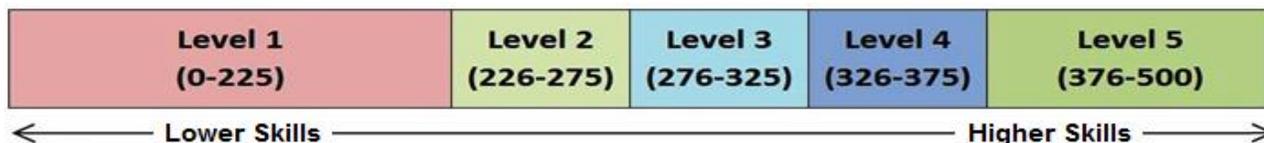
Your score

Level 2 (250)

There are two scores:

1. A score in the form of a level, such as **Level 1**. These scores start at Level 1 and can go as high as Level 5.
 - This score is based on a standardized scale developed by Employment and Social Development Canada (ESDC).
2. A number score found in brackets, such as (250). Number scores normally range between 200 and 300. It varies, but most jobs require skills at 250 or higher.
 - This score is based on the International Adult Literacy Survey (IALS) 0 to 500 point scale.

The chart below shows how IALS 0-500 scores match ESDC's 5-level scale. For example, a score of 255 on the 0-500 scale falls within level 2.



The numeracy (math) results reports are different. In addition to the overall results presented above, it also includes a breakdown of how you performed in each math skill area (e.g. fractions, whole numbers, etc.).

Each section (i.e. fractions) has five questions. If you get four or more questions correct (≥80%), you will receive a check mark ✓. If not, you will receive an orange X.

Note: It is possible for you to get an orange X and still get a high overall score. The score is calculated using the results of all the questions. For example, someone who scores 70 percent in all numeracy skill areas will see a series of orange Xs but their overall numeracy score will still be relatively high.

Math module	Results
Whole numbers	✓
Fractions	✓
Decimals	✓
Geometry	✓
Percent	✓
Business Math	X
Introductory Algebra	X
Number Sense	✓

For all assessments, the last section of the Results Report takes a closer look at your test results. The ✓ or the X tells you whether or not you can probably complete the task listed, based on the skills you have today.

Reading Requirements	
Read short comments, e.g. read short comments on phone bills to learn about extra charges. (OALCF: A1.1) (Complexity: 1)	✓
Read short instructions, e.g. read short instructions on pill bottle labels to learn how much medication to take. (OALCF: A1.1, A2.1) (Complexity: 1)	✓
Read short notes and reminders, e.g. read reminders to learn about tasks and assignments that need to be done. (OALCF: A1.1) (Complexity: 1)	X
Read <u>bulletins</u> and postings, e.g. read job postings in newspapers and on the Internet to learn about jobs and how to apply for them. (OALCF: A1.2) (Complexity: 2)	X

How to see and use your Learning Activity Plan

You receive a **Learning Activity Plan** immediately after you complete an assessment.

Go to **My Program**.

Click **View** under **Build Skills**.

Your customized **Learning Activity Plan** will appear in a separate screen.

My Program				
Assessment	Status	Date	Results	Build Skills
Reading	Test Taken	2015-01-08 ▾	View	View
Document Use	Do Test	▾	View	View
Numeracy (Math)	Do Test	▾	View	View



It lists free online learning resources that you can use to quickly and efficiently build the skills you need. Your plan focuses only on the skills you need to build, not the ones you already have.

These lessons take you from your current skill level to the level you need for your program. For example, if you have Level 1 reading skills and you need Level 3, your Learning Activity Plan includes resources for Levels 1, 2 and 3. It's a good idea to start at your current level and work your way up.

To open a link, click on the **website address**. It is the long address highlighted in blue and underlined. It takes you directly to the lesson, which you complete at your own pace. The website program does not monitor your progress.

To print your learning plan, click the **Print Report** buttons at the top or bottom of the report.


essential skills system

Learning Activities

Client ID: 23003
Name: Fieldtester Five
Assessment: Document Use
Assessment Date: Mar 24, 2014

Your essential skills Learning Activities are based on the results of the assessment you took. It focuses on the skills you likely need to build, not the ones you already have.

It lists online resources that can help you build your essential skills. You don't have to do all of the activities, but it's a good idea to do a few before you take the essential skills assessment again.

DOCUMENT USE RESOURCES

Level 1 - Low Complexity

Source: BBC - Skillswise
Learning Activity: Graphs and charts
Direct Link: <http://www.bbc.co.uk/skillswise/topic/graphs-and-charts>

Learning Activity: Lists and tables
Direct Link: <http://www.bbc.co.uk/skillswise/topic/lists-and-tables>

Learning Activity: Maps and plans (drawings)
Direct Link: <http://www.bbc.co.uk/skillswise/topic/maps-and-plans>

Learning Activity: Filling in a form
Direct Link: <http://www.bbc.co.uk/skillswise/topic/filling-out-a-form>

Source: Khan Academy
Learning Activity: Reading Bar charts
Direct Link: <https://www.khanacademy.org/math/cc-sixth-grade-math/cc-6th-data-statistics/cc-6th-bar-charts/v/creating-bar-charts-1>

Learning Activity: Reading Bar charts 2
Direct Link: <https://www.khanacademy.org/math/cc-sixth-grade-math/cc-6th-data-statistics/cc-6th-bar-charts/v/reading-bar-charts-2>