

## **PROVE IT! FAQ'S**

### **What is Prove It!?**

Prove It! is an Internet-based skills assessment program that provides hundreds of tests for clerical, software, industrial, healthcare, financial and technical job classifications. In addition, Prove It! also offers training tutorials for Microsoft Office 2000 – 2007 titles.

### **Why should I take this assessment?**

- To use as a Marketing Tool.
- To target specific skills employers are looking for in their candidates and focus on real world skills sets.
- To have a better understanding of specific skill area(s) that you may need training in.
- To market yourself more confidently to employers during interviews and resume development.
- To stand out from other candidates who are competing for the same positions.

### **How long will the assessment take and when will I receive my results?**

Normally the assessment will take 30 minutes to complete. However, there is no time limit in completing the assessment and time can vary depending on an individual's testing style. Once you have completed your assessment, the program will generate your results immediately. Once you start an assessment it is advised that you complete the entire test. You are able to break between each individual assessment.

### **How long do I have to take the assessments and/or start the tutorial(s)?**

You will have 30 days from the day you receive your Prove It! log-in information to take the assessments and the tutorial. After 30 days, your password will expire. You will receive reminder emails from Prove It! notifying of this expiration. Once the 30 days have passed, you will need to obtain a new password.

### **Where will I be taking the assessment?**

The assessment can be taken from any computer that meets the system configuration; at home, the library, Career Center Resource Room. It is suggested that the individual taking the assessment be in a quiet area with little to no interruptions.

### **How will these assessments rate my level of knowledge?**

Each assessment will provide three levels of questions which include basic, intermediate and advanced. This will allow each testing candidate to identify their level of expertise in a chosen content area.

### **Will I be able to sit down with someone to review my results?**

Yes, once you complete the assessment, if you would like additional information regarding your scores, you can schedule an appointment the Career Center Representative who referred you or bring in your results to meet with a Walk-In Career Center Representative.

### **Will I be able to see the questions I answered incorrectly?**

No, you will not be provided a list of questions that were missed, but you will be provided with a detailed score report which will inform you of specific topic areas you answered incorrectly.

**How are my scores interpreted?**

Scores are distributed into three categories, percent correct, percentile ranking and global average.

For example a test taker may receive their results in the following format:

Percent Correct: 60% - The percentage of questions that were answered correctly.

Percentile Ranking: 50% - The percentage of correct answers, meaning the test taker scored 49% higher than the norm group.

Global Average: 56% - The average score of every person who has taken this particular assessment.

**What if I do not score well or want to bring up my score?**

The purpose of Prove It! is to identify skills that you currently have. It is also available to identify any possible skill development or training needs. Skill development or training may involve Prove It! tutorials, college, or vocational programs. Some of the learning tutorials include Access, Excel, Internet Explorer, Microsoft Office XP, Outlook, PowerPoint, Windows, Word, Peachtree, and QuickBooks.

**What assessments are offered?**

There are over 900 assessments offered through Prove It!, including Accounting, Clerical, Software, Technical, Legal, Medical, and Industrial titles. Please click here [Prove It! Assessment Recommendations](#) for a short list of recommendations or visit [www.proveit.com](http://www.proveit.com) for a full list of options.

**How many assessments can I sign up for at one time?**

You can be scheduled for a maximum of (5) assessments and/or tutorials at one time. Once completed, you can sign up for additional assessments/tutorials.

**How do I sign up for a Prove It! assessment or tutorial?**

Meet with a Career Center Representative at one of our 3 locations.