



# **AQR Measures Test Administration Manual**

**MTQ48**

**ILM72**

**CARRUS**  
Career Management Toolkit

AQR International 2017 ©

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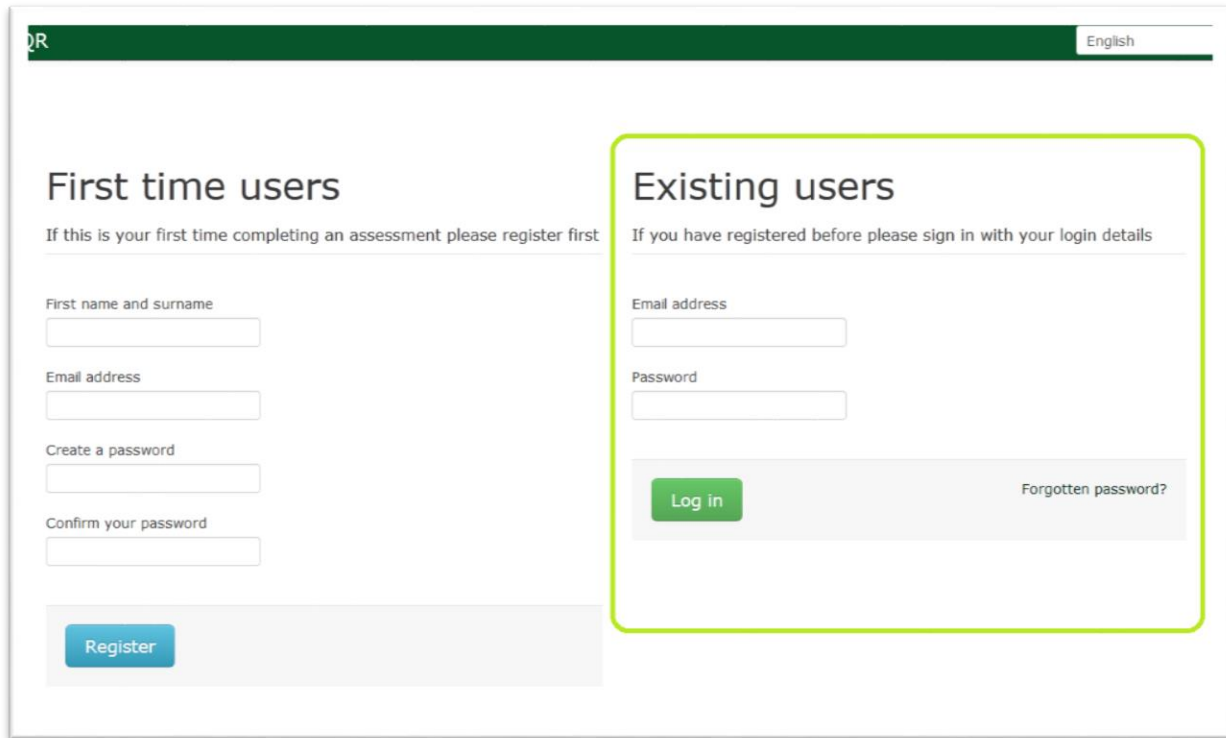
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## Login

### Accessing the platform

Please type in your browser [www.aqrtest.com](http://www.aqrtest.com)

Log on as 'Existing User'. Your username and a password will be provided to you by an AQR administrator.



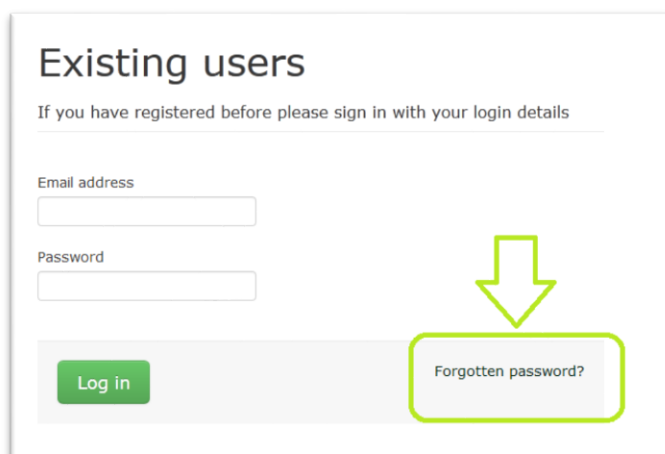
The screenshot shows the AQR login interface. At the top, there is a green header with the AQR logo and a language selector set to 'English'. Below the header, there are two main sections. The 'First time users' section on the left contains fields for 'First name and surname', 'Email address', 'Create a password', and 'Confirm your password', followed by a 'Register' button. The 'Existing users' section on the right, which is highlighted with a green border, contains fields for 'Email address' and 'Password', a 'Log in' button, and a 'Forgotten password?' link.

### Registration – First Time Users (Candidates only)

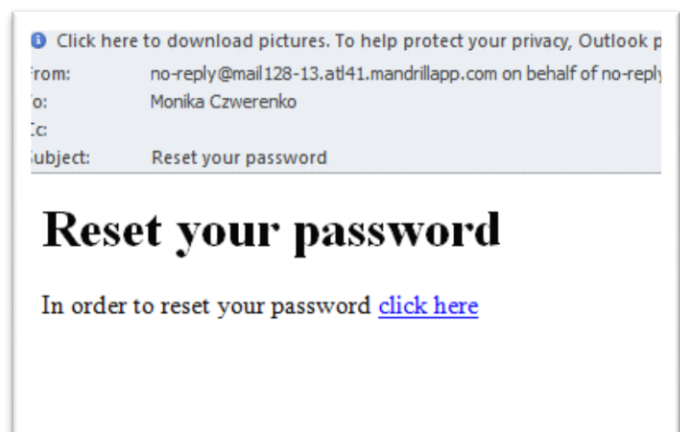
Users who have not been provided with their Username and a Password and who have been invited to complete an assessment will need to register first. This option applies only to Candidates invited to complete an assessment. Administrators will be typically registered prior to accessing the online assessment system.

### Resetting password

If your password isn't recognised, you may wish to reset it. In order to reset your password, please use the 'forgotten password?' command on the login page. Please type in your email address and click on 'Continue'. An email with instructions on how to reset your password will be sent to the email address provided.



This screenshot shows the 'Existing users' login section. It includes fields for 'Email address' and 'Password', a 'Log in' button, and a 'Forgotten password?' link. A green arrow points from the 'Forgotten password?' link to the next screenshot.



This screenshot shows an email received from 'no-reply@mail128-13.atl41.mandrillapp.com' on behalf of 'Monika Czerwienko'. The subject is 'Reset your password'. The email body contains the text: 'Reset your password' followed by 'In order to reset your password [click here](#)'.



## Administration dashboard

Once you have logged on you will see the main navigation panel where you can:

Set up sub-accounts; transfer meters to and from sub-accounts; create your own email templates; schedule assessments; download reports and search for participants.

**Organisations** – an account administrator can set up Customer organisations and Reselling organisations

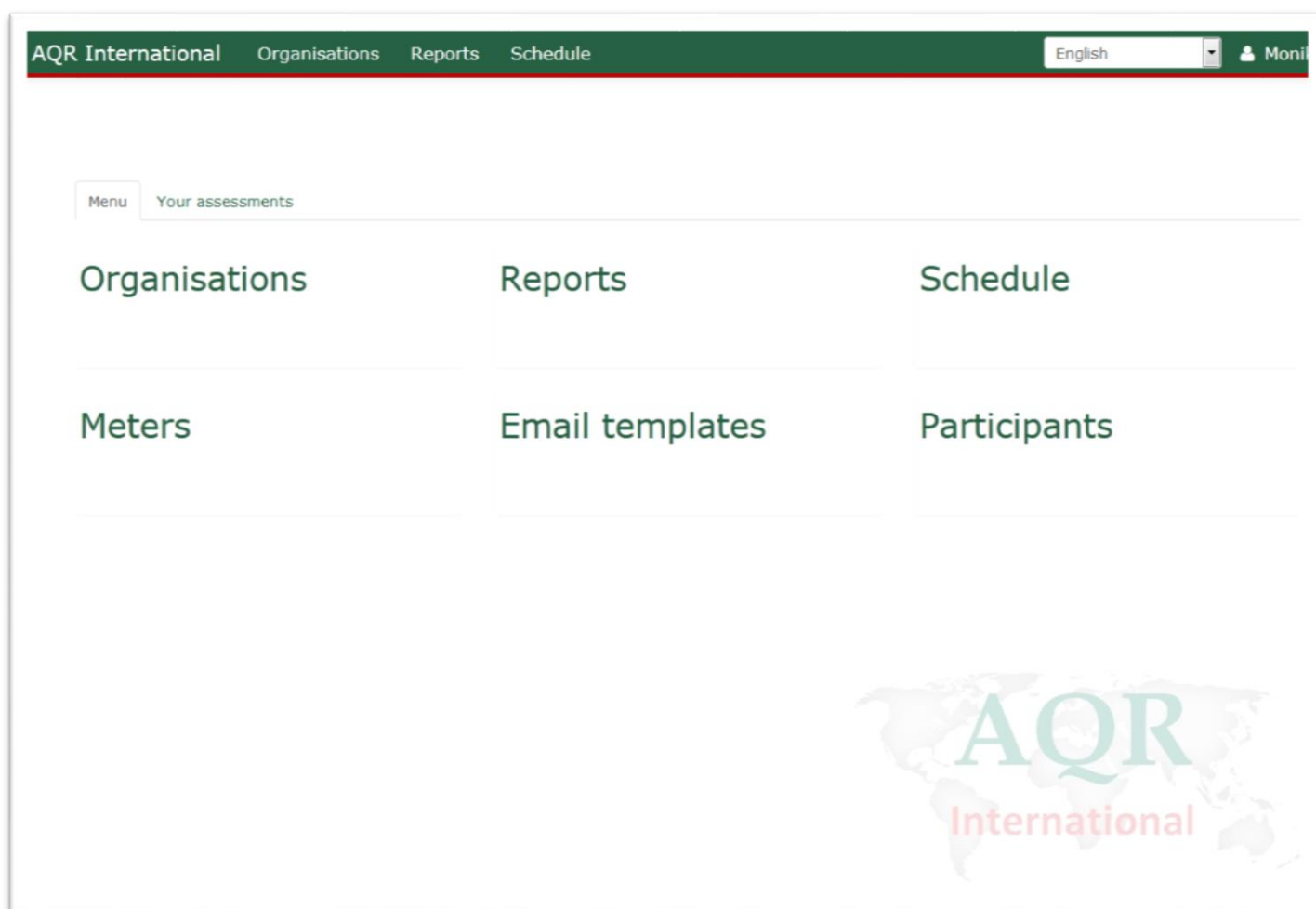
**Reports** – an account administrator can view & download individual reports as well as the Group Analysis Report

**Schedule** – scheduling an assessment

**Meters** – transferring meters between accounts and monitoring the meter activity

**Email templates** – setting up email templates for invitation emails/reminder emails/welcome page

**Participants** – quick participant search



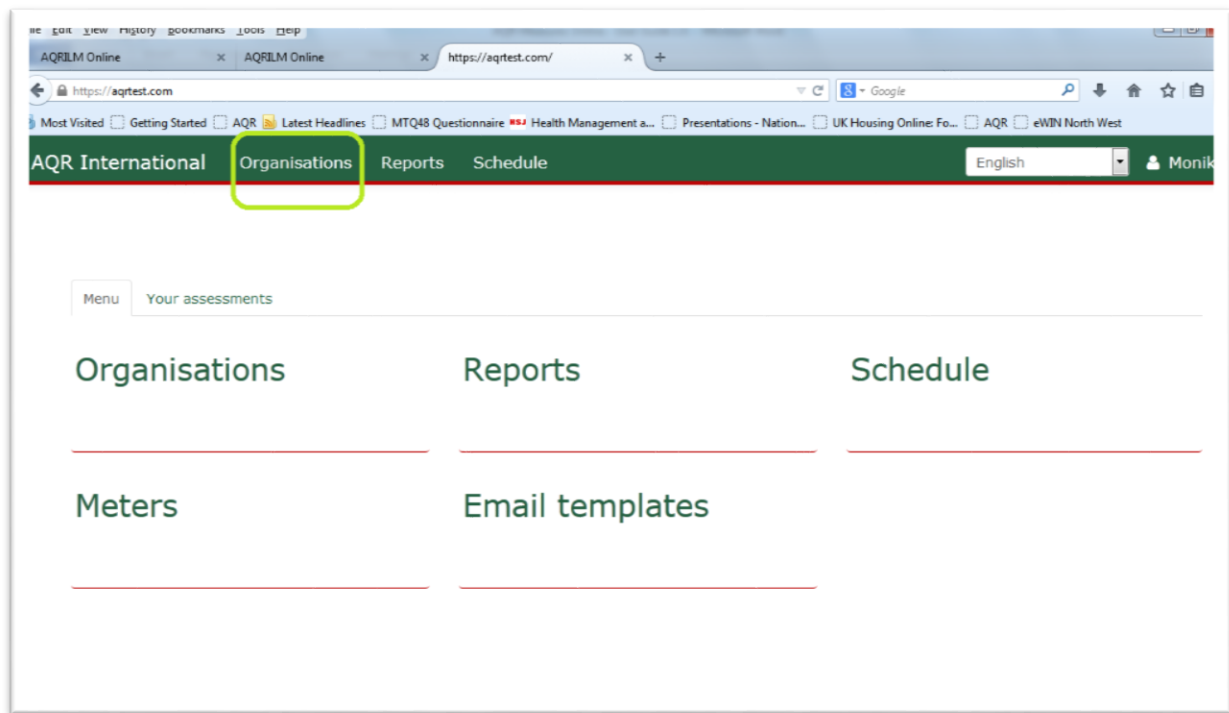
## Setting up Sub-Accounts (Organisation level)

### Creating a sub-account

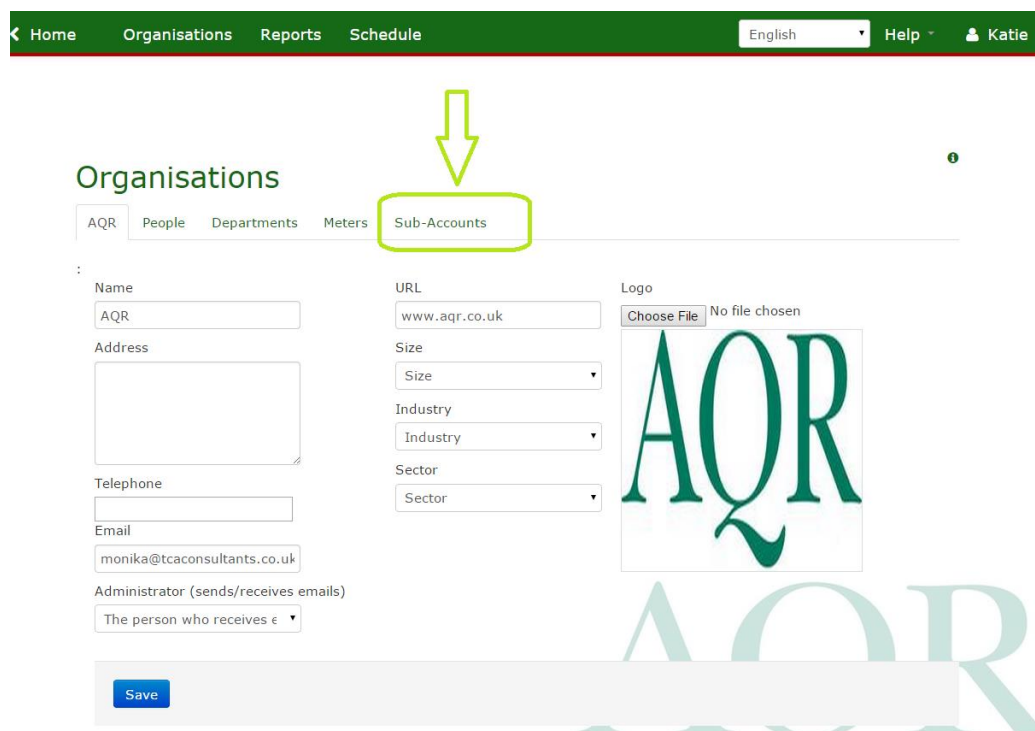
There are two types of sub-accounts that are able to be set up under your account: **customer account** and **reseller account**. The difference between the two is that the customer account cannot be white labelled with an organisations brand colours nor set up sub-accounts. Customer account can only operate their own account.

#### Setting up a Customer Account

1. Please click on 'Organisation' command



2. Click on 'Sub-accounts' command


 A screenshot of the 'Organisations' page in the AQR International system. The top navigation bar is dark green with white text for 'Home', 'Organisations', 'Reports', and 'Schedule'. The 'Organisations' link is highlighted with a green rectangular box. Below the navigation bar, there's a section with a 'Menu' button and 'Your assessments' text. Further down, there are three large, light green boxes labeled 'Organisations', 'Reports', and 'Schedule'. Below these, there are two more light green boxes labeled 'Meters' and 'Email templates'. The 'Sub-Accounts' tab is highlighted with a green rectangular box and a green arrow pointing to it. The form contains fields for Name, Address, Telephone, Email, URL, Size, Industry, Sector, and Logo. The 'Save' button is at the bottom.

### 3. Then 'Add sub-account'



## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL

Meters Departments People

[Add sub-account](#)

4. This will take you to the next page where you can enter your customer organisation details. Once you have entered organisation details, please click on the 'Save' button at the bottom of the page.

## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL

Meters Departments People

Meters Departments People

Name	Administrator (sends/receives emails)	<input checked="" type="checkbox"/> This is a customer
<input type="text"/>	The person who receives €	<input type="checkbox"/> This is a reseller
Address	Size	
<input type="text"/>	Size	
Telephone	Industry	
<input type="text"/>	Industry	
Email address	Sector	
<input type="text"/>	Sector	
Web address		
<input type="text"/>		

[Save](#) or cancel

## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL

Meters Departments People

**TRAINING ACCOUNT**

Meters Departments People

Name	Administrator (sends/receives emails)	<input checked="" type="checkbox"/> This is a customer
TRAINING ACCOUNT	The person who receives €	<input type="checkbox"/> This is a reseller
Address	Size	
Training Street, Baltimore, TV4 5DR	Fewer than 10 employees	
Telephone	Industry	
01244 572059	Education	
Email address	Sector	
info@agr.co.uk	Private	
Web address		
www.agr-training.co.uk		

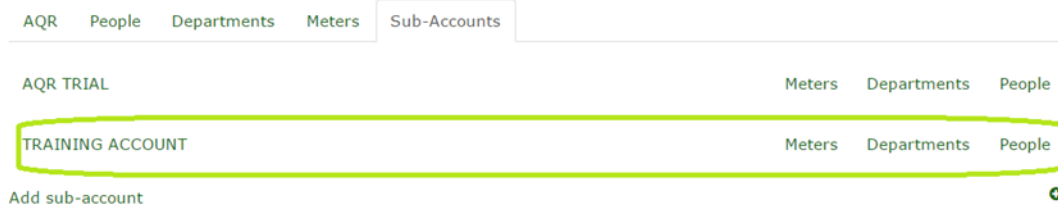
[Save](#) or cancel

Please note that you can choose whether you want the sub-account to carry on status of customer or reseller. Reseller accounts can set up sub-accounts; customer accounts can only schedule their own assessments and have no option to set up sub-accounts.

The newly added sub-account will appear on the organisations list. You can now assign assessments; transfer meters; update administrator details and add departments.



## Organisations



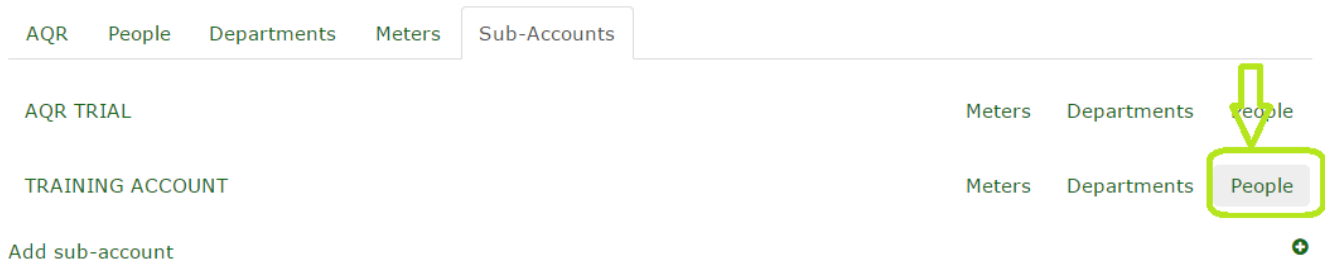
## Managing a sub-account

### Updating administrator details.

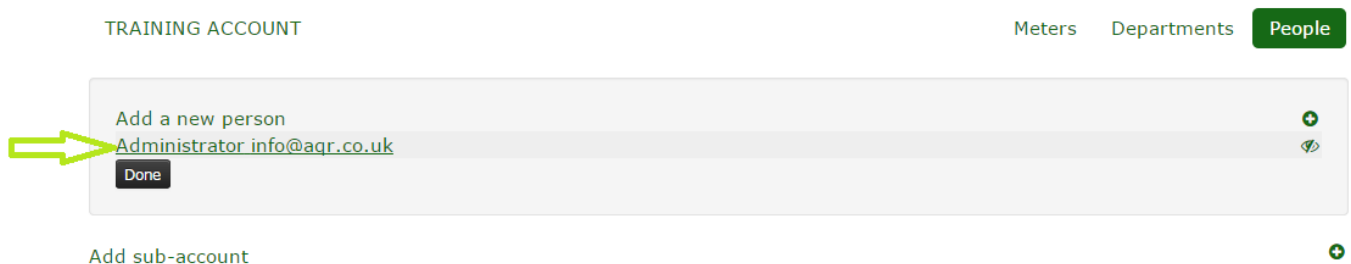
Please note that the web-platform requires at least one administrator per account. The option of 'Connect us' on the current website has been replaced with 'Impersonating' via user(s) who are official administrators on an account. An account can have many different users set-up. This enables specific users to schedule assessments and receive reports via email.

Please click on 'People' command in line with the organisation name.

## Organisations



The system already added in an option called 'Administrator'. Please click on that name 'Administrator' and replace system generated details with the actual administrator details.



Click on the link as shown by the arrow on the above print screen and the page will provide options to update details of the first administrator.

**Please note that the same administrator can be added only once to the system using the same email address. Adding the same user as an administrator of a different account using the same email address will not be accepted by the system. If you wish to add the same user as an admin person to another account, please use an alternative email address. User email address is the 'Username' during the login process and if it is used more than once the system will not let them in.**

Add a new person

First name

Last name

Email

Password

Password confirmation

Save

 or cancel

Remove

Done

## Organisations

AQR	People	Departments	Meters	Sub-Accounts
AQR TRIAL	Meters	Departments	People	
TRAINING ACCOUNT	Meters	Departments	People	

Add a new person

First name

Last name

Email

Password

Password confirmation

Save

 or cancel

Remove

Done

Click on 'Save' button. Administrator details have been updated.



## Organisations

[AQR](#)
[People](#)
[Departments](#)
[Meters](#)
[Sub-Accounts](#)

AQR TRIAL

[Meters](#)
[Departments](#)
[People](#)

TRAINING ACCOUNT

[Meters](#)
[Departments](#)
[People](#)

Add sub-account

Please tick the box next to the name of an assessment you wish to share with your sub-account. The assessment title will change from black to green. You will be then able to add meters onto the sub-account.

Carrus	<input type="checkbox"/>
<b>MTQ48 Questionnaire (Meters 0)</b>	<input checked="" type="checkbox"/>
MTQ48 Young Person Questionnaire	<input type="checkbox"/>
ILM72	<input type="checkbox"/>
Carrus version two (DO NOT USE)	<input type="checkbox"/>
MTQ48 Sports Applications Questionnaire	<input type="checkbox"/>
TWO1	<input type="checkbox"/>

Done

### Adding meters to the sub-account

To add meters onto the sub-account, first please follow 'steps as in 'Assign Assessments from page 11), then click on the green title of the assessment. You will be able to add meters to the system.

## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL

Meters Departments People

TRAINING ACCOUNT

Meters Departments People

Carrus

[MTQ48 Questionnaire](#) (Meters 0)

How many meters to add/remove? (positive to add, negative to remove)

0

Notes

Notes

Save

MTQ48 Young Person Questionnaire  
 ILM72  
 Carrus version two (DO NOT USE)  
 MTQ48 Sports Applications Questionnaire  
 TWOI

Done

TRAINING ACCOUNT

Meters Departments People

Carrus

[MTQ48 Questionnaire](#) (Meters 0)

MTQ48 Young Person Questionnaire

ILM72

Carrus version two (DO NOT USE)

MTQ48 Sports Applications Questionnaire

TWOI

Done

Type the number of meters you wish to transfer onto the account. *Please note: the maximum number of meters you can transfer cannot exceed the number of meters that you have on your own account.*

[MTQ48 Questionnaire](#) (Meters 0)

How many meters to add/remove? (positive to add, negative to remove)

2

Notes

practice meters

Save

Then click on 'Save' button. Meters have been transferred successfully.



TRAINING ACCOUNT

Meters

Departments

People

Carrus  
 MTQ48 Questionnaire (Meters 2)  
 MTQ48 Young Person Questionnaire  
 ILM72  
 Carrus version two (DO NOT USE)  
 MTQ48 Sports Applications Questionnaire  
 TWOI  
 Done

To receive meters back, please follow the same process but instead of positive number, i.e. '2' use negative value i.e. '-2', the meters are now back on your account.

Carrus

MTQ48 Questionnaire (Meters 2)

How many meters to add/remove? (positive to add, negative to remove)

-2

Notes

practice meters

Save

MTQ48 Young Person Questionnaire  
 ILM72  
 Carrus version two (DO NOT USE)  
 MTQ48 Sports Applications Questionnaire  
 TWOI

## Adding departments to a sub-account

You can add departments to a sub-account. This will enable an administrator to schedule assessments where data about a candidate department will be gathered.

Please go to 'Organisations' and click on 'Sub-accounts'. Chose 'Departments' link

Home Organisations Reports Schedule English Help

## Organisations

TEST MONIKA People Departments Meters Sub-Accounts

New Organisation

Add sub-account

Meters Departments People

Then click on 'Add a department'

New Organisation

Meters Departments People

Add a department

Done

Type in the name of your department and click on Save.

## Organisations

TEST MONIKA People Departments Meters Sub-Accounts

New Organisation Meters Departments People

Add a department

Name

Save or cancel

Done

Repeat the process until you add all the departments

### Impersonating to the sub-account

As mentioned before the option of 'Connect us' has been replaced with 'Impersonation'. To impersonate please go to Organisation page and click on 'People' command for the organisation to which you wish to impersonate to.

## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL Meters Departments People

TRAINING ACCOUNT Meters Departments People

Add sub-account

A list of administrators will display. Please click on the little 'eye' icon next to the administrator name:

## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL Meters Departments People

TRAINING ACCOUNT Meters Departments People

Add a new person

Monika Ring info@agr.co.uk

Done

+

👁

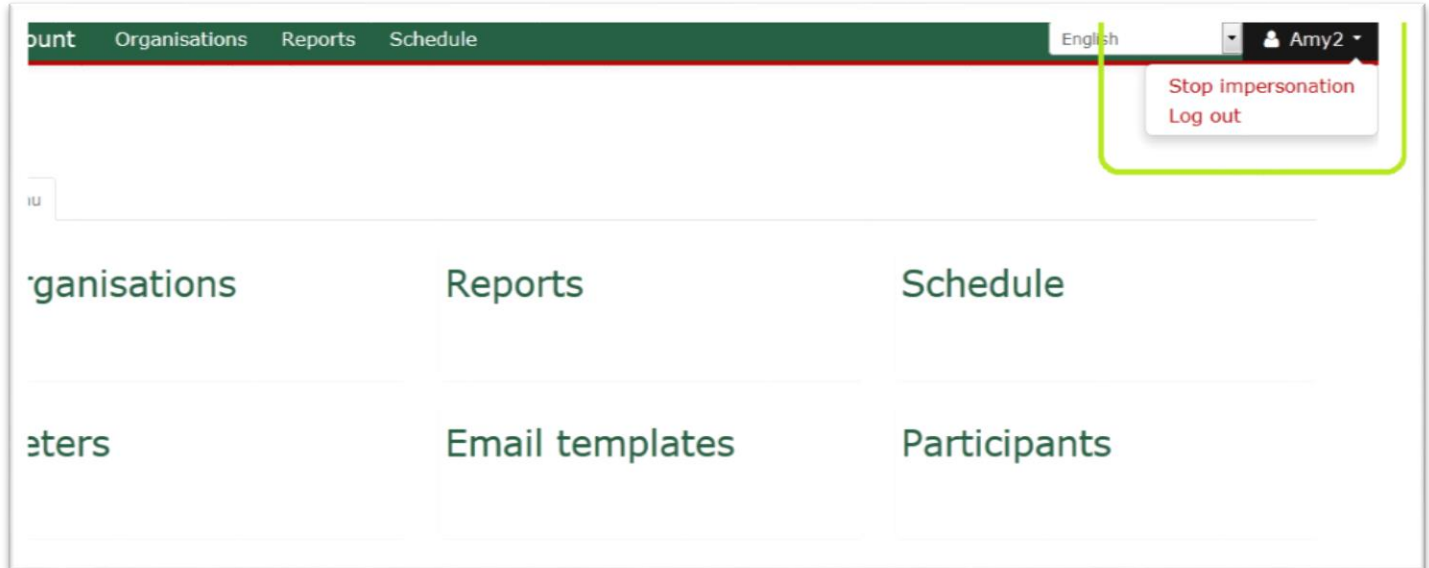
Add sub-account

This will log you in directly to your sub-account.

## Returning to your own account

To return to own account, please click on the arrow which displays in the right top corner of the page

You will have the following options: stop the impersonation which is returning to own account or to directly log out of the system.



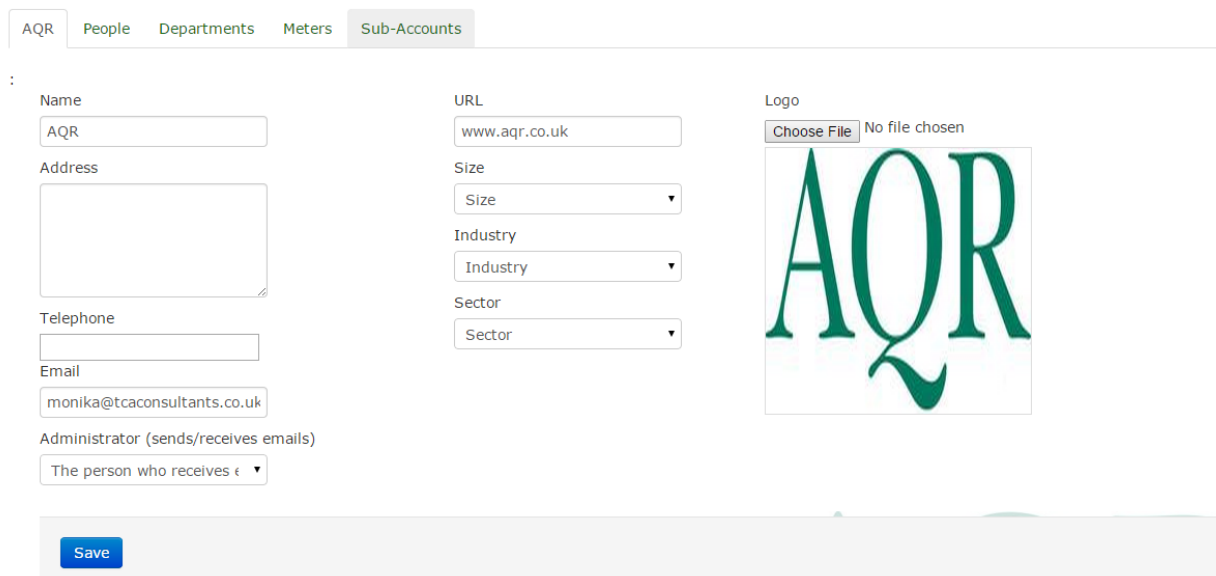
## White labelling sub-account

Sub-accounts set up as a customer can display their own logo only. They cannot set up sub-accounts.

Sub-accounts set up as a reseller can display a logo **and** brand colours. They can set up sub-accounts.

**Adding a logo to the sub-account:** Once you have created the sub-account and added a user (administrator) in, you can add a logo to the sub-account. To do that, you need to 'impersonate' to newly added account. Go to 'Organisation' page and click on Sub-accounts

## Organisations

Click on 'People' in line with the sub-account name you want to impersonate to:

## Organisations

AQR People Departments Meters Sub-Accounts

AQR TRIAL Meters Departments People

TRAINING ACCOUNT Meters Departments People

Add sub-account

Then click on the 'eye' icon of one of the administrators that belong to that account

TRAINING ACCOUNT Meters Departments People

Add a new person  
Monika Ring info@agr.co.uk

Done

You will be connected to the Sub-account

TRAINING ACCOUNT Organisations Reports Schedule English Help

Menu

Organisations Reports Schedule

Meters Email templates Participants

Click on ORGANISATIONS

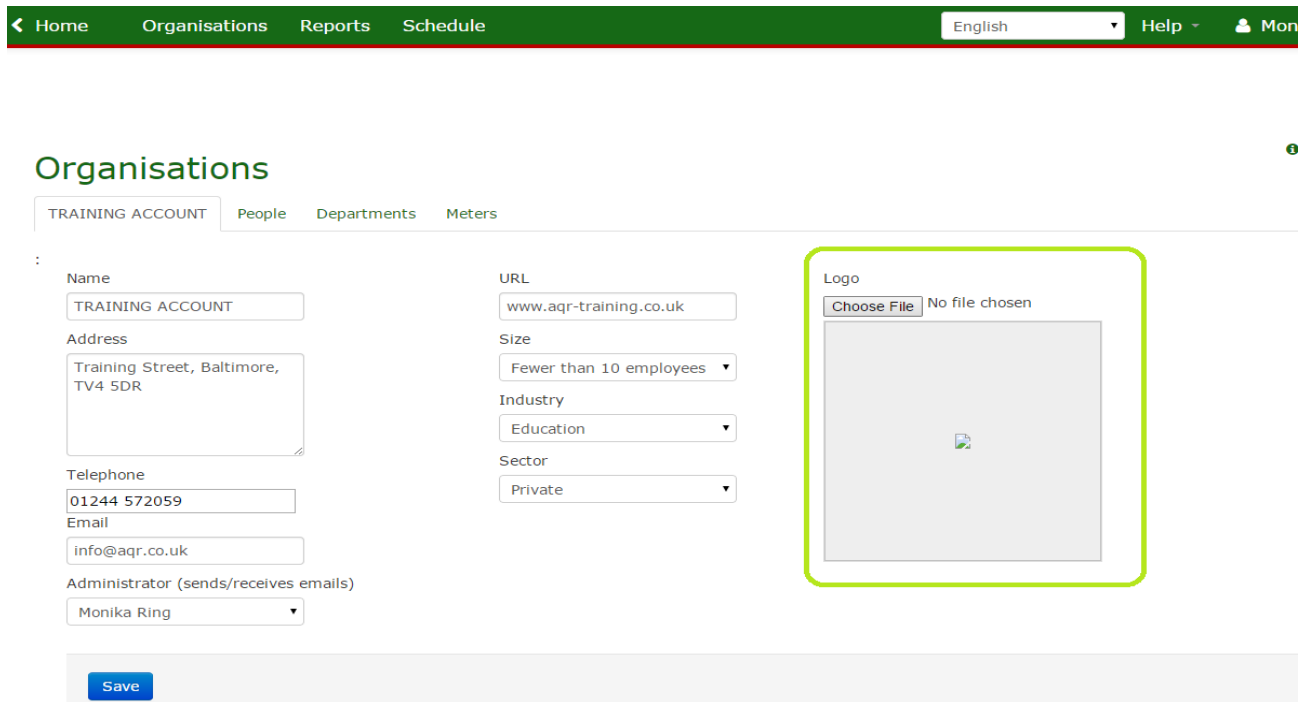
TRAINING ACCOUNT Organisations Reports Schedule English Help Mor

Menu

Organisations Reports Schedule

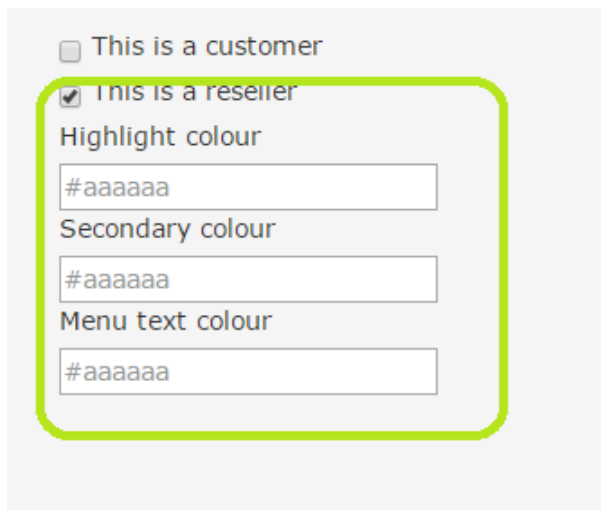
Meters Email templates Participants

You are now able to upload the logo for your sub-account.



This will take you to the organisation details page where you can add your sub-account organisation logo in using the Browse button. Please ensure that you have the logo saved first on your PC so that you can upload it from there. Once you have done this, please click on 'Save' button.

If you wish to set- up a **reseller account**, please follow the same steps as for setting up customer, only tick the 'Reseller' option and add brand colours in. The marketing team of a reseller organisation should be able to provide you with the HTML code of the organisation brand colours which you can insert in.



Alternatively you can use a free website:

[http://www.w3schools.com/tags/ref\\_colorpicker.asp?colorhex=000000](http://www.w3schools.com/tags/ref_colorpicker.asp?colorhex=000000)



## Setting up Email Templates

Individual accounts can have individual email templates for the following communication:

**Welcome message** – this message appears on the first page when a candidate accesses the assessment and before s/he proceeds to completing the questionnaire.

**Invitation email** – this message appears on an email which goes out inviting a candidate to complete an assessment

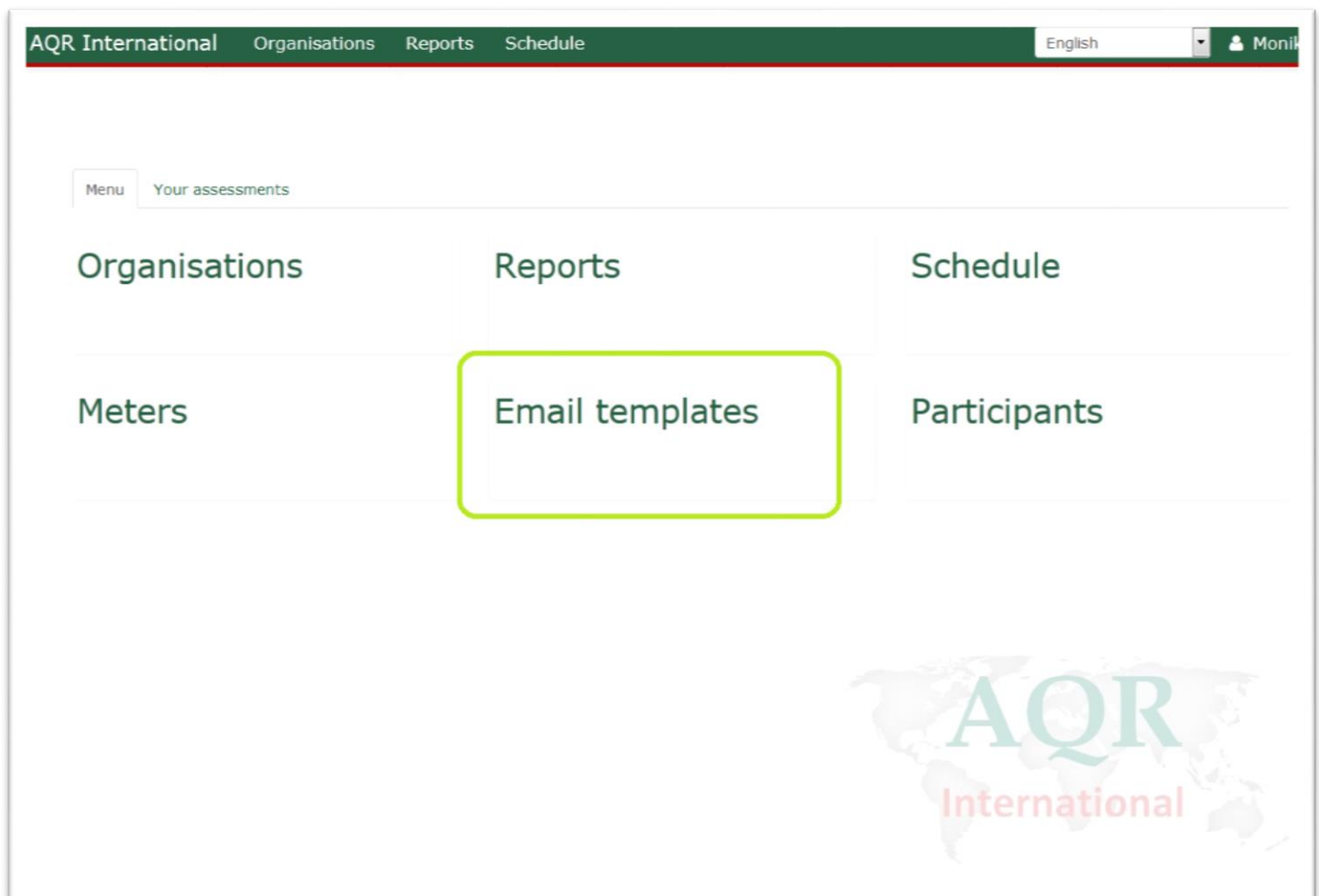
**Reminder email** – this message appears on a reminder email which reminds a candidate that s/he has not completed an assessment

**Reports email** – this message is enclosed within the email that emails the reports back to a specific email address

Account users can set up as many different messages as required and use them interchangeably when scheduling an assessment.

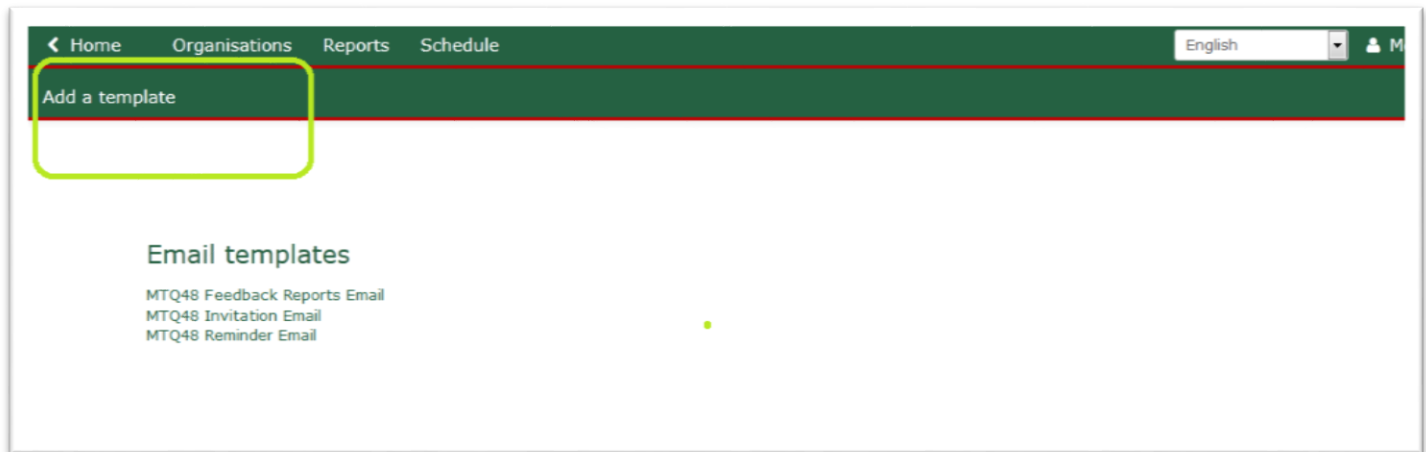
To set-up email templates please

1. Log on to the system
2. Click on the 'Email Templates' command

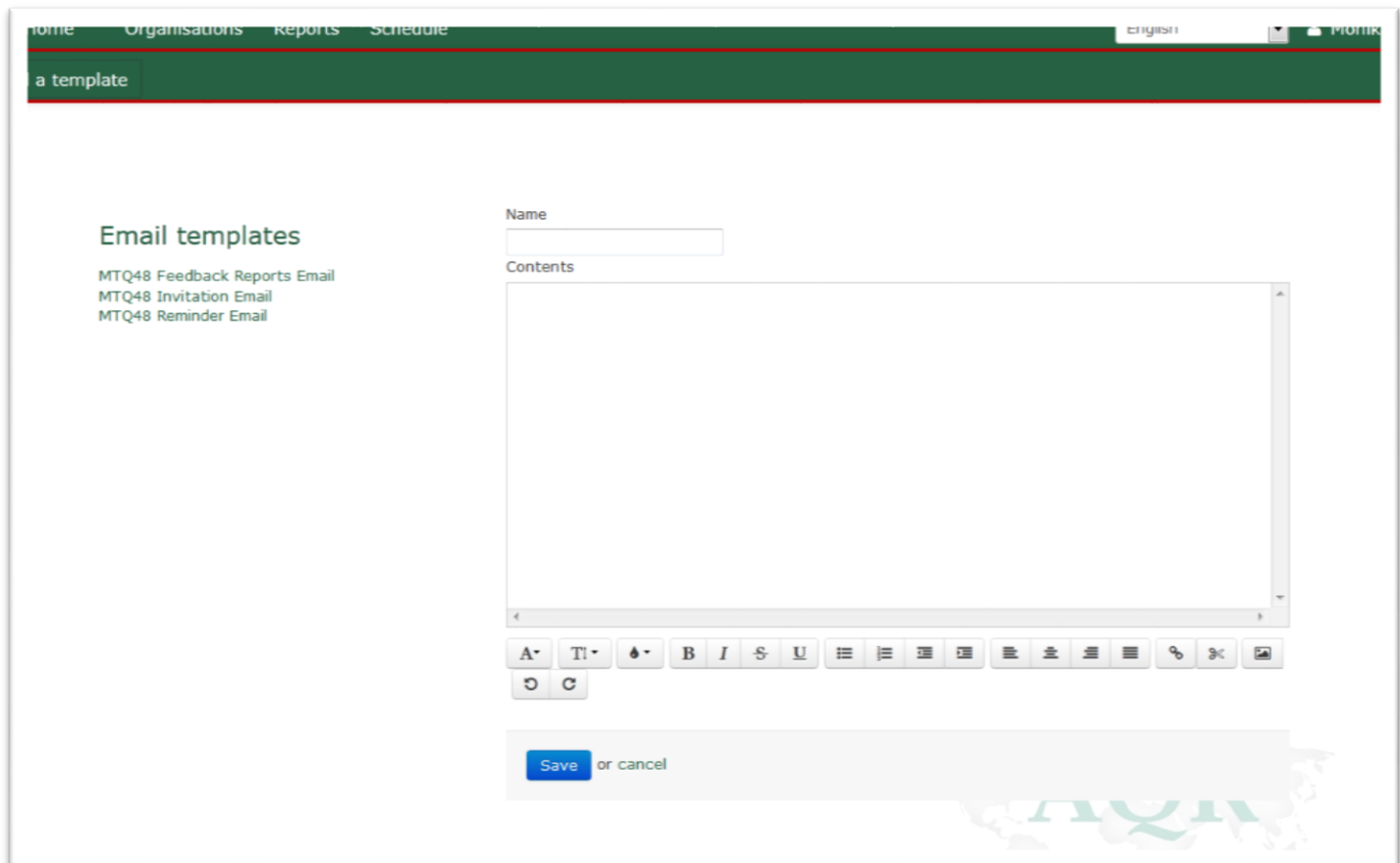


This will take you to the page where you can add your templates in.

Click on 'Add a template'



A new page opens where we can type in the title of the message as well as the content of the message, then click on the 'Save' button to save the email template.



**Please note** that when setting up messages for: Invitation Email and Reminder Email it is crucial to include the following code at the end of the message:

**Click {{ url:here }} to get started.**

For example on AQR standard invitation email for MTQ48 we have structured it in the following way:

*You have been invited to complete MTQ48 (the Mental Toughness Questionnaire). This measures an individual's resilience and ability to cope with pressure and change around scales of Challenge, Control, Commitment, and Confidence. The questionnaire takes approximately 8 minutes to complete.*

*Instructions for completing this and link to your assessment are shown below.*

**IMPORTANT:** *This is an on-line assessment– before accessing please ensure that you have sufficient time to complete the measure and that you are free from distraction in a quiet room.*

*Once you have completed the assessments your data will be returned automatically to us for processing. Your report will be returned to you via email.*

*If you have any problems in accessing or sitting the measure please contact us on headoffice@agr.co.uk*

**Click {{ url:here }} to get started.**

And Sample Reminder email:

*You have been invited to complete the MTQ48 assessment. Our records show that you still haven't completed the assessment. Please complete it at the earliest opportunity.*

*If you have any problems in accessing or sitting the measure please contact us on headoffice@agr.co.uk*

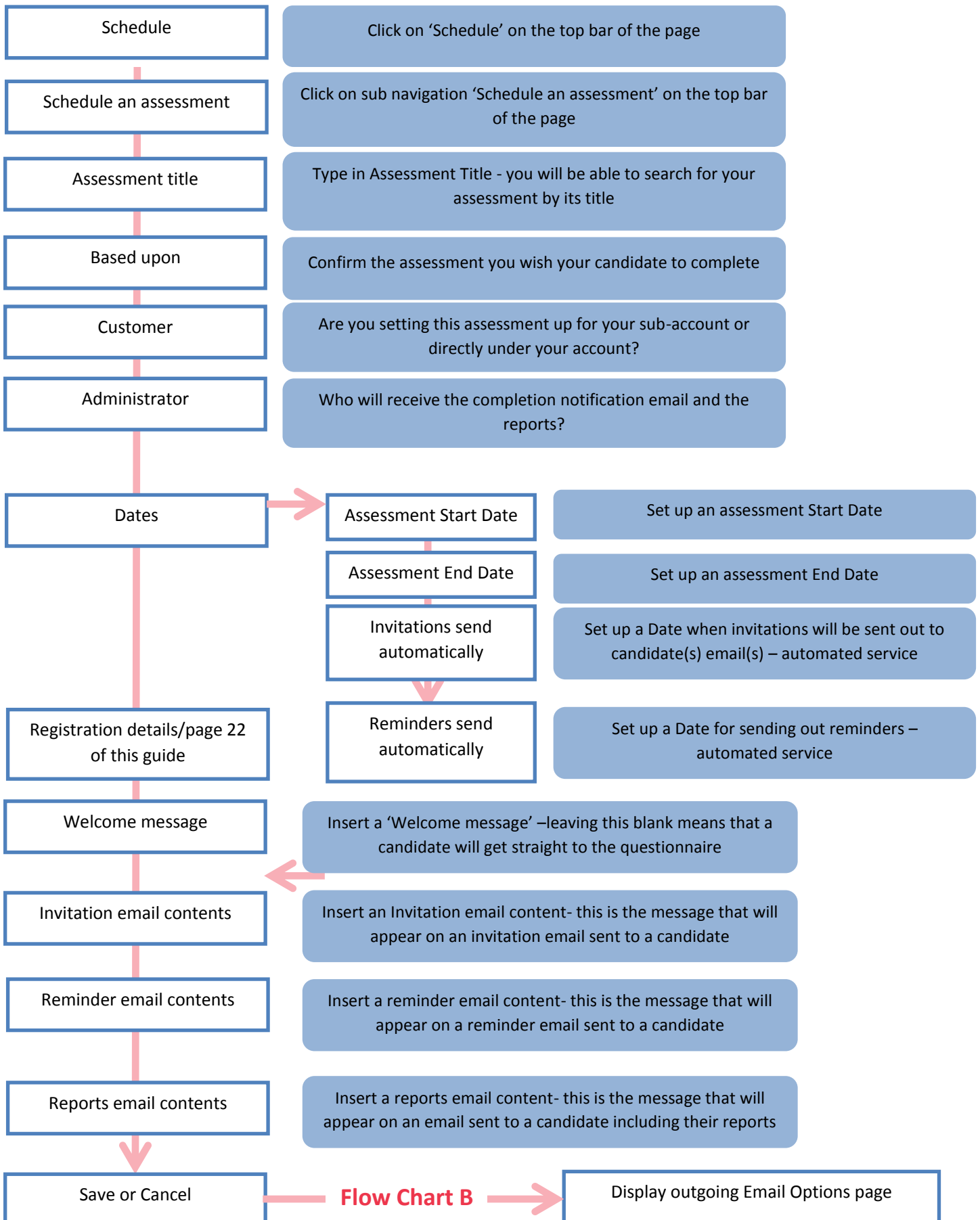
**Click {{ url:here }} to get started.**

Once you have set up your email templates, you can proceed to scheduling an assessment.



## Scheduling an Assessment

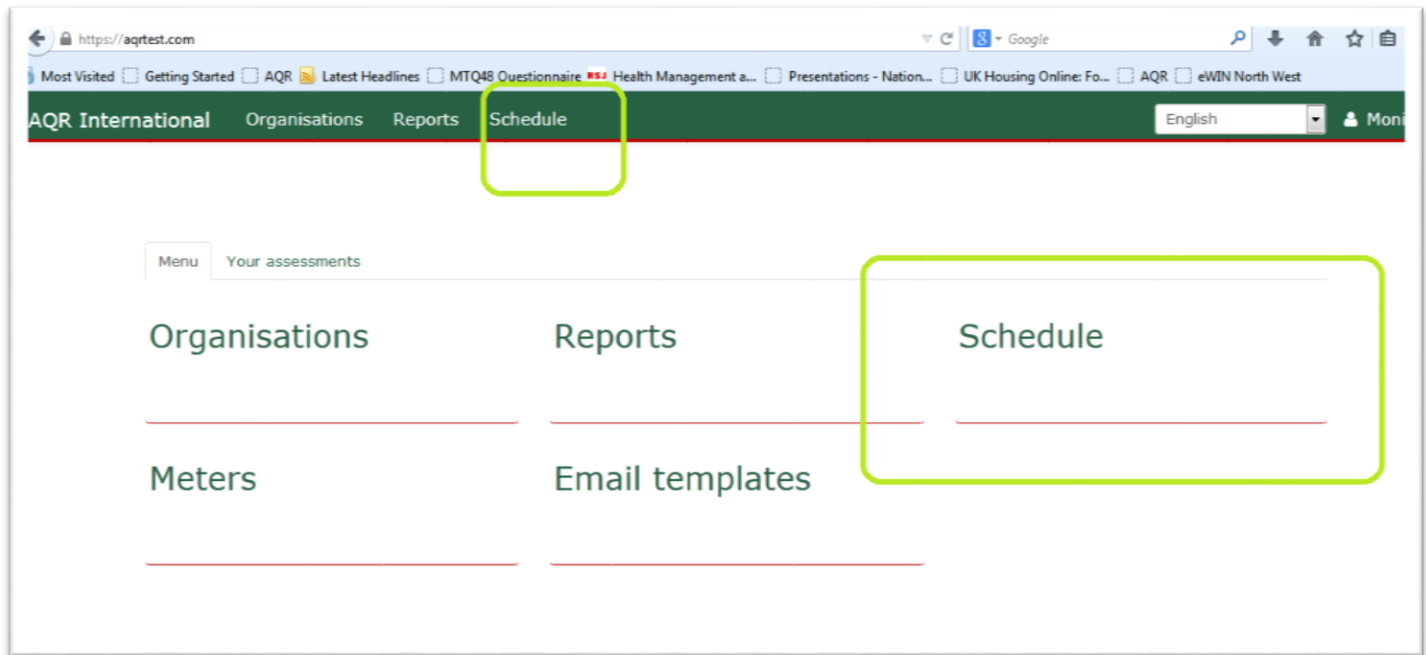
### Basics – Flow Chart A



## Scheduling an Assessment – Step by Step

To schedule an assessment please log on to your account using login details provided to you by AQR.

Then click on the 'Schedule' command



A new page will open where you can click on '**Schedule a course or assessment**' or view all assessments that have already been scheduled till date.



## Assessments

TESTING (MTQ48 Questionnaire 2015-01-01)  
 MT Questionnaire (MTQ48 Questionnaire 2015-01-02)  
 Questionnaire based on MT (MTQ48 Questionnaire 2015-01-23)  
 MTQ48 Questionnaire (MTQ48 Questionnaire 2015-01-28)



To schedule a new assessment, please click on 'Schedule an assessment' and begin entering the assessment details.

## MTQ48 Questionnaire

Based upon  
 MTQ48 Questionnaire

Project Title  
 MTQ48 Questionnaire

Administrator  
 Administrator

**Dates**

Starting on  
 YYYY-MM-DD

Ending on  
 YYYY-MM-DD

Invitations to be sent on  
 YYYY-MM-DD

Reminders to be sent on  
 YYYY-MM-DD

**Registration details**

☒ Requires email address (untick for schools)

☐ Require job title

☐ Require age

☐ Require ethnicity

☐ Require department

☐ Require telephone

☐ Require gender

☐ Require managerial level

☐ Require first language

More report options will become available once the assessment has been saved

**Welcome message**

Email template

**Invitation email contents**

Email template

Click {{url:here}} to continue

**Reminder email contents**

Email template

Click {{url:here}} to continue

**Based upon** – this is where you assign the correct assessment. Please note that this is a drop down list with all the assessments that have been made available to your account.

**Project title** – please type in the title of your assessment: for example ‘MTQ48 - Leadership Development’.

**Administrator** – this system enables you to have more than one administrator per account. Choosing the right name ensures that a notification email and an email with the reports is sent to the right person once a candidate has completed an assessment.

**Setting up a start date/end date** – this is compulsory and the system will not accept the assessment if you don’t set up a start and end date. This date can be edited/changed in due course.

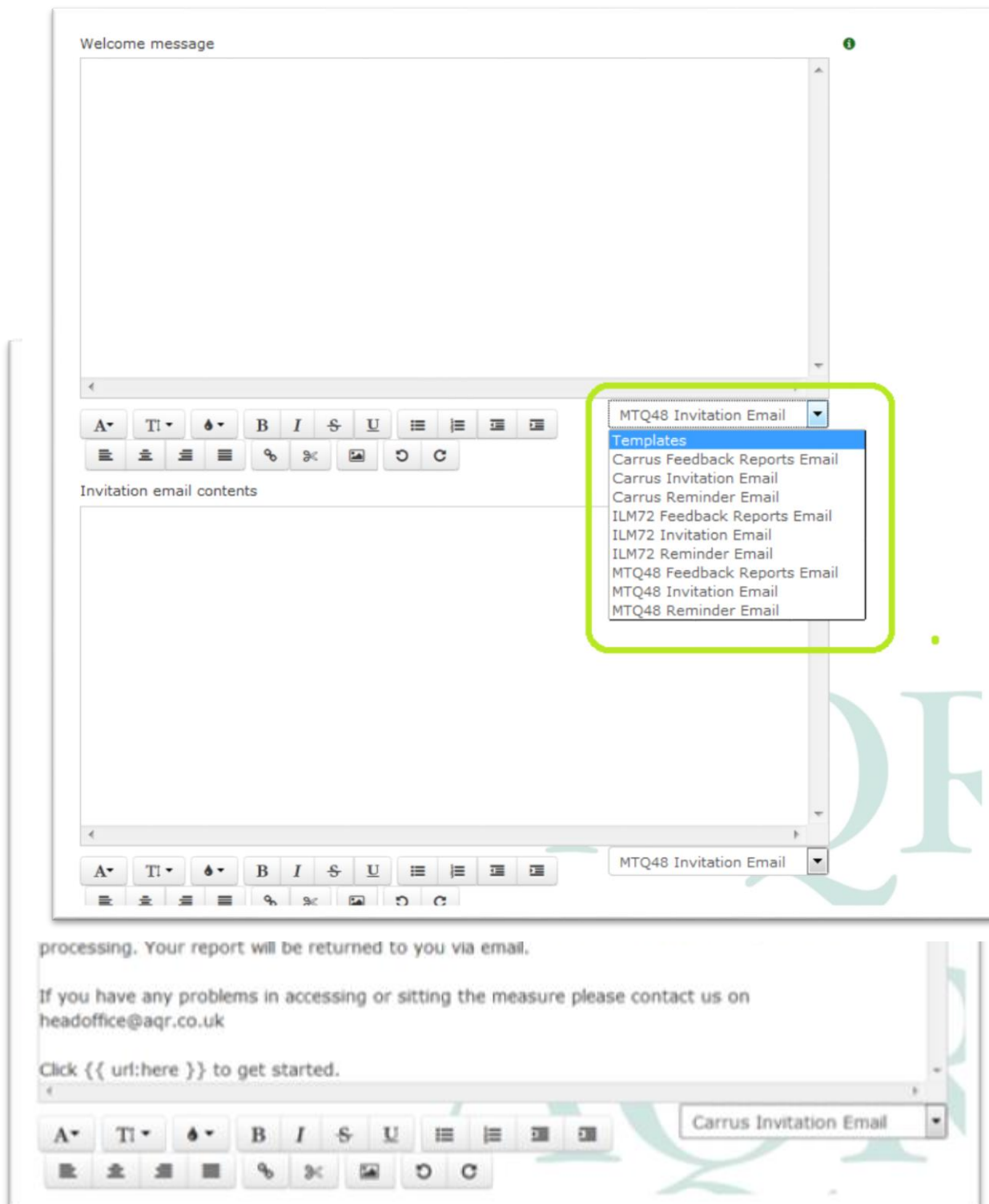
**Invitations to be sent on** – the system can send invitation emails automatically on date specified in advance. This means that if you schedule a course in advance, the system will send the invitations for you on the day you specify. Please leave this option empty if you wish to send the invitations on the day of the assessment or send them manually.

**Reminders to be sent on** - this option is for setting up a reminder email if someone still has an assessment to complete. If you set an assessment up for a longer period, it might be beneficial to set up a reminder in case a candidate missed their first email.

**Registration details** – this is where you can choose what information to ask the candidate for when registering. This information is also used by AQR for research purposes to continually check the measure(s) validity and reliability on an on-going basis.

## Email Templates

Furthermore, on this page you can type in a message that will be communicated to the candidates. This is where having a number of Email Templates will be an advantage. For example; you may wish to type a message directly or choose from a number of templates which have been set up earlier and will drop in the text automatically.



The screenshot shows a web interface for creating email messages. It features two main text input areas, each with a rich text editor toolbar below it. The top area is labeled 'Welcome message' and the bottom area is labeled 'Invitation email contents'. A dropdown menu is open, showing a list of email templates. The 'Templates' section is highlighted in blue, and the list includes: Carrus Feedback Reports Email, Carrus Invitation Email, Carrus Reminder Email, ILM72 Feedback Reports Email, ILM72 Invitation Email, ILM72 Reminder Email, MTQ48 Feedback Reports Email, MTQ48 Invitation Email, and MTQ48 Reminder Email. The 'MTQ48 Invitation Email' is currently selected in the dropdown. Below the 'Invitation email contents' area, there is a preview of the email content, which includes the text: 'processing. Your report will be returned to you via email.', 'If you have any problems in accessing or sitting the measure please contact us on headoffice@agr.co.uk', and 'Click {{ url:here }} to get started.'.

## Overview of the messages

**Welcome message** – this message appears on the first screen after the candidate has logged on to the system and before they are able to complete the questionnaire. If you leave this space blank it will mean that the candidate will be taken directly to the questionnaire after registering.

**Invitation Email** – this message appears on an email that goes out to the candidate(s) with a link to complete an assessment. Please note that at the end of the message we need to include a small HTML code which looks like this: **Click {{ url:here }} to get started**, failing to include this means that there will be no link for the candidates to click on to complete the questionnaire.

**Reminder email** – this is the email that goes out to candidates when we want to remind them that they have still an assessment to complete. Once again, please use the code at the end of your message **Click {{ url:here }} to get started**.

**Reports email** – this is the email message which will include links to download the reports without the requirement to be logged on to the system. *Please note that the links are available for 10 days, after that time a user/administrator is required to log onto the system and download the links manually.*

#### Sample Reports Email Contents

Reports email contents

Further to you completing the Carrus questionnaire please find links to downloading your feedback reports. These reports are produced in PDF format only. There are two feedback reports: Development and Coaching as well as two Workbooks for the Candidate to work with: Career Management Planning Guide and Employability Reports.

The reports are available for download for 10 days. After that the links will expire. If you need to access your reports after the expiry date, please contact the administrator.

If you have any problems with downloading your reports please contact AQR on headoffice@agr.co.uk

Carrus Feedback Reports |

Once we have set up details of our schedule, please click on the 'Save' button at the bottom of the page.

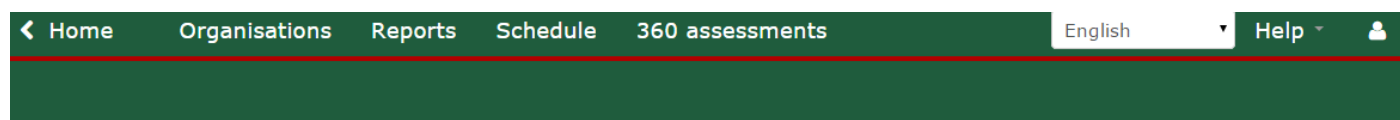
The reports are available for download for 10 days. After that the links will expire. If you need to access your reports after the expiry date, please contact the administrator.

If you have any problems with downloading your reports please contact AQR on headoffice@agr.co.uk

Carrus Feedback Reports |

Save or cancel

Your assessment will appear on the Schedule Page. Your newly scheduled assessment appears as last one on the Schedule.

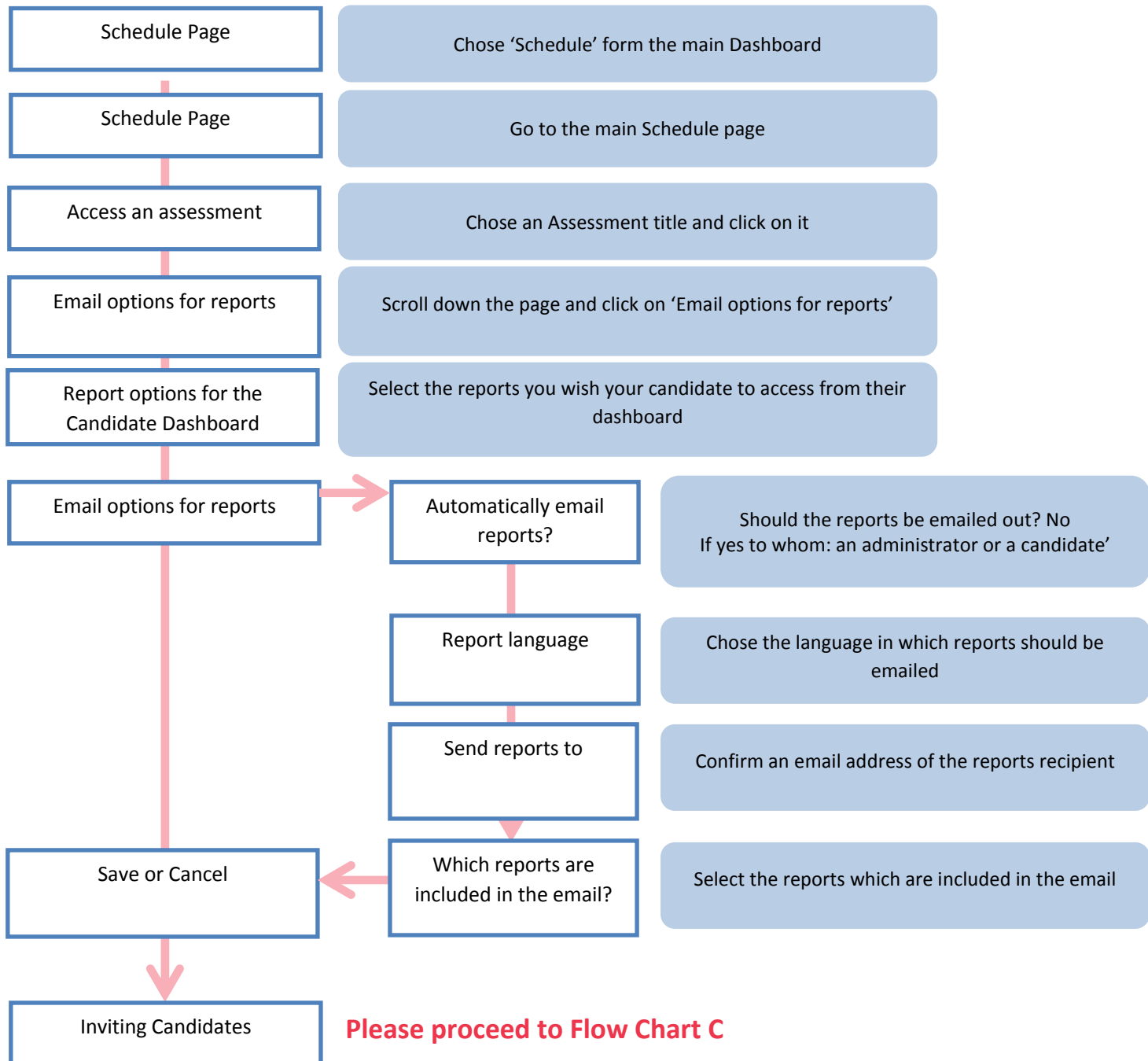


## Assessments

MTQ48 Assessment (MTQ48 Questionnaire 2014-06-20)  
 MTQ48 (MTQ48 Questionnaire 2014-06-23)  
 test321 (Carrus 2014-06-27)  
 MTQ48 August 2014 (MTQ48 Questionnaire 2014-08-27)  
 TEST Assessment (MTQ48 Questionnaire 2014-09-03)  
 TEST Assessment Sept. 2014 (MTQ48 Questionnaire 2014-09-04)  
 ILM trial assessment (ILM72 2014-09-05)  
 Carrus trial assessment (Carrus 2014-09-09)  
 TEST DNA (DNA of a Champion 2014-09-17)



## Scheduling an Assessment – Flow Chart B



### Email options for reports

Once an assessment has been scheduled, we can organise the following:

**Provide candidates with access to their reports** - this means that one or more candidate feedback reports will be available on a Candidate dashboard so that the candidate can login and download them.

**Ask the system to email the reports automatically to the candidate or an administrator** – this means that reports will be emailed directly to an administrator, candidate or nominated person.

**Provide candidates with access to their reports:**

In order to provide a candidate with an access to their reports we need to click on **'Show email options'** for the scheduled assessment. Please ensure that you are on the right assessment before you access further functionality.

Once you have clicked on the **'Outgoing email options'** a new functionality window opens where you can select the reports you wish to share with the candidate on their dashboard and the option for sending emails automatically.

# TEST DNA

Done ⓘ

Search



Generic registration link





## Invite participants

Invite single  
Invite multiple

☒ Send invitation to all who have not received Click the envelope to send an invitation one yet

Page No. 1 Next ➤

 Edit TEST DNA

 Email options for reports


Please select which reports you wish for the candidate to see. If you would like to manually download the reports rather than the system emailing them, please click 'Save' at this point.

Report options for the Candidate Dashboard

☒ MTQ48 Development Report  
☐ MTQ48 Assessor Report  
☐ MTQ48 Coaching Report

Email options for reports

Automatically email reports?

To an administrator

Report language

English

Send reports to

monika@tcaconsultants.co.uk

Which reports are included in the email?

☐ MTQ48 Development Report  
☐ MTQ48 Assessor Report  
☐ MTQ48 Coaching Report

Save


If you wish to use the function of emailing the reports automatically on to the candidate or an administrator, please scroll to 'Email options for reports'. You will see a scroll down bar which provides you with the following options:

**No** – will not email the reports automatically

**To an administrator** – a user who is administering the account and who has been nominated as an administrator when scheduling an assessment (It is possible to schedule assessments and assign them to different administrators, please see above page 21).

**To a candidate** – selected reports will get emailed to a candidate



 Outgoing email options

### Report options for the Candidate Dashboard

- ☒ MTQ48 Development Report
- ☐ MTQ48 Assessor Report
- ☐ MTQ48 Coaching Report

#### Email options for reports

Automatically email reports?

To an administrator

No

To an administrator

To a candidate

Send reports to

monika@tcaconsultants.co.uk

Which reports are included in the email?

- ☐ MTQ48 Development Report
- ☐ MTQ48 Assessor Report
- ☐ MTQ48 Coaching Report

Save

After selecting an option to 'an administrator' or to 'a candidate' the system will ask you to confirm recipient email address and to select the reports you wish to include in an automated email.

#### Automatically email reports?

To an administrator

#### Report language

English

#### Send reports to

monika@tcaconsultants.co.uk

#### Which reports are included in the email?

- ☐ MTQ48 Development Report
- ☐ MTQ48 Assessor Report
- ☐ MTQ48 Coaching Report

Save

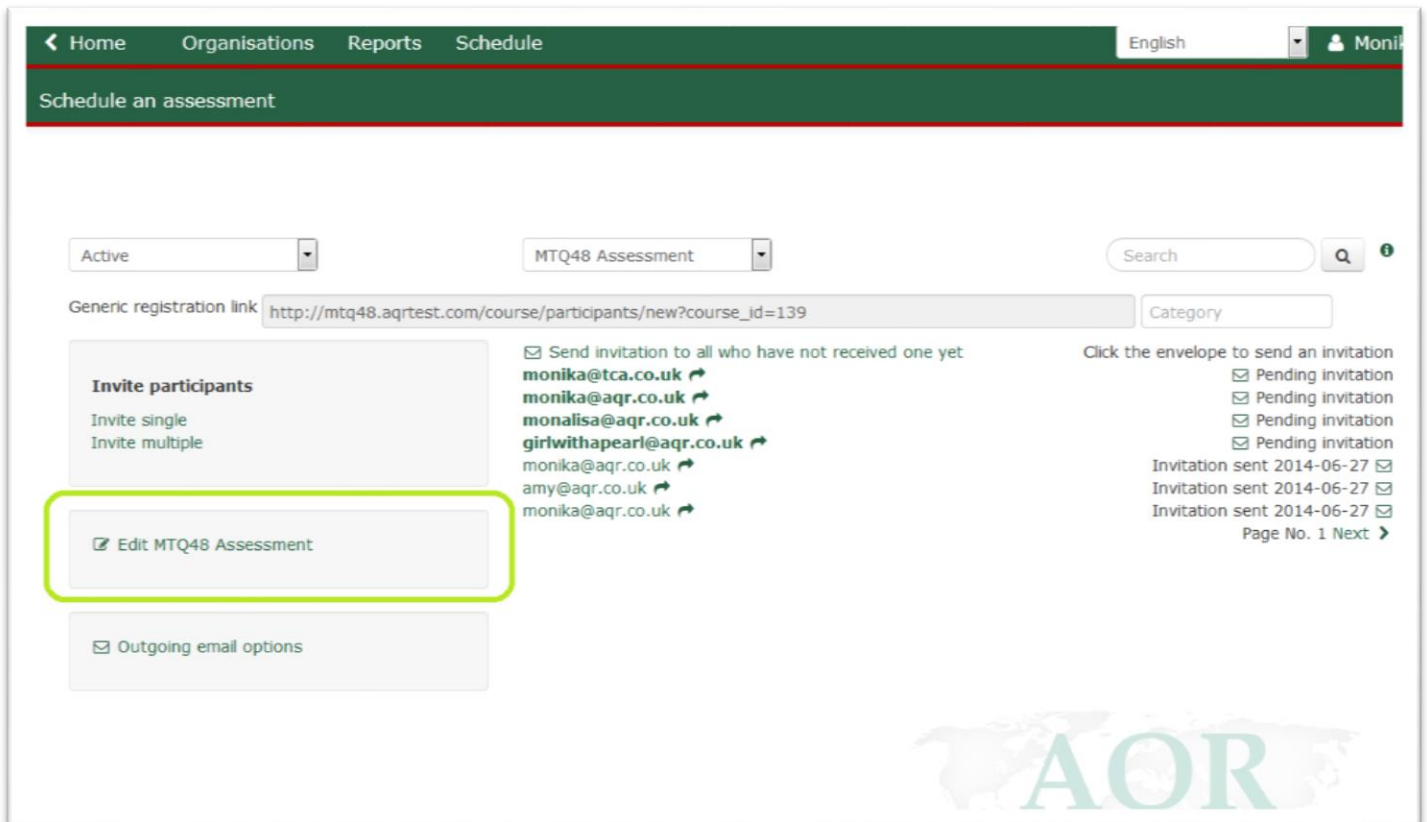
Once you have made your decision, please click on 'Save' button.

## Re-opening/Closing an assessment

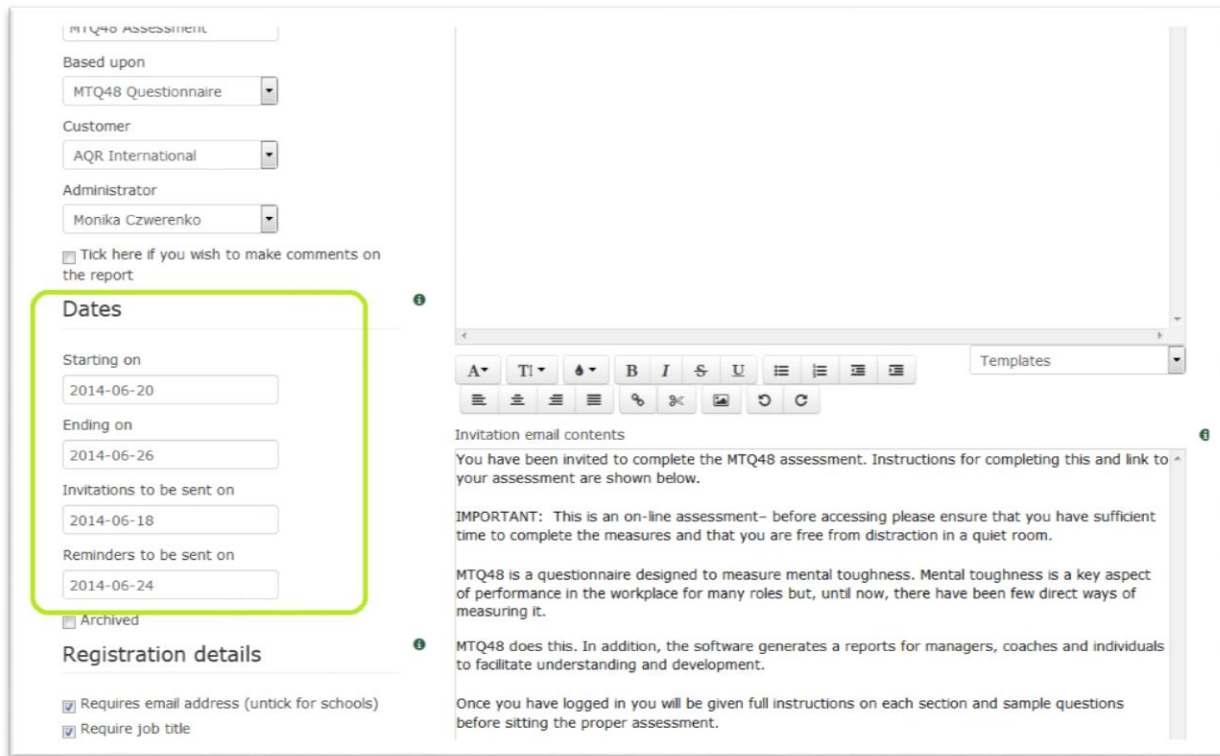
Once an assessment has been set up it will have defined START & END dates.

If you wish to re-open or close earlier an assessment please follow the steps:

- Log on to your account
- Go to schedule page
- Chose Active/Scheduled/Completed/Archived



- Chose the assessment title for which you wish to alter the dates
- Click on 'EDIT XXXXX' - this will take you to assessment details page. You can now change the START/END dates and re-save your new settings.



MTQ48 ASSESSMENT

Based upon  
MTQ48 Questionnaire

Customer  
AQR International

Administrator  
Monika Czerwienko

☐ Tick here if you wish to make comments on the report

**Dates**

Starting on  
2014-06-20

Ending on  
2014-06-26

Invitations to be sent on  
2014-06-18

Reminders to be sent on  
2014-06-24

☐ Archived

**Registration details**

☒ Requires email address (untick for schools)

☒ Require job title

Invitation email contents

You have been invited to complete the MTQ48 assessment. Instructions for completing this and link to your assessment are shown below.

**IMPORTANT:** This is an on-line assessment- before accessing please ensure that you have sufficient time to complete the measures and that you are free from distraction in a quiet room.

MTQ48 is a questionnaire designed to measure mental toughness. Mental toughness is a key aspect of performance in the workplace for many roles but, until now, there have been few direct ways of measuring it.

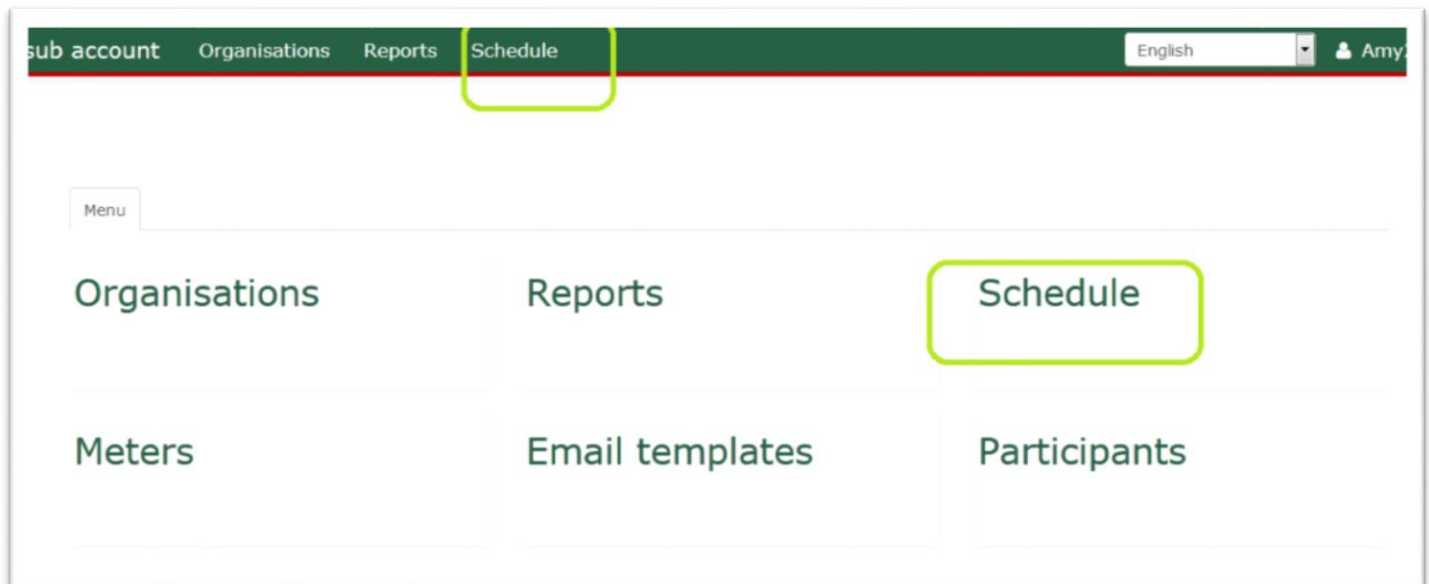
MTQ48 does this. In addition, the software generates a reports for managers, coaches and individuals to facilitate understanding and development.

Once you have logged in you will be given full instructions on each section and sample questions before sitting the proper assessment.

## Editing Scheduled Assessment

Once an assessment has been scheduled, you can edit all the details of it.

1. Please go to 'Schedule' on your dashboard



2. From the list of scheduled assessments, chose an assessment title you wish to edit

## Assessments

MTQ48 Assessment (MTQ48 Questionnaire 2014-06-20)  
 MTQ48 (MTQ48 Questionnaire 2014-06-23)  
 test321 (Carrus 2014-06-27)  
 MTQ48 August 2014 (MTQ48 Questionnaire 2014-08-27)  
 TEST Assessment (MTQ48 Questionnaire 2014-09-03)  
 TEST Assessment Sept. 2014 (MTQ48 Questionnaire 2014-09-04)  
 ILM trial assessment (ILM72 2014-09-05)  
 Carrus trial assessment (Carrus 2014-09-09)  
 TEST DNA (DNA of a Champion 2014-09-17)



3. Chose 'Edit XXXXXX' from the left side of the page

## TEST DNA

Done ⓘ

Search



Generic registration  
link

[http://mtq48.aqrtest.com/course/participants/new?course\\_id=](http://mtq48.aqrtest.com/course/participants/new?course_id=)


Category

### Invite participants

Invite single  
 Invite multiple

☒ Send invitation to all who have not received one yet
 Click the envelope to send an invitation

Page No. 1 Next ➤

 Edit TEST DNA

☒ Email options for reports



4. You will be taken back to a page where you can edit some and/or all details of your assessment

## TEST DNA

Project Title

TEST DNA

Based upon

DNA of a Champion

Administrator

Monika Czerwienko

### Dates

Starting on

2014-09-17

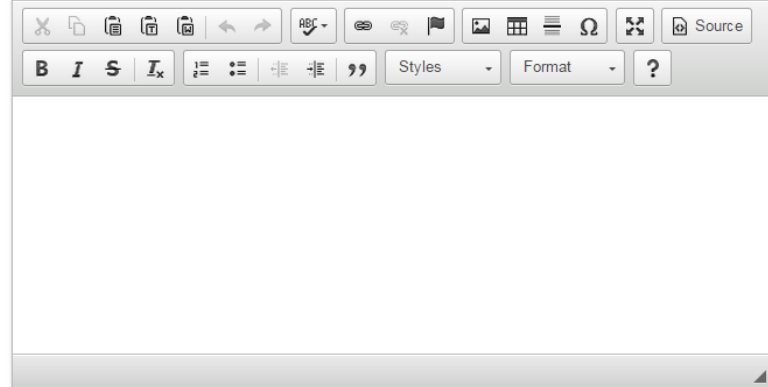
Ending on

2014-10-10

Invitations to be sent on

Welcome message

Email template



A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, table, link, unlink, and source. Below the toolbar is a large text area for editing the welcome message.

Invitation email contents

Email template



A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, table, link, unlink, and source. Below the toolbar is a large text area for editing the invitation email contents.

5. When you have finished the editing process, please click on 'Save' to save any changes made to an assessment

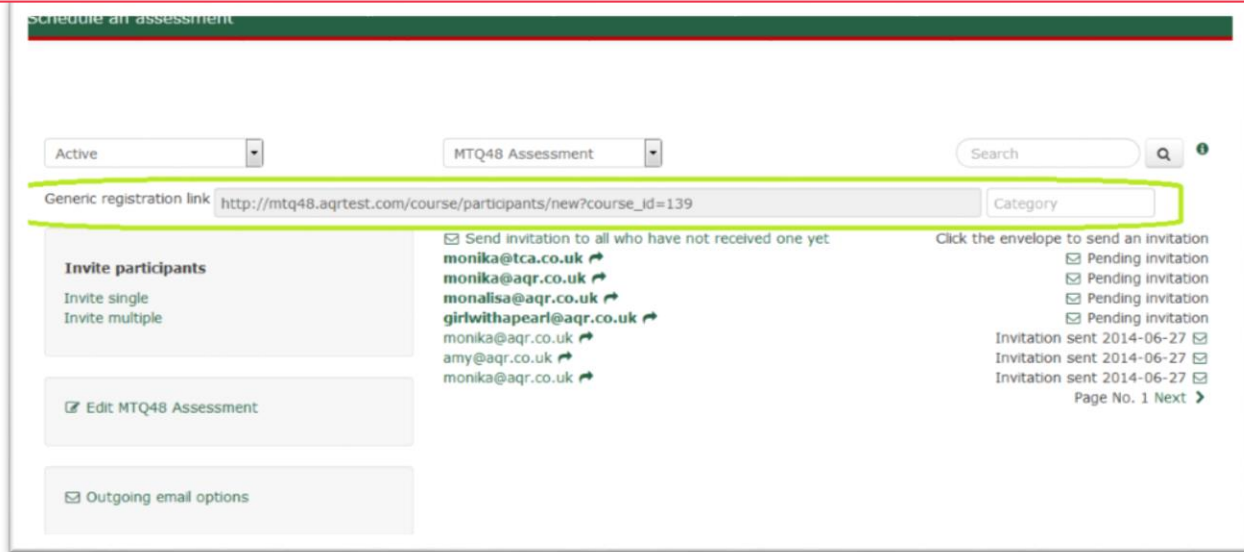
## Inviting Candidates

Once an assessment has been set up you can invite your candidates. You can do this in a number of ways:

**Using a 'Generic registration link'** - this option is used in situations when a candidates email address isn't available. Typically this option is used at schools and similar establishments.

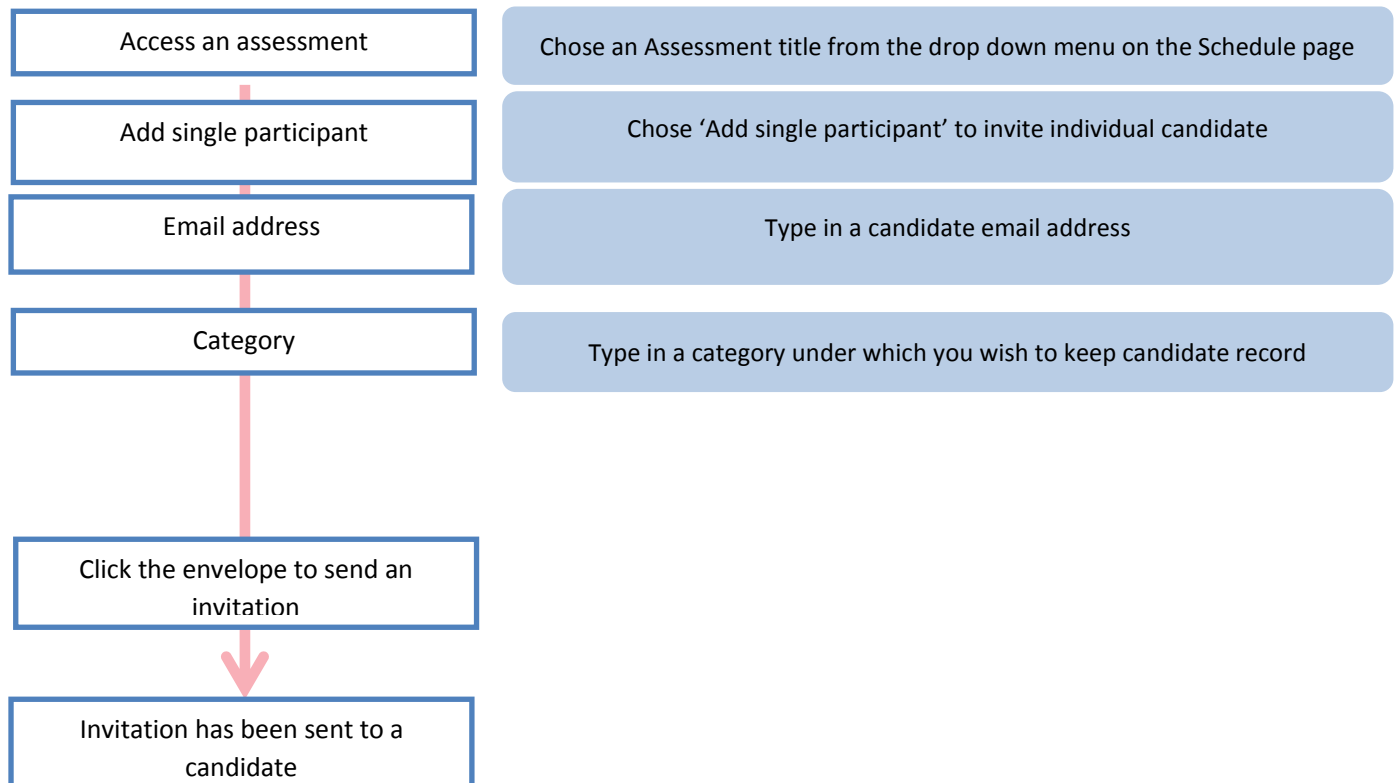
If you wish to use the generic registration link, please copy the link which is displayed on your scheduled assessment and provide it to your candidate.

**CATEGORY:** You might also assign a 'category' to the generic registration link. This will help you to search for all the assessments which have been completed using the same generic registration link for a multiple clients.



### Using an 'Email address'

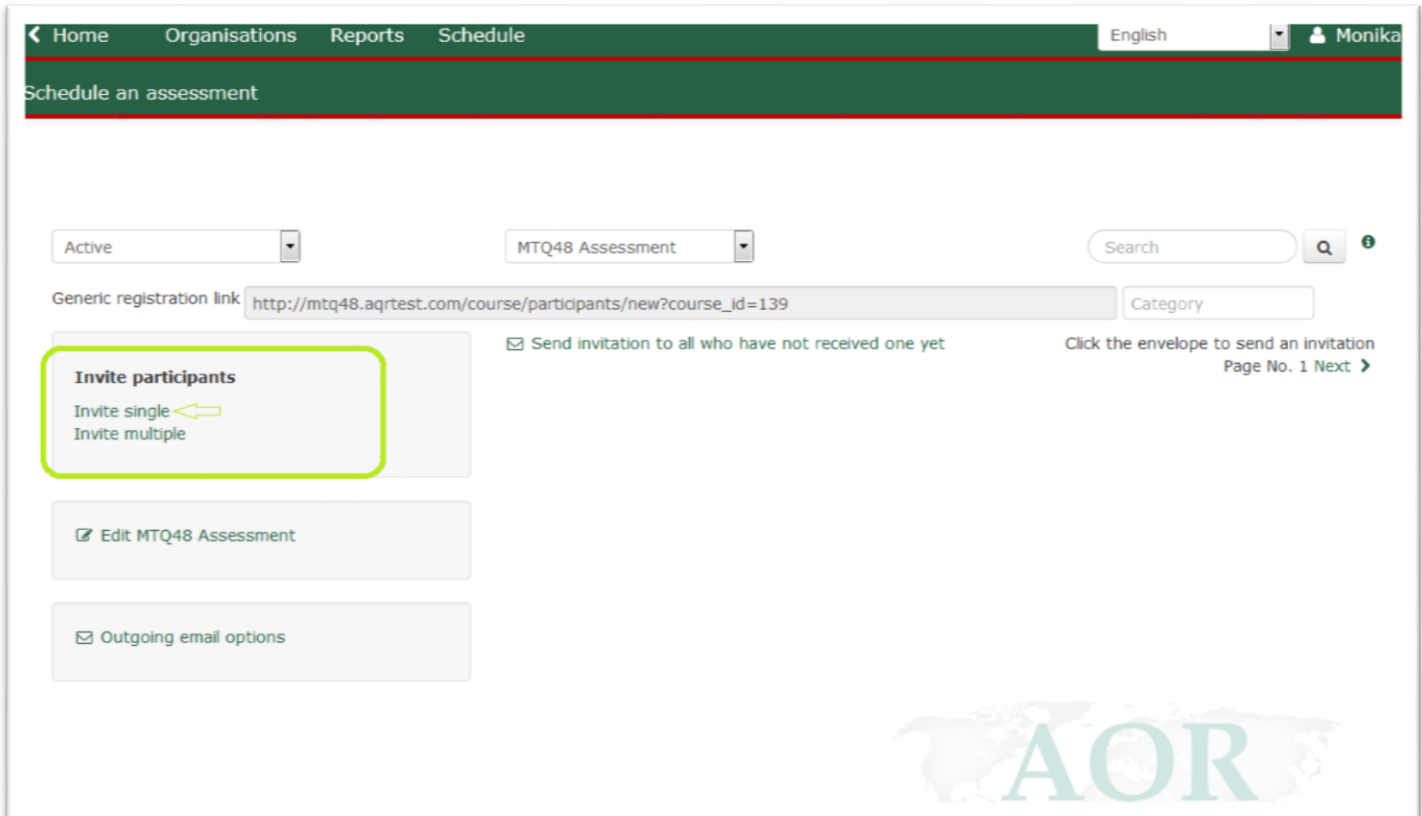
Another option (**recommended**) for inviting candidates is to invite them using their email address. This option sends an automated email on to a candidate.



## Inviting individual candidates – step by step

To invite an individual using their email address, please:

1. Use the option 'Invite Participants'
2. Click on 'Invite single' command
3. Add their email address in
4. Add a category under which they are going to be saved
5. Click on 'Save' button



6. Wait until the scheduled date for the system to send out an email – the system does this at 5am UK time
7. If you want that the system sends out an invitation instantly please click on an envelope next to the candidate name – the system sends an automated email instantly.





Generic registration link

**Invite participants**

Invite single

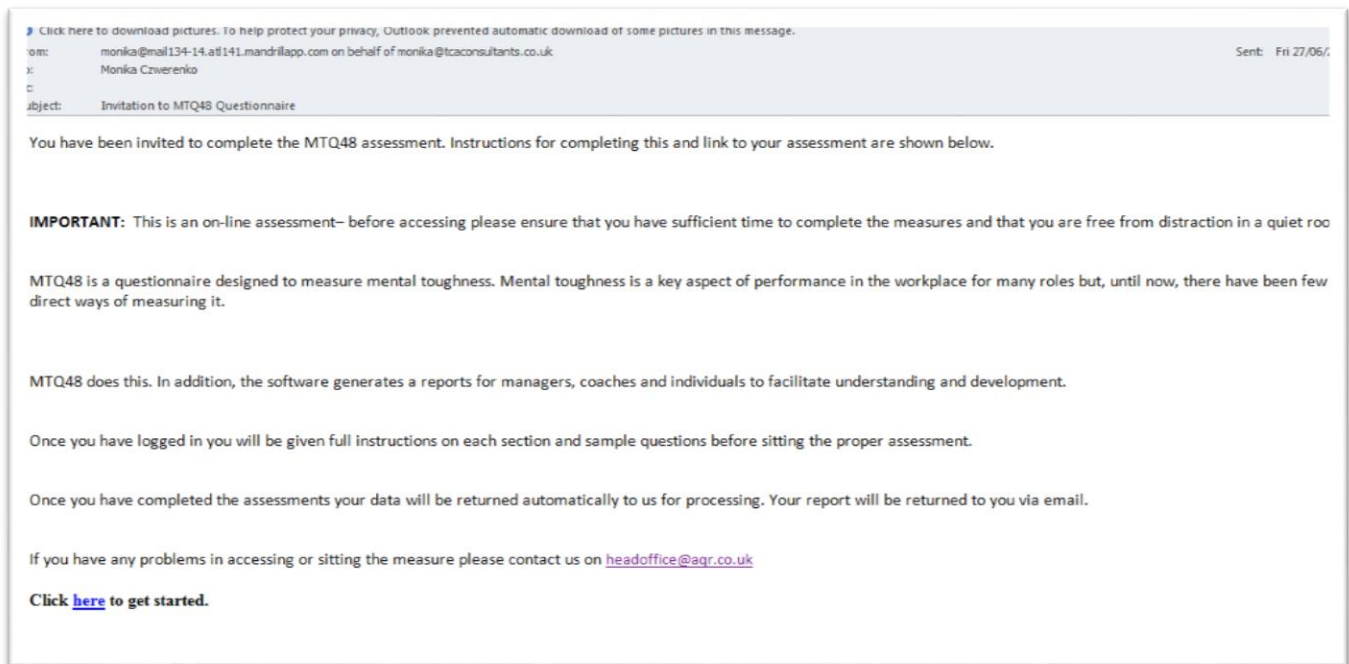
Invite multiple

☒ Send invitation to all who have not received one yet  
☐ Pending invitation Page No. 1 Next >

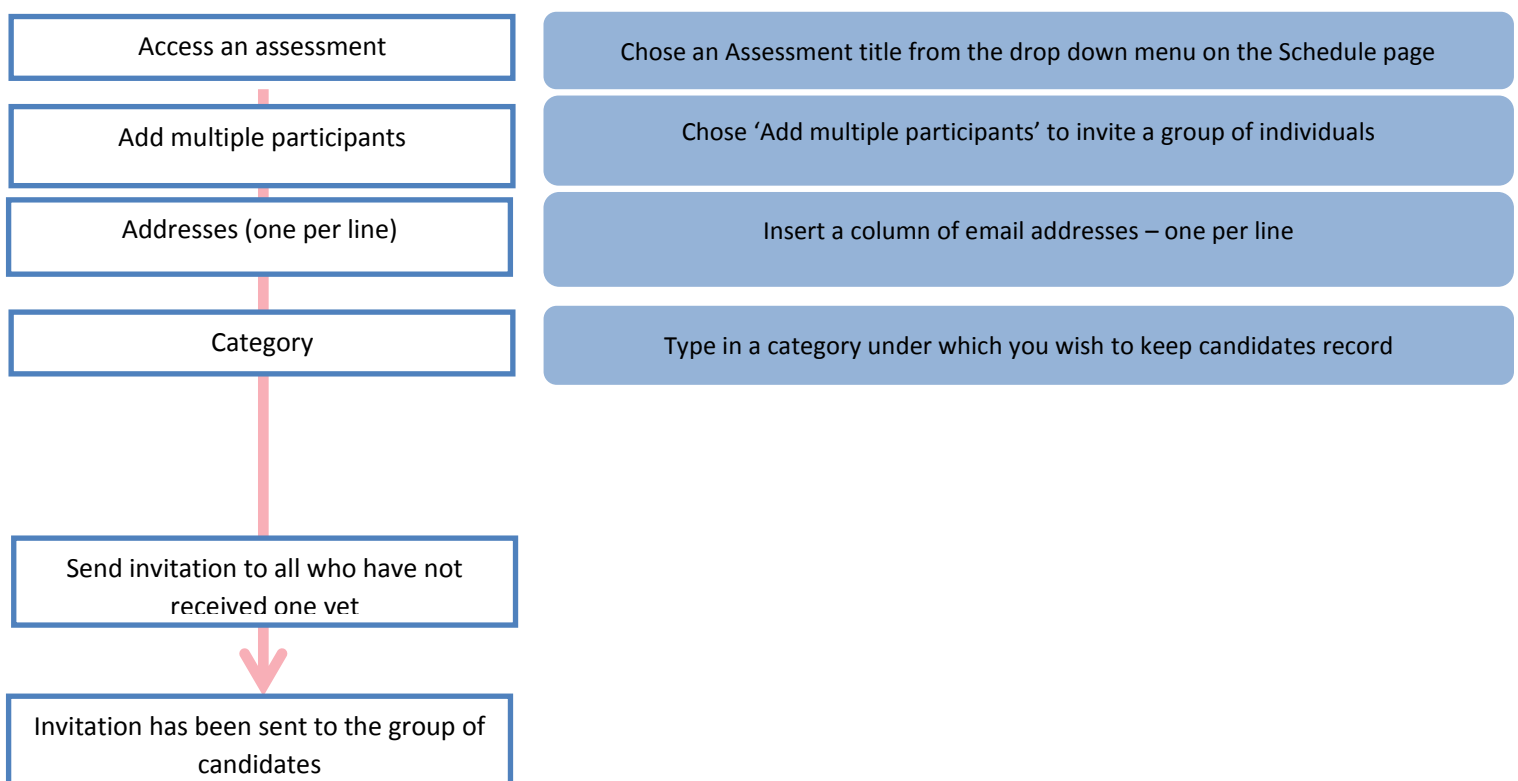
**monika@agr.co.uk** ➔

☒ Send invitation to all who have not received one yet The invitation is being sent monika@agr.co.uk ➔

Invitation sent 2015-01-16 ☒  
 Page No. 1 Next >

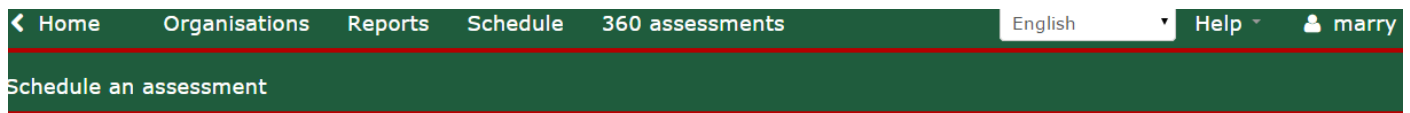


## Inviting multiples participants





To invite multiple participants, please click on 'Invite multiple' command and add participants with one email address per line. You can copy and paste the email addresses from an Excel column.



## TEST DNA

Done ⓘ

Search



Generic registration link

[http://mtq48.aqrtest.com/course/participants/new?course\\_id=](http://mtq48.aqrtest.com/course/participants/new?course_id=)

Category

### Invite participants

Invite single  
Invite multiple



☒ Send invitation to all who have not received one yet  
monika@agr.co.uk ➔

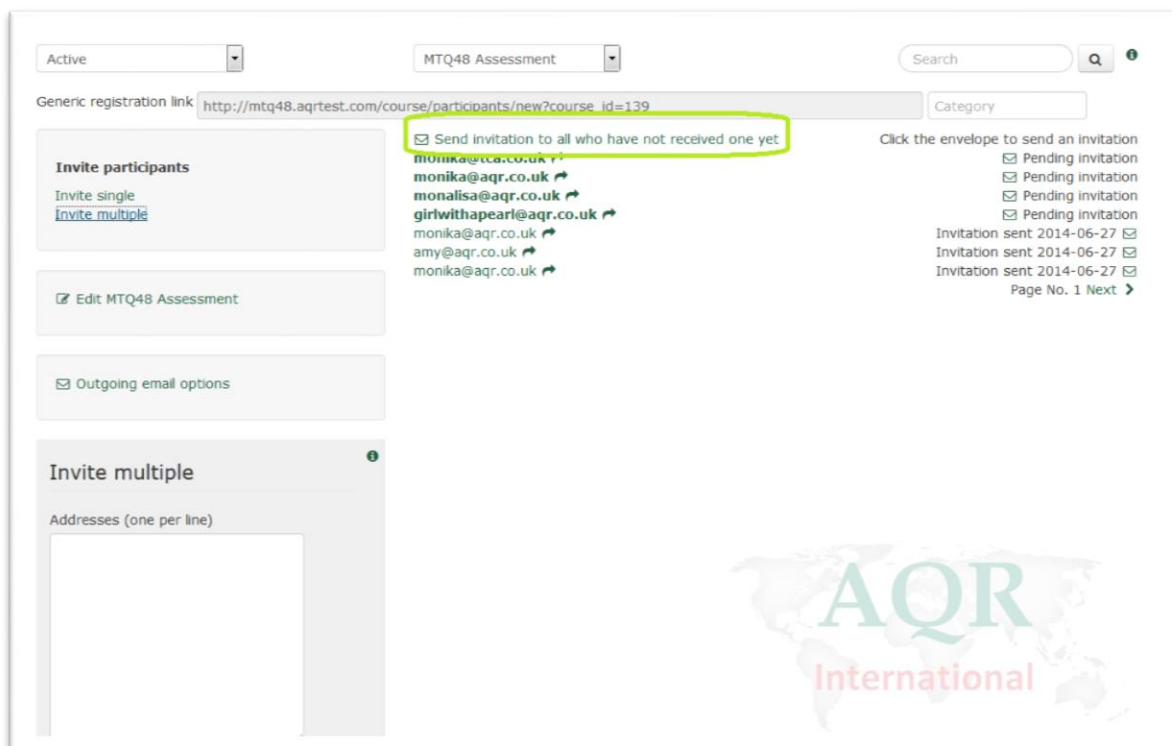
Click the envelope to send an invitation  
Invitation sent 2015-01-16 ☒  
Page No. 1 Next ➔

☒ Edit TEST DNA

☒ Email options for reports



Once you have added all email addresses, please click on the 'Save' button. This will provide you with a list of email addresses on the right side of the page. For ease of use you can click on 'Send invitation to all who have not received one yet' and the system will send all the invitations out with a click of a button.



## Removing a candidate email address of the list

Administrator can remove candidate email address before a candidate has been invited and after a candidate has been invited. This means that a candidate will not be able to complete an assessment.

### Removing candidate email address step-by-step

1. Please log on to your account
2. Go to schedule page
3. Chose an assessment where a candidate email address you wish to remove is attached to



## Leadership and Management Cohort NAZ123

Done ⓘ

Search

Generic registration link [http://mtq48.aqrtest.com/course/participants/new?course\\_id=733](http://mtq48.aqrtest.com/course/participants/new?course_id=733)

Category

### Invite participants

Invite single  
Invite multiple

☒ Send invitation to all who have not received one yet

monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗

Click the envelope to send an invitation

Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒

Page No. 1 Next &gt;

☒ Edit Leadership and Management Cohort NAZ123

☒ Email options for reports

MTQ48\_electronic\_version.pdf English

4. Click on a candidate email address which you wish to remove from the invitation list

## Leadership and Management Cohort NAZ123

Done ⓘ

Search

Generic registration link [http://mtq48.aqrtest.com/course/participants/new?course\\_id=733](http://mtq48.aqrtest.com/course/participants/new?course_id=733)

Category

### Invite participants

Invite single  
Invite multiple

☒ Send invitation to all who have not received one yet

monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗  
monika@aqr.co.uk ↗

Click the envelope to send an invitation

Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒  
Invitation sent 2015-01-28 ☒

Page No. 1 Next &gt;

☒ Edit Leadership and Management Cohort NAZ123


5. New options will open as highlighted in green on enclosed below print screen


Generic registration link


**Invite participants**


Invite single


Invite multiple


☒ Send invitation to all who have not received one yet

monika@agr.co.uk 

monika@agr.co.uk 

monika@agr.co.uk 

monika@agr.co.uk 

[monika@agr.co.uk](mailto:monika@agr.co.uk) 

Click the envelope to send an invitation


Invitation sent 2015-01-28 ☒


Invitation sent 2015-01-28 ☒

Invitation sent 2015-01-28 ☒


Invitation sent 2015-01-28 ☒

Invitation sent 2015-01-28 ☒

Page No. 1 Next 

 Edit Leadership and Management Cohort NAZ123

☒ Email options for reports


Email address 

Categories

or cancel


MTQ48\_electronic\_version.pdf English

6. You can now click on the 'Remove' button and confirm deletion of your candidate email address

Email address 

Categories

Confirm deletion? (this cannot be undone)



or cancel

MTQ48\_electronic\_version.pdf English

## Scheduling a reassessment

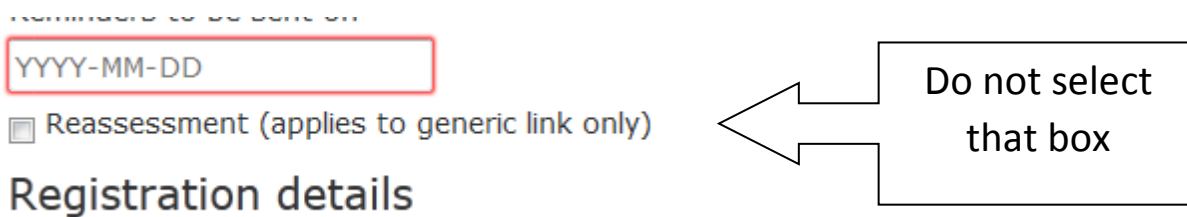
### When an email address was available from the first assessment

Once a candidate completes first and second assessment it is possible to generate a Distance Travelled Report.

The Distance Travelled Report is dependent on identifying a candidate; this is done using a combination of identifications, such as: candidate name, initials and an email address.

For this reason, the system generates a Distance Travelled Report automatically when a candidate logs on to the system using their email address and a password.

In order to set up a candidate with a reassessment we need to schedule an assessment as we would when setting them up with the first assessment. Then we insert candidate email address and send invitation. We set all up like when we set up regular assessment when we know candidate email address. On the schedule page we **do not** select the box which says: Reassessment (applies to generic link only). This select box applies only when we set up a reassessment using generic registration link for our process. This is described below.



YYYY-MM-DD

☐ Reassessment (applies to generic link only)

Registration details

Do not select that box

In the Email Templates section of the system, you can set up a specific template for re-assessment.

### Email templates

Carrus Feedback Reports Email  
 Carrus Invitation Email  
 Carrus Reminder Email  
 ILM72 Feedback Reports Email  
 ILM72 Invitation Email  
 ILM72 Invitation Re-Test Email  
 ILM72 Reminder Email  
 MTQ48 Feedback Reports Email  
 MTQ48 Invitation Email  
 MTQ48 Invitation Re-Test Email  
 MTQ48 Reminder Email



Sample Message:

*'You have been invited to complete MTQ48 (the Mental Toughness Questionnaire). This measures an individual's resilience and ability to cope with pressure and change around scales of Challenge, Control, Commitment, and Confidence. The questionnaire takes approximately 8 minutes to complete.*

*Instructions for completing this and link to your assessment are shown below.*

**IMPORTANT:** This is an on-line assessment– before accessing please ensure that you have sufficient time to complete the measure and that you are free from distraction in a quiet room.

**IMPORTANT:** Also as this is your 2nd time of completing this assessment, please make sure you log in as an Existing User, using the same details from your first assessment.

Once you have completed the assessments your data will be returned automatically to us for processing. Your report will be returned to you via email.

If you have any problems in accessing or sitting the measure please contact us on [headoffice@agr.co.uk](mailto:headoffice@agr.co.uk)

Click `{{ url:here }}` to get started.'

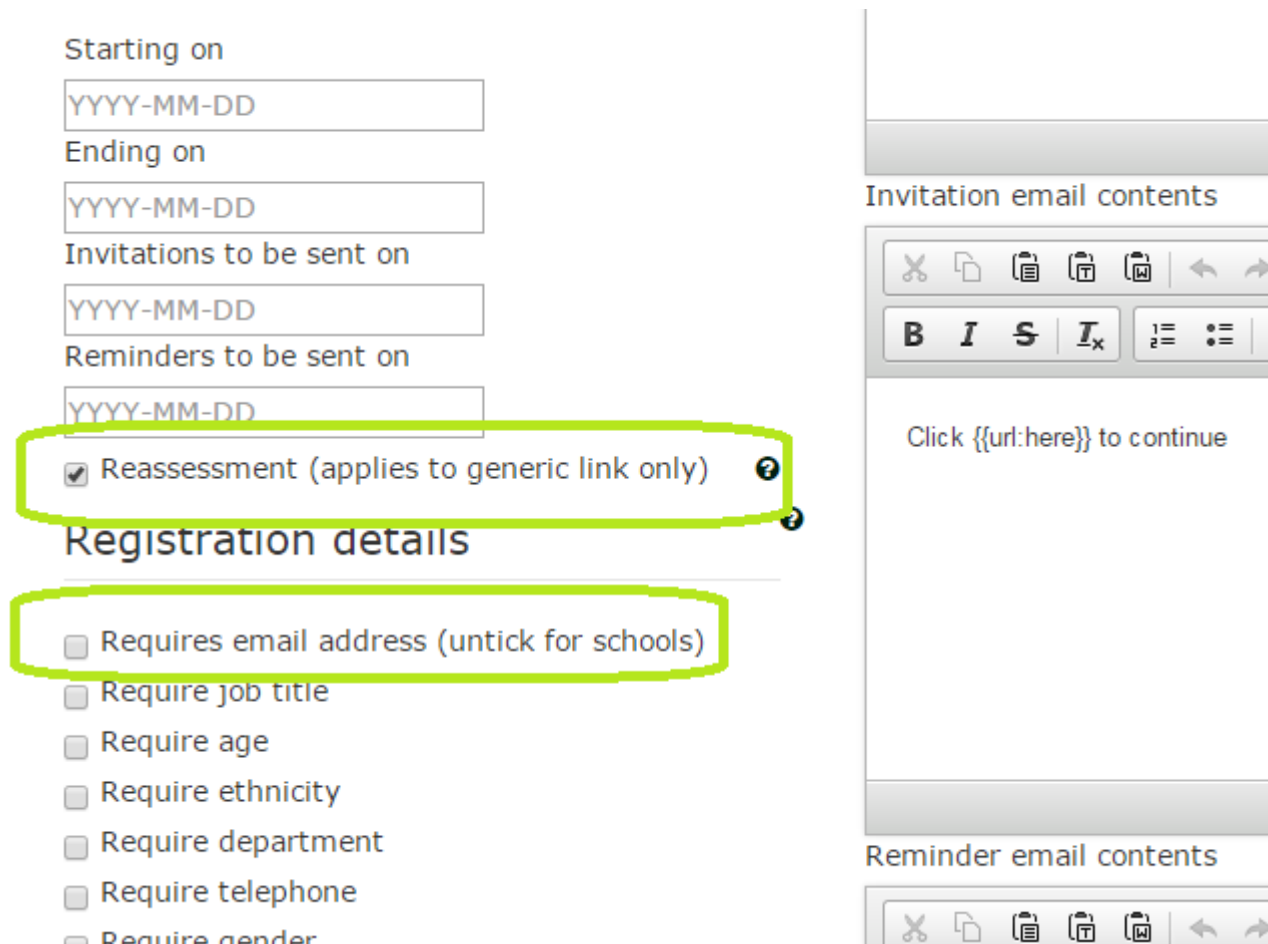
## When an Email Address isn't available (generic registration link)

This is different when a candidate uses 'generic registration link' and does not need to enter their email address to proceed to the questionnaire.

Candidates who have used the generic registration link and who did not registered using their email address need to receive login details prior to completing the assessment for the second time.

An Administrator can export candidate's login details and hand them over to candidates.

You will also need to Schedule an assessment and this time, select the 'Reassessment (applies to generic link only)' box. And deselect : 'Requires email address (untick for schools)' box



Starting on

YYYY-MM-DD

Ending on

YYYY-MM-DD

Invitations to be sent on

YYYY-MM-DD

Reminders to be sent on

YYYY-MM-DD

☒ Reassessment (applies to generic link only) ?

### Registration details

☐ Requires email address (untick for schools)

☐ Require job title

☐ Require age

☐ Require ethnicity

☐ Require department

☐ Require telephone

☐ Require gender

Invitation email contents

Click `{{url:here}}` to continue

Reminder email contents

- Please ensure that that the box by the 'reassessment' is selected
- Please de-select the box by the 'requires email address'

There is no need to populate the Email Templates as you will not be sending an invitation email to candidates so the text is not required.

Click on 'Save'

You will be redirected to the invitation page where you can Manage the Reports and click on 'Save'

Report options for the Candidate

Dashboard

☐ MTQ48 Development Report  
☐ MTQ48 Assessor Report  
☐ MTQ48 Coaching Report

Email options for reports

Automatically email reports?

No

Which reports are included in the email?

☐ MTQ48 Development Report  
☐ MTQ48 Assessor Report  
☐ MTQ48 Coaching Report

Save

MTQ48\_electronic\_version.pdf English



You will be redirected to the list of your assessments. You need to click on your assessment title

[Home](#)
[Organisations](#)
[Reports](#)
[Schedule](#)

English

Help

Moni

Schedule an assessment

## Assessments

Package 1 (Carrus 2014-09-21)  
 Individual (Carrus 2014-09-22)  
 Client X recruitment (MTQ48 Questionnaire 2014-11-12)  
 A training & development programme (MTQ48 Questionnaire 2014-11-17)  
 Test2 (MTQ48 Questionnaire 2014-11-17)  
 training171114 (MTQ48 Questionnaire 2014-11-17)  
 training 221114 (MTQ48 Questionnaire 2014-11-22)  
 Mt presentation (MTQ48 Questionnaire 2014-11-25)  
 training december (MTQ48 Questionnaire 2014-12-18)  
 PERSONALITY ITEMS TEST (Carrus 2014-12-23)  
 MTQ48 Questionnaire (MTQ48 Questionnaire 2015-01-20)  
 Training 200115 (MTQ48 Questionnaire 2015-01-20)  
 MTQ48 Questionnaire USING GENERIC REGISTRATION LINK (MTQ48 Questionnaire 2015-02-04)  
 MTQ48 Questionnaire REASSESSMENT GENERIC REG. LINK (MTQ48 Questionnaire 2015-02-04)



The generic registration link is ready for you to copy and pass it onto your candidate.

## MTQ48 Questionnaire REASSESSMENT GENERIC REG. LINK

Done ⓘ

Search



Generic registration link

[http://mtq48.aqrtest.com/course/participants/new?course\\_id=786](http://mtq48.aqrtest.com/course/participants/new?course_id=786)

Category

☒ Send invitation to all who have not received one yet

Click the envelope to send an invitation

Page No. 1 Next ➤

### Invite participants

Invite single  
Invite multiple

☒ Edit MTQ48 Questionnaire REASSESSMENT  
GENERIC REG. LINK

☒ Email options for reports

MTQ48\_electronic\_version.pdf English



You will also need to pass another piece of information onto your candidate, so called: **REASSESSMENT ID**

Individuals who haven't completed MTQ48 using their email address have a reassessment ID created by the system.

You will need to export that ID and hand it over to an individual.

### Exporting candidate's Reassessment ID (only when candidates did not register using their email address when accessing the system for the first time)

1. Please log on to your account
2. Go to reports page
3. Chose an assessment for which you wish to export candidate's login details
4. Click on 'Export participant access list'

Go to Reports page and from the drop down list chose the assessment where you have tested your candidates for the first a time:

## Reports

Select an assessment

- Select an assessment
- Package 1
- Individual
- Client X recruitment
- A training & development programme
- Test2
- training171114
- training 221114
- Mt presentation
- training december
- PERSONALITY ITEMS TEST
- MTQ48 Questionnaire
- Training 200115
- MTQ48 Questionnaire REASSESSMENT GENERIC REG. LINK
- MTQ48 Questionnaire USING GENERIC REGISTRATION LINK

Then click on 'Export participants access list'

## Reports

Participants
  Search

1356@autocreate.aqr.co.uk  
 1407488793@autocreate.aqr.co.uk

Export Send group report **Export participant access list**

Completed 2014-07-15   
 Completed 2014-08-08   
 Page No. 1 Next >

5. Confirm an email address where the list should be emailed to and click on 'Export participant access list'

## Reports

TESTING
 Participants
  Search

Olivia thomas 1422374238@autocreate.aqr.co.uk
 Completed 2015-01-27 Click to access reports

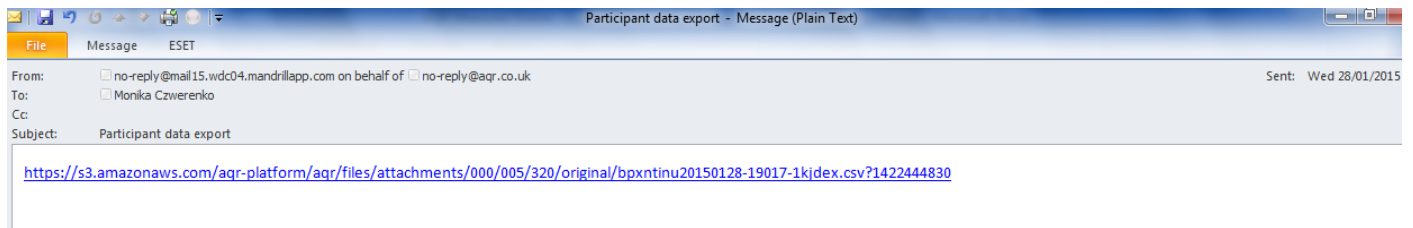
Email address  
 monika@agr.co.uk  
 or cancel

Export raw data Send group report Export participant access list

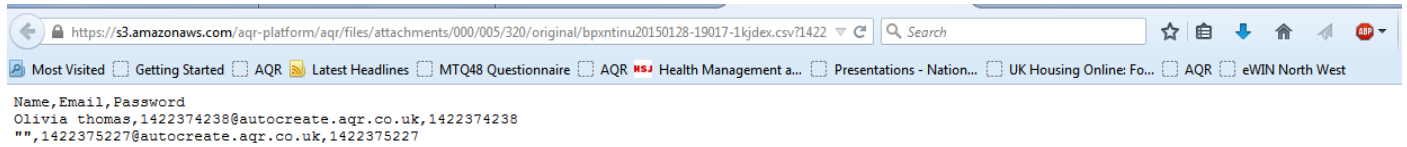
Page No. 1 Next >

6. A link will be emailed to an Administrator email address.

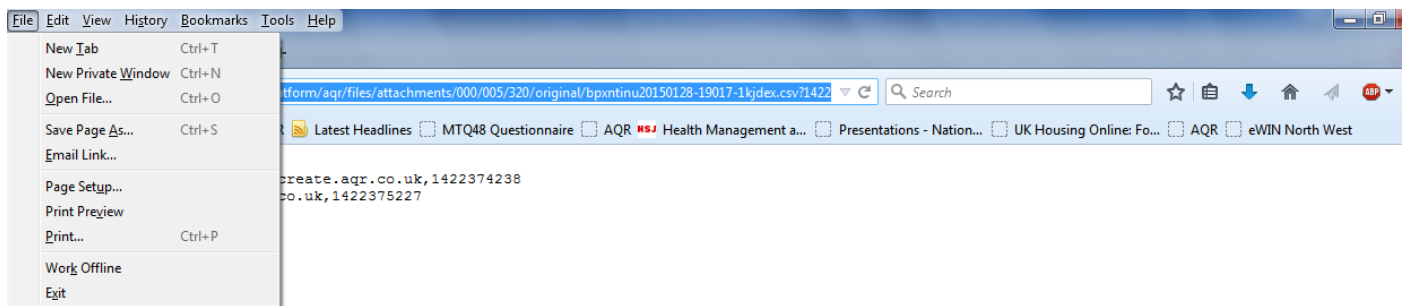




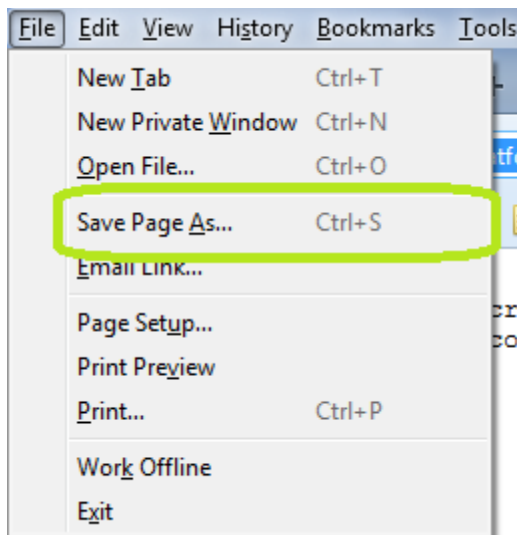
7. Click on the link and you will be taken to the web browser



8. Save the file on your machine – **the file will save in a CSV format** automatically! To save the file please click on 'File'



9. Then chose 'Save Page as'

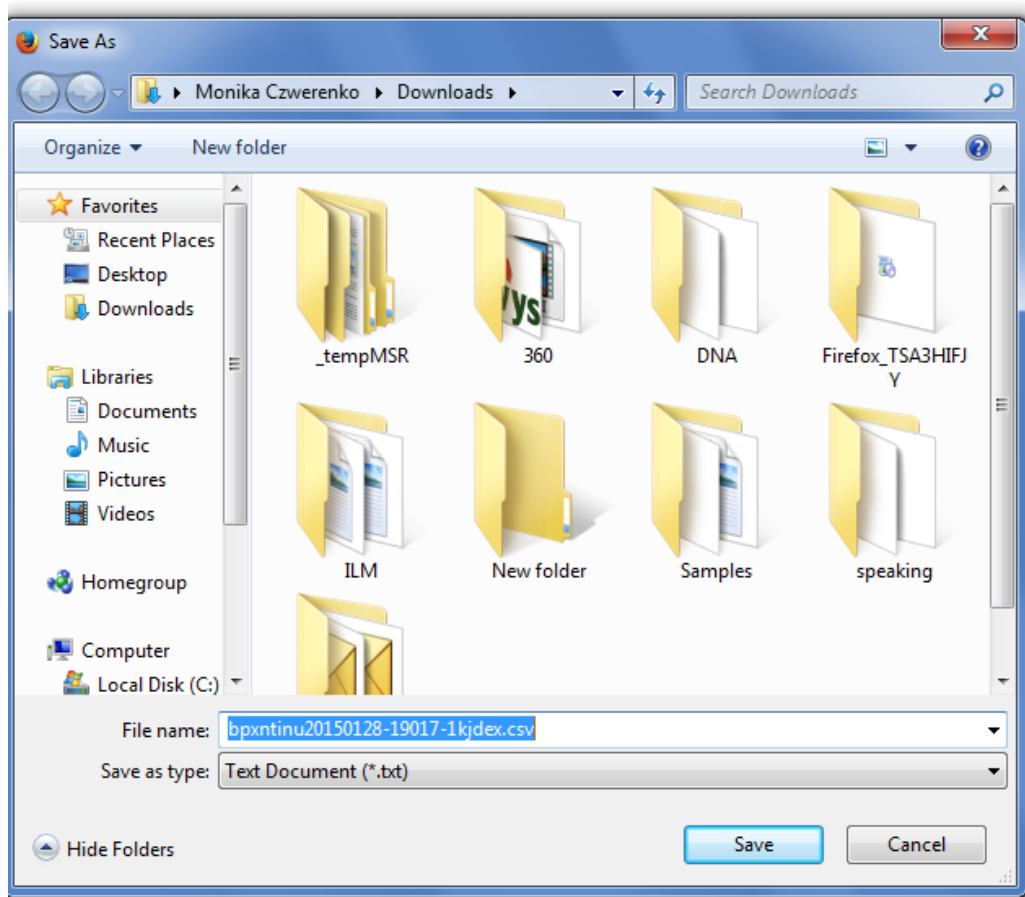


10. Save the file on your machine – you can rename the file to some meaningful title

Name, Email, Password

Olivia thomas,1422374238@autocreate.aqr.co.uk,1422374238

"" ,1422375227@autocreate.aqr.co.uk,1422375227



Your file has been saved in a CSV format with a Username (email address) and a Password per candidate

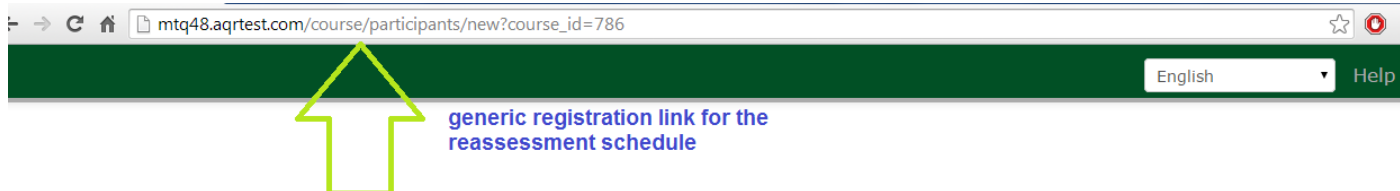
B15			
	A	B	C
1	Name	Email	ReassessmentID
2		1423061160@autocreate.aqr.co.uk	WV-9525-LG
3	Monika MT Test123	1423061199@autocreate.aqr.co.uk	PP-0702-MQ
4			
5			

ReassessmentID  
WV-9525-LG  
PP-0702-MQ

## CANDIDATE TAKING A REASSESSMENT

**Candidates should receive two pieces of information:** Generic registration link and their Reassessment ID

They follow the generic registration link and they enter their reassessment ID



Enter your Reassessment ID to get started

## MTQ48 Questionnaire

Reassessment ID

← reassessment ID

Continue

Click on 'Continue' to access the questionnaire pages

Once they completed the assessment, the distance travelled report appears automatically on the system.

## Reports

MTQ48 Questionnaire REA ▾ Participants Search  Q ?

---

**Monika MT Test123** ? Show reports in English ▾

**In order to access reports available via email, use "Send via email"**

Email all reports to  Send via email

**In order to access reports individually click below to download**

MTQ48 Development Report >

MTQ48 Assessor Report >

MTQ48 Coaching Report >

MTQ48 Questionnaire USI ▾ Show distance travelled

**Update candidate details**

First name  Last name  Save Done

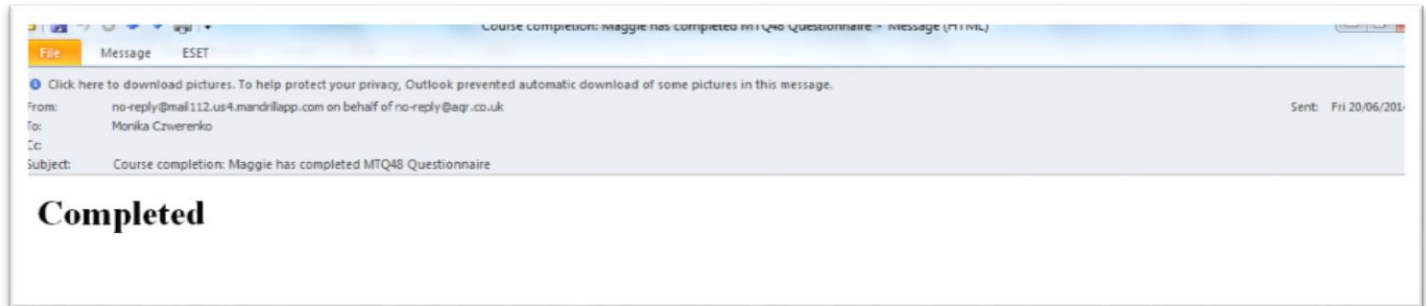
Export raw data Send group report Export participant access list

Page No. 1 Next >

## Downloading Reports

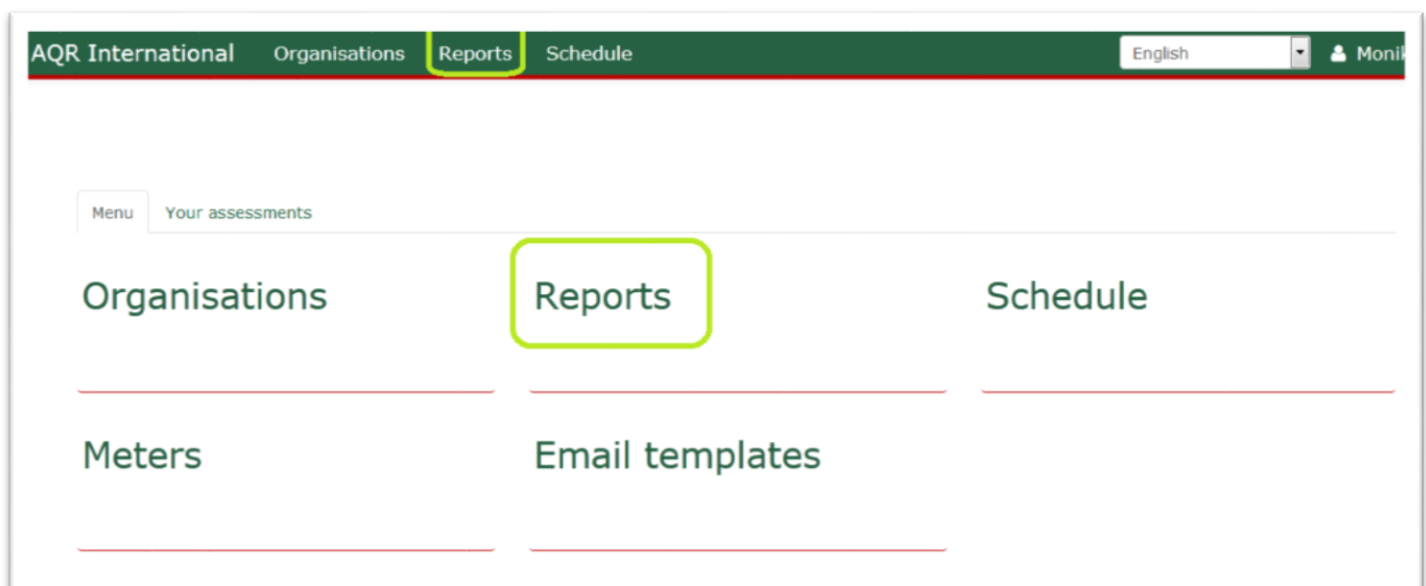
### Via Administration Panel

Once a candidate completes an assessment, an administrator receives a notification email so that they know that a candidate has completed an assessment.



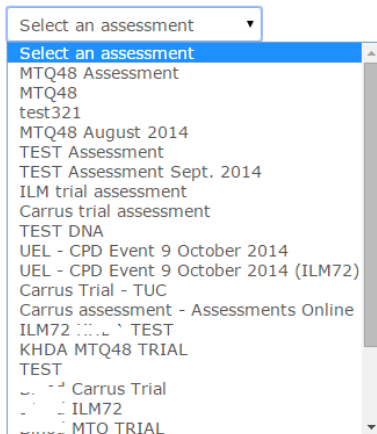
If the assessment has been scheduled not to email the reports automatically, then an administrator can log onto the system and download them manually. This option is also useful after the initial 10 days after which the reports cannot be accessed from an email.

1. To download the reports, please log onto the system and click on the 'Reports' command:

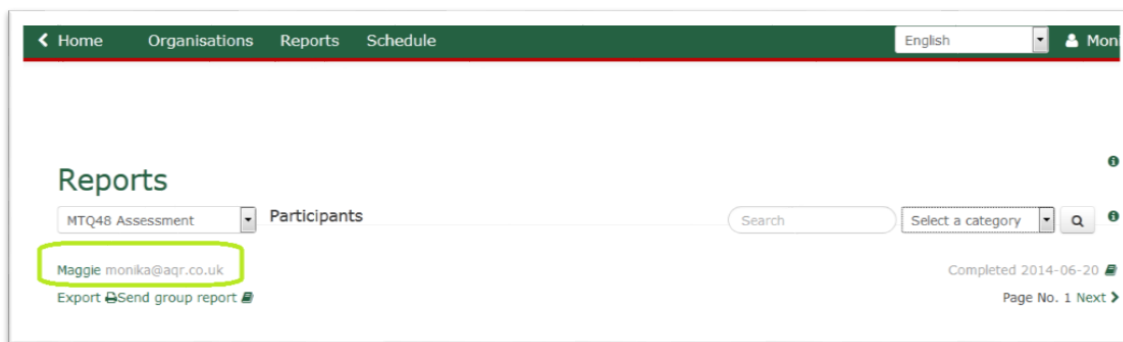


2. Next select the assessment from the assessments list you wish to view the reports for:

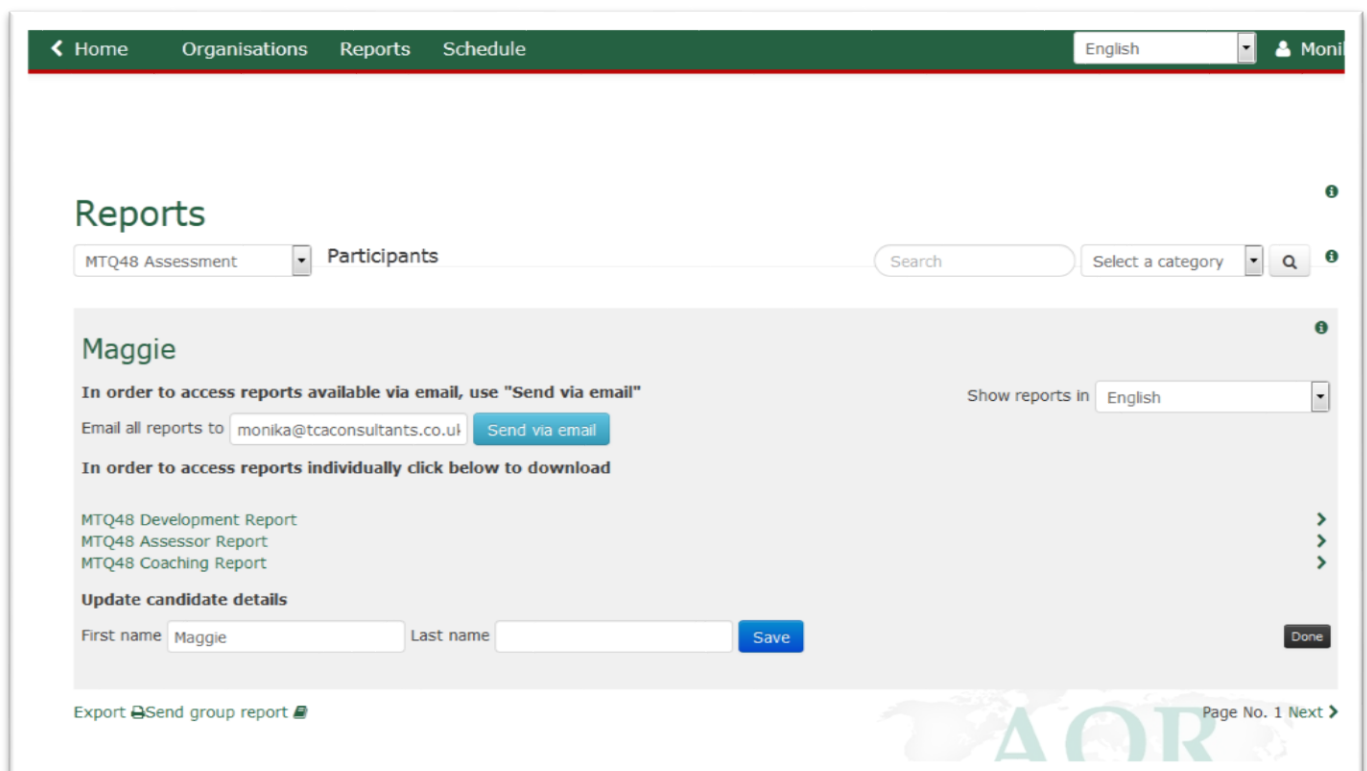
## Reports



3. Everyone who has completed an assessment will display on that list:

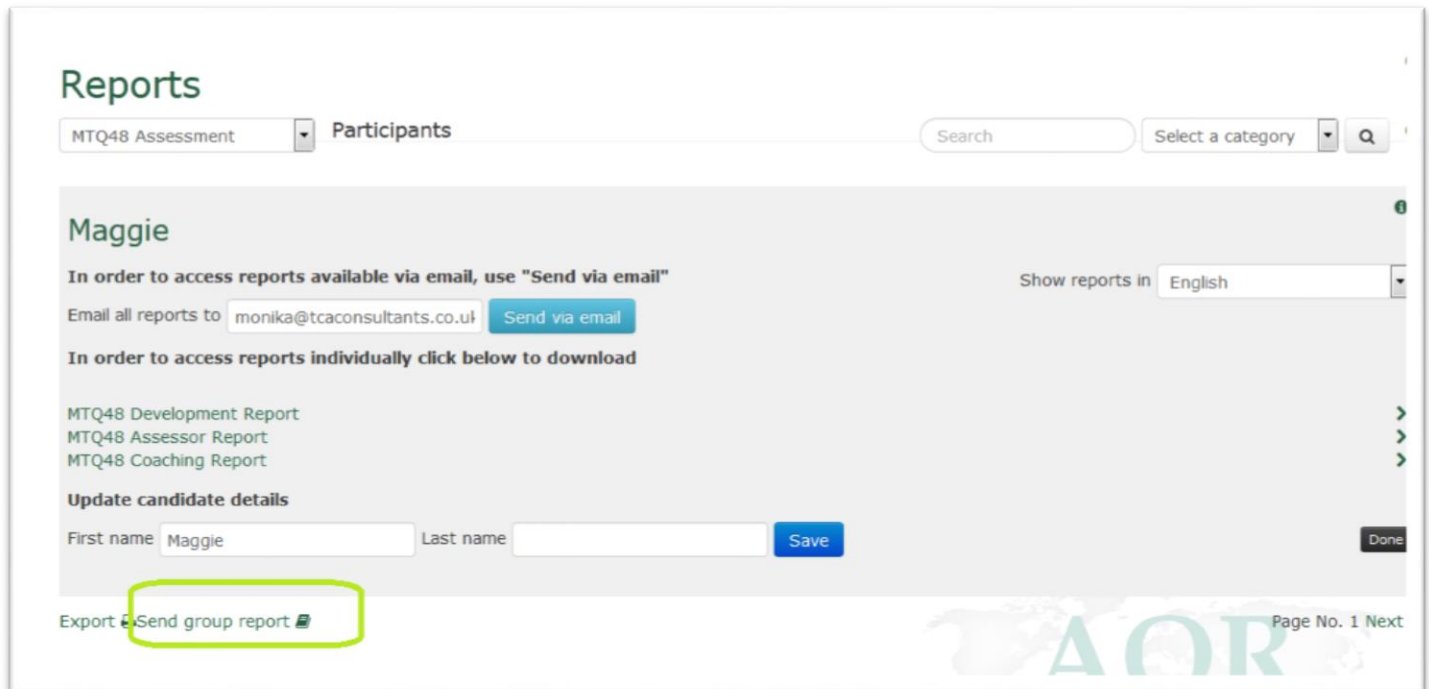


To download the reports, click on the candidate name and you will see a panel appear that gives you the option to download the reports. You can also email them to a specified email address and change a candidate name if they have made an error when registering.



## Generating and Downloading a Group Report

If you have more than one candidate and you wish to download a group report, please click on the option 'Send group report' which is at the bottom of the candidate database:



**Reports**

MTQ48 Assessment Participants Search Select a category Q

**Maggie**

In order to access reports available via email, use "Send via email"

Email all reports to monika@tcaconsultants.co.uk Send via email

In order to access reports individually click below to download

MTQ48 Development Report >  
MTQ48 Assessor Report >  
MTQ48 Coaching Report >

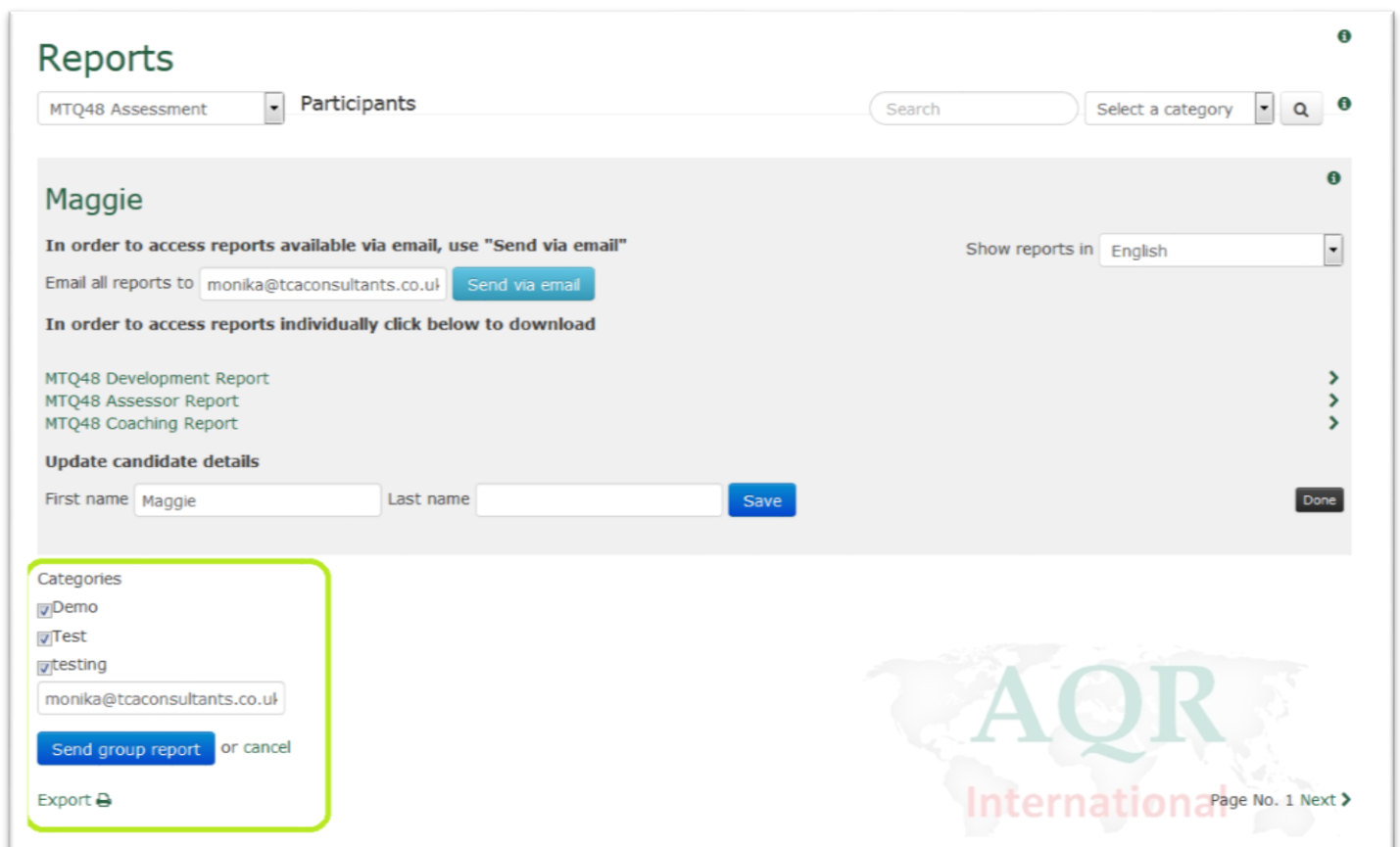
**Update candidate details**

First name Maggie Last name Save Done

Export Send group report

Page No. 1 Next

This will provide you with options for selecting one or more categories and emailing the report to yourself/other email address. *Please note that it costs one meter to download a group report.*



**Reports**

MTQ48 Assessment Participants Search Select a category Q

**Maggie**

In order to access reports available via email, use "Send via email"

Email all reports to monika@tcaconsultants.co.uk Send via email

In order to access reports individually click below to download

MTQ48 Development Report >  
MTQ48 Assessor Report >  
MTQ48 Coaching Report >

**Update candidate details**

First name Maggie Last name Save Done

**Categories**

☒ Demo  
☒ Test  
☒ testing

monika@tcaconsultants.co.uk

Send group report or cancel

Export

Page No. 1 Next >

## Generating a Distance Travelled Report

When a Generic Registration Link has been used and an email address has not been provided

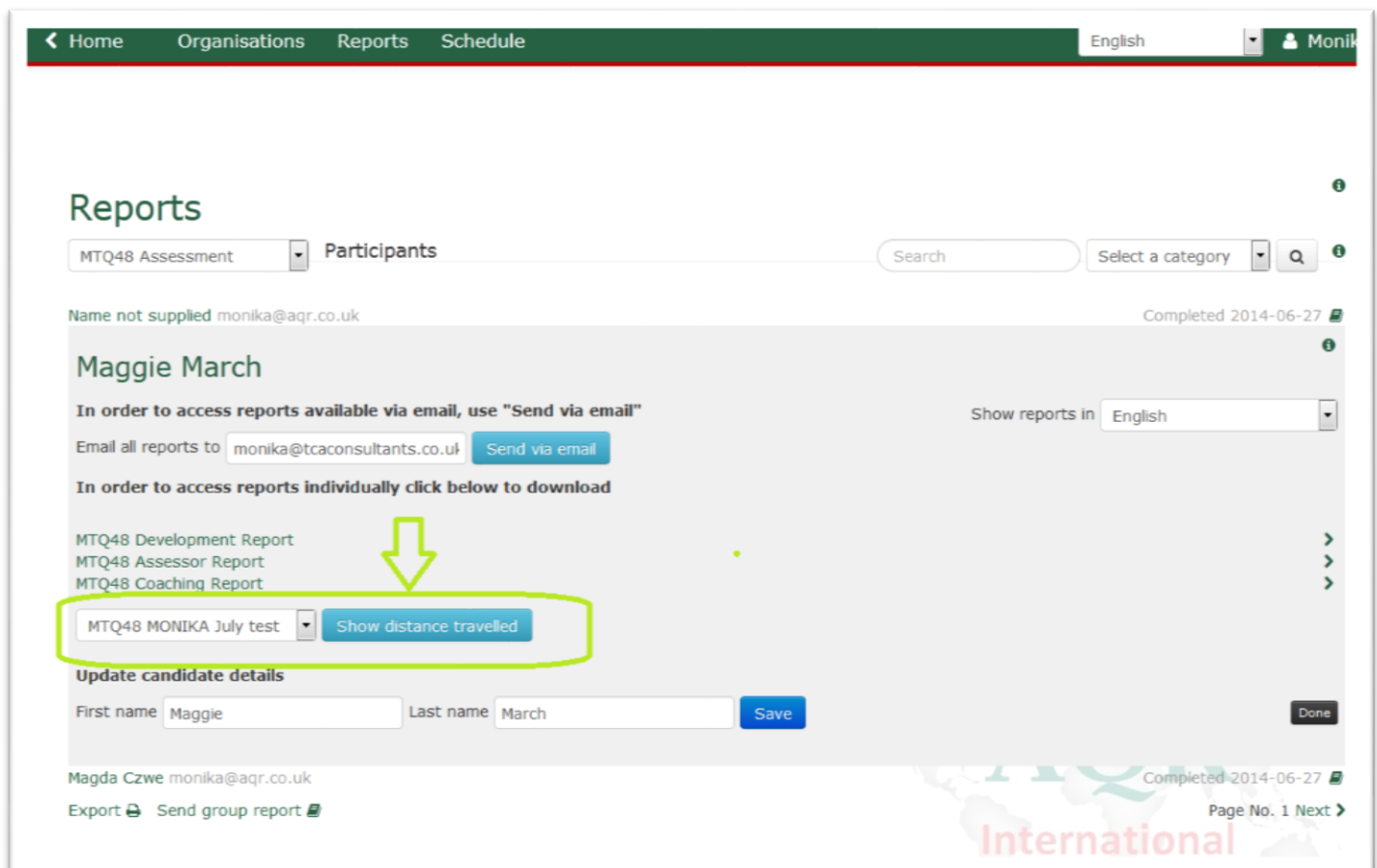
When a candidate used a generic link to complete an assessment and an email address has not been requested, the system will generate a spreadsheet with candidates 'login details' created on the basis of their name and initials.

**In order for the system to identify the right candidate, an individual needs to log on with provided 'log in details'.**

Please see pp. 46 on detailed instructions how to set up a candidate re-assessment in order to download a Distance Travelled Report. Only that time the Distance Travelled Report will become available for that candidate.

## When an email address has been provided

Once a candidate completes an assessment more than one time, an option for downloading a Distance Travelled Report will display automatically on the Reports page. Distance travelled Report displays with progression between the last two assessments taken.

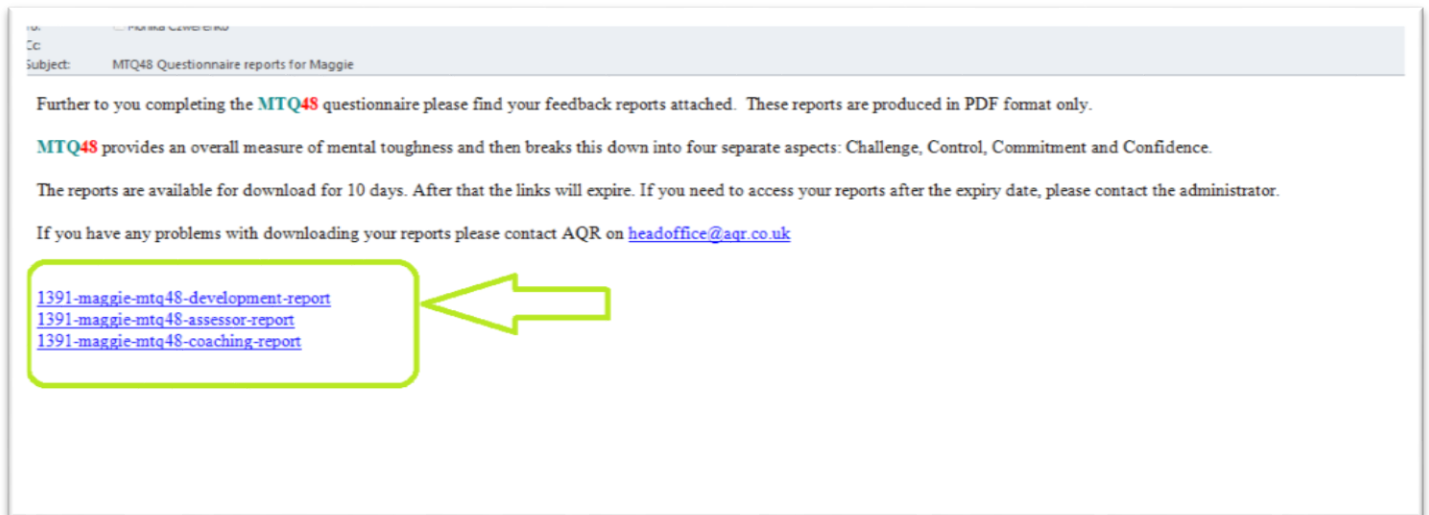


The screenshot shows the 'Reports' section of the AQR International system. At the top, there is a navigation bar with links to Home, Organisations, Reports, and Schedule. The 'Reports' section is active, and the user is logged in as 'Monika'. The page displays a list of reports for 'Maggie March', who completed the assessment on 2014-06-27. The reports listed are MTQ48 Development Report, MTQ48 Assessor Report, MTQ48 Coaching Report, and MTQ48 MONIKA July test. The 'MTQ48 MONIKA July test' report is highlighted with a green box and a yellow arrow pointing to it. Below the reports, there is a section for 'Update candidate details' with fields for First name (Maggie) and Last name (March), and a 'Save' button. The page also includes a 'Send via email' button and a 'Show distance travelled' button.

## Downloading Reports from an Email

When the reports have been scheduled to come on an email to an administrator or a candidate, they will be available for a download for up to 10 days. After 10 days from the date of receiving an email with links to downloading reports, the reports can be only downloaded via an administration panel.

1. Email received. The email includes links to all or selected reports

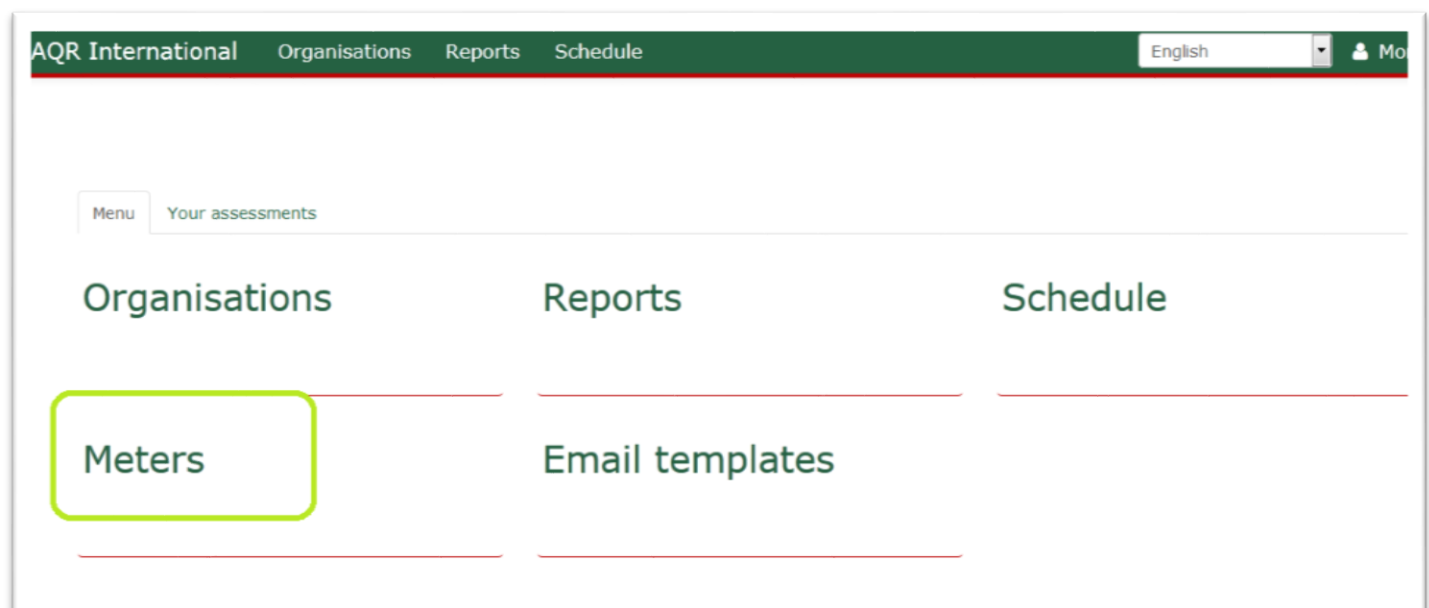


2. Please click on an individual link to download selected report in a PDF Format

## Viewing and Transferring Meters

### Viewing meter activity

Please log on to your account and click on the 'Meters' command



A page will display with information on the meter activity:

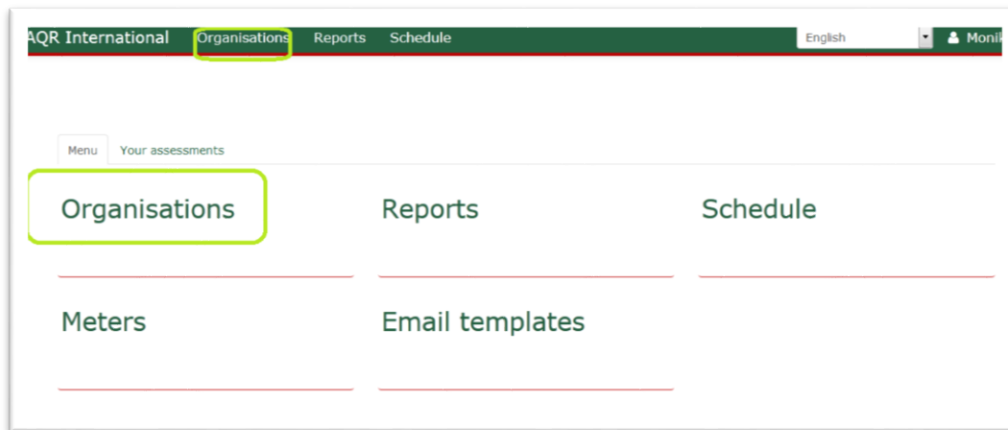
- Meter Availability per assessment
- Meter usage – how the meters have been used on the account
- Meter transfers – how many/when and to which account meters have been transferred/received

Meter availability		Meter usage	Meter transfers
Assessment	Meters		
MTQ48 Questionnaire	62		
Carrus	95		
ILM72	83		
DNA of a Champion	1		

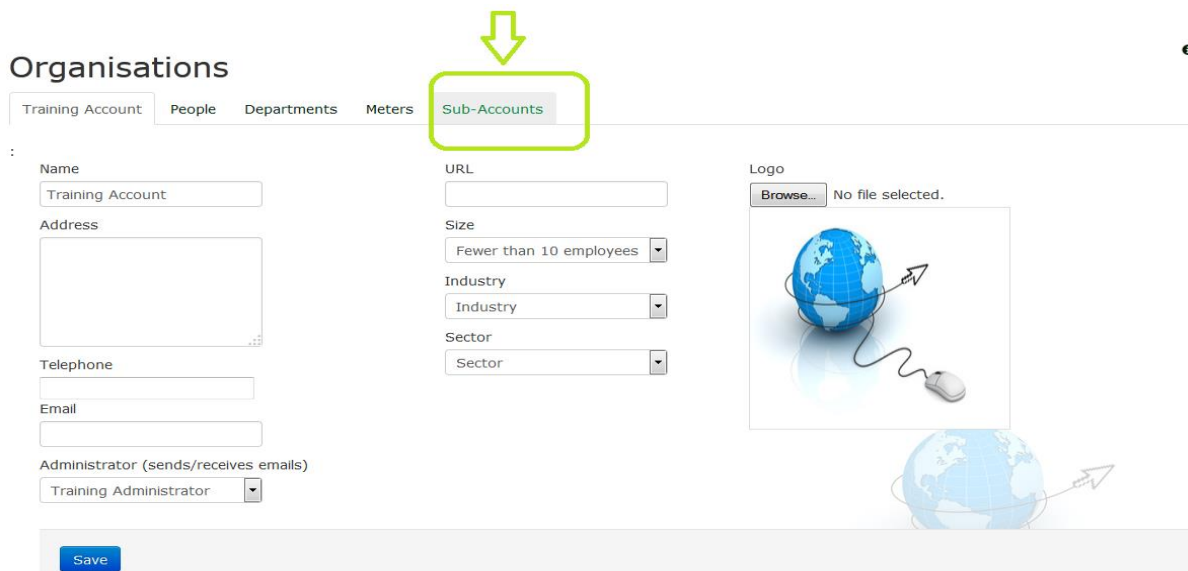


## Sending meters

Please log on to your account and click on 'Organisations'.



Then select 'Sub-accounts'. You will be presented with a list of all the sub-accounts belonging to your organisation.



**Organisations**

Training Account | People | Departments | Meters | **Sub-Accounts**

Name:

Address:

Telephone:

Email:

Administrator (sends/receives emails):

URL:

Size:

Industry:

Sector:

Logo:  No file selected.

**Organisations**

Training Account | People | Departments | Meters | **Sub-Accounts**

ABC engineering	Meters	Departments	Pt
ABC Hr Training	Meters	Departments	Pt
ILM Centre A	Meters	Departments	Pt
Michael Coaching	Meters	Departments	Pt
Micheal	Meters	Departments	Pt
Training 200115	Meters	Departments	Pt
Training abc	Meters	Departments	Pt

Add sub-account

Please click on 'Meters' command to the right from the organisation name for which you'd like to do the meters transfer.

ABC Hr Training	Meters	Departments	People
ILM Centre A	Meters	Departments	People
Michael Coaching	Meters	Departments	People

Then click on the assessment name you wish to add meters to and type the number of meters you wish to top the account up with and click on Save. The meters will now be added to the account. You can write notes about the meters transfer.

ILM Centre A Meters Departments People

Carrus

MTQ48 Questionnaire (Meters 3)

MTQ48 Young Person Questionnaire

ILM72

Done

Change available meters

How many meters to add/remove? (positive to add, negative to remove)

2

Notes

Save

MTQ48 Young Person Questionnaire

ILM72

Done

## Receiving meters

Please log on to your account and click on 'Organisations' command. Then 'Sub-accounts' and then select an organisation from which you'd like to receive meters.

ABC Hr Training	Meters	Departments	People
ILM Centre A	Meters	Departments	People
Michael Coaching	Meters	Departments	People

Click on the assessment name you wish to receive meters from and type the number of meters you wish to take back from the account.

ILM Centre A Meters Departments People

Carrus

MTQ48 Questionnaire (Meters 3)

MTQ48 Young Person Questionnaire

ILM72

Done

Change available meters

When receiving meters please type minus number of meters you want to recall, i.e. '-2'. Then click on Save. The meters will now be added back to your account. You can write notes about the meters transfer.

Carrus

🔄 MTQ48 Questionnaire (Meters 3)

How many meters to add/remove? (positive to add, negative to remove)



Notes

MTQ48 Young Person Questionnaire

ILM72

## Candidate Experience

### Candidate Receives an Invitation Email

Once a candidate receives an invitation email they click on the link included within the email.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: [no-reply@mail15.wdc04.mandrillapp.com](#) on behalf of [no-reply@agr.co.uk](#) Sent: Wed 28/01/2015

To: [Monika Czverenko](#)

Cc:

Subject: Invitation to Leadership and Management Cohort NAZ123

You have been invited to complete MTQ48 (the Mental Toughness Questionnaire). This measures an individual's resilience and ability to cope with pressure and change around scales of Challenge, Control, Commitment, and Confidence. The questionnaire takes approximately 8 minutes to complete.


Instructions for completing this and link to your assessment are shown below.

**IMPORTANT:** This is an on-line assessment- before accessing please ensure that you have sufficient time to complete the measure and that you are free from distraction in a quiet room.

Once you have completed the assessments your data will be returned automatically to us for processing. Your report will be returned to you via email.

If you have any problems in accessing or sitting the measure please contact us on [headoffice@agr.co.uk](mailto:headoffice@agr.co.uk)

Click [here](#) to get started.



This takes them to the registration page where they can register if this is the first time that they are using the system to complete an assessment or log on as existing users if they have accessed the system previously.

#### 1. Landing Page

AQR English Help

### First time users

If this is your first time completing an assessment please register first

First name and surname

Email address

Create a password

Confirm your password

[Register](#)

### Existing users

If you have registered before please sign in with your login details

Email address

Password

[Log in](#) [Forgotten password?](#)

2. Adding in additional details depending on the assessment requirements as scheduled. Please note that the **Privacy and confidentiality notice** will display on all assessments.

MTQ48 Questionnaire

### Log in or register

First name

Initials

Last name

Jones

Privacy and confidentiality notice

Please note that the information recorded is used purely for statistical purposes. In order to continue to support and develop the assessment, it is important that we constantly monitor its reliability and validity. This is done by carrying out complex statistical analysis of the aggregated data. This data is fully anonymised - no individual or organisation are identifiable to the independent analysis team.

By continuing you acknowledge that you are willing to take part in the assessment

[Continue](#)

3. Next, a candidate may see a 'Welcome' page if this has been set up whilst scheduling an assessment. If the 'Welcome' page has not been set up, candidate will be taken directly to assessment pages.

### Questions 1 - 8

1
I usually find something to motivate me
Unanswered

☒ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

2
I generally feel in control
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

3
I generally feel that I am a worthwhile person
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

4
Challenges usually bring out the best in me
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

5
When working with other people I am usually quite influential
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

6
Unexpected changes to my schedule generally throw me
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

7
I don't usually give up under pressure
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

8
I am generally confident in my own abilities
Unanswered

☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree

There are unanswered questions - please look for the "unanswered" badges on the right hand side and complete those questions to continue

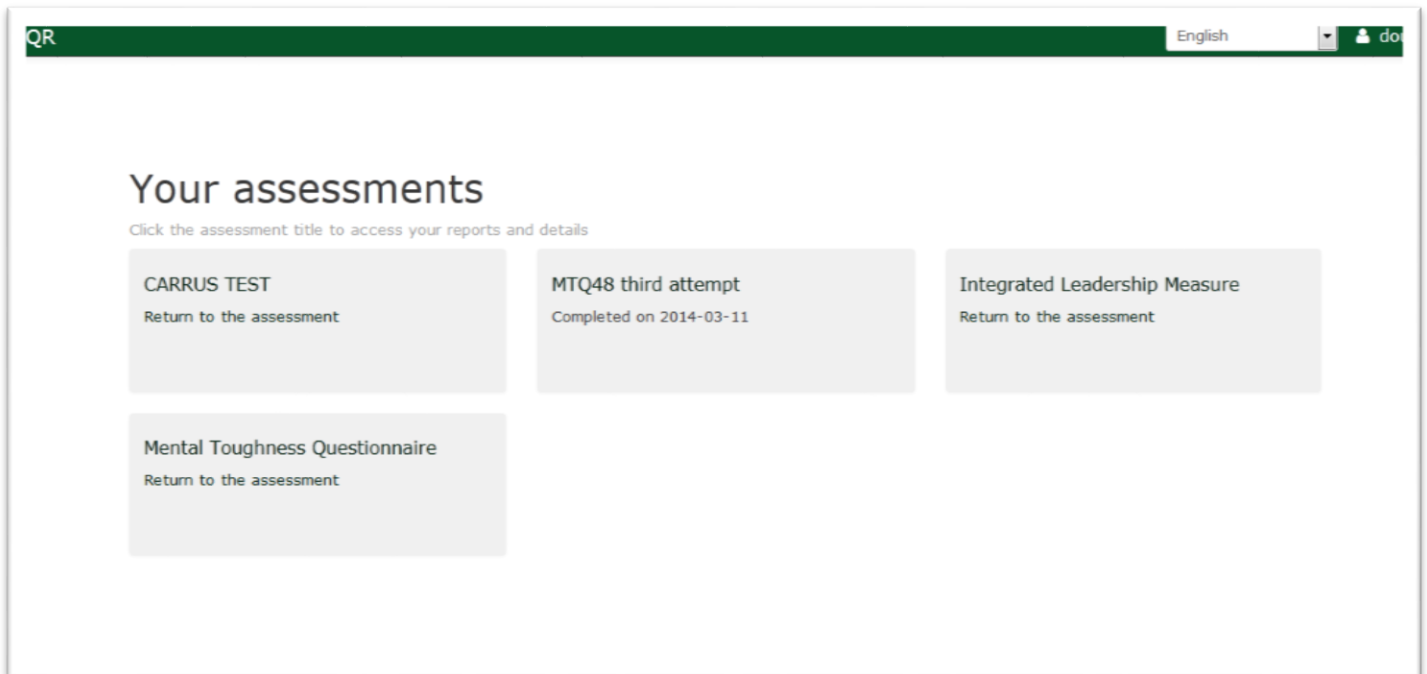
Previous

Typically, they will be asked to complete all the questions in an assessment. The system will not let them skip a question. Questions which are waiting an answer are marked as 'Unanswered'.

## Candidate Dashboard

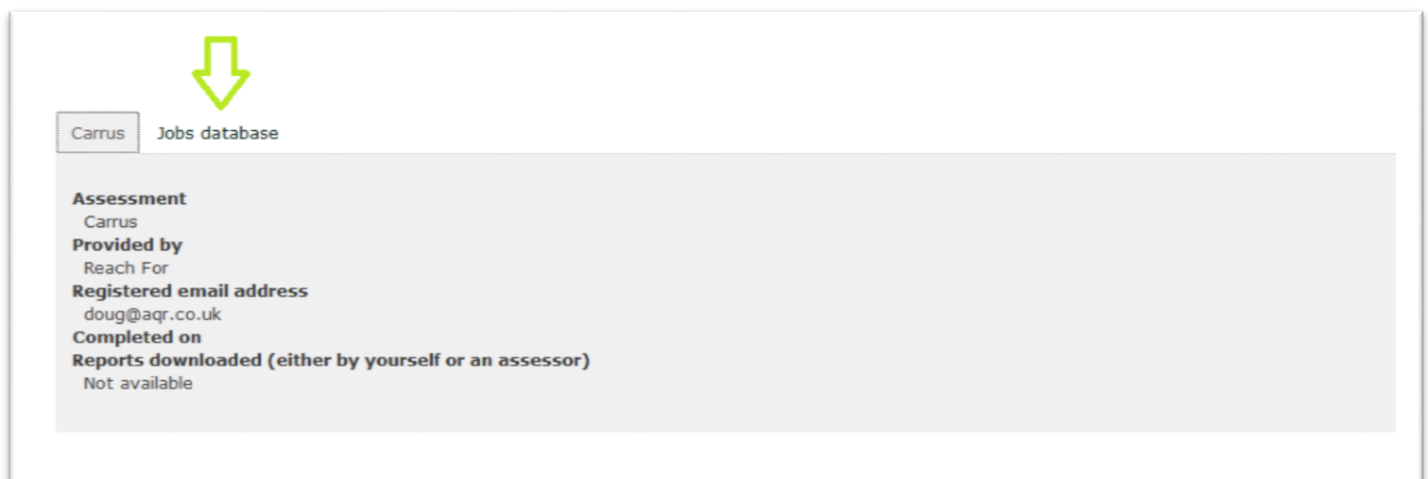
Once a candidate completes an assessment, they can log out of the system or access their '**dashboard**'.

The dashboard is a place where candidates can monitor which measures they have completed and when. If the administrator gives them access to their reports, they can also download their reports from their individual dashboard.



Candidates can view the type of assessments they have completed, when these have been completed and download their reports, if this has been scheduled to allow a candidate an access to their, selected, reports.

Some measures, i.e. Carrus, will display also so called 'Jobs Database' accessible only from a candidate dashboard.

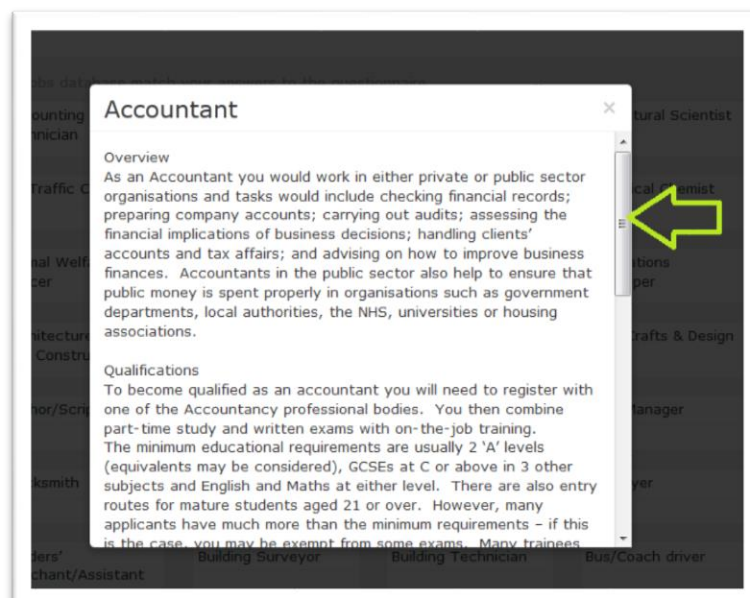


Carrus Jobs database

The following entries from our jobs database match your answers to the questionnaire

<a href="#">Accountant</a>	Accounting technician	Acupuncturist	Advertising Art Director	Agricultural Scientist
Air Cabin Crew	Air Traffic Controller	Airline Pilot	Anaesthetist	Analytical Chemist
Animal Care Assistant	Animal Welfare Officer	Animator	Antiques Dealer	Applications Developer
Archaeologist	Architecture, Building and Construction	Army officer	Aromatherapist	Arts, Crafts & Design
Auditor	Author/Scriptwriter	Bailiff/Enforcement Agent	Baker	Bank Manager
Bank cashier	Blacksmith	Botanist	Brewer	Bricklayer
British Sign Language(BSL)/English Interpreter	Builders' Merchant/Assistant	Building Surveyor	Building Technician	Bus/Coach driver
Business Adviser	Business Analyst	Business Manager	Business, Management and Administration	CAD Draughtsperson

Candidate can access each 'Job description' by clicking on a link with a job title. They can scroll down the text field to learn all the information available for a given Job title.



**Accountant**

**Overview**  
As an Accountant you would work in either private or public sector organisations and tasks would include checking financial records; preparing company accounts; carrying out audits; assessing the financial implications of business decisions; handling clients' accounts and tax affairs; and advising on how to improve business finances. Accountants in the public sector also help to ensure that public money is spent properly in organisations such as government departments, local authorities, the NHS, universities or housing associations.

**Qualifications**  
To become qualified as an accountant you will need to register with one of the Accountancy professional bodies. You then combine part-time study and written exams with on-the-job training. The minimum educational requirements are usually 2 'A' levels (equivalents may be considered), GCSEs at C or above in 3 other subjects and English and Maths at either level. There are also entry routes for mature students aged 21 or over. However, many applicants have much more than the minimum requirements – if this is the case, you may be exempt from some exams. Many trainees

MTQ48 and ILM72 measures do not display the 'jobs database'. If you have given a candidate access to their reports, they should click on the Assessment Title link from their dashboard. They will be then displayed with another tab called 'Reports'. If they click on that tab, they will have link with the Report title. In order for the candidate to download their

report(s), they need to click on the report(s) title(s). Reports will start downloading in a separate window. They can be saved as a PDF.

## Your assessments

Click the assessment title to access your reports and details

### MTQ48 Assessment

Completed on 2014-10-24



MTQ48 Questionnaire

Reports

#### Assessment

MTQ48 Questionnaire

#### Provided by

AQR International

#### Registered email address

1414150609@autocreate.aqr.co.uk

#### Completed on

2014-10-24

#### Reports downloaded (either by yourself or an assessor)

October 24, 2014

MTQ48 Questionnaire

Reports

The following reports are available to download

MTQ48 Development Report



MTQ48 Assessor Report



MTQ48 Coaching Report



Distance travelled

Mental Toughness Questio

Show report



## Entering Data Manually

---

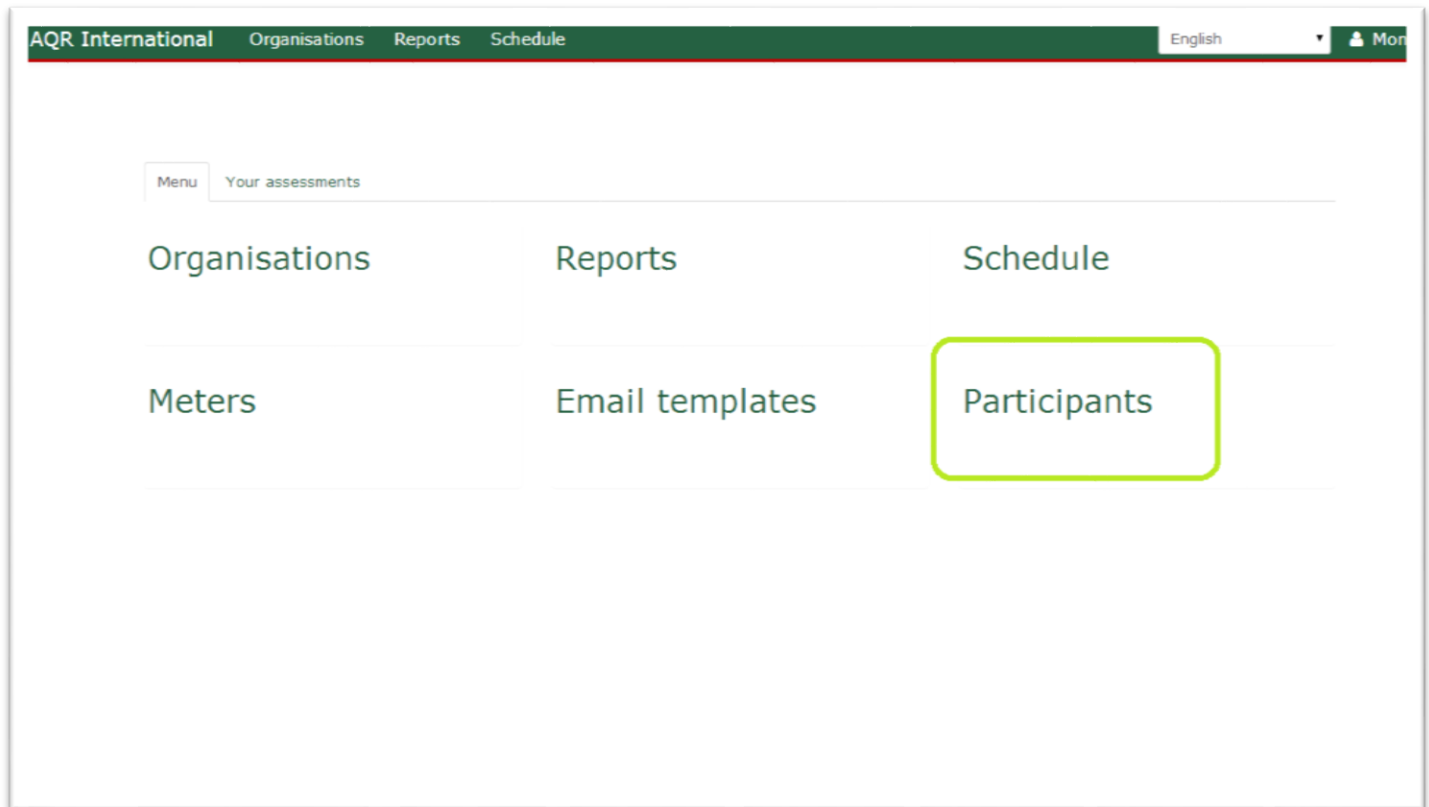
The process for entering data manually can be said that it follows the way that candidate completes the questionnaire.

In order to enter the data, please schedule an assessment first and then use the 'Generic Registration Link' to access the questionnaire. Please see **page 35** of this User Guide for details.

## Participant Search

When an administrator receives a notification email with information that a given candidate completed an assessment but cannot identify under which assessment a candidate has been set up, the platform provides a quick candidate search option.

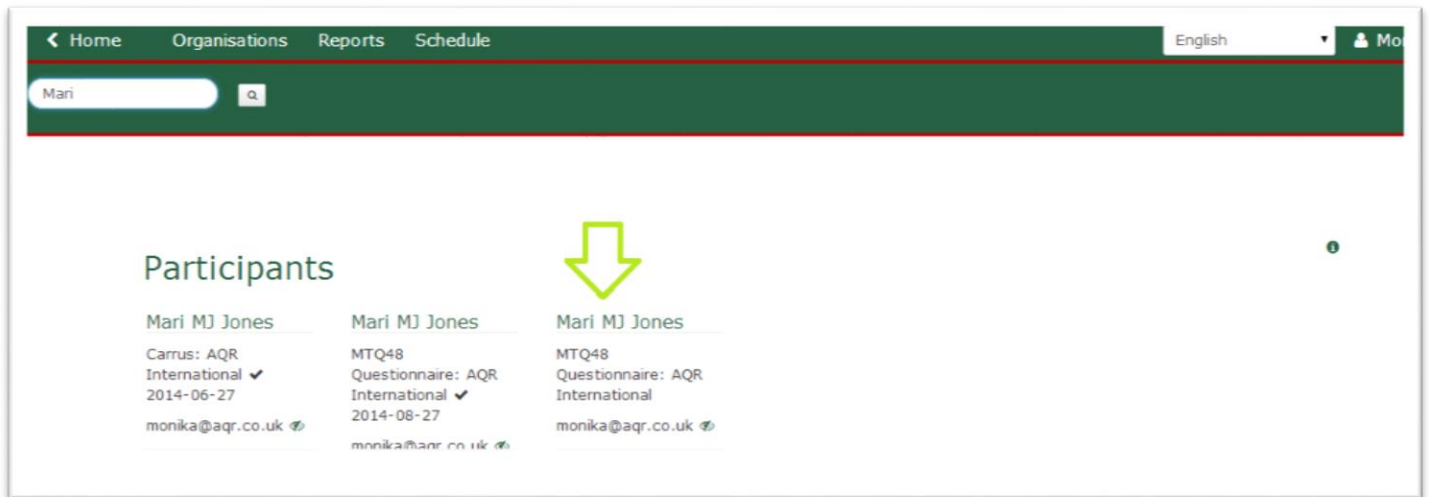
1. Log on to your administrator account
2. Click on 'Participants' from your dashboard



And do a quick search by typing in candidate's name or part of it only in the 'Search' window.



Candidates with searched name will display on the main page.



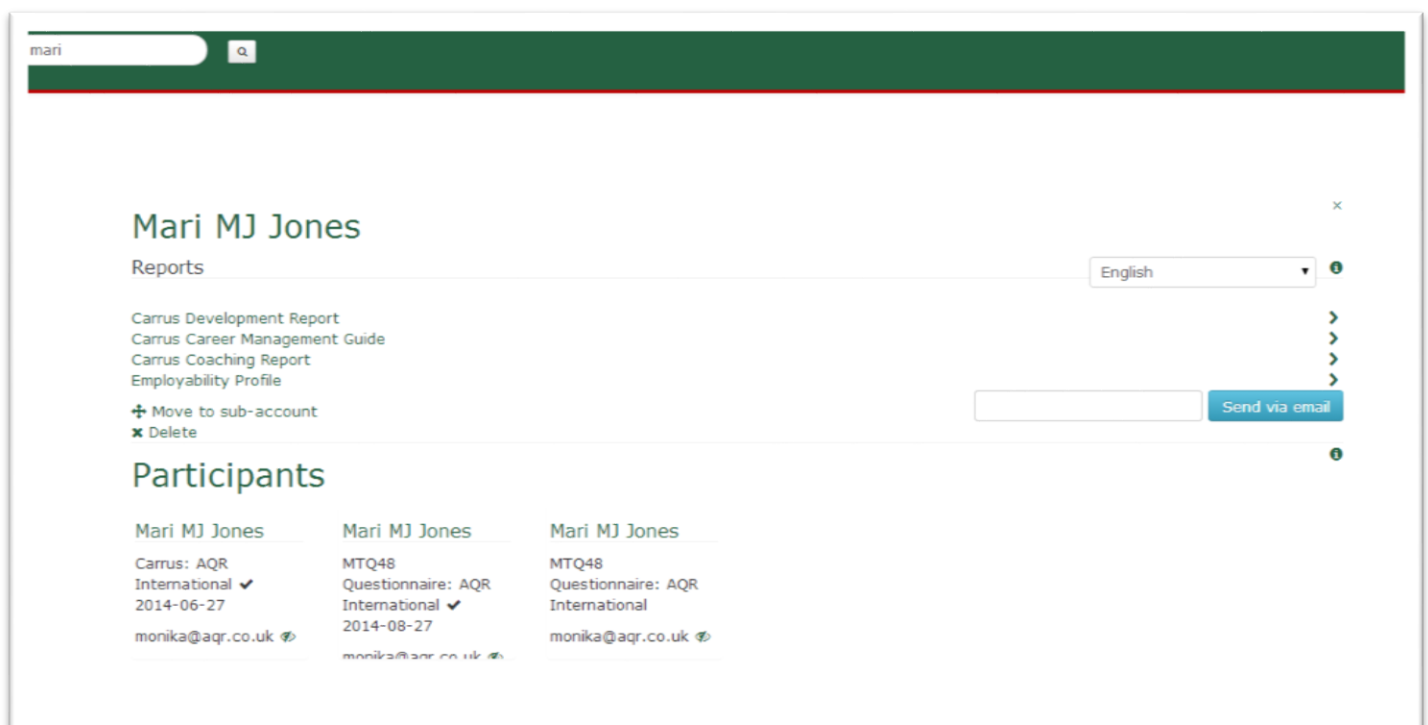
Home Organisations Reports Schedule English Mo

Mari

## Participants

Mari MJ Jones	Mari MJ Jones	Mari MJ Jones
Carrus: AQR International ✓ 2014-06-27 monika@agr.co.uk	MTQ48 Questionnaire: AQR International ✓ 2014-08-27 monika@agr.co.uk	MTQ48 Questionnaire: AQR International monika@agr.co.uk

If you click on the candidate name, you will be able to access their reports and further details.



mari

## Mari MJ Jones

Reports English

- Carrus Development Report
- Carrus Career Management Guide
- Carrus Coaching Report
- Employability Profile

+ Move to sub-account  
x Delete

Send via email

## Participants

Mari MJ Jones	Mari MJ Jones	Mari MJ Jones
Carrus: AQR International ✓ 2014-06-27 monika@agr.co.uk	MTQ48 Questionnaire: AQR International ✓ 2014-08-27 monika@agr.co.uk	MTQ48 Questionnaire: AQR International monika@agr.co.uk

If you click on the little 'eye icon', you will be taken to the candidate dashboard and see what the candidate has an access to.

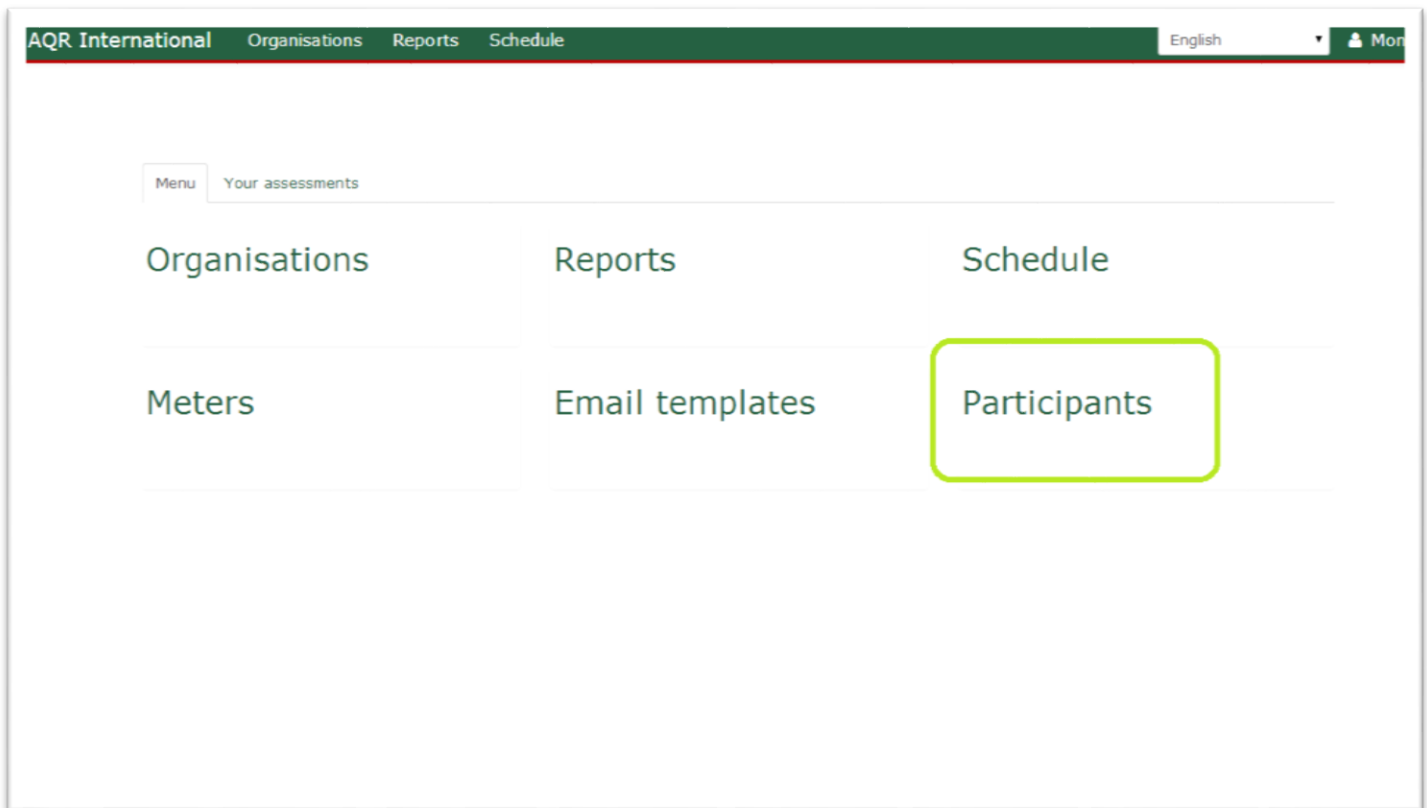
## Moving participants to a sub-account

Administrator can move participants to a sub account. This requires an organisation to have:

- A sub account set up
- Schedule set up within the sub- account

Participants can be only moved to a relevant **schedule within sub-account**

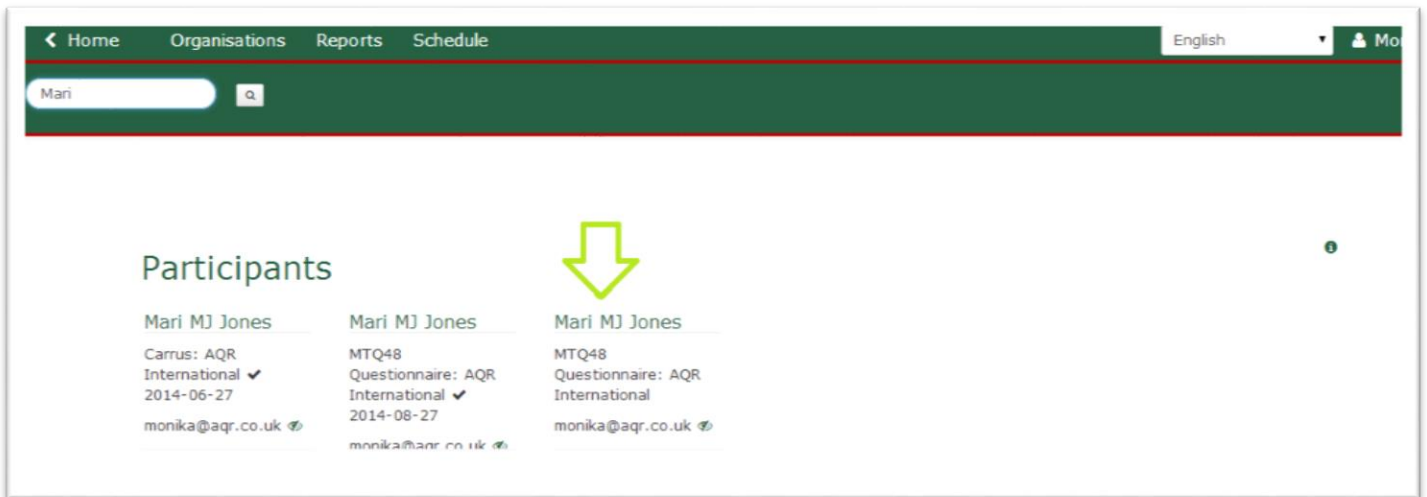
1. Log on to your administrator account
2. Click on 'Participants' from your dashboard



And do a quick search by typing in candidate's name or part of it only in the 'Search' window.



Candidates with searched name will display on the main page.



If you click on the candidate name, you will be able to access their reports and further details such as the ability to move a candidate to a sub-account.

## Monika MT test32211

### Reports

MTQ48 Development Report  
MTQ48 Assessor Report  
MTQ48 Coaching Report

ABC Hr Training: MTQ48 Q  
ABC Hr Training: MTQ48 Questionnaire

✕ Delete

Move to sub-account

Send via email

### Participants

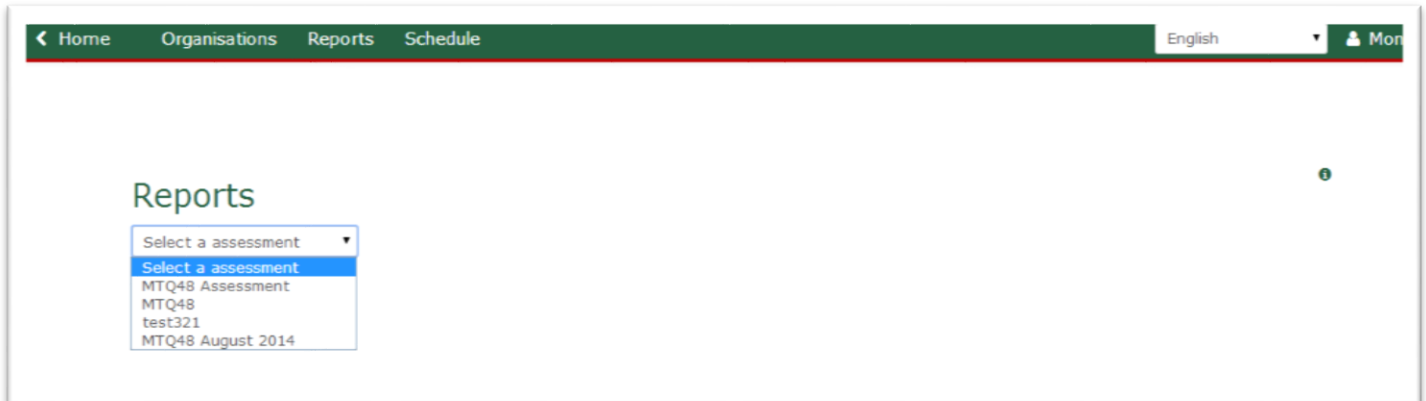
## Exporting Data

Organisations can export data from their accounts based on an assessment title.

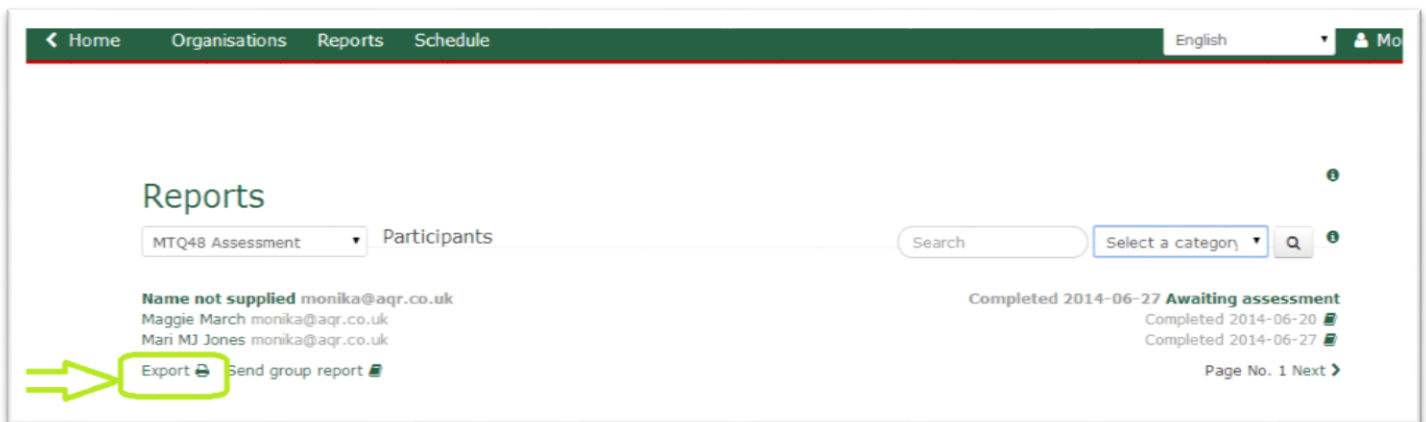
The data will be presented in an Excel format and include details on candidates gathered during registration process as well as their 'sten scores'. Please note that raw data will not be provided.

In order to run the export:

1. Log on to your admin account
2. Go to the 'Reports' page
3. Select an assessment title for which you wish to export the data



4. Click on the 'Export' button under the list of candidate names



5. Data will be emailed to the Main Administrator email address (Main Administrator was the first administrator added into the system when an account has been set up for your organisation). You might wish to check the email address under organisation page/your organisation/administrators. The first person on the list is the main administrator for this account.

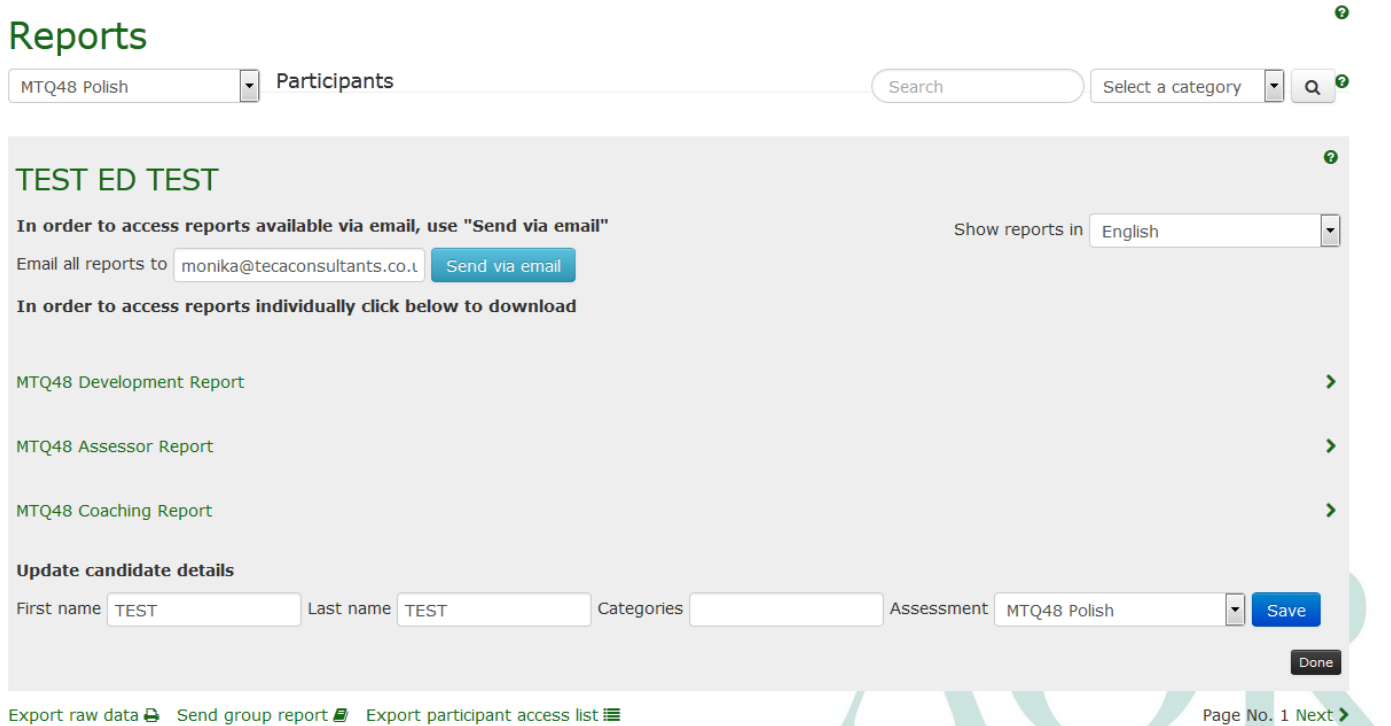
## Moving candidates to another schedule

Administrators can move candidates from one schedule to another. This can be useful if a candidate completed an assessment under one schedule and s/he needs to be moved across for the purpose of generating a Group Report including all candidates from another schedule.

To move a candidate between the schedules an administrator needs to log in to the system and go to 'Reports' page.

Next select the schedule where the candidate who needs moving sits. Click on the name of that candidate.

The page will display the following screen



**Reports**

MTQ48 Polish Participants Search Select a category

**TEST ED TEST**

In order to access reports available via email, use "Send via email"

Email all reports to monika@tecaconsultants.co.uk [Send via email](#)

In order to access reports individually click below to download

MTQ48 Development Report

MTQ48 Assessor Report

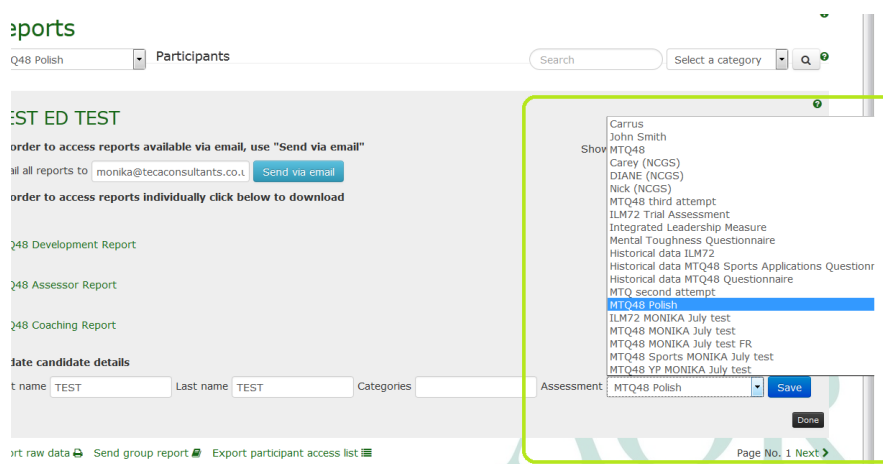
MTQ48 Coaching Report

**Update candidate details**

First name TEST Last name TEST Categories Assessment MTQ48 Polish [Save](#)

Export raw data Send group report Export participant access list Page No. 1 Next

The function which allows moving candidates to another assessment displays in the bottom right corner of the grey shaded area. Please select the assessment where you would like to move the candidate to and click on the 'Save' button.



**Reports**

Q48 Polish Participants Search Select a category

**TEST ED TEST**

In order to access reports available via email, use "Send via email"

Email all reports to monika@tecaconsultants.co.uk [Send via email](#)

In order to access reports individually click below to download

Q48 Development Report

Q48 Assessor Report

Q48 Coaching Report

**Update candidate details**

First name TEST Last name TEST Categories Assessment MTQ48 Polish [Save](#)

Export raw data Send group report Export participant access list Page No. 1 Next

Dropdown menu options:

- Carrus
- John Smith
- Show MTQ48
- Carley (NCGS)
- DIANE (NCGS)
- Nick (NCGS)
- MTQ48 third attempt
- ILM72 Trial Assessment
- Integrated Leadership Measure
- Mental Toughness Questionnaire
- Historical data ILM72
- Historical data MTQ48 Sports Applications Questionnaire
- Historical data MTQ48 Questionnaire
- MTQ second attempt
- MTQ48 Polish**
- ILM72 MONIKA July test
- MTQ48 MONIKA July test
- MTQ48 MONIKA July test FR
- MTQ48 Sports MONIKA July test
- MTQ48 YP MONIKA July test

## System Requirements

Any firewalls and other protection systems will need to allow access to the following domains, otherwise the system won't work:

- \* [\*].[aqrtest.com](https://aqrtest.com) (different subdomains, www, carrus, mtq48 etc, are used for different types of assessments)
- \* [use.typekit.net](https://use.typekit.net) (Typekit fonts from Adobe)
- \* [cdn.ckeditor.com](https://cdn.ckeditor.com) (CKEditor text editor component)
- \* [api.html5media.info](https://api.html5media.info) (a polyfill for getting video and audio to work cross-browser)
- \* [html5shiv.googlecode.com](https://html5shiv.googlecode.com) (using HTML5 in older versions of IE)
- \* [www.google-analytics.com](https://www.google-analytics.com) (tracking and stats)

The Javascript on the page uses XMLHttpRequests/AJAX to make GET/POST/PUT/DELETE requests back to \*.aqrtest.com

The system uses a session cookie to keep track of who is logged in (as well as impersonation), and assessment pages that have a time-limit also use a session cookie to track the time remaining.

Desktop browser versions: Chrome, Firefox and Safari (which should auto-update so should always be the latest version) plus Internet Explorer 8, 9, 10 and 11 (although visually it will appear different in 8 and 9)

Mobile browser versions: Chrome for Android, Firefox for Android, Safari for iOS, Chrome for iOS, IE11 for WP8

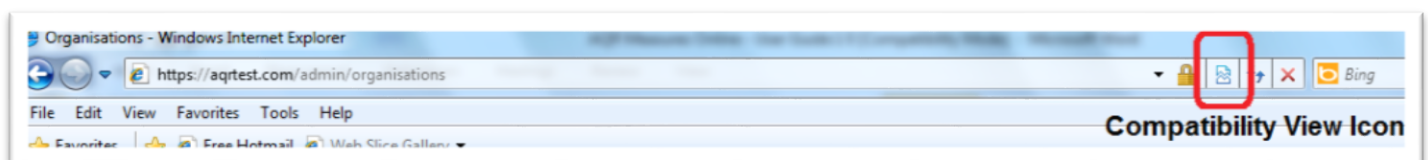
IMPORTANT: The "Stock Browser" for Android (which is labelled "Browser" or "Internet" and has a "world" icon) has not been tested and was discontinued by Google in spring 2013 - Google recommends switching to Chrome for Android as that will continue to receive updates. (This applies to the Galaxy Note 10.1).

Javascript and cookies are required, but no Java or Flash

All communication is HTML/JSON/XML/PDF over HTTP and HTTPS (ports 80 and 443).

### Internet Explorer (IE) Compatibility Mode

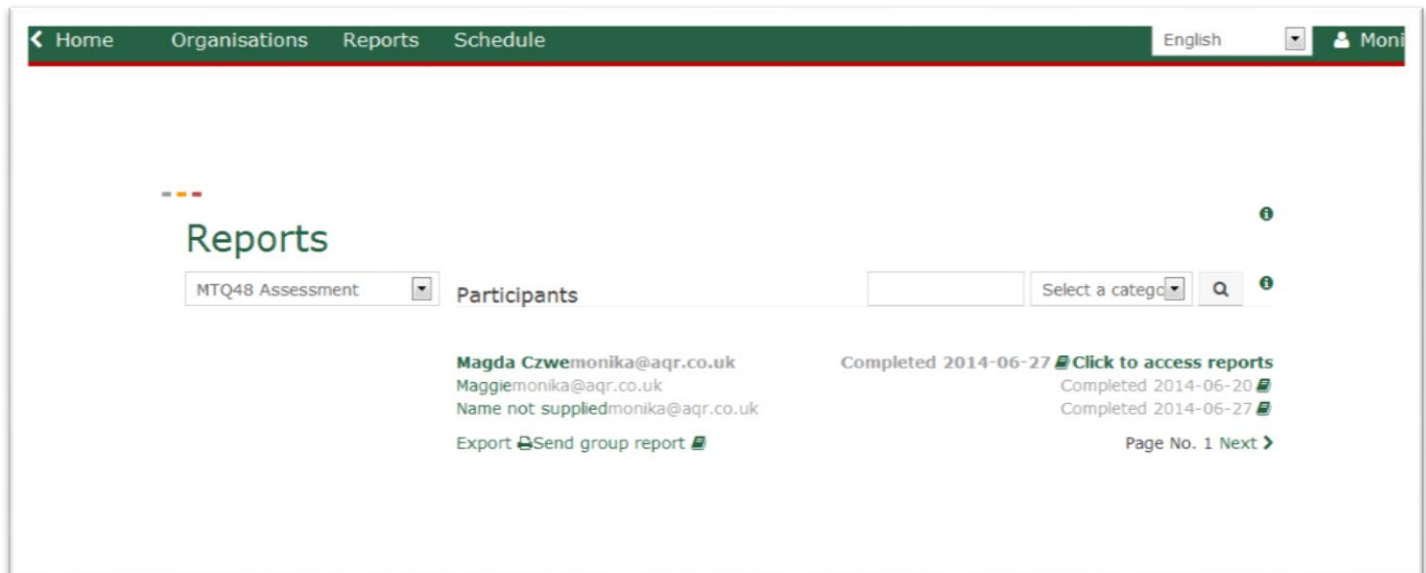
All version of the IE have a Compatibility View available which take the user to the previous version of the IE. This option is available to view older websites. AQR system is build using the up to date technology and designed to work on the current technologies (browsers/software). This means that any versions pre-dating IE v.9 will cause changes in the way that pages display. This also means that some older versions of the IE will not display all the navigation necessary to operate the system. Below we have included instructions on where the Compatibility View Icon is placed on the IE browser, how the system looks when the Compatibility View isn't on and when it is off. In an event that you click on the Compatibility View and the page does not allow you to complete your activity, please click on the Compatibility View icon again. This will enable to you to get back to the IE version that you have installed on your machine.



**Page display using IE version 8** (the lowest version that the system works on).

Please note that the system works on the IE8 but there might be already some slight changes to the way that navigations are displayed. The system works and looks the best on IE version 9 and up and Mozilla/Safari)



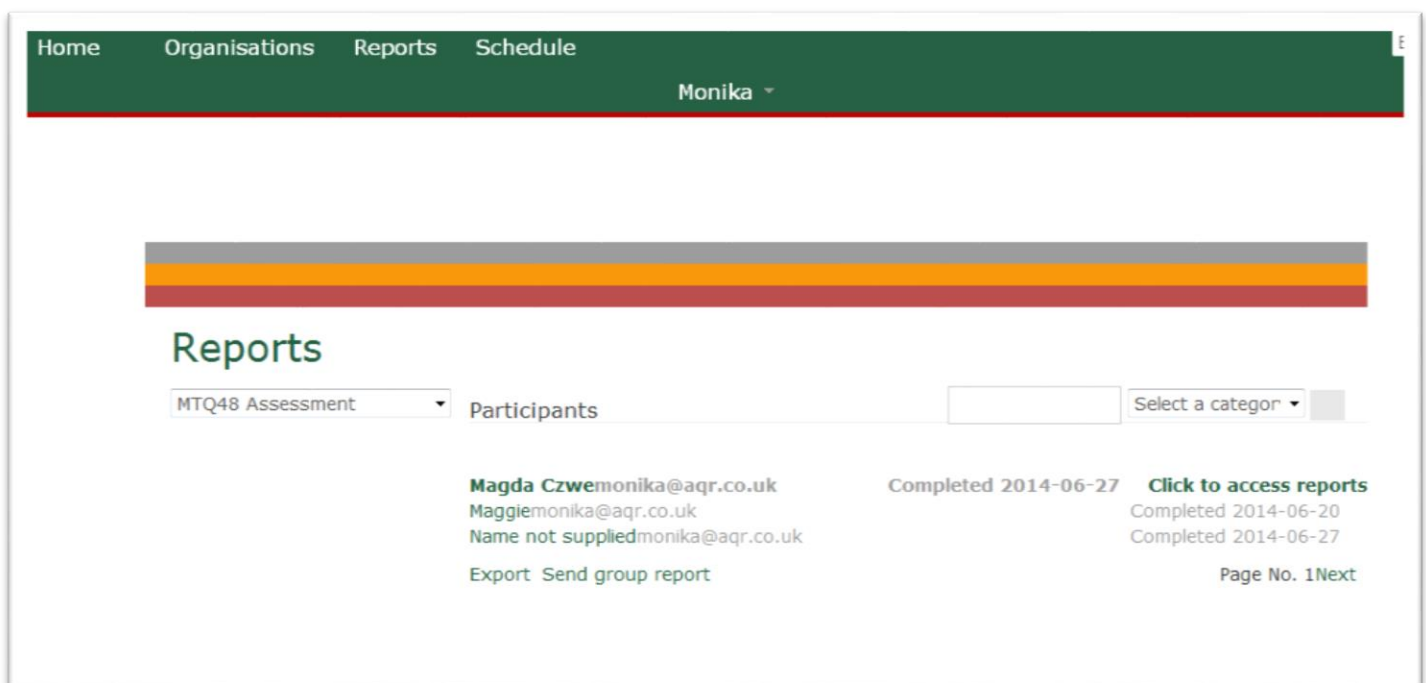


Home Organisations Reports Schedule English Moni

## Reports

MTQ48 Assessment Participants

Magda Czwemonika@aqr.co.uk Completed 2014-06-27 [Click to access reports](#)  
 Maggiemonika@aqr.co.uk Completed 2014-06-20  
 Name not suppliedmonika@aqr.co.uk Completed 2014-06-27  
 Export [Send group report](#) Page No. 1 Next



Home Organisations Reports Schedule Monika

## Reports

MTQ48 Assessment Participants

Magda Czwemonika@aqr.co.uk Completed 2014-06-27 [Click to access reports](#)  
 Maggiemonika@aqr.co.uk Completed 2014-06-20  
 Name not suppliedmonika@aqr.co.uk Completed 2014-06-27  
 Export [Send group report](#) Page No. 1Next

Page display when the 'Compatibility View' is switched on. On occasions the navigation buttons may not work.

### Logo on the IE versions older than IE v. 9

An organisation logo isn't displaying on the IE versions older than IE v.9.

## Further Information

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This Step by Step Guide is intended as a tool to get you up and running with using the AQR Assessment Management System.

### Enquiries

All queries should be addressed to AQR International – telephone 01244 572050 or email [headoffice@agr.co.uk](mailto:headoffice@agr.co.uk). We are particularly keen to hear from users about their experiences and the direction they would like us to take with development of this system – it has been developed for the user, please direct any feedback to [monika@agr.co.uk](mailto:monika@agr.co.uk).

### Copyright

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