# DIRECTIONS FOR USE OF THE EXAMINEE SCORING SYSTEM

The Examinee Scoring System is used to score paper tests. Use of the Examinee Scoring System is complimentary with the purchase of our paper tests. This document will walk you through the steps to enter and score results through this system.

- An "Entry" denotes a test purchased through our ordering system. If the option to enter a new examinee is not available, you may need to purchase additional tests.
- Each entry is one administration of a test. If a person took more than one test, they will have one entry for each test they took.
- You cannot delete an entry from the Examinee Scoring System. If you have entered the examinee's answers into the wrong test, please edit the entry. For more information on editing entries, see our post titled "FAQ: Entries" at help.ramsaycorp.com/entries.

How to use the Examinee Scoring System

The following is a primer on entering a person's answers into the Examinee Scoring System in order to access their results. You will need your Ramsay Corporation login information. If you have forgotten your information, please use the "Forgot your password?" link at the bottom of the login screen.

1. Go to www.ramsaycorp.com
2. At the bottom of the page, click on the link for the Examinee Scoring System.
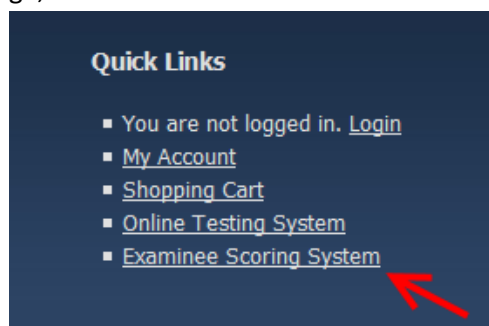
3. Enter your Ramsay Corporation login information and click Login.

4. If you have a subaccount, select the correct subaccount. This does not apply if you do not have subaccounts.

5. Select the test you would like to create a new entry for. This information is found on the test booklet cover. Be sure that the form matches.

6. Click on the "New Entry…" button.

7. Type in the examinee's name and select the date the test was completed.

8. Enter the responses for the examinee. The system uses the numbers as indicated on the answer sheet provided. If you enter a letter, it will automatically convert it into a number for you.
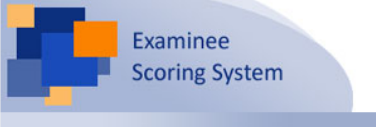

If the examinee left the item blank or filled in more than one answer for a question, please leave the response blank.

9. Once you have entered all of the examinee's responses, click "Save" at the bottom of the page.

10. Results for the examinee will be available immediately by clicking on the "View Test Results" button at the top of the page.