

TOWES™ Focus – Client Preparation Guide

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TOWES™ Focus Client Preparation Guide

The TOWES Focus™ Client Preparation Guide will help you to prepare for the assessment. Please read this information before your assessment session. Talk to your Invigilator if you have any questions.

GENERAL INFORMATION	
<p>About the assessment</p>	<p>TOWES™ Focus is a web-based assessment of three literacy and essential skills: Reading Text, Document Use and Numeracy. Essential skills are not technical skills; they are <i>basic</i> or <i>foundational</i> skills. They are generic, transferrable, enabling skills that help people perform the tasks necessary to succeed at work, in education or training programs and in daily life. The assessment helps clients know if they need to work on improving these skills.</p> <p>The other Essential Skills are:</p> <p>Oral Communication Digital Technology Writing Working with Others Thinking Continuous learning</p> <p>For more information on literacy and essential skills go to: http://www.esdc.gc.ca/en/essential_skills/index.page</p>
<p>Why measure these skills?</p>	<p>Completing the assessment will help you to know if you need to strengthen your essential skills.</p> <p>Everyone has some level of essential skills, but workers in all jobs must be able to read, use documents and use numbers well enough to be safe and productive and to be able to learn new skills. People who are not working also regularly use these skills. They use them to do things like read a newspaper, search the internet, understand medical information or help children with homework.</p> <p>Research has shown that people whose literacy and essential skills are strong are more likely to experience success at finding and keeping a job, completing training or education programs and managing everyday tasks than those whose skills are weak.</p>
<p>How long will it take?</p>	<p>TOWES™ Focus will take <i>about</i> 90 minutes to complete – not including preparation time. You will complete about 30 minutes of preparation at the beginning of your assessment session.</p>
<p>What should you know?</p>	<p>Make sure you know and understand the following before your assessment session.</p> <p>Date: _____</p> <p>Location: _____</p> <p>Time: _____</p> <p>Who to Contact for more info: _____</p> <p>Why you are completing the assessment and who will have access to your results.</p> <p>When you will receive your results.</p>

<p>How to prepare?</p>	<p>You will not be able to study for the assessment because the questions do not assess your ‘content’ knowledge such as dates in history or names of famous people. It assesses how well you are able to locate and use information, in order to answer questions. There are, however, a few ways to prepare:</p> <ul style="list-style-type: none"> • Review this guide and the two example questions at the end of this guide. The questions are similar to what you will see on the assessment. • Talk to the invigilator. Be sure you are comfortable writing the assessment. • <i>Ask questions, if you are unsure about any information you receive or if you have concerns.</i> • Visit http://www.skillplan.ca/measure-up to practice some similar questions.
<p>What is the assessment like?</p>	<p>TOWES™ Focus may be different to other assessments you have completed.</p> <ul style="list-style-type: none"> • It is completed online. You will answer questions on the computer screen using a mouse and the keyboard. • Questions are not true-false or multiple-choice. You will answer questions by using response [answer] tools that allow you to do things like: <ul style="list-style-type: none"> ✓ Highlight information in the document ✓ Enter information using the keyboard (short answer) ✓ Select information (clicking) using the mouse • Before you do the assessment you will complete a tutorial. • The tutorial will teach you to use the response tools. • All the information you need, in order to answer a question, is found in the document that appears below the question. • The questions are based on the kinds of tasks that we all regularly encounter at work or in daily life. • The questions will assess your ability to: <ul style="list-style-type: none"> ○ Read text in sentences or paragraphs <ul style="list-style-type: none"> ▪ You will be asked to read selections from manuals, regulations, notices, brochures and other reading materials used at work or in daily life. The questions will require you to find and interpret information. ○ Use documents <ul style="list-style-type: none"> ▪ You will be asked to use documents such as maps, tables, diagrams, plans and other similar materials, in order to respond to a question. You may be asked to enter information into a document. ○ Solve problems with numbers <ul style="list-style-type: none"> ▪ You will work with numbers by solving problems related to counting, budgeting, measuring or calculating.

<p>Entering Numbers</p>	<ul style="list-style-type: none"> • An important note about entering numbers: You must use decimal points in numbers, as they are used in North America; you may not use commas or any other convention. ✓ Examples: <ul style="list-style-type: none"> ○ To correctly enter an answer of one hundred dollars, you must enter 100 or 100.00 ○ Your answer will not be correct if you enter 100,00 ○ To correctly enter an answer of ten thousand dollars, you must use decimals to denote the 'cents' following the North American convention. 10000.00 ○ You may also choose to enter 10,000 or 10000 ○ Your answer will not be correct if you enter 10000,00
<p>What else do I need to know?</p>	<ul style="list-style-type: none"> • The length of the assessment session may be different for each person but on <u>average</u> it will take about 90 minutes to complete all the parts. • The same questions will not be presented to everyone. The system is designed to adapt the number and type of questions you receive, based on how you respond. • The system will give you enough questions to accurately predict your score. • During the assessment session, it is expected you will: <ul style="list-style-type: none"> ✓ Work independently ✓ Complete all items to the best of your ability • If you need to use the washroom during the test you may; however, the assessment session will time out after 20 minutes, if the screen has not been activated. • Only one person may leave to use the washroom at a time. • You will be expected to inform the assessment invigilator before you leave to use the washroom.
<p>What computer skills do I need?</p>	<p>You require basic computer skills such as the ability to use a mouse, or to type a few letters or numbers, using a keyboard. If you feel that you do not have the computer skills needed, please speak to your invigilator before your assessment session.</p>
<p>Do I need an email address?</p>	<p>You must have a valid email address that you can access before, during and after your assessment session. If you do not have an email address, you may create a free email account at http://www.gmail.com or http://www.hotmail.com or http://www.yahoo.ca. Talk to the invigilator if you need help creating an email account.</p>
<p>What do I need to bring?</p>	<p>You may be asked to show government issued photo identification before starting the assessment. If you arrive at your session without identification, you may not be able to complete the assessment.</p> <p>You may bring a <u>basic</u> calculator. Scientific calculators are not permitted.</p>

What should I not bring?	<p>If you bring any of these items, they must be left with the invigilator at the front of the room.</p> <ul style="list-style-type: none">• Cellular telephones• iPod's or any other electronic devices with earphones, or any electronic devices that are internet enabled• Cameras or any equipment that could be used to copy images from the computer screen• Bags or jackets
What should I do the day of my assessment?	<ul style="list-style-type: none">• Make sure you are well rested and have had something to eat.• If you wear glasses, make sure you bring them.• Make certain you arrive on time.• Listen closely to the instructions. Ask questions, if you do not understand.• Take your time. There is no time limit so you do not need to rush• The assessment will close if you do not answer any questions for 20 minutes.• Read each question carefully. The questions are not meant to trick you.• Try to complete the questions in the order in which they appear.• Try to answer each question even if you are not sure you are correct. You will not lose marks for wrong answers.

See the next two pages for examples of the types of questions you will see in the assessment, then return to this page and ask yourself these questions:

1. Do I know why I am being asked to complete this assessment?
2. Do I understand what types of questions will be asked?
3. Do I know where and when the assessment session is to take place?
4. Do I know what I may and may not bring to the assessment session?
5. Do I know who, besides me, will be able to see my assessment results?
6. Do I know when I will receive my assessment results?
7. Do I know what my results will be used for?
8. Do I know who to contact if I want more information either before or after the assessment session?

The **question** is here. It is always visible even when you scroll up or down

Document. All the information you will need to answer the question will be in the document.

What is the labour code for this purchase order? Click on your answer.

PURCHASE ORDER REQUEST
Centre for Surface Transportation Technology

DATE:	20-Feb-2012	TRACKING NO:	
EXPENDITURE CODE:	54-A2109-E	METHOD OF PROCUREMENT:	
LABOUR CODE:	54-A2109-L	Master Card	
Requisitioner:	Thom Davies	Petty Cash	
Date required:	ASAP	Cheque Req:	
Approval:		Purchase O:	

Special Instructions:

Supplier: _____
 Address: _____
 City: _____ Prov: _____ Postal Code: _____
 Phone: _____ Fax: _____
Attention: _____

Be specific in description(s). Provide part number.... For clarity: state purpose of item, if applicable.

Item	Description	Unit	Qty	Price	Cost
1	3/4 X 5 1/2 LONG COARSE THREAD BOLTS		24	\$ 0.25	\$ 6.00

Tools for answering the questions. This is a 'select' question. Only the tools you need to answer a question will appear.

Answer. The answer to this question is 54-A2109-L. To answer this question you would click on the space where the number appears. It will turn yellow after you click.

This is the **scroll bar**. Click on it to scroll up or down.