



Morrisby Profile Administration Guide

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Administration Guide

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It is important for reliable and accurate results that the profiling session runs smoothly and follows a standard format. This guide covers the planning and administration of such a session. Students are more likely to engage positively with the process if they feel it is a worthwhile and valuable exercise. This requires a little planning and preparation.

Before the Profiling Session

Technical Requirements

To ensure the assessments run smoothly a number of technical requirements must be met. These are listed on: <http://app.morrisby.com/technical-requirements> Please ask your IT staff to review these conditions. They are not particularly demanding and most school systems comply readily. Your IT staff should also run a test scan using a student device, with standard permissions. They will need your "centre code" to run this scan. This code is shown in the Settings menu of Morrisby Manager. The scan verifies your infrastructure set-up, automatically checking various settings. It will also indicate if there is an upper limit to the number of concurrent users that can be handled by your network.

Ensure that a sufficient number of compatible devices are available for the session, and that they have internet access. Please ensure that mobile devices are charged or have power and that desktops have a mouse and keyboard.

First time Sign Up

Unless pre-paying via Morrisby Pay (see below), students signing up for the first time must do so at www.morrisby.com using the Registration Code provided to the school or centre. Registration codes are also displayed in the Settings menu of Morrisby Manager. The same code is used by all of your students. A charge is raised each time a student completes the assessment and the number of completed assessments will be collated, and in most cases invoiced, at the end of the month. If you suspect unauthorised use of a Registration Code, please call or email Morrisby. We will identify when and where unauthorised access occurred and ensure you are not charged and that the code is invalidated. Similarly, if a student registers more than once by mistake, please contact us. We will delete any duplicate accounts, so you are not charged.

Students with an existing Morrisby account

Students with an existing Morrisby account do not need to re-register.

1. Students with Morrisby Profile 'prepaid', that have signed up previously to complete Morrisby Aspirations. In this case, the Manager must 'Activate' their Aptitudes to allow students to complete the session. Students can then log in with their existing account details. No additional charge will be incurred.
2. Students having previously completed Aspirations using the school Morrisby Careers licence. Once a Manager or adviser has been trained to use Morrisby Profile, and a Profile licence created, they will need to select students and 'Activate' their Aptitudes. They can also Assign Aptitudes for completion later. In both cases a charge will be incurred. Students can then log in with their existing account details.
3. Morrisby Pay has been used to prepay for students to complete the assessment. Students do not need to register as their login will have already been created. Students must be given their unique usernames and passwords, so that they can login and complete the assessment.

The Profile Session

There are two main session options:

- **Abridged:** This includes the key aptitude assessments (verbal, numerical and abstract reasoning) plus “Aspirations”, the careers interest questionnaire. This typically takes 70 minutes. If this option is chosen, students will be able to complete the additional assessments (spatial, mechanical and a personality questionnaire) in their own time.
- **Full:** This includes all the assessments mentioned above and typically takes a total of 100 minutes. If the profiling cannot be completed in one sitting it is possible to split the session using the in built ‘breaks’. The message/s shown to students at the break can be altered in the ‘Profiling Sequence’ settings in Morrisby Manager.

Venue

Ensure that the venue is booked for the appropriate length of time, allowing around 5 - 10 minutes for set-up and an additional 5 minutes for breaks and for clearing the room.

Access to Results

You can select whether to display the results to the students immediately once they have completed the profiling session; or whether to allow access at some later point. This is set in the ‘Profiling Sequence’ settings in Morrisby Manager.

Time Requirements

Section	Performance Time	Typical time for instructions and practice	Typical total time
Registration			
Login & Personal Details	Untimed	N/A	2 minutes
Aptitude Assessments			
Verbal 1	5 minutes	2 minutes	14 minutes
Verbal 2	5 minutes	2 minutes	
Numerical 1	10 minutes	2 minutes	24 minutes
Numerical 2	10 minutes	2 minutes	
Optional short break			
Abstract 1	10 minutes	2 minutes	24 minutes
Abstract 2	10 minutes	2 minutes	
Assessments omitted in Abridged setup			
Personality	Untimed	N/A	6 minutes
Optional short break			
Spatial Ability	10 minutes	2 minutes	12 minutes
Mechanical Ability	10 minutes	2 minutes	12 minutes
Interests questionnaire			
Aspirations	Untimed	N/A	6 minutes

Total typical time - Abridged session: **70 minutes**

Total typical time - Full session: **100 minutes**

Timing Control

All timings are handled by the website. A countdown timer is shown on the screen during each assessment. Practice items, questionnaires and breaks are not timed. If a student does not reach the end of an assessment in the allotted time, that section will close and they will be presented with the next section. If the student finishes early they will need to wait until the time expires. NB. It is very rare for a student to achieve a maximum score, so they should use this time to review their answers. If students try to race through to the end, believing that they can move to the next section, or in order to try to shorten the overall session time, this will just lead to guessing and therefore inaccurate results.

Student Preparation

In advance of the assessment session, it is important to explain to students the purpose of the session, and also to explain the nature of the session.

- The purpose of the session is for students to complete a set of assessments and questionnaires, which will help them discover their own unique strengths, preferences, and interests. These will be interpreted and analysed in the context of careers and educational choices, giving them suggestions for career areas, subject choices and educational routes.
- The aptitude assessments will help to identify the direction of their abilities, and the attitudinal assessments will clarify what motivates them and how they approach work. Combined, their Profile results will help when making decisions about future career and course options. If students wish to complete some practice questions in advance of the session they are available here: <https://www.morrisby.com/practice-questions>.
- The assessments are taken under exam conditions and students will be expected to work quietly as if taking a formal examination.
- No special preparation is required for the session, although if any students require glasses to read a screen, they should bring them.
- For students with specific needs, these need to be considered prior to the session, and adjustments made if possible eg. Readers for partially sighted students etc.
- For students with learning difficulties, it is important to note that we do not make any extra time allowances for specific learning needs nor do we make any adjustments to the actual test scores. At the beginning of the assessment, students will be asked if there are any factors that might affect their performance. If they have declared that they have a learning difficulty then there will be a reference to this in their report. Further information is available in our FAQs.

Students should also be informed of:

- When they will be given access to their results.
- The arrangements for group and/or individual feedback.
- Who they can contact with questions.
- Who will have access to the information. (eg. School Advisers and Morrisby Advisers. Data will not be passed to any third parties without the student's explicit permission.)

Session Checklist:

- Number of students expected: _____
- Technical requirements reviewed and verified by your local IT Support team
- Type of session decided Full / Abridged
- Results to be displayed on completion/held until later * (*please delete accordingly)
- Profiling session parameters set accordingly
- Venue booked from _____ to _____ on _____
- Students have been fully briefed about date, time and purpose of session
- Device (PC, Tablet, iPad) availability confirmed
- Arrangements made for the conclusion of the assessment. eg Students to work quietly, or leave the room etc.
- Usernames and passwords available for students that are prepaid using Morrisby Pay.
- Forgotten login plans in place, potentially including Recovery Codes for students that have an account already.
- Local IT Support Contact: _____

Morrisby helpline: +44 (0)330 500 5000

The Assessment Session

- Replicate exam conditions as far as possible
- Place an “Exams in Progress – Do Not Disturb” sign on the door
- Ensure all students can see any board you are using to display information
- Ensure that all devices are switched on and have web access
- Other programs and browser windows should be closed
- If possible, organise the room for all students to face in the same direction
- Ensure that students are spaced so they are not overlooking the screens of others

During the Session

The administrator should discretely ensure that students are working their way through the assessments on their own, that there is no talking or copying from another’s screen. They might need to pay particular attention to those who habitually finish each assessment early, especially those who wish to draw attention to that fact.

If internet connectivity is lost for whatever reason, all results will be saved and the countdown timers will stop. However there will be some delay in displaying the next question. In the event of an unexpected interruption to the session, such as a fire alarm, or similarly, if a machine ‘dies’, or there is a power cut, all results so far will be saved and the countdown counters halted. When the student next logs in they will be able to resume where they left off, and all of their previous progress will have been saved.

Giving EAL students access to the Vocabulary test

If you have students where English is not their first language, we recommend that they take our vocabulary test so that we can adjust their scores if necessary to compensate for their level of English.

To activate this, the student must have already registered with Morrisby. In most cases the student will have ticked the EAL option on the Personal Details page during sign up. Alternatively, their EAL flag may be applied following a sync with your school MIS. Once students have registered, or during the session, go to Morrisby Manager, select the students who need to take the vocabulary test, then click Activate Vocab Test in the Actions menu.

The additional assessment will be added to the end of the session, and will take approximately 10 – 15 minutes.

If the vocabulary test is not activated, they will still be able to access the test later once they have completed the session and viewed their results. To access the vocabulary test later they must login to their Morrisby account and select the link **Take the Vocabulary Test** on the right of the Aptitudes page.

Administration Instructions

Introduction

The administrator should include the following points in their introduction.

1. Welcome and introduce yourself and any assistants.
2. During the session they will complete a set of assessments and questionnaires, the results of which describe their make-up and help them with their subject and career choices.
3. The assessments measure many different aspects of ability, and identify where their strengths and any weaknesses may lie.
4. Some questions may seem easy and some may seem hard, but they are not expected to finish any of the assessments in the time allowed.
5. They must work quietly and carefully during the session as if in an exam. If anyone has a question, they must raise their hand to gain attention.
6. Ensure all mobile phones are switched off, and that they do not have any other programmes open on their computer.
7. They will be able to access their results [as soon as they have completed the assessments] or [at some specified point in the future].
8. Students should carefully read the instructions at the start of each section. There are examples and some practice questions before each part begins.
9. The time allowance for each assessment is precise and a countdown timer will display the time remaining. If they finish an assessment early, they will need to wait for the timer to finish before moving on to the next section. If this happens, they should use this time to review their answers.
10. Although each section is quite short, they will be working for about [70] / [100] minutes in total.
11. The session concludes with a careers interest questionnaire called Aspirations. This is untimed.
12. Translation devices may be used by EAL students as required.
13. Calculators are not required and using one will slow the student's response rate. (If a student is overly anxious about this, allow them access to their calculator during the numerical assessment, to alleviate potential stress.)
14. In a moment they will be taken through the sign-up process. They should make a note of the email address and password they used so as to be able to return to the site at a later date.
15. Ask if there are any questions. Answer these as appropriate.

Session Instructions

SAY

Open your browser and visit:

www.morrisby.com

Click 'Sign Up'

Enter the following Registration code:

Then, add your name, date of birth, email address and choose a memorable password.

[* Please make a note of the email and password you used.]

Once you have entered these, click the Submit button. [* A copy of your login details will be sent to the email address you entered, but you do not need to check that now.]

Now complete the 'Personal Details' section. When you have completed this page, click the 'Continue' button. You will then be shown the list of assessments you are to complete.

[* The entire session will take _____ minutes. There is a break after about 30 minutes where you can rest your eyes for a few moments. You will not be able to leave the room at this time.]

As soon as you are ready to begin, click the 'Start' button, and follow the onscreen instructions.

DO

[Show web address on the board]

[Show Registration Code on the board]

[* Omit instructions as appropriate. NB. The email address they use needs to be unique to the Morrisby system. If an email address is not unique, the candidate will need to use an alternative address. Login details can always be changed later.]

[* Omit instructions as appropriate.]

[* Edit these instructions as appropriate. If candidates need to leave the room please request that they finish the section on which they are currently working, and take the break before starting the next.]

[Continuously, but unobtrusively observe the group and try to identify anyone who appears anxious or disengaged with the session. If you have access to the internet, you may login to your Manager screen and view the candidates' progress in real time. Anyone falling behind (taking too long on instructions and practice items) can be identified easily on the screen. Attend to any concerns.]

Alternative Instructions: Where login details are already known

SAY

Open your browser and visit:
www.morrisby.com

Click 'Login'

Enter your username and password and click Log In.

Now complete the 'Personal Details' section. When you have completed this page, click the 'Continue' button. You will then be shown the list of assessments you are to complete.

[* The entire session will take ____ minutes. There is a break after about 30 minutes where you can rest your eyes for a few moments. You will not be able to leave the room at this time.]

button, and follow the onscreen instructions.

DO

[Students using Morrisby Pay: At the start of the session, it will be necessary to provide login details to all candidates. These are available to download and print from the Morrisby Pay page on Manager.

Students with Morrisby accounts already: If students cannot remember their login details, it may be necessary to prompt students to the Forgotten Login page, or to provide recovery codes, which can be created in advance of the session on Morrisby Manager.]

[Show web address on the board]

[* Edit these instructions as appropriate. If candidates need to leave the room please request that they finish the section on which they are currently working, and take the break before starting the next.]

[Continuously, but unobtrusively observe the group and try to identify anyone who appears anxious or disengaged with the session. If you have access to the internet, you may login to your Manager screen and view the candidates' progress in real time. Anyone falling behind (taking too long on instructions and practice items) can be identified easily on the screen. Attend to any concerns.]

Concluding the Session

Students will naturally stagger their finishing times by a few minutes during the session. Once they have finished the profiling session (or part of it, should it be split over 2 or 3 separate occasions) students will be shown a message. This message is specific to your school/centre and can be edited from the 'Profiling Sequence' section of Morrisby Manager.

Withholding results on completion of profiling:

This message might read.

"Thank you for completing the profiling session. Your results, the analysis and the various suggestions will be made available to you shortly. You will need to login to Morrisby.com with your user name and password to view these. You have life-time access to the website and should use it to investigate your options, plan your route to the future, find study courses and use it as a comprehensive career, educational and training resource.

Please now logout of the site using the link at the top right of the page, close the browser and [leave the room without disturbing others] / [work quietly until the session is concluded.]"

Displaying results on completion of profiling:

If results are being displayed on completion of the assessments, the website will guide the students through the results of the profiling, the analysis and suggestions in a logical manner. The journey through the site will depend upon their year group. This is set automatically according to their Date of Birth and the local educational policy. It may be modified by the student or the adviser.

Interviewing and Feedback

Morrisby online includes an interview template system to assist you in conducting your feedback interviews. Ahead of the interview itself, students are asked to complete some background questions and some more open-ended questions about their future. They are also asked to review their results and add their reflections.

This personal information, plus the profiling results, analysis and suggestions are made available to the adviser ahead of the interview. In addition, a succinct summary of the most relevant information is made and loaded into an 'Interview Pro-forma'. This forms the basis of the interview and can be edited by the adviser either during or after the interview.

This saves time in three key areas:

- preparing for interviews
- gathering student information
- interview write up

It also helps ensure that as much relevant information as possible is available to the adviser at the time of interview.

A full guide can be downloaded from the support site in Manager.