Frequently Asked Questions About the *ETS*® Personal Potential Index (*ETS*® PPI) for Evaluators to Advanced Dental Education Programs

What is the ETS PPI for ADEA?

The *ETS*® Personal Potential Index (*ETS*® PPI) for the American Dental Education Association (ADEA) is a web-based evaluation system designed to provide a more complete picture of an applicant's potential for success in an advanced dental education program. Multiple evaluators whom the applicant has selected (up to five per evaluation report) rate applicants on six personal dimensions that have been identified as critical for success in advanced dental education programs. ETS creates an ETS PPI Evaluation Report that incorporates the evaluations and comments from all of the evaluators and makes it available through WebAdMIT for Postdoctoral Application Support Service (ADEA PASS) to all programs designated by the applicant.

What are the six dimensions that are assessed through the ETS PPI for ADEA?

The six dimensions are: Knowledge and Creativity; Communication Skills; Teamwork; Resilience; Planning and Organization; and Ethics and Integrity.

How do I begin evaluating an applicant through the ETS PPI for ADEA system?

You will receive an email evaluation request for each individual applicant. To accept a request, click the acceptance link within the original email for the specified applicant. You then will be brought to the ETS PPI for ADEA site, where you will create an evaluator account.

How do I create an evaluator account for the ETS PPI for ADEA system?

To create your ETS PPI for ADEA evaluator account, you will be asked to enter a user name, password, security question and institutional contact information.

How long does it take to evaluate an applicant using the ETS PPI for ADEA system?

Each evaluation takes about 15 minutes. After you set up your evaluator account, you will rate the applicant on 24 statements (four for each of the six dimensions), using a five-point rating scale. Note that the reference group is other applicants who have applied to advanced dental education programs in the last two years. In addition, you will provide examples and general comments to illustrate strengths and weaknesses of the applicant for each of the six dimensions. Finally, you will provide an overall rating of the applicant and have an opportunity to include additional comments.

Can I decline a request for an ETS PPI for ADEA evaluation?

Yes. You will receive an email evaluation request for each individual applicant. Within each email, a link is available to decline the evaluation request. Once this link is selected, you will be taken to the evaluator application where you can immediately decline, or sign in and decline in order to have a record of that action in your account. The applicant will be sent an email from ETS indicating that you have declined the request.

What happens after I complete an evaluation?

Once you have completed an evaluation, the applicant will receive an email indicating you have submitted your evaluation. After all evaluators have submitted their evaluations, the applicant will select the evaluations to be included in the report and submit the report.

Can the applicant see my evaluation?

An applicant will not be able to see any evaluations in the ETS PPI for ADEA system itself. If the applicant did not waive his or her rights under the Federal Educational Rights and Privacy Act (FERPA), he or she will be entitled to see the completed ETS PPI Evaluation Report if the report is retained by the advanced dental education program in which he or she ultimately enrolls. If a student waived his or her rights under FERPA, he or she will not be entitled to see the completed report under any circumstances. You will be able to see whether or not an applicant has waived his or her rights under FERPA. This decision will be part of the applicant's ETS PPI for ADEA applicant profile. It will appear in an email message sent to you, as evaluator, and on each ETS PPI Evaluation Report made available to the programs to which the applicant applies.

What if a program has questions about the identity of an evaluator?

Before submitting an ETS PPI evaluation, you must e-sign a statement confirming your identity and acknowledging that you have been informed of the potential penalties for misrepresentation. Evaluation Reports include your contact information, and ETS encourages advanced dental education programs to contact evaluators if they have any questions about the evaluations or if there are significant variations among the ratings. If a program identifies any misrepresentation, it can take a number of actions including, but not limited to, dismissing the student from the program.

What if I forget my user name and/or password?

If you forget your user name and/or password, access "Returning Users" on the sign-in page of the ETS PPI for ADEA system, click the "Forgot Your User Name or Password?" link, and follow the instructions provided on the screen.

What if I need to change my password?

If you need to change your password, sign in to your ETS PPI for ADEA account, click the "Change Password or Security Question" link on your home page, and follow the instructions to change your password.

What are the technical requirements for using the ETS PPI for ADEA service?

To use the ETS PPI for ADEA service, you will need Internet access and an email account. The ETS PPI for ADEA system supports Microsoft® Internet Explorer 7 or higher, Firefox® 3.0 or higher and Safari® 3.2 or higher browsers. If you access the ETS PPI for ADEA website without meeting these requirements, some functions may not perform optimally or may be disabled.

What if I have other questions?

Please contact ADEA PASS Customer Service at **1-617-612-2065** or passinfo@passweb.org.