



Q Local™ Frequent Asked Questions Entering Data Manually or Administering Assessments On-screen

Three processes are described on this sheet:

- Exiting and saving an incomplete on-screen assessment
- Exiting and saving a completed assessment
- Resuming an on-screen assessment

Exiting and Saving an Incomplete On-Screen Assessment

To exit and save an incomplete assessment, you must enter a sequence of keys and a code. For security reasons, that information is not described on this page. You can find it in your Q Local software online help by:

- Choosing **Q Local Help** from the Help menu,
- Choosing **Administering Assessments On-Screen**,
- And then choosing **Exiting and Saving** a complete or incomplete assessment.

Once you exit the administration, you'll be asked to choose one of the following exit options:

- **Save** will allow you to save the responses with a Ready to Resume status. The respondent can complete the assessment later.
- **Save and Report** allows you to save and report on a completed assessment.
- **Resume Entry** will send you back to the location at which the assessment was stopped.
- **Delete Assessment Record** will exit the on-screen assessment. None of the responses will be saved.

Exiting and Saving a Completed On-Screen Assessment

When a client reaches the end of an on-screen assessment, the following message is displayed:

End of administration

Your administration is complete.

Contact your assessment administrator.

To exit and save an incomplete assessment, you must enter a sequence of keys and a code. For security reasons, that information is not described on this page. You can find it in your Q Local software online help by:

- Choosing **Q Local Help** from the Help menu,
- Choosing **Administering Assessments On-Screen**,
- And then choosing **Exiting and Saving** a complete or incomplete assessment.

Once you exit the administration, you'll be asked to choose one of the following exit options:

- **Save** will allow you to save the responses with a Ready to Resume status. The respondent can complete the assessment later.
- **Save and Report** allows you to save and report on a completed assessment.
- **Resume Entry** will send you back to the location at which the assessment was stopped.
- **Delete Assessment Record** will exit the on-screen assessment. None of the responses will be saved.

Resuming an On-Screen Assessment

You can complete an on-screen assessment that was saved with a Ready to Resume status. To resume the assessment:

1. In the Assessments Records window, right-click on the test-taker's assessment record.
2. Choose **Resume On-Screen Administration**. The on-screen assessment will be opened at the location at which it was stopped.