

Watson-Glaser II (Forms D and E) 2012 Norms Updates Frequently Asked Questions

Question: When will the updated norms be available?

Answer: The updated norms will be available on June 24, 2012.

Question: What process did Pearson use to create the new norms?

Answer: The updated norms were created using a national database of Watson-Glaser II test results. The data were collected from 2009-2011 via the internet-delivered administration of the Watson-Glaser II.

Question: What's different in the new norms?

Answer: As with the previous norm groups, the updated norm groups are provided by occupation, industry, and position type/level. The groups provided are based on the industries and occupations in which the Watson-Glaser II is most frequently used.

Below is a list of the 13 updated norm groups. More detailed information on each norm group is available by viewing the Norm Group Composition Tables, which will be available on the Watson-Glaser II product page of Pearson's online testing platform or on the TalentLens.com Resources page (<http://us.talentlens.com/product-support-materials>). The file will be available for viewing or printing using Adobe Acrobat.

Occupation

- Accountant (2012)
- Consultant (2012)
- Engineer (2012)
- Human Resource Professional (2012)
- Information Technology Professional (2012)
- Sales Representative (2012)

Position Type/Level

- Executive (2012)
- Director (2012)
- Manager (2012)
- Supervisor (2012)
- Professional/Individual Contributor (2012)
- Hourly/Entry-Level (2012)

Position Type/Occupation within Specific Industry

- Manager in Manufacturing/Production (2012)

Note. All norms listed above will be updated. The only norm group that will no longer be available will be the "Engineer in Manufacturing/Production."

Question: Why do the updated norms have the year designation in the norm group name? For example, why does the Accountant norm group now appear as “Accountant (2012)?”

Answer: Pearson will be using this naming convention from this point forward to clearly identify updated versus previously published norm groups. By using this naming convention, it is less likely that users will inadvertently compare two candidates for the same position using two different norm groups.

Question: How should I transition from the set of norms I have been using to the updated norms?

Answer: If you are already making hiring or promotion decisions for a group of applicants using a previous norm group, you will probably want to continue using the previous norm group until there is an appropriate time to make the transition. An example of an appropriate time would be when you have already made a hiring decision for a specific position, and will be testing a new group of applicants for another open position. Although the previous norms will not be available after June 24 and the new norms will be applied to newly assigned assessments after that date, a look-up table of the previous norms will be available on the test platform site for your reference. The file will be available for viewing or printing using Adobe Acrobat.

Question: Can I compare candidates who have scores based on the previous norms against those who have scores based on the new norms?

Answer: This type of comparison is not recommended. If you have already given the Watson-Glaser II to a group of applicants using the previous norms and you plan to test additional applicants for the same position, you will need to use a common comparison group (e.g., the previous norm group using the look-up tables that will be provided on the test platform) for the entire group of applicants.

Question: What if I have already determined an appropriate cut-score based on the previous norm group?

Answer: A look-up table of the previous norms will be available on the test platform site for your reference. The file will be available for viewing or printing using Adobe Acrobat. You will probably want to compare the new norms with the previous norms when adjusting your cut score or deciding to maintain your current cut score. Many factors will influence the decision to adjust or continue with the same cut score (e.g., situational factors such as the need to keep jobs filled and the supply of talent in the local labor market). For example, if you have been using the 50th percentile as the cut score and the new norm group requires a higher raw score to obtain the 50th percentile, you will eliminate more candidates than you did with the previous norm group.

Question: What if I have already collected local norms?

Answer: If you have local norms, you can continue to use the raw score printed on the report and convert the score using your local norms look-up table as you have been doing. No changes have been made to the test content or scoring, so your local norms are still appropriate.

Question: What should I do if I was using the “Engineers in Manufacturing/Production” norm group which has now been retired?

Answer: The “Engineers in Manufacturing/Production” and “Engineers” have now been collapsed into one norm group. Thus, the new norm group, “Engineers (2012),” should be used. Since the “Engineers in Manufacturing/Production” norm group will no longer be available after June 24, you should use the process described in this document to move any “Assigned” assessments associated with this norm group back into your inventory for later use.

Question: How do I access the previous norms?

Answer: A look-up table of the previous norms will be available on the test platform site for your reference. The file will be available for viewing or printing using Adobe Acrobat. Using the raw score provided on the report, you can obtain the corresponding percentile from the previous norm group in the table.

Question: How do these changes impact the Short Form, Form A, and Form B of the Watson-Glaser?

Answer: The changes described in this document do not apply to the older forms of the Watson-Glaser. These updates only apply to Watson-Glaser II Forms D and E.

Question: What will happen to my already “Assigned” Watson-Glaser II assessments once the new norms are made available?

Answer: There are two conditions of “Assigned” assessments that need to be addressed: **1. Assigned and Activated** and **2. Assigned but Not Activated**.

Assigned and Activated: To determine how many assessments are in assigned mode, go to the Product Status Matrix page of the “Results” tab in the online test platform.

| Product Title | Available | Assigned |
|---|-----------|-------------------|
| Watson-Glaser™ II Form D: Profile + Interview Reports | 0 | 0 |
| Watson-Glaser™ II Form D: Profile Report | 13 | 7 |
| Watson-Glaser™ II Form E: Profile Report | 7 | 7 |

After clicking on the link shown above in the Assigned column, the Assigned Detail Window will display with the Assigned assessment records. Check each assigned assessment record to see if there is a date in the “Date Activated” column. If one exists, then you will need to encourage the test taker to complete the assessment prior to June 24.

| Date Activated | Actions |
|----------------------------|---------------------|
| 04/16/2012 | -- Select Action -- |
| | -- Select Action -- |

You can do so by contacting the test taker directly, or you can use the system functionality to send a reminder email by selecting “Send Reminder Email.”

| Date Activated | Actions |
|----------------|--|
| 04/16/2012 | <ul style="list-style-type: none"> -- Select Action -- -- Select Action -- Launch Assessment Resend Assignment Email Send Reminder Email Withdraw Assessment |

If you **do not** want the test taker to complete the assessment for any reason (e.g., he/she is no longer being considered as an applicant for the job), you should select “Withdraw Assessment” from the menu. Remember: When assessments are withdrawn, the **inventory will NOT be allowed to be reclaimed or refunded**. This action is final and no further action can be executed on the assessment.

| Date Activated | Actions |
|----------------|---|
| 04/16/2012 | -- Select Action -- |
| | <ul style="list-style-type: none"> -- Select Action -- Launch Assessment Resend Assignment Email Send Reminder Email Withdraw Assessment |

Assigned but not Activated: If there is no date in the “Date Activated” column, you can either encourage the test taker to complete the assessment prior to June 24 OR you can set the assessment to “Expired.”

| Date Activated | Actions |
|----------------|---------------------|
| 04/16/2012 | -- Select Action -- |
| | -- Select Action -- |

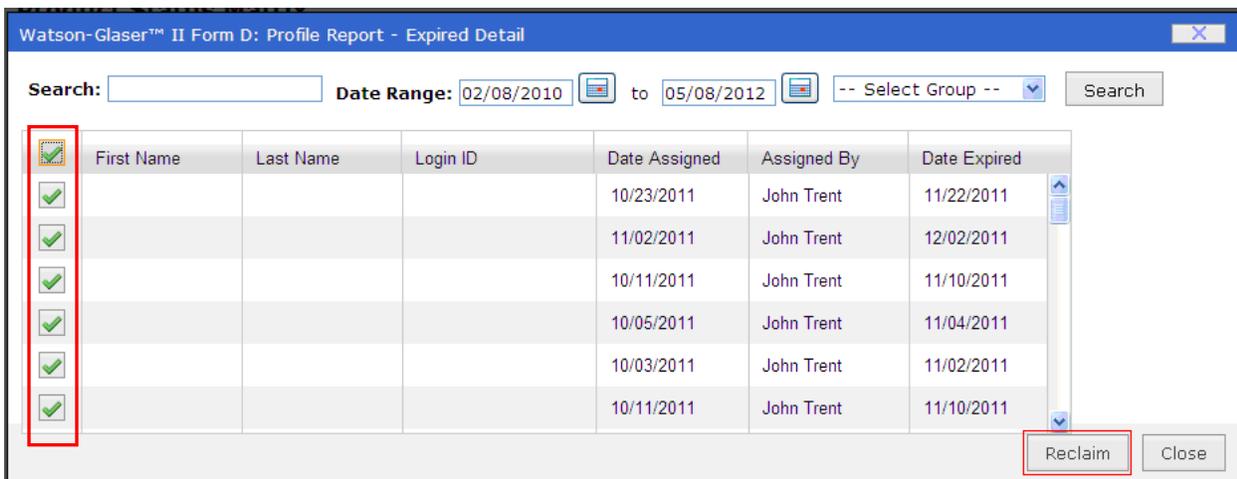
If you would like to set the assessment to “Expired” so you can reclaim the assessment to be put back as available inventory to use for future assessment assignments, select “Expire Assessment” from the “Select Action” drop-down menu. You will receive a confirmation message stating that this action cannot be undone. Click OK to confirm the expiring of the assessment.

| Date Activated | Actions |
|----------------|--|
| 04/16/2012 | -- Select Action -- |
| | <ul style="list-style-type: none"> -- Select Action -- -- Select Action -- Launch Assessment Resend Assignment Email Send Reminder Email Expire Assessment |

To move your “Expired” assessments back into inventory, first select the hyperlinked quantity in the “Expired” column of the Product Status Matrix.

| Product Title | Available | Assigned | Completed | Expired | Withdrawn |
|---|-----------|-------------------|---------------------|--------------------|-----------|
| Watson-Glaser™ II Form D: Profile + Interview Reports | 0 | 0 | 1 | 0 | 0 |
| Watson-Glaser™ II Form D: Profile Report | 13 | 7 | 251 | 46 | 0 |
| Watson-Glaser™ II Form E: Profile Report | 7 | 7 | 252 | 70 | 0 |
| SOSIE (2ND GENERATION) - US | 0 | 0 | 1 | 0 | 0 |
| Watson-Glaser Critical Thinking Appraisal - Form A | 1 | 0 | 0 | 0 | 0 |
| Watson-Glaser™ II Form D: Profile + Interview + Development Reports | 0 | 0 | 0 | 1 | 0 |

Then you can select any or all of the “Expired” assessments and “Reclaim” them into your inventory by checking the boxes to the left of the Expired assessment records and then clicking the **Reclaim** button. A message will then display confirming that the inventory has been reclaimed successfully.



Question: What will happen to my “Completed” Watson-Glaser II assessments on June 24?

Answer: All Watson-Glaser II assessments completed prior to June 24 will be scored using the *previous* norm groups. The reports for these assessments will always reflect the percentile based on the *previous* norm group.

Question: How will this affect my custom URLs?

Answer: You have two options for handling custom URLs associated with any of the previous norm groups. You can disable the URL (i.e., select “No” under the Enabled option) and create a new one using the updated norm groups.

The screenshot shows a web form with three sections. The first section, "Available Between", contains two empty text input fields, each followed by a small icon of a document with a red flag, and the word "and" between them. The second section, "Enabled", contains two buttons: a blue "Yes" button and a grey "No" button, with the "No" button highlighted by a red rectangular box. The third section, "Notify When Maximum Reached", contains two buttons: a grey "Yes" button and a blue "No" button.

Alternately, you can go into the URL settings on June 25 and assign one of the updated norm groups to the URL (via the “Products” tab).

The screenshot shows a section titled "Demographics" with a text box containing the instruction: "Below are the demographics that must be answered for the assessments that were selected. These items must be answered before the custom url can be saved." Below this text is a label "*Norm Group WGII" and a dropdown menu showing "Professional/Individual Contributor (2012)" with a downward arrow.

Question: How will this affect my assessment batteries?

Answer: You should deplete your inventory of assessment batteries prior to June 24 and refrain from creating additional batteries until after that date. After that date, the updated norm groups will be available for assignment to your newly created assessment batteries.