

QUICK USER GUIDE: DIRECTIONS FOR ADMINISTERING VERENSICS' VISIBLE RISK™ INDEX (VRI)

The purpose of this document is to help you quickly understand the most important aspects of administering Verensics' Visible Risk™ Index (VRI) questionnaire.

Please read this document carefully. Additional information is available in the User Manual.

The VRI utilizes adaptive analytics for identifying deceptive behaviors. Access to the system is enabled only to authorized users over an encrypted connection (SSL).

Access to the system is available on the Verensics website via the client portal: <https://test.integritymeter.com/>

SYSTEM REQUIREMENTS:

The Verensics platform can be used on any web-enabled device, with no additional hardware or software required. Ensure that all computer equipment (i.e. mouse, monitor) is in working order.

REQUIRED INFORMATION TO BEGIN VRI:

- **Registration ID:** Unique ID number for each candidate or employee provided by your organization
PLEASE NOTE: This number is also used to continue an unfinished test
- **Extended Time (Checkbox):** Optional accommodation for examinees requiring additional time (adds 40% more time to answer each question)
- **Reason for Extended Time:** A mandatory field if the "Extended Time" option has been selected
- **Language:** The language in which the questions will be asked (default language is English)
- **State:** Specify the state in which the VRI is being administered
PLEASE NOTE: This questionnaire cannot be used in Massachusetts or Rhode Island

THE PLATFORM PROVIDES CANDIDATES WITH THE FOLLOWING INFORMATION:

- All efforts should be made to ensure that each candidate **complete the questionnaire without any interruption, pauses, or breaks**
- The candidate is taking an integrity and reliability assessment
- The questionnaire will take a candidate between 10-15 minutes to complete
- Timer on the right side of the screen indicates time remaining to answer each question
- There are no right or wrong answers, and questions should be answered honestly

AFTER THE QUESTIONNAIRE:

- All information gathered during the questionnaire and subsequent analysis should remain confidential based on your company policies
- Results are available immediately for review: <https://services.integritymeter.com/webapp/list.php>

IMPLEMENTATION:

- The Verensics platform is designed to be a part of your overall hiring, risk assessment or periodic review process
- Follow-up clarification and feedback from the candidate regarding their results is recommended

Additional information can be found in the User Manual, or by contacting Verensics.

