


**KeneXa Prove It!
Orientation**

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Clerical	Financial
Healthcare	Industrial
Legal	Software
Technical	Behavioral


**What Assessments
What is Prove It?**

Tutorials in MS Office and Accounting Software.

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Why Use Prove It!?

- Demonstrate competency in a specific skill.
- Identify strengths and weak areas to develop.
- Practice and become more familiar with a testing environment.
- Increase confidence in a specific skill.

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FAQs

Q. How long do I have to take my assessments?

A. 14 days



FAQs

Q. How long does each assessment take?

**A. 15-30 minutes for non-technical
45-60 minutes for technical
45-60 minutes for behavioral**



FAQs

Q. Are the assessments timed?

A. No



FAQs

Q. Can I skip questions on the assessment?

A. No, you must answer all questions

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FAQs

Q. Can I return to a previous question to change my answer?

A. No, you cannot return

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FAQs

Q. Can I take an assessment again?

A. Yes, as many times as you wish


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FAQs


Q. Do employers have access to my results?

A. No

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To View And Request Available Assessments

link.novaworks.org/proveit

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Job Seeker Links

- Calendar
- Description of Services
- How to Access Services
- Job Board
- Events
- Employer & Industry Insights
- Workshop Descriptions
- Training options
- Training Provider Info
- Veterans Services
- ProveIt Assessments
- Prostate
- Partner Services
- Assistive Technology
- Disability Services
- Contact Us

Resources

- Internet Links
- Networking List
- Recruiter List
- Temp Agency List

For additional information & job search assistance, follow NOVA on social media:

ProveIt! Assessments

Over 1200 assessments!


Whether you have a background in finance, technical, clerical, software, industrial or healthcare, there are relevant assessments available to test your skills.

What can Prove It! do for me?

- Demonstrate competency in a specific skill.
- Identify strengths and weak areas to develop.
- Practice and become more familiar with a testing environment.


Watch the ProveIt! orientation below. When finished, read on to learn how you can gain access to the ProveIt! selection of assessments.

If you'd like to take notes while watching the orientation video, you can download the ProveIt! video and FAQ page (PDF) [here](#).



Once you have viewed the ProveIt! orientation, you will need full access to the ProveIt! selection of assessments.

- Review the course catalog at <http://www.novaworks.org/coursecatalog> item.
- Select the "Tests Available" menu item.
- To request your assessment, click [here](#): ProveIt!




What Do the Results Mean?

Test Name: Microsoft Excel 2010 - Normal User
 Test Date: 7/31/2014
 Elapsed Time: 00:24:20
 Questions Correct: 21 out of 30
 Percent Correct: 70%
 Percentile Ranking: 20
 Global Average: 77%


↓ Detail Score Report ↓ View only questions answered incorrectly

Q#	Status	Topic	Type	Level	Time
1	Correct	Open a Workbook	General Commands and Properties	Basic	00:00:20
2	Correct	Insert a Row	Formatting and Editing	Basic	00:00:59
3	Correct	Font Style	Formatting and Editing	Basic	00:00:07
4	Correct	Font Size	Formatting and Editing	Basic	00:00:20
5	Correct	Format Cells as Currency	Formatting and Editing	Basic	00:00:09
6	Incorrect	SUM Function	Formulas	Intermediate	00:00:55

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What If My Results Were Low?

- **Misunderstood or did not follow directions.**
- **Anxious, distracted, or tired.**
- **Did not have a grasp of the material presented, or**
- **Left the test before it is completed.**

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Tips For Being Successful

- **Choose wisely**
- **Access tutorials**
- **Retake to measure progress**

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System Requirements

Internet Connection

Minimum: 56.6k Dial-up connection or faster

Browser Requirements

Microsoft Internet Explorer: version 8.0+

Firefox or Safari: version 6.0+

Chrome

Enable pop-ups

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Questions

Visit the NOVA Job Center front desk

Email: proveit@novaworks.org

Meet with a career advisor to review results
or talk about next steps

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Prove It! Technical Support

- 24 hours a day. 7 days a week
- **Email:** ProveItHelp@Kenexa.com
- **Phone:** toll-free (877) 622-8684

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To Get Started

link.novaworks.org/proveit

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