

The background of the top half of the image features a pattern of hexagons in teal, red, and grey. A large red hexagon in the center contains the word "UMCARES" in white, bold, sans-serif capital letters.

UMCARES

United Methodist Candidate and Review



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

UMCARES

Psychological Assessment
Process and Ministerial
Assessment Specialist
Review Portal

The logo for UMCARES, featuring the word "UMCARES" in white, bold, sans-serif capital letters inside a red hexagon. The background of the slide header is a light gray with a pattern of teal and gray hexagons of various sizes.

UMCARES

United Methodist Candidate and Record Entry System



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The Psychological Assessment Process

The logo for UMCARES, featuring the word "UMCARES" in white capital letters inside a red hexagon. The background of the slide features a pattern of teal and grey hexagons.

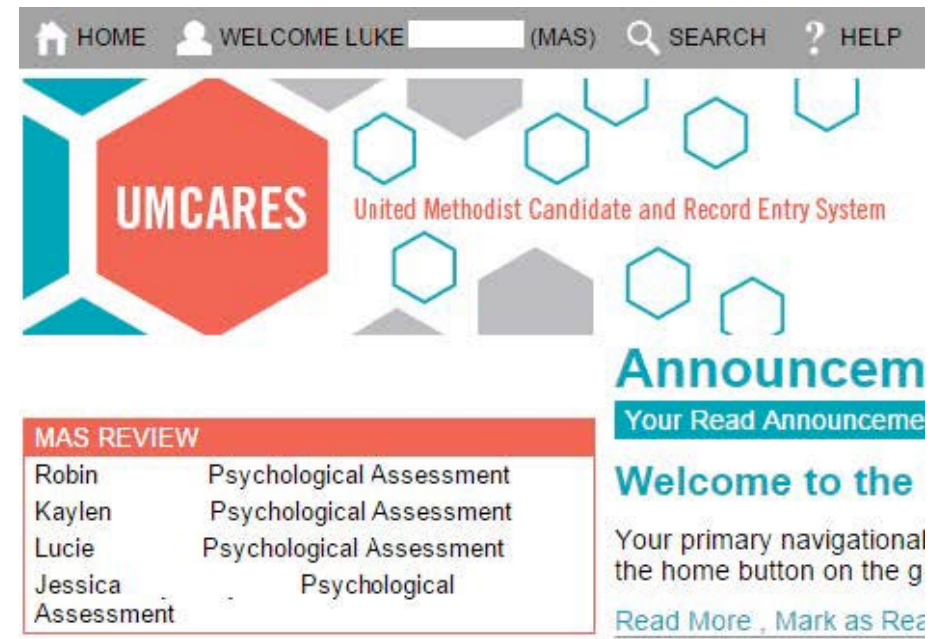
United Methodist Candidate and Record Entry System



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UMCARES Psychological Assessment Track

- Candidates complete the entire psychological assessment battery provided by GBHEM online
- Completed assessment materials are accessed through the MAS Review portal
- The proctor of the assessment needs to be added as a mentor to the candidate's record

A screenshot of the UMCARES MAS REVIEW portal. The top navigation bar includes links for HOME, WELCOME LUKE (MAS), SEARCH, and HELP. The main header features the UMCARES logo and the text "United Methodist Candidate and Record Entry System". Below the header, there is a section titled "Announcement" with the text "Your Read Announcement" and "Welcome to the". To the right of the announcement, there is a section titled "MAS REVIEW" with a table listing candidates and their assessment status.

MAS REVIEW	
Robin	Psychological Assessment
Kaylen	Psychological Assessment
Lucie	Psychological Assessment
Jessica	Psychological
Assessment	

Read More , Mark as Read

The Process

MAS selected

Release of Information,
PDI, and references
submitted by candidate

Mentor request
assessment packet and
downloads instructions

GBHEM emails
assessment packet to
assigned mentor

Proctor meets with
candidate and
administers the MMPI-2,
Incomplete Sentences,
and 16PF

GBHEM scores MMPI-2
and 16PF and uploads
reports into UMCARES

GBHEM marks battery
complete

MAS is notified by
UMCARES that materials
are ready

MAS schedules interview
with candidate

MAS marks review as
complete

The Process Timeline

Requested assessment materials sent to mentor

• 2-3 days

Scored reports uploaded into UMCARES once assessment is complete

• 3-5 days

Notice that materials are ready for review after being uploaded into UCMARES

• Same day

Assigning a MAS

The first step of the psychological assessment process is for a Ministerial Assessment Specialist (MAS) to be assigned to the review

The MAS is notified that they have been assigned to a new review

Steps



MAS Selection

Status: Complete as of Wednesday, September 23, 2015

Responsible: Assigned User



Please select the working MAS



Release of Information

Status: Complete as of Wednesday, September 23, 2015

Responsible: Assigned User



This is the authorization for



Personal Data Inventory

Status: Complete as of Wednesday, September 23, 2015

Responsible: Assigned User



Prerequisites Required: Release of Information

The Personal Data Inventory



Personal/Professional References

Status: Complete as of Wednesday, July 08, 2015

Responsible: Assigned User



Prerequisites Required: Personal Data Inventory, MAS Selection

The recommendation forms are a necessary part of the assessment



An asterisk indicates a required field.

Resubmit option included, allowing you to resubmit changes. **ONLY RESUBMIT IF NEEDED.**

WARNING: RESET DELETES THE SELECTED FORMS ENTRIES AND SELECTIONS. THIS CANNOT BE UNDONE.

Assign MAS*

Wind, Brian

Select Ministerial Assessment Specialist

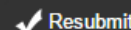
Stott, Nancy

Tyson, Deborah

Wind, Brian



Print



Resubmit



Reset

Release of Information

Steps

MAS Selection
 Status: Complete as of Wednesday, September 23, 2015
 Responsible: Assigned User
 Please select the working MAS

Release of Information
 Status: Complete as of Wednesday, July 08, 2015
 Responsible: Assigned User
 This is the authorization to release of information for

Personal Data Inventory
 Status: Complete as of Wednesday, July 08, 2015
 Responsible: Assigned User
 Prerequisites Required: Release of Information, MAS Selection
 The Personal Data Inventory, developed by the Adv

Personal/Professional References
 Status: Complete as of Wednesday, July 08, 2015
 Responsible: Assigned User
 Prerequisites Required: Personal Data Inventory, MAS Selection
 The recommendation forms are a necessary part of the asses

Candidate for Ministry

Name of Applicant*	[REDACTED]
Permanent Address of Applicant*	[REDACTED], TN 37072
Current Address if Different from Above	
Phone One*	(615) [REDACTED]
Phone Two	(615) [REDACTED]
Email*	[REDACTED]@hotmail.com

Notice to Candidate

Information gained in the course of the Process of Evaluation for ministry belongs to the Annual Conference. The examiner is not the Annual Conference, not the examiner, controls whether you, as a candidate will have access to this information. Some Annual Conference; and some, at no time. You are encouraged to clarify this issue with your Annual Conference.

1. I understand that the Process of Evaluation for ministry includes a psychological assessment. I understand that at the conclusion of the examination, or recommendations by a mental health professional conducting the examination.

Before beginning the psychological assessment battery the candidate must complete the Release of Information

Personal Data Inventory (PDI)

Candidates are encouraged to read through the instructions and gather the appropriate information before starting the PDI

NOTE: The form is long.

Candidates should quick save often.

Steps



MAS Selection

Status: Complete as of Wednesday, September 23, 2015
Responsible: Assigned User



Please select the working MAS



Release of Information

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



This is the authorization for release of information form.



Personal Data Inventory

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Release of Information, MAS Selection
The Personal Data Inventory, developed by the Advisory



Personal/Professional References

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Personal Data Inventory, MAS Selection
The recommendation forms are a necessary part of the asses

EMOTIONAL HEALTH INFORMATION

Rate your emotional health (circle one) Good

Have you ever been treated or seen by a counselor or psychiatrist? Yes

If yes, how many sessions? Less than 12 From To

If yes, nature of problem(s) Marital problems

Have you ever been prescribed medication for depression, anxiety or other mental health condition? Yes

LEGAL


Have you ever been:

Accused of sexual harassment? No If yes, explain

Formally charged with sexual harassment? No If yes, explain

Zip

Cell Phone

 Quick Save

Reference Request Form

Candidates provide four personal or professional references and complete a self-assessment

The references are not letters of recommendations but a form to be completed online

Steps



MAS Selection

Status: Complete as of Wednesday, September 2, 2015
Responsible: Assigned User



Please select the working MAS



Release of Information

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



This is the authorization for release of information



Personal Data Inventory

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Release of Information, The Personal Data Inventory, developed by



Personal/Professional References

Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User



Prerequisites Required: Personal Data Inventory, The recommendation forms are a necessary part of the assessment

Candidate Self Reference

Name* Email* Send/Resend Email* ☒

Reference One

Name* Email* Send/Resend Email* ☒

Reference Two

Name* Email* Send/Resend Email* ☒

Reference Three

Name* Email* Send/Resend Email* ☒






Reference Four

Name* Email* Send/Resend Email* ☒

Assessment Packet Request

The Request Assessment Materials step is how the mentor requests access links from the Candidacy Office

The access links no longer expire

	Request Assessment Materials Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: Personal Data Inventory, MAS Selection Forms: 1 Assessment Materials
	Monitors Agreement Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: MAS Selection, Release of Information, Request Assessment Materials Must be completed by the monitor/proctor
	Incomplete Sentences Blank / Oraciones Incompletas Status: Not Started as of Friday, October 05, 2018 Responsible: Assigned User Prerequisites Required: Monitors Agreement A standard form developed by the NATIONAL TASK FORCE ON PSYCHOLOGICAL TESTING The United Methodist Church. THIS FORM MUST BE COMPLETED IN THE PRESENCE OF MONITORED SITUATION.
	Monitors Testing Situation Report Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Must be completed by the monitor/proctor.
	MAS Review Responsible: MAS - Fake MAS

Assessment Packet Request Cont.

The Responsible Mentor is the mentor who will be proctoring the assessment

This field indicates which mentor should receive the assessment materials

Details

Please choose the mentor/proctor that is to receive the assessment materials and the preferred language of the assessments and then click submit.

Scroll down to the assist files section of the screen to open (download) the assessment instructions and additional documents needed on the test day.

Form

An asterisk indicates a required field.

This form **DOES NOT** allow for changes once submitted so verify your information.

Select Responsible Mentor*



Select Candidacy Mentor *

Select Packet Language*

☐ English ☐ Spanish

An asterisk indicates a required field.

This form **DOES NOT** allow for changes once submitted so verify your information.

 Print  Reset

Downloading Assessment Instructions

The proctor can download the assessment instructions from the Request Assessment Materials Step by clicking Open under the Assist Files

Assist Files

GBHEM Assessment Instructions - Digital

Open

Click Open to download application/pdf file.
Added by Sarah Ibarra-Scurr - Dec 8 2017 10:36AM

The logo for UMCARES, featuring the word "UMCARES" in white capital letters inside a red hexagon. The background of the slide header is decorated with a pattern of teal and grey hexagons, some of which are outlined in teal.

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Proctoring the Psychological Assessment

Monitor's Agreement

Proctors should not complete the Monitor's Agreement until the candidate is ready to start the assessment

Request Assessment Materials

Request Assessment Materials

Status: Not Started as of Friday, October 05, 2018

Responsible: Candidacy Mentor

Prerequisites Required: Personal Data Inventory, MAS Selection

Forms: 1

Assessment Materials

Monitors Agreement

Monitors Agreement

Status: Not Started as of Friday, October 05, 2018

Responsible: Candidacy Mentor

Prerequisites Required: MAS Selection, Personal Data Inventory

Must be completed by the monitor/proctor.

Incomplete Sentences Blank / Oraciones Incompletas

Incomplete Sentences Blank / Oraciones Incompletas

Status: Not Started as of Friday, October 05, 2018

Responsible: Assigned User

Prerequisites Required: Monitors Agreement

A standard form developed by the NATIONAL TASK FORCE on the Assessment of Candidates for Ministry in the United Methodist Church. THIS FORM MUST BE COMPLETED BY THE MONITOR/PROCTOR.

Monitors Testing Situation Report

Monitors Testing Situation Report

Status: Not Started as of Friday, October 05, 2018

Responsible: Candidacy Mentor

Must be completed by the monitor/proctor.

MAS Review

Responsible: MAS - Fake MAS

MONITOR'S AGREEMENT –

MUST BE COMPLETED BY

The testing situation itself is an important source of information. As monitor, your observations of both your own responses and reactions, as well as those of the candidate, are an important part of the evaluation process. Please read the following agreement, and if you are ready to agree to the terms, please sign and date this agreement.

I have read, understood, and will carefully follow the Instructions for the Testing Situation Report. I agree to complete the Monitor's Testing Situation Report, indicating circumstances which occur before, during, or after the testing situation. I agree to complete the assessment package. I further agree to note my own reactions and responses to the testing situation and to complete the inventories and report any events that are, in my judgment, significant.

Name of Monitor*	Sarah Ibarra-Scurr
Title of Position*	
Phone (Office)*	(615) 340-7588

The MMPI-2

- The MMPI-2 can be accessed in English and in Spanish by using the Access Link and Session Code provided in the psychological assessment materials email
- The link and code are the same for all candidates

1. I like mechanics magazines.

☐ True

☐ False

<<

>>

PEARSON

Incomplete Sentences Blank

While not timed,
the candidates
are encouraged
to work quickly
on the ISB.

Request Assessment Materials
Status: Not Started as of Friday, October 05, 2018
Responsible: Candidacy Mentor
Prerequisites Required: Personal Data Inventory, MAS Selection
Forms: 1
Assessment Materials

Monitors Agreement
Status: Not Started as of Friday, October 05, 2018
Responsible: Candidacy Mentor
Prerequisites Required: MAS Selection, Release of Information
Must be completed by the monitor/proctor

Incomplete Sentences Blank / Oraciones Incompletas
Status: Not Started as of Friday, October 05, 2018
Responsible: Assigned User
Prerequisites Required: Monitor's Agreement
A standard form developed by the NATIONAL TASK FORCE for The United Methodist Church. THIS FORM MUST BE COMPLETED IN A MONITORED SITUATION.

Monitors Testing Situation Report
Status: Not Started as of Friday, October 05, 2018
Responsible: Candidacy Mentor
Must be completed by the monitor/proctor.

MAS Review
Responsible: MAS - Fake MAS

I feel that my father seldom*	<input type="text"/>
If I were in charge*	<input type="text"/>
The men over me*	<input type="text"/>
I am afraid of*	<input type="text"/>
I feel that a real friend*	<input type="text"/>
My idea of a perfect woman*	<input type="text"/>
I think most boys*	<input type="text"/>
My mother often*	<input type="text"/>
I would like to forget the time I*	<input type="text"/>
Criminals*	<input type="text"/>

16 Personality Factor

- The 16PF uses the same link for all candidates completing it in English
- It is very important that candidates only submit personal information one time. Multiple entries will result in duplicate records that will issue reminder emails 15 days later telling the candidate they need to complete their work

Please complete all information below to access the 16PF assessment. A username will automatically be generated. In the event that you are disconnected, do not resubmit your information. Please follow the instructions below to continue your assessment. If you have questions please contact the Candidacy Office at 615-340-7374.

*First Name:

*Last Name:

*E-mail Address:

*Username:

Cedc282j9

Continue

Please do not enter the above information more than once. Upon clicking Continue, your session will begin and an email will be sent to the email address above for re-entry information in the event your session is disrupted.

16 Personality Factor Cont.

You have just registered to take an assessment for The United Methodist Church. Use the information in this email to access the assessment if your session is disrupted. If your session was completed without issue, disregard this email. It is for troubleshooting purposes only.

Start Assessment

Follow the directions on the screen. If the link generates an error, instead of clicking the link directly, copy and paste the link into your browser. If any on-screen messaging says that your assessment is complete, you can close the browser and delete this email.

Your assessment will expire if not completed on 04/11/2018.

If a candidate's assessment freezes or they lose their connection, they can re-access the assessment by clicking the link in the email from noreply@panpowered.com

Adjective Check List – Dr. Hinkle Only

- The Adjective Checklist utilizes individual login credentials
- The login for the candidate will always be their email address listed in their UMCARES account
- This assessment is only to be used by candidates seeing Dr. Hinkle

really are, not as you would like to be.

minded

21. ☐ bitter

41. ☐ confident

22. ☐ blustery

42. ☐ confused

23. ☐ boastful

43. ☐ conscientious

24. ☐ bossy

44. ☐ conservative

25. ☐ calm

45. ☐ considerate

☐ capable

46. ☐ contented

47. ☐ conventional

Monitor's Testing Situation Report

Information included on the testing situation report should include any environmental factors that might affect the results of the assessment

<p>Request Assessment Materials Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: Personal Data Inventory Forms: 1 Assessment Materials</p>	<p align="center">MONITOR'S TESTING SITUATION REPORT – CANDIDACY ASSESSMENT</p> <p align="center">MUST BE COMPLETED BY THE MONITOR/PROCTOR</p> <table border="1"> <tr> <td>Name of Candidate</td> <td>Fake Candidate</td> </tr> <tr> <td>Name of Monitor/Proctor*</td> <td>Sarah Ibarra-Scurr</td> </tr> <tr> <td>Date*</td> <td>10/15/2018</td> </tr> <tr> <td>Time Testing Begun*</td> <td></td> </tr> <tr> <td>Time Testing Completed*</td> <td></td> </tr> <tr> <td>Number of persons tested during this session*</td> <td></td> </tr> <tr> <td>Location of Testing Site (church or office name)*</td> <td></td> </tr> <tr> <td>Street Address, City, State, & Zip*</td> <td></td> </tr> <tr> <td>Describe briefly the setting in which the instruments were administered (type of room, etc.)*</td> <td></td> </tr> </table>	Name of Candidate	Fake Candidate	Name of Monitor/Proctor*	Sarah Ibarra-Scurr	Date*	10/15/2018	Time Testing Begun*		Time Testing Completed*		Number of persons tested during this session*		Location of Testing Site (church or office name)*		Street Address, City, State, & Zip*		Describe briefly the setting in which the instruments were administered (type of room, etc.)*	
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<p>Monitors Agreement Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Prerequisites Required: MAS Selection, Reliability Must be completed by the monitor/proctor</p>																			
<p>Incomplete Sentences Blank / Oral Status: Not Started as of Friday, October 05, 2018 Responsible: Assigned User Prerequisites Required: Monitors Agreement A standard form developed by the National Board of Christian Education, The United Methodist Church. THIS FORM IS TO BE COMPLETED BY THE MONITOR.</p>																			
<p>Monitors Testing Situation Report Status: Not Started as of Friday, October 05, 2018 Responsible: Candidacy Mentor Must be completed by the monitor/proctor</p>																			
<p>MAS Review Responsible: MAS - Fake MAS</p>																			

Notice of Completed Assessment



The candidacy office is notified by our third-party vendors when a MMPI-2 and 16PF are completed

The candidacy office will then generate the scored reports and upload them into the MAS review portal in UMCARES

Track Closed

The candidacy office will mark the Request Assessment Materials Step as Sent to MAS. This will close the Psychological Assessment Track.

A notification will go to the MAS that materials are ready for review.



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FAQs

FAQ: Can someone other than the mentor proctor the psychological assessment?

Yes, you can assign proctors for the psychological assessment process by adding them as a mentor in UMCARES and assigning them to the candidate as a courtesy mentor.



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FAQ: Are the
assessment access
links sent
automatically from
UMCARES?

No, at this time the assessment access links are still sent out by the Candidacy Office. Access links are usually issued in 2-3 business days.

FAQ: Are the assessment access links unique to each individual?

Maybe:

- If your MAS uses the Adjective Checklist, then this access email will be specific to each candidate
- If the candidate is taking the 16PF in Spanish, then the access link information will be unique to that candidate
- Otherwise, the links are not unique to each candidate

FAQ: Can candidates update their PDI they submitted previously?

No, once a PDI is submitted the form becomes locked and cannot be updated.

If necessary the form can be reset by reaching out to the candidacy office. All previously entered information will be deleted and the candidate will need to start over.

FAQ: Can
candidate's use
their own laptop or
tablet?

Yes:

- If your candidate would like to use their own device, you will need to forward the assessment packet email to them so they can access the assessments

FAQ: Can candidates listen to music while they complete the assessment?

Yes:

However, it should be noted on the testing situation report. It is a great conversation starter for the MAS.



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Questions?

Contact Us:

candidacy@gbhem.org
615-340-7374

Or Visit:

www.BOMLibrary.org/UMCARES-tips
www.BOMLibrary.org/psychological-assessment