

PIN Test Administration Process

1. Log on to Wonderlic Online site www.wonderliconline.com
2. “Add Student” OR “Select” if student already added
3. Click “Add and Assign Task”, select SLE and Issue PIN
4. Click “Go”
5. Click “Download Printable Instructions” and print PIN sheet(s)
6. Provide PIN sheet to student and explain procedures (use Wonderlic script)
7. Obtain test score from Wonderlic Online site
8. Change Student Status in Wonderlic Online to reflect results (No Pass, Enrolled, etc.)

Wonderlic Administration Script

The following provides the script for online test administrations.

1. Prior to initiating the testing session, say:
"If you have a disability that would impact your ability to participate in the testing process, I invite you to seek reasonable accommodation. You will need to discuss this matter before the timed portion of this testing session begins."
2. When the test takers are settled in front of their computers, say:
"Please turn off and put away all pagers, cell phones, digital watches or other electronic devices."
3. When everything has been put away, distribute 2 pencils and some scratch paper to each test taker. Distribute the PIN instruction sheets to candidates now.
"Please go to the Web address printed on your PIN Instruction sheet. That is: <http://www.wonderliconline.com/pin>. Then enter your PIN code into the appropriate box and click the submit button one time to get to the Welcome page. If anyone has any problems, please let me know and I will assist you."
4. When all test takers are at the welcome screen, say:
"You are now ready to begin. Remember to read and follow the directions on each screen. Click the <NEXT> or <CONTINUE> button on the lower right-hand side of your screen to move forward. Complete the general information section, read the instructions and answer the practice questions. When you finish the practice questions, please wait for further instructions before starting the test."
5. When everyone has completed the practice questions, say:
"Are there any questions? After the test begins, I will not be able to answer any questions."
6. When all questions have been answered, say:
"When the test is complete, please wait at your computer until you receive further instructions, please click <BEGIN TEST> to start the test now."
7. For security reasons, it is important to collect and discard all scratch paper before test takers are allowed to leave the testing area. This concludes the testing session.