File Descriptions for the
O*NET® Ability Profiler™ Instrument and Associated Documents
February 18, 2010

SUMMARY

The files below are provided to enable users to score the O*NET® Ability Profiler™ instrument, and download and print the instrument and related materials (e.g., training manual, administration manual, user's guides, scoring program). Three types of files have been produced: 1) PDF files for "Desktop" viewing and printing, 2) PDF "Print Shop" files that can be used by programs/organizations with access to professional printing equipment, and 3) computer software to enable users to score the O*NET Ability Profiler electronically. Summary descriptions of the files are provided below. The legend that follows is provided to help you understand the file names.

LEGEND

AP	Ability Profiler	**SPUG**	Scoring Program User's Guide
Instr	Form 1 Booklet	**Oheads**	Administrator Training Overhead Masters
Use	Using Your O*NET Ability Profiler Results	**ATPG**	Administrator Training Participant's Guide
Part7	Part 7 Mark Making Answer Sheet	**PRS**	Pre-marked Response Sheets for Scoring Calibration Envelope
AM	Administration Manual	**cvr**	Cover
ATM	Administrator Training Manual	**spr**	printer spreads
UG	User's Guide	**1c**	1 color
RAS	Record of Apparatus Scores	**4c**	4 color
3Dcut	Three-Dimensional Space Cutouts	**deskp**	Denotes documents provided primarily for desktop laser printing. Document layouts and page ordering optimized for printing and duplication.
SP	Scoring Program Software	**deskv**	Denotes documents optimized for desktop viewing and NOT duplication

DESKTOP

Desktop files were created to enable users to view or print O*NET® Ability Profiler™ materials from their desktop computer, using either a laser or inkjet printer. Desktop files can be used to print materials for purposes that do not require "professional print shop" quality. This level of quality may be acceptable in printing many of the Ability Profiler materials. However, it is not sufficient for printing Ability Profiler Instruments for administration (see note below). Users should evaluate the quality of materials printed from desktop files to see if it meets their needs.

Ability Profiler Desktop files – AP-all-desk.zip

Filename	Document
AP-Instr-deskv.pdf	Ability Profiler Instrument – for viewing*
AP-Instr-cvr-deskv.pdf	Ability Profiler Instrument Cover– for viewing*
AP-Use-deskp.pdf	Using Your O*NET Ability Profiler Results
AP-MAS-deskp.pdf	Answer Sheet for Manual Data Entry
AP-Part7-deskp.pdf	Part 7 Mark Making Answer Sheet
AP-AM-deskp.pdf	Administration Manual
AP-ATM-deskp.pdf	Administrator Training Manual
AP-UG-deskp.pdf	User's Guide
AP-RAS-deskp.pdf	Record of Apparatus Scores
AP-3Dcut-deskp.pdf	Three-Dimensional Space Cutouts
AP-SPUG-deskp.pdf	Scoring Program User's Guide
AP-Oheads-deskp.pdf	Administrator Training Overhead Masters
AP-ATPG-deskp.pdf	Administrator Training Participant's Guide
AP-PRS-deskv.pdf	Pre-marked Response Sheets for Scoring Calibration Envelope – for viewing*

*Note: These documents represent desktop versions of the documents, primarily provided for desktop viewing. While it is possible to print these documents and obtain a good facsimile, these files are **NOT** for actual production of the documents. The appropriate files for this use are provided as print spreads in the AP-all-print.zip file provided below.

PRINT SHOP

The files below are provided to enable commercial, private, or public printing services to mass- produce professional quality O*NET Ability Profiler Instruments and associated materials. Print shop files are produced as press optimized print spreads, at a high resolution. They are suitable for generating print film and for reproduction using professional printing equipment.

All document covers are provided as 4-color print spreads. Texts of the document are provided in 1-color spreads. NOTE: Desktop versions of the instrument and associated documents can be viewed to further ensure print accuracy and assembly of print spreads. Any questions regarding printing can be addressed to onet@ncmail.net.

Ability Profiler Print Shop - AP-all-print.zip

Ability Profiler Instrument – AP-Instr.zip

Filename	Document
AP-Instr-spr-1c.pdf	Instrument – 1color spread
AP-Instr-cvr-4c.pdf	Instrument Cover – 4color

Using your O*NET Ability Profiler Results – AP-Use.zip

Filename	Document
AP-Use-1c.pdf	Using Your O*NET Ability Profiler Results – 1color

Part 7 Mark Making Answer Sheet – AP-Part7.zip

Filename	Document
AP-Part7-1c.pdf	Part 7 Mark Making Answer Sheet – 1color

Administration Manual – AP-AM.zip

Filename	Document
AP-AM-spr-1c.pdf	Administration Manual – 1color spread
AP-AM-cvr-4c.pdf	Administration Manual Cover – 4color

Administrator Training Manual – AP-ATM.zip

Filename	Document
AP-ATM-spr-1c.pdf	Administrator Training Manual – 1color spread
AP-ATM-cvr-4c.pdf	Administrator Training Manual Cover – 4color

User's Guide – AP-UG.zip

Filename	Document
AP-UG-spr-1c.pdf	User's Guide – 1color spread
AP-UG-cvr-4c.pdf	User's Guide Cover – 4color

Record of Apparatus Scores – AP-RAS.zip

Filename	Document
AP-RAS-1c.pdf	Record of Apparatus Scores – 1color

Three-Dimensional Space Cutouts – AP-3Dcut.zip

Filename	Document
AP-3Dcut-1c.pdf	Three-Dimensional Space Cutouts – 1color

Administrator Training Overhead Masters – AP-Oheads.zip

Filename	Document
AP-Oheads-1c.pdf	Administrator Training Overhead Masters – 1color spread

Administrator Training Participant's Guide – AP-ATPG.zip

Filename	Document
AP-ATPG-1c.pdf	Administrator Training Participant's Guide – 1color spread

Pre-marked Response Sheets for Scoring Calibration Envelope – AP-PRS.zip

Filename	Document
AP-PRS-4c.pdf	Pre-marked Response Sheets for Scoring Calibration Envelope – 4color

SCORING PROGRAM SOFTWARE AND SCORING PROGRAM USER'S GUIDE

The files for the Ability Profiler Scoring Program are provided to enable users to score the O*NET Ability Profiler electronically. For questions regarding installation, refer to the installation instructions contained in the Scoring Program User's Guide. The scoring program is an automated tool that scores examinee O*NET Ability Profiler responses, produces O*NET Ability Profiler score reports, and allows the user to view, print, and save report(s) for an examinee or a group of examinees. The program expects the examinee response information to have already been entered into a computer file using a specific layout for the information that is created by optical scanning equipment and software.

AP-Scoring Program Software – AP-SP.zip

Filename	Document
AP-SP.zip	AP-Scoring Program Software

Scoring Program User's Guide – AP-SPUG.zip

Filename	Document
AP-SPUG-deskp.pdf	Scoring Program User's Guide