



Internet Based Skill Testing



Administrator User's Guide

Administrator User's Guide - Table of Contents

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About Online Testing

Your Testing Account

The following instructions explain how to give tests over the Internet using your Online Testing Account. These tests can be given from your computer, or you can create eTickets that will allow an Internet user at another location to take an assigned test from his or her location.

Keep in mind that not all of the options described in this documentation may be available to your Testing Account.

Requests for specific changes in your account (available tests, available reporting and billing options, etc.) should be directed to the manager of your Testing Account.

Assigning Online Tests

In some cases, you will want to give tests on the computer you used to log into your Testing Account. Instructions for giving tests on your computer appear on page 7 of this documentation.

In other cases, you may want someone to take a test remotely from their computer. Assignment of tests to remote users is managed by eTickets, which are described on page 8.

Taking Online Tests

Whether a test is given on your computer or on a remote computer using eTickets, the process of taking a test is the same. The steps for taking a test are described on pages 13-16. Read these instructions carefully before using Online Testing for the first time.

Other Test Management Options

Your Testing Account also gives you the ability to perform management functions for your account. This includes creating users who can log into the account, retrieving scores and determining score routing and billing options.

As noted above, your testing account has been set up specifically for you.

As you review these instructions, keep in mind that not all options may apply to your Testing Account.

Customized Access to Testing Accounts

Your testing account may have been customized for your account to provide test takers access to the account through a mechanism other than the ones described in this documentation. For example, you may have included links on your Web site that automatically start a test when the test taker clicks on those links.

If these instructions do not comply with the current ways you access your online testing system, check with the manager of your Testing Account to determine how the system might have been customized to fit your requirements.

Cautionary Notes - external (eTicketed) testing & Hotmail

It is advisable that candidates who are tested externally (e.g. by issuing them an eTicket), not take their tests at the following types of locations;

1. Local libraries
2. Internet cafes
3. University & Colleges
4. At their place of employment

The reason is that these types of locations will often have security restrictions which will not permit the candidate to access the test(s)

Hotmail users must follow slightly different procedures to access online testing. This is due to faults programmed into Hotmail by Microsoft. Windows Live Mail version of Microsoft's e-mail has overcome these faults and thus those users with this version can access online testing in the same manner as all others.

Logging Into a Testing Account

When a Testing Account is set up, one or more users will be provided with the name of the account (the Account ID) as well as a Username and Password required to log into the account. To log into your Testing Account, first specify the following URL in your Web browser:
http://www.skillcheck.com.au/online_login.htm

The screen below will appear for you to sign in for online testing. Complete your Account ID, User Name and Password information in the boxes to the lower left.

The screenshot shows a web browser window titled "Online_Login - Mozilla Firefox". The page header includes the SkillCheck logo and navigation links: Home, Site Map, About Us, Products, Licensing, Resources, Support, Links, and Contact Us. The main content area is titled "SkillCheck Online Testing - User Login" and includes a sub-header "Technical Tips | FAQs - Online | Contact Us".

There are two main sections for user input:

- Online Testing Account Management:** Includes a note "(Please note: Logins are case sensitive)" and three input fields for "Account ID:", "User Name:", and "Password:". An "Enter" button is located below the password field.
- Take a Test:** Includes a note "(Please note: ensure all digits are entered)" and an "E-Ticket Number:" input field with an "Enter" button below it.

Below the input fields, there are several informational messages:

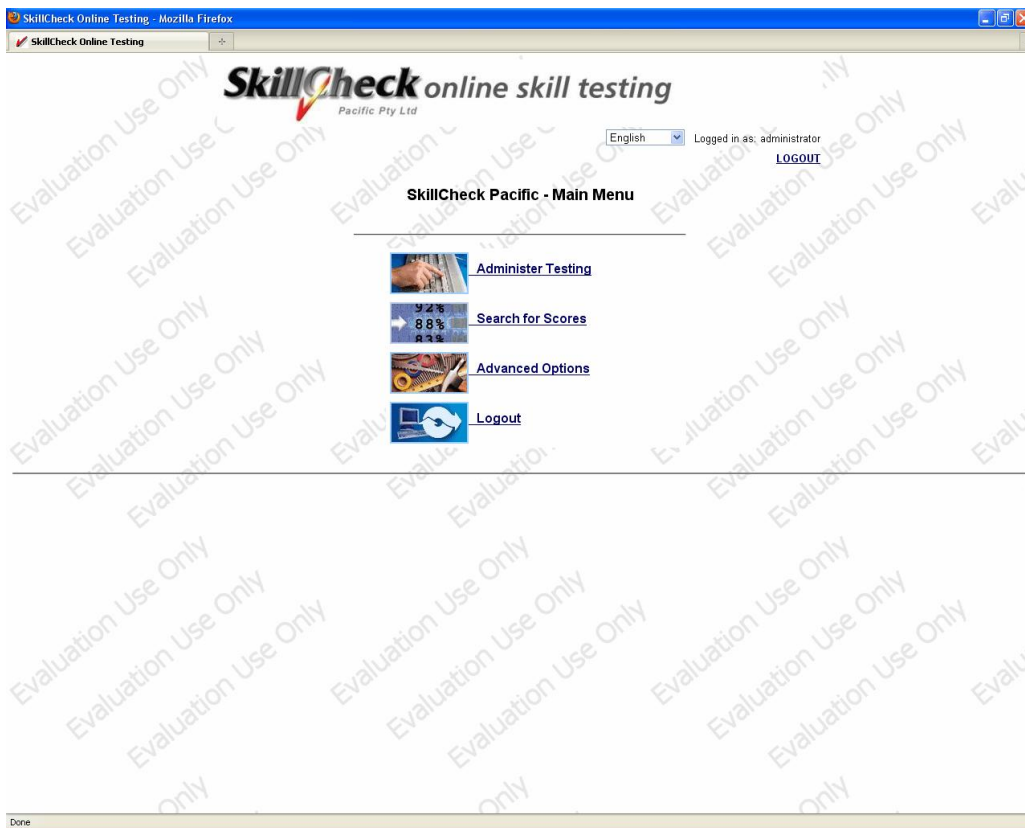
- NEW USER...** Enter the temporary password you have received in the "Password" box above. Take care - passwords are case sensitive!
- FORGOTTEN PASSWORD...** To Reset Your Password [CLICK HERE](#)
- For System Requirements and other questions, follow the links above - "Technical Tips" or "FAQs - Online".
- For local contact information, click on the "Contact Us" link above.
- Thank you for using SkillCheck Online Testing - the world's most popular skill testing and assessment solutions.

The footer of the page contains: About Us | Site Map | Legal | Privacy Policy | Contact Us | ©2000 - <%response.write Year(Now())%> SkillCheck Pacific Pty Ltd

Note: The first time you login to your new Online Testing account you may be required to reset your password. To do this, follow the instructions on pages 5-6 for "Resetting Your Password"

Note: To log out of the system at any point, click on **LOGOUT** at the top right of the SkillCheck Online Testing screen.

Testing Account Main Menu



This **Online Testing Main Menu** appears when you are logged into the test management system as Administrator. As the Administrator, you can administer tests (either on your PC or remotely through eTickets), create and modify users of the Testing Account, monitor site usage, retrieve scores, and perform other test-management functions.

Options on this screen include the following:

Option	Allows you to	More on page
Administer Testing	Give a test session from this computer	7
Search for Scores	Retrieve test scores	23
Manage eTickets	Create and manage eTickets that allow you to email instructions for someone to take a test session from another location	8
Advanced Options	<ul style="list-style-type: none"> Change your password 	4
	<ul style="list-style-type: none"> Resetting your password 	5
	<ul style="list-style-type: none"> View information about usage of your testing account 	27
	<ul style="list-style-type: none"> Add, delete or modify users who have access to this testing account 	29
	<ul style="list-style-type: none"> Change global score delivery options and other scoring settings 	32
	<ul style="list-style-type: none"> Specify the data to be collected from test takers when they register to take a test 	34


Testing account options are explained on the following pages.

Changing Your Password

The **Change My Password** screen allows you to change your password. Your account may require that your password comply with the "strong 8" policy, in which case your password must meet the following criteria:

- Password must be 8 characters or longer
- Password must contain at least one number
- Password must contain at least one capital letter
- Password must contain at least one lowercase letter
- Password must contain at least one symbol (e.g. !, *, or +)

To change your password:

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Change My Password</u> option.	 <p>The screen shown above appears.</p>
3	Enter your current password in the top box. Next, enter your new password in the middle box and then retype it in the bottom box. Finally, click on the Continue button.	Your password is changed.

Resetting Your Password

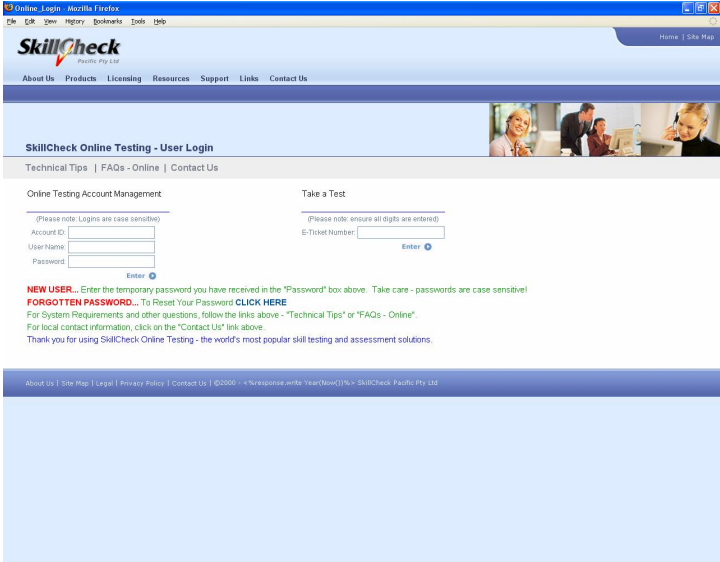
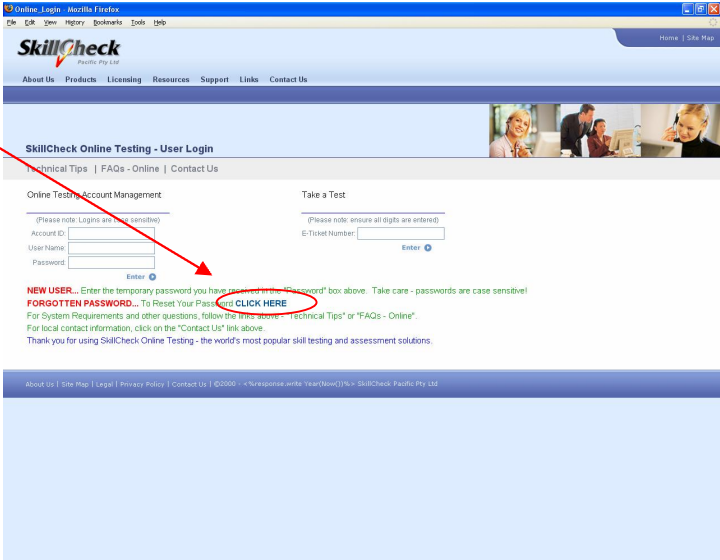
If you forget your password, you may reset your user account by visiting the login page http://www.skillcheck.com.au/online_login.htm and requesting a new temporary password via the “Reset Password” link.

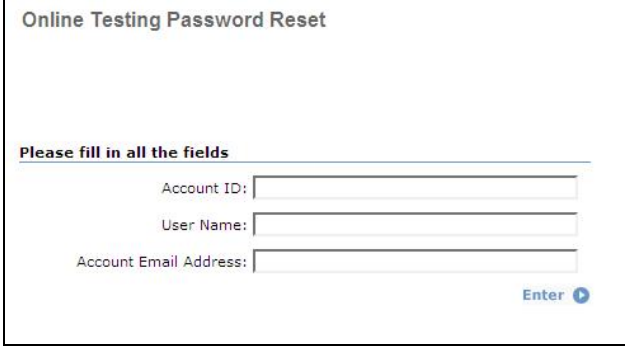

Note: New users logging into their account for the first time may be required to use this procedure to generate a new temporary password.

When you reset your password, keep in mind that your account may require that your password comply with the "strong 8" policy, in which case your password must meet the following criteria:

- Password must be 8 characters or longer
- Password must contain at least one number
- Password must contain at least one capital letter
- Password must contain at least one lowercase letter
- Password must contain at least one symbol (e.g. !, *, or +)


To reset your password:

Step	Do This	This Screen Appears/This Happens
1	Using your internet browser, visit login page http://www.skillcheck.com.au/online_login.htm	
2	Click on the Reset Password “Click Here” hotlink.	

Step	Do This	This Screen Appears/This Happens
3	This will take you to the Online Testing Password Reset page as shown here.	
4	<p>Type your Account ID in the top box.</p> <p>Next, type your User Name in the middle box.</p> <p>Then type your Account Email Address in the bottom box.</p> <p>(NB: Your “account Email address” is the Email address where the temporary password will be sent. This is the Email address entered when SkillCheck Pacific Pty Ltd set the account up)</p> <p>Finally, click on the Enter link.</p>	<p>A new temporary password is emailed to you. (Note that the temporary password expires in 7 days and <u>must</u> be changed.)</p> 
5	Visit your email inbox to obtain your temporary password.	<p>You may then log in normally and change your password.</p> <p>Note: When you login with your temporary password, you will be required to create a new password.</p>

Administering a Test Session from Your Computer

To give a test session from your computer, do the following:

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Administer Testing option.	
2	Click on the Administer Tests option.	The Administer Tests screen (illustrated below) appears.

Administer Tests

View:

- Access 2000 - Advanced Skills
- Access 2000 - Basic Skills
- Access 2000 - Standard
- Access 2000 - TimeSolver
- Access 2002 - Advanced Skills
- Access 2002 - Basic Skills
- Access 2002 - Standard

> Add >>

<< Remove <

Selected Tests:

Show by Test Title

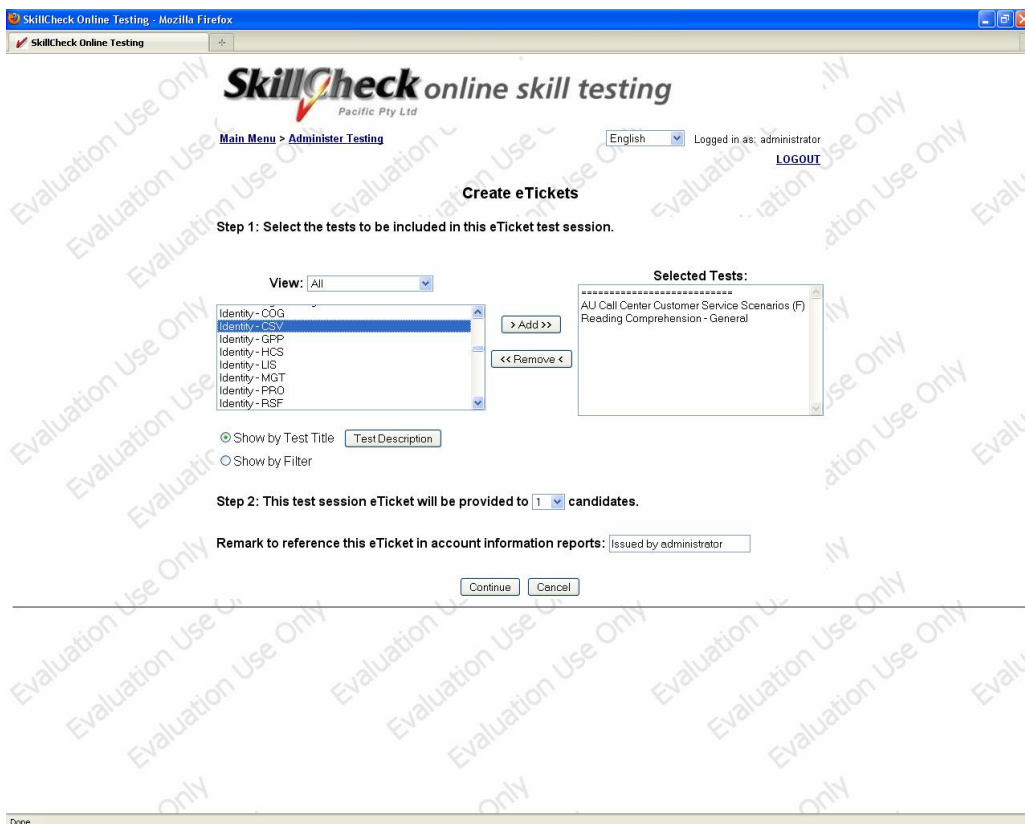
Show by Filter

Step	Do This	This Screen Appears/This Happens
3	Select the tests to be given to the test taker from the list on the left and click on the Add button.	The tests appear in the Selected Tests list. To remove a test from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button. Tests will be presented in the order in which they appear in the Selected Tests list.
4	Click on the Begin Testing button.	Pages 13-16 explain the procedure for taking a test from this point forward. This includes instructions for checking the user's browser to be sure it is capable of running online testing, followed by information on registering and taking a test.

Manage eTickets

An eTicket is a numerical code you can provide to an Internet user that will allow him or her to take an online test from his or her computer. To create an eTicket, do the following:

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Manage eTickets option.	The Manage eTickets menu appears.
2	Click on the Create eTickets option.	The Create eTicket screen (illustrated below) appears.
3	Select the tests to be assigned to the eTicket test session from the list on the left and click on the Add button.	The tests appear in the Selected Tests list. To remove a test from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button.
4	Specify the number of eTickets to which this test session will be assigned.	Each eTicket you create for this test session can be sent to a different email address (see step 7).



5	Optional: Specify a remark assigned to the test session eTickets being created.	Note: The eTicket recipient will not see this remark. It is only used to help the test administrator identify specific eTickets.
6	When all options are correct, click on Continue .	The second Create eTicket screen (illustrated below) appears.

Create eTickets

Step 3: Specify test session eTicket delivery options.

Selected Tests: Access 2002 - Standard

eTicket Numbers: 5197104609791872866
4579412398715657490

Delivery Address 1:

Delivery Address 2:

Tickets will be valid for: 30 days.

Message to accompany eTicket email:

Subject line for email :

Sender's email Address:

Always use this message and address

Step	Do This	This Screen Appears/This Happens
7	Specify the email address to which each eTicket number will be sent.	Information on accessing the test session will be sent to each email address you specify.
8	Specify how many days the eTicket(s) will be valid.	eTickets will not be usable after the number of days specified.
9	Specify text that will appear in the subject and body of the email to accompany automatically generated text which explains to the recipient how to use their eTicket.	This text can include an introduction to your company, specific instructions on what the test taker should do after completing a test, or any other information or instructions.
10	When all options are correct, click on Send.	The eTickets are sent to the specified users.

Note: Test administrators have the option of copying the eTicket numbers into a document or spreadsheet and assigning them to users at a later time. Users can use these eTicket numbers to take tests following the instructions on the next page.

Using eTickets

When you email an eTicket to a user, an email like the one illustrated below will include instructions on how to use the eTicket to take the test session. These instructions include a link in the email that the user can click on directly to begin the test session.

Subj:	Here is Your eTicket
Date:	15/9/08 1:30:44 PM Eastern Daylight Time
From:	online-testing@skillcheck.com
To:	harry_strong@ultimate.com.au
Hello! You have been issued an eTicket. This ticket is redeemable for one online test session.	
eTicket Number: 6369645630826297242	
Please click the link below to redeem this eTicket:	
http://www.fadvassessments.com/onlinetesting/eTicket.pl?ID=6369645630826297242	

Using an eTicket via the clickable link in an email message

When the test taker clicks on the link in the incoming e-mail message as shown in the illustration above, the eTicket test session begins immediately.

Using an eTicket via SkillCheck Online Testing Service User Login Page

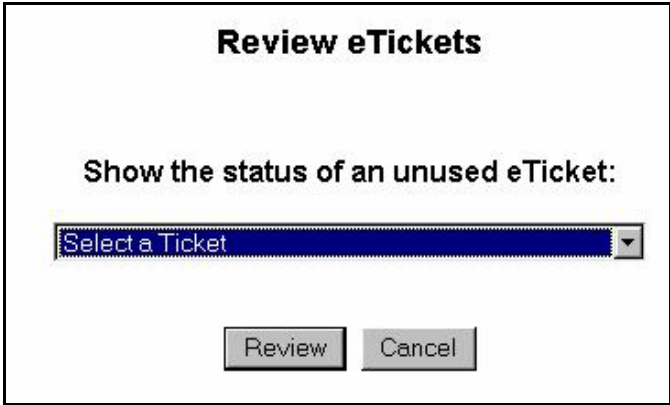
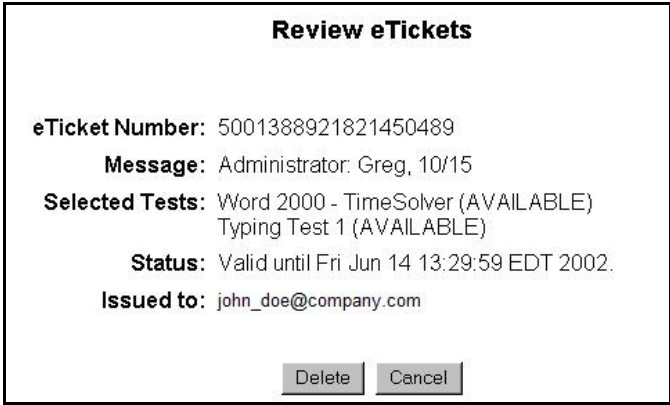
When a test taker receives an eTicket number, that number can be copied or typed directly into the "Take a Test" field on the right side of the SkillCheck Online Testing Service login page at http://www.skillcheck.com.au/online_login.htm as illustrated below.

The screenshot shows the SkillCheck Online Testing Service User Login Page. The page has a blue header with the SkillCheck logo and navigation links. Below the header, there is a section titled "SkillCheck Online Testing - User Login" with a sub-header "Technical Tips | FAQs - Online | Contact Us". The main content area is divided into two columns. The left column is titled "Online Testing Account Management" and contains a form with fields for "Account ID:", "User Name:", and "Password:". The right column is titled "Take a Test" and contains a form with a field for "E-Ticket Number:" and an "Enter" button. A red circle is drawn around the "E-Ticket Number:" field and the "Enter" button. Below the forms, there is a section for "NEW USER..." and "FORGOTTEN PASSWORD..." with links to "Reset Your Password" and "CLICK HERE". The footer of the page contains navigation links and copyright information.

Pages 13-16 explain the procedure for taking a test from this point forward. This includes instructions for checking the user's Internet browser to be sure it is capable of running Online Testing, followed by instructions for registering and taking a test.

Note: Some users of Online Testing will create their own logon procedure which may involve accessing the eTicket logon screen via a link from a third-party Web site. Check with the manager of your Testing Account if there are any custom procedures for using eTickets within your organization.

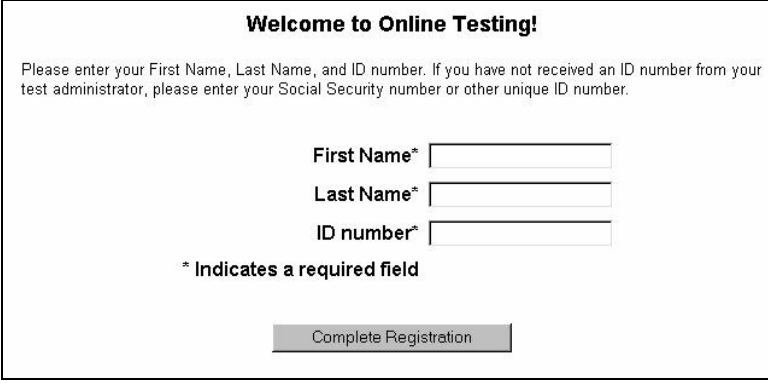
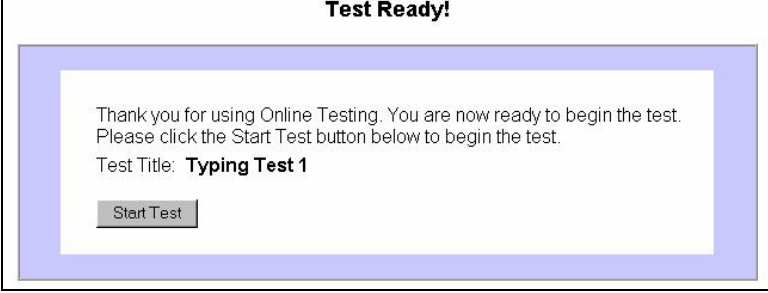
Reviewing/ Deleting eTickets

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Manage eTickets option.	The Manage eTickets menu appears.
2	Click on the Review eTickets option.	
3	Select the eTicket to be reviewed from the drop-down menu and click on the Review button.	
4	<ul style="list-style-type: none"> To delete the eTicket, click on the Delete button. If you are just reviewing eTicket information and do not want to delete it, click on Cancel. 	The eTicket number is deleted. If someone tries to use the eTicket number to take a test session after the eTicket has been deleted, he or she will receive a message indicating that the eTicket number is no longer valid.

Taking an Online Test - Checking Your System

Before Taking a Test	<p>After starting a test session for the first time on your computer, a screen labelled System Check will appear. This screen is designed to automatically detect whether or not your system will be able to access online testing.</p> <p>For more information on system requirements, please see page 35 of this document, visit http://www.skillcheck.com.au/resources/TechnicalTips.htm and view TechTip #6.</p> <p>To continue, please click the System Check button. This will start an automatic check of your system to ensure that your Internet browser and PC are compatible with Online Testing.</p>
System Check	<p>When you click on the System Check button, a screen will appear that analyses your system, listing your current platform (operating system), Web browser product and version, and whether or not your browser is Java or activeX enabled (required for Online Testing).</p> <p>While this check is taking place, you may be prompted to authorize a download to your system or approve other steps. Click Yes at each prompt to continue performing the system check.</p> <p>The system check may take a few minutes to complete. Be patient and allow the check to continue until the results are displayed. If the test was successful, click the Close button to close the test dialog and then click the Continue link at the bottom of the screen to continue the test registration and testing process.</p> <p>If the system check fails, the system check dialog and the screen that follows provide information which may help you determine why your system is incompatible with Online Testing. You may also need to contact technical support if you need additional assistance.</p>

Taking a Test

Step	Do This	This Screen Appears/This Happens
1	After the system check is completed successfully, click the Continue link at the bottom of the System Check screen.	 <p style="text-align: center;">Welcome to Online Testing!</p> <p>Please enter your First Name, Last Name, and ID number. If you have not received an ID number from your test administrator, please enter your Social Security number or other unique ID number.</p> <p style="text-align: center;">First Name* <input type="text"/> Last Name* <input type="text"/> ID number* <input type="text"/></p> <p style="text-align: center;">* Indicates a required field</p> <p style="text-align: center;"><input type="button" value="Complete Registration"/></p>
2	Specify the requested registration information. (If you have not received an ID number from your test administrator, please enter your email address or other unique ID. You may also be asked to specify additional demographic information in this screen.) When the information is complete, click on the Complete Registration button.	 <p style="text-align: center;">Test Ready!</p> <p style="text-align: center;">Thank you for using Online Testing. You are now ready to begin the test. Please click the Start Test button below to begin the test. Test Title: Typing Test 1</p> <p style="text-align: center;"><input type="button" value="Start Test"/></p>
3	Click the Start Test button.	<p>At this point, you may be prompted to authorize an Internet download or answer other questions. Depending on the speed of your Internet connection, the test will begin after several seconds or a few minutes.</p> <p>Very Important: During the entire testing process, do <u>not</u> click outside of the area of the screen in which the test is taking place.</p>
4	<p>To begin the test tutorial, click on the Begin Test Tutorial button.</p> <p>To begin the test, click the Begin the Test button.</p>	<p><u>Note:</u> The tutorial is <u>optional</u> and most test takers do not need to go through it. Not all tests include a tutorial option. A brief tutorial begins explaining how this particular test works.</p> <p>The test begins.</p>

Step	Do This	This Screen Appears/This Happens
5	Take the test following the instructions on screen.	<p>Different types of tests are available from the Online Testing system. Instructions on the screen or in the test tutorial explain the features of each specific test.</p> <p>When you have completed the test, a screen appears with the option to complete the test by clicking the Continue button.</p> <p>(Note: Different tests may have different ways of specifying that you have completed the test.)</p>

- If your test session includes more than one test, the next test will start once you complete a test.
- When you get to the final test, your score report appears, or (if your system is not configured to present scores automatically at the end of a test) a message appears indicating that the test session is complete.

To complete the test session, click on the **Finished** link in the scores/test session completed screen. If the test was started from this computer, you may return to the Administer tests menu. If the test was taken via an eTicket (or some other method) clicking on the **Finished** link may send you to another Web address, such as a company Web site or other location.


Resuming an Incomplete Test Session

If you have started a test session but become disconnected before all tests are complete, you can resume testing where you left off.

Note: Most tests record your information as you progress through the session, and for these tests you will be able to pick up where you left off without losing any of your answers. However, some tests (including Typing and Data Entry) require you to begin again if you are disconnected during the test.


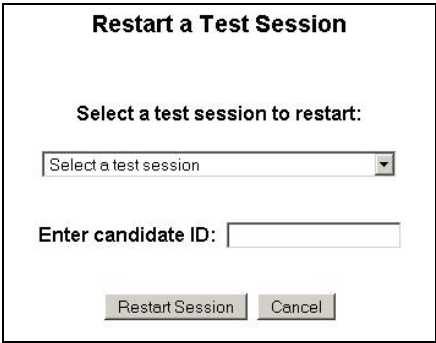
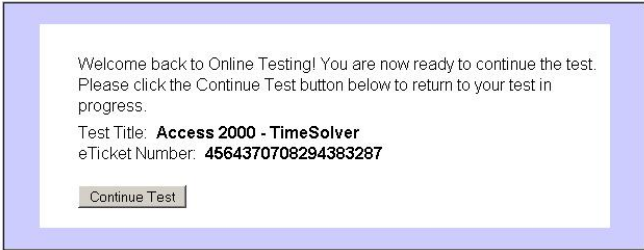
Resuming a Test Session from an eTicket

To resume an incomplete test session from an eTicket:

Step	Do This	This Screen Appears/This Happens
1	Follow the instructions on pages 10 - 11 for accessing an eTicketed test session.	<p>The “Welcome back - Test Ready!” screen appears.</p> 
2	Click on the Continue Test button.	The test session resumes where you left off.

Resuming a Locally-Administered Test Session

To resume an incomplete test session that was launched on your computer via the **Administer Tests** screen:


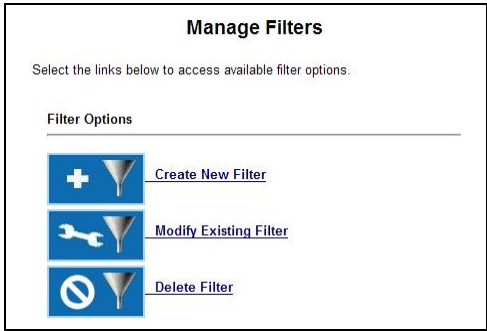
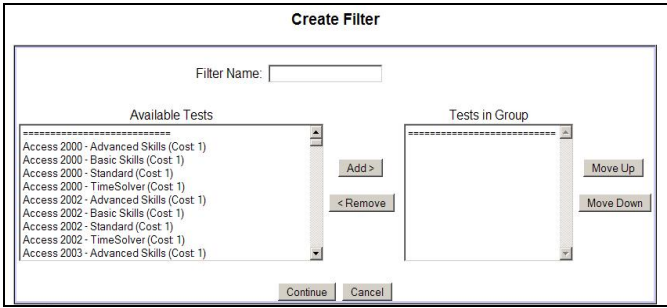
Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click the Administer Testing option.	The testing menu screen appears. 
2	Click on the Restart a Test Session option. You must know the candidate ID to resume the test session.	The Test Session restart screen appears. 
3	Select the test session you want to restart from the drop-down list box and then enter the candidate ID that was used to register for the session. Note: Incomplete test sessions are restartable for one day from the time that they were first launched. After you have selected the test session you want to restart and entered the candidate ID number, click on the Restart Session button.	The "Welcome back to Online Testing!" screen appears. 
4	Click on the Continue Test button.	The test session resumes where you left off.

Managing Filters

Test filters allow you to do two things:

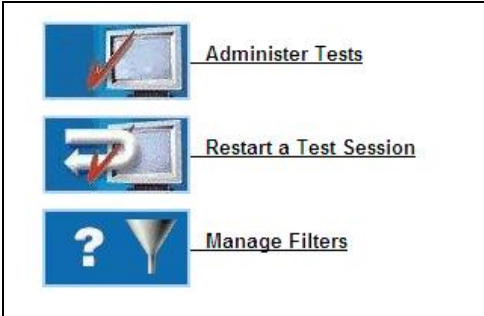
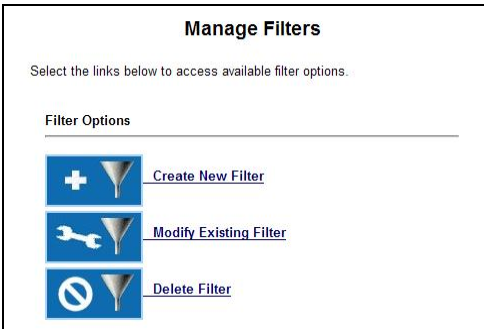
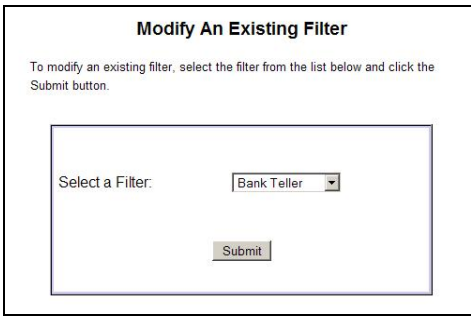
1. You can use test filters to restrict the list of available test titles to a specific group of tests.
2. You can create a test filter with ten or fewer test titles which you wish to administer as a single session. You can then administer the filter as you would a single test title instead of having to select the individual test titles each time you wish to administer them.

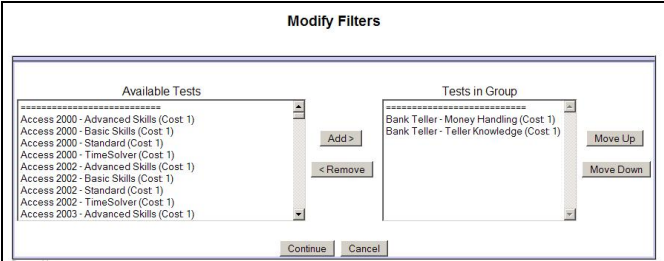
Creating a new filter

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Administer Testing option.	<p>The testing menu screen appears.</p> 
2	Click on the Manage Filters option.	<p>The filters menu screen appears.</p> 
3	Click on the Create New Filter option.	<p>The Create Filter screen appears.</p> 


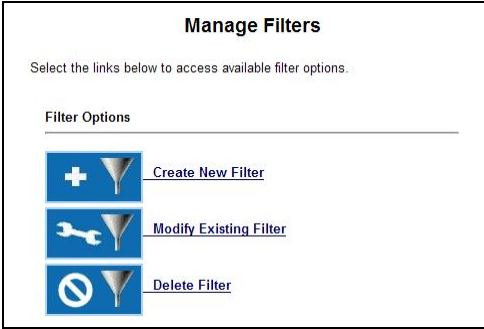
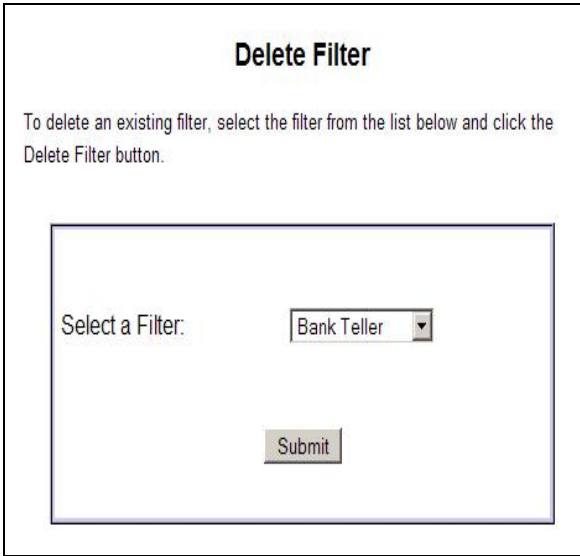
Step	Do This	This Screen Appears/This Happens
4	Type a name for the filter. Then select the tests you want to include in the filter from the list on the left and click on the Add button. When you have finished, click the Continue button.	The tests appear in the Selected Tests list. To remove a test from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button.

Modifying an existing filter

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Administer Testing</u> option.	The testing menu screen appears. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The Administer Tests menu screen displays three options: 'Administer Tests' (with a computer icon), 'Restart a Test Session' (with a refresh icon), and 'Manage Filters' (with a question mark and funnel icon).</p> </div>
2	Click on the <u>Manage Filters</u> option.	The filters menu screen appears. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The Manage Filters screen has the title 'Manage Filters' and the instruction 'Select the links below to access available filter options.' Under 'Filter Options', there are three buttons: 'Create New Filter' (with a plus and funnel icon), 'Modify Existing Filter' (with a wrench and funnel icon), and 'Delete Filter' (with a delete icon and funnel icon).</p> </div>
3	Click on the <u>Modify Existing Filter</u> option.	The modify filters screen appears. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The Modify An Existing Filter screen has the title 'Modify An Existing Filter' and the instruction 'To modify an existing filter, select the filter from the list below and click the Submit button.' It features a form with the label 'Select a Filter:' followed by a dropdown menu showing 'Bank Teller' and a 'Submit' button.</p> </div>

Step	Do This	This Screen Appears/This Happens
4	Select the filter you want to modify, and then click the <u>Submit</u> button.	<p>The Modify Filters screen appears.</p> 
5	Edit the filter. When you have finished, click the Continue button.	<p>To add additional titles, select the tests you want to include in the filter from the list on the left and click on the Add button.</p> <p>To remove a title from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button.</p>

Deleting a filter

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Administer Testing option.	<p>The testing menu screen appears.</p>  <p>The screenshot shows three blue buttons with white icons and text labels to their right: 'Administer Tests' (with a computer monitor icon), 'Restart a Test Session' (with a refresh icon), and 'Manage Filters' (with a question mark and funnel icon).</p>
2	Click on the Manage Filters option.	<p>The filters menu screen appears.</p>  <p>The screenshot shows a 'Manage Filters' header, a sub-header 'Filter Options', and three blue buttons with white icons and text labels: 'Create New Filter' (with a plus and funnel icon), 'Modify Existing Filter' (with a wrench and funnel icon), and 'Delete Filter' (with a no symbol and funnel icon).</p>
3	Click on the Delete Filter option.	<p>The delete filter screen appears.</p>  <p>The screenshot shows a 'Delete Filter' header, a paragraph of instructions, and a form area with a label 'Select a Filter:', a dropdown menu showing 'Bank Teller', and a 'Submit' button.</p>
4	Select the filter you want to delete, and then click the Submit button.	<p>The filter is deleted. NOTE: You cannot delete a filter that was created for you by your parent account.</p>


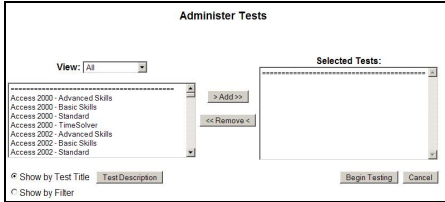
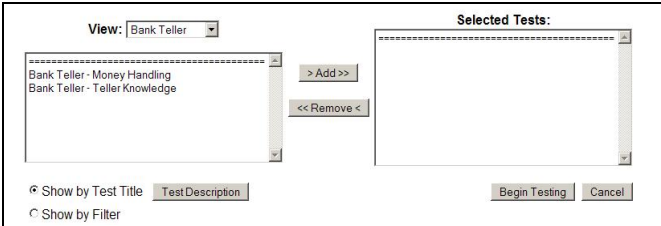
Working with Filters

As noted above, test filters allow you to do two things:


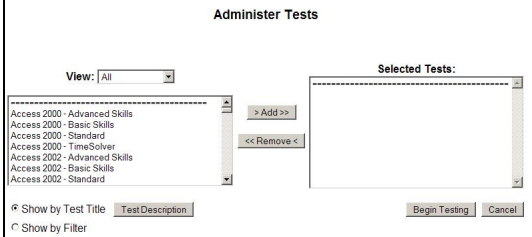
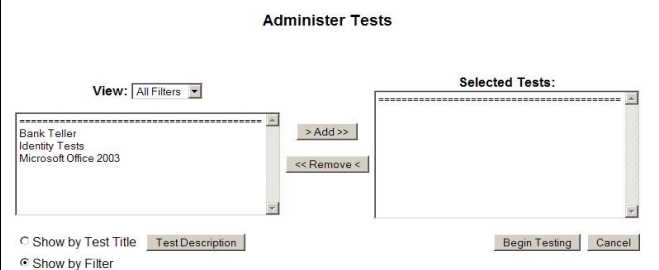
1. You can use test filters to restrict the list of available test titles to a specific group of tests.
2. You can create a test filter with ten or fewer test titles which you wish to administer as a single session. You can then administer the filter as you would a single test title instead of having to select the individual test titles each time you wish to administer them.

Note that filters may be applied both to proctored tests and to eTickets.

Restricting the Available Test list to a Specific Test Group

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Administer Testing option.	
2	Click on the Administer Tests option.	The Administer Tests screen appears.
3	If it is not already the current option, select the Show by Test Title radio button.	The list of available test titles appears. 
4	The list of available filters is shown in the View droplist. To apply a filter, select it from the View droplist.	The list of available test titles will update to show only the contents of the selected filter. 

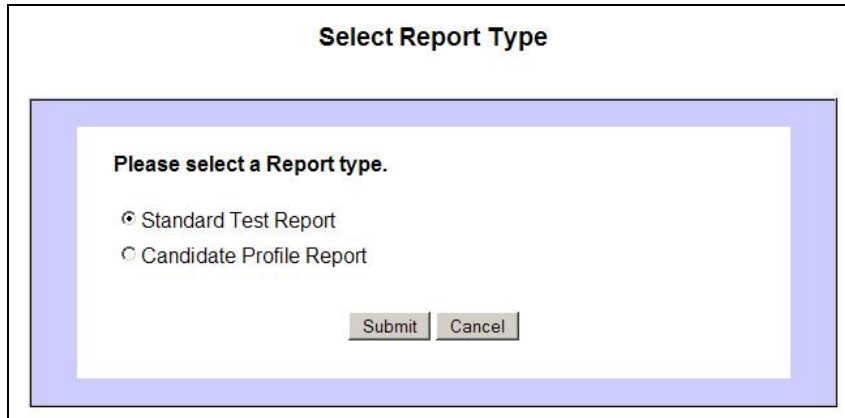
Administering a Filter as a Test Session

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Administer Testing option.	
2	Click on the Administer Tests option.	<p>The Administer Tests screen appears.</p> 
3	If it is not already the current option, select the Show by Filter radio button.	<p>The list of available test titles is replaced with a list of available filters.</p> 
4	Select the filter to be given to the test taker from the list on the left and click on the Add button.	<p>The filter appears in the Selected Tests list.</p>
5	Click on the Begin Testing button.	<p>The test session begins.</p>

Searching for Scores

This option allows you to search for one or more specified scores and have those score reports appear on screen or be delivered to a specific email address.

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Search for Scores</u> option.	The Select Report Type screen (illustrated below) appears.



Select Report Type

Please select a Report type.

Standard Test Report

Candidate Profile Report

Step	Do This	This Screen Appears/This Happens
2	Select a report type. To view a single test report with all details, specify standard test report. To view scores for all tests taken by a single candidate, specify candidate profile report.	The Search for Scores screen appears. (The Standard test report screen illustrated below)

Search for Scores

Specify search criteria for finding a specific score report below.

Search By:

Test Name:
Access 2000 - Advanced Skills
Access 2000 - Basic Skills
Access 2000 - Standard
Access 2000 - TimeSolver
Access 2002 - Advanced Skills

Test Score:

Note: searching by score may not be applicable to all available tests.

First Name:

Last Name:

Applicant ID:

eTicket:

Start Date: Month: Day: Year:

End Date: Month: Day: Year:

Specifying Search Criteria

Search criteria	Explanation
Test Name	The name of the test for which you want to retrieve a score.
Test Score	The score range (in percent) for the test specified under Test Name. Note: Not all tests save score information based on percentage score. This search criteria is not applicable to Identity, TimeSolver, or TalentScout tests.
First Name	The first name of the test taker (provided when the test candidate registered to take a test).
Last Name	The last name of the test taker (provided when the test candidate registered to take a test).
Applicant ID	The ID number for the test taker (provided when the test candidate registered to take a test).
Start Date	The first date in a date range in which you are searching for test scores. *
End Date	The last date in a date range in which you are searching for test scores.

Step	Do This	This Screen Appears/This Happens
3	When all search criteria have been specified correctly, click on the Search button.	Records corresponding to the specified criteria are listed in the Score Search Results screen illustrated below. Note: One or more search criteria may be used. It is not necessary to complete all criteria.

The screenshot shows the SkillCheck Online Testing web application in a Mozilla Firefox browser window. The page title is "SkillCheck Online Testing - Mozilla Firefox". The main content area displays the "SkillCheck online skill testing" logo and navigation links like "Main Menu", "English", and "Logged in as: administrator". Below this, the "Search Results" section is visible, with a message: "Results matching the search criteria you specified are shown below. Select one or more records from this list and specify how the score should be delivered." A dialog box titled "Matching Scores (select one or more):" is open, showing a list of test records:

- Ashton—Lisa—03/12/2010—Typing Test (F)
- Lescotier—John—03/15/2010—Typing Test (F)
- Lescotier—John—03/15/2010—Typing Test - Legal
- Brady—Ro—03/16/10—ESSENTIALS - EXCEL 2003
- Brady—Ro—03/16/10—EXCEL 2003 - BASIC SKILLS

The dialog box also includes options for "Show report on screen" (checked), "Choose Delivery Format" (HTML, PDF, Raw data (CSV)), and "E-mail Report to:" (ohn@skillcheck.com.au). Buttons for "Get the Report" and "Cancel" are at the bottom.

* When this screen first appears, the date range is automatically set to show scores from the previous 30 days.

Options in the Search Results Screen

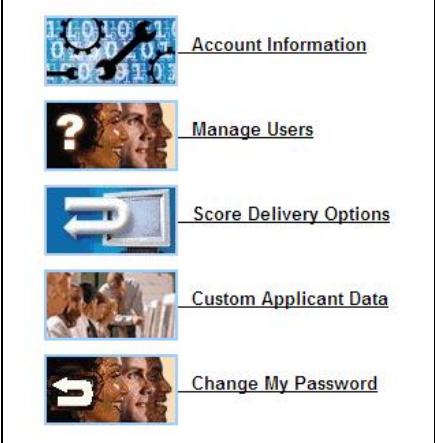
Option	Allows you to specify
Matching Scores	A list of all scores that match your specified criteria. You can select one or more scores in this list to create score reports for the selected scores. (To select multiple records, hold the Shift key and click on each record.)
Show Scores on Screen	Whether scores reports will be displayed on screen.
Choose Delivery Format	Whether scores reports will be sent by email in an HTML, PDF, Text-only, or Raw Data (CSV) format. Score reports will be delivered as attachments to email messages sent to a specified email address. NOTE: Candidate profile reports are available only as HTML.
Delivery Address	The email address where the score report will be sent.

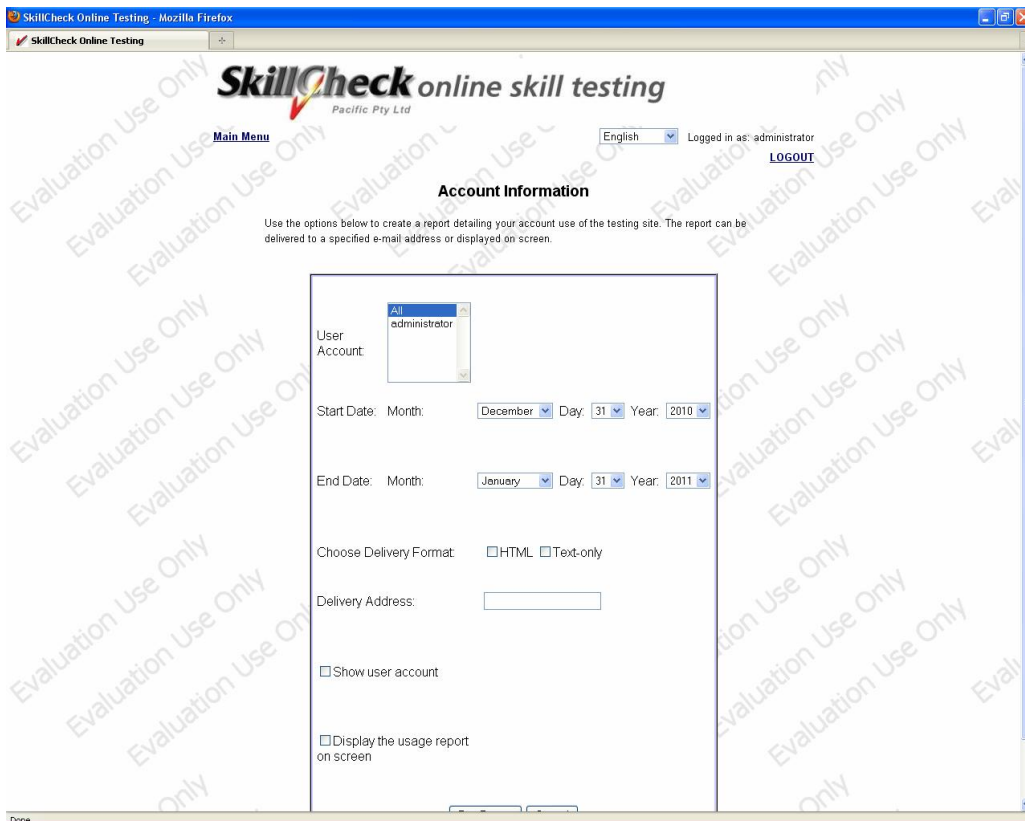
After selecting the appropriate score report and delivery format, click on the **Retrieve Scores** button to view the score report on screen or send the selected score report to the specified email address.

* If you select more than one record in the **Matching Scores** list and select either the **HTML** or **Text-only** option, each score report corresponding to a selected record will be sent as a separate email attachment to the specified email address. If you choose to retrieve the scores from multiple records in **Raw data (CVS)** format, all of the selected scores will be sent in a single email attachment containing scoring information in one comma-separated text file.

Viewing Account Information

This option allows you to generate a report that shows all testing activity for your Testing Account. The report can be delivered to a specified email address (as an HTML or text-only file attachment) and/or displayed on screen.

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Advanced Options option.	
2	Click on the Account Information option.	The Account Information screen (illustrated below) appears.



Options in the Account Information screen are explained on the following page.

Options on the Account Information Screen


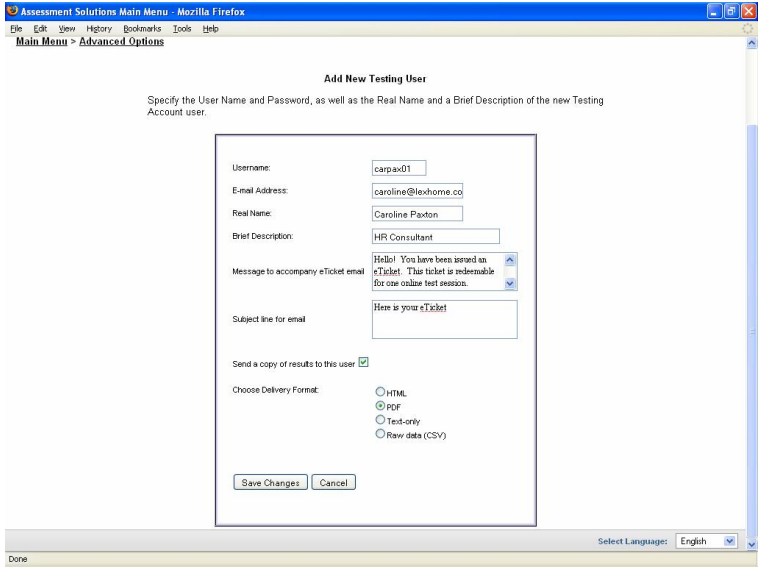
Option	Allows you to specify
Start Date	The first day in the date range to be covered in the Account Information report.
End Date	The last day in the date range to be covered in the Account Information report.
Choose Delivery Format	Whether the usage report will appear as an HTML or Text-only file attachment to the email address specified elsewhere on the screen. You can specify one or both formats. If you select both formats, each file will be attached to a separate email message sent to the specified address.
Delivery Address	The email address where the usage report will be sent.
Show user account	Shows usage for each Testing Account User that has been created by the Administrator. (See following pages for information about creating and managing Testing Account Users)
Display the usage report on screen.	Whether the Account Information report will appear on screen.

To generate an Account Information report, specify the options in the **Account Information** screen and click on the **Run Report** button to display a report like the one illustrated below.

Site Usage Report for SkillCheck Pacific	
Customer ID	# Tests Taken Online
SkillCheck Pacific	743
Detailed Usage Report	
User Account	# Tests Taken Online
SKILLCHECK PACIFIC.ADMINISTRATOR	23
SKILLCHECK PACIFIC.MICHAEL	121
SKILLCHECK PACIFIC.CAROL	58
SKILLCHECK PACIFIC.CHRISTINE	48
SKILLCHECK PACIFIC.SAMUEL	94
SKILLCHECK PACIFIC.MARILYN	101
SKILLCHECK PACIFIC.SOPHIE	43
SKILLCHECK PACIFIC.JOHN	119
SKILLCHECK PACIFIC.NORM	71
SKILLCHECK PACIFIC.PETER	65

Creating Testing Account Users (Manage Users)

The **Manage Users** screen allows you to add a new individual who can access this Testing Account following the logon instructions appearing on page 2. To add a new user:

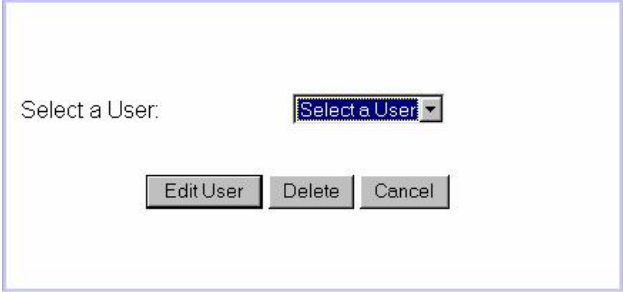
Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Advanced Options option.	The Advanced Options menu appears.
2	Click on the Manage Users option.	
3	Click on the Add a New User option.	
4	Specify information on the new user (described below) and click on the Save Changes button.	An email is sent to the new user with the new account information and a temporary password. The new user can access your testing account using the specified Username.

Information	Description
Username	The username the Testing Account user will use when logging into the system.
Email Address	The user email address
Real Name	The actual name of the Testing Account user.
Brief Description	Information that can further identify or specify information about the Testing Account user.
Send a copy of results to this user	Sends a copy of results for every test that originates from this user account to the email address noted above.
Choose Delivery Format	Specifies the type of report format that will be sent to this user's email address if the "Send a copy" checkbox is selected.

Important Note: When creating a new user, you must assign permissions for that user that will specify what the user can and cannot do with that account. Permissions are assigned using the Edit Existing User options described on the following page.

Editing/ Deleting Testing Account Users

The **Edit Existing Users** screen allows you to modify information or permissions assigned to one or more users of the testing account or to delete existing users.

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the Advanced Options option.	The Advanced Options menu appears.
2	Click on the Manage Users option.	The Manager Users screen appears.
3	Click on the Edit Existing User option.	
4	<ul style="list-style-type: none"> To delete a user, select the name of the user to be deleted from the drop-down menu and click on the Delete button. 	The specified user is deleted. (Note: Not all users have permission to delete another user.)
	<ul style="list-style-type: none"> To edit information about an existing user or specify or change permissions for that user, select the user to be edited from the drop-down menu and click on the Edit User button. 	The Edit User screen (illustrated on the following page) appears.

The Edit User screen allows you to change **Username**, **Real Name** and **Brief Description** for an existing account user. Those options are explained on the previous page.

The Edit User also allows you specify **Permissions** which indicate what this testing account user can and cannot do with the system. For example, you may want to create an account user who can give tests or create eTickets but who cannot view account information or create and modify additional users. Or you may want some account users to be able to give tests from their computer, but not create eTickets. Permissions are all selected from the Edit User screen. These permissions are explained on the following page.

Username:
 E-mail Address:
 Real Name:
 Brief Description:
 Message to accompany eTicket email:
 Subject line for email:

User Account Permissions:

- Custom Applicant Data
- Score Delivery Options
- Administer Tests
- Manage eTickets
- Search for Scores
- Manage Users
- Custom Testing
- Retrieve Account Information
- Change Account Permissions

Send a copy of results to this user

Choose Delivery Format:

- HTML
- PDF
- Text-only
- Raw data (CSV)


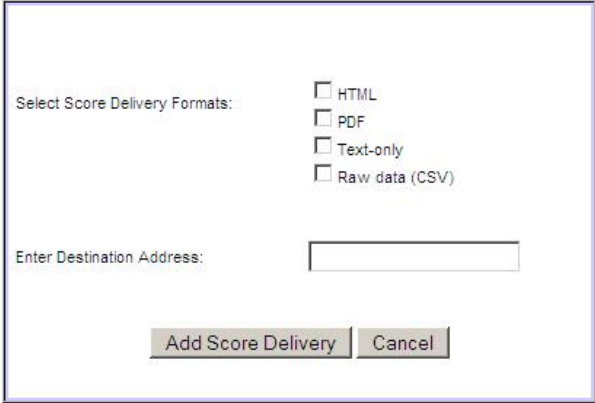
Permission	This permission allows the user to
Custom Applicant Data	Create new data entry fields in the test candidate registration form (to collect demographic or other information) as described on page 34.
Score Delivery Options	Specify where all test scores generated from this testing account will be delivered as described on page 29.
Administer Tests	Administer a test from the computer as described on page 7.
Manage eTickets	Create and delete eTickets as described on page 8.
Search for Scores	Search for scores following the instructions on page 23.
Manage Users	Create, delete or modify users who are able to access this Testing Account as described on page 29.
Custom Testing	<i>Not applicable for Testing accounts</i>
Retrieve Account Information	Retrieve and display information about the number of tests given by this Testing Account as described on page 27.
Change Account Permissions	Change permissions assigned to existing Testing Account users as described on this page.

When all settings are correct, click on the **Save Changes** button.


Configuring Score Delivery

The **Score Delivery Options** screen allows you to specify whether or not all scores from tests taken with this testing account will be sent to one or more email address. You can also specify if scores will appear on screen automatically at the end of a test session and other score delivery options.

Add a New Score Delivery

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Score Delivery Options</u> option.	
3	Click on the <u>Add New Score Delivery</u> option.	
4	Specify score delivery options including the format in which the score will be delivered (HTML, PDF, Text-only or Raw Data - CSV - format) and the email address where all scores from this testing account will be delivered. When all settings are correct, click on the Add Score Delivery button.	<p>All scores from tests taken with this testing account will be sent to the specified email address in the specified formats (you can choose more than one format). HTML, PDF, and comma-delimited (CSV) data will appear as attachments to email messages sent to the specified address.</p> <p>If you select the Text-only option, the score information will appear in the body of the email message.</p>

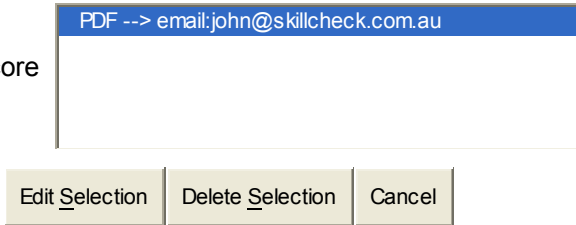
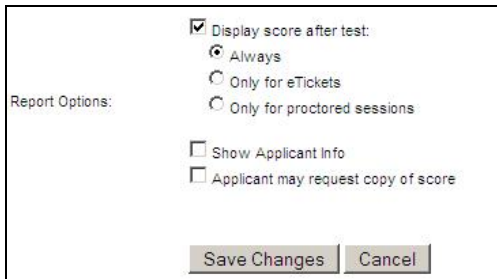
Modifying an Existing Score Delivery

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Score Delivery Options</u> option.	The Score Delivery Options menu appears.
3	Click on the <u>Review Existing Score Delivery</u> option.	

The Review Existing Score Delivery screen lists all current score routing email addresses and format choices.

- To delete an existing score routing option, select the option from the **Current Score Delivery** list and click on the **Delete Selection** button.
- To edit an existing score delivery option, select the option from the **Current Score Delivery** list and click on the **Edit Selection** button. This will display the same score delivery settings screen explained and illustrated on the previous page and below, allowing you to change the score delivery address and score report format.

Changing Other Score Delivery Options

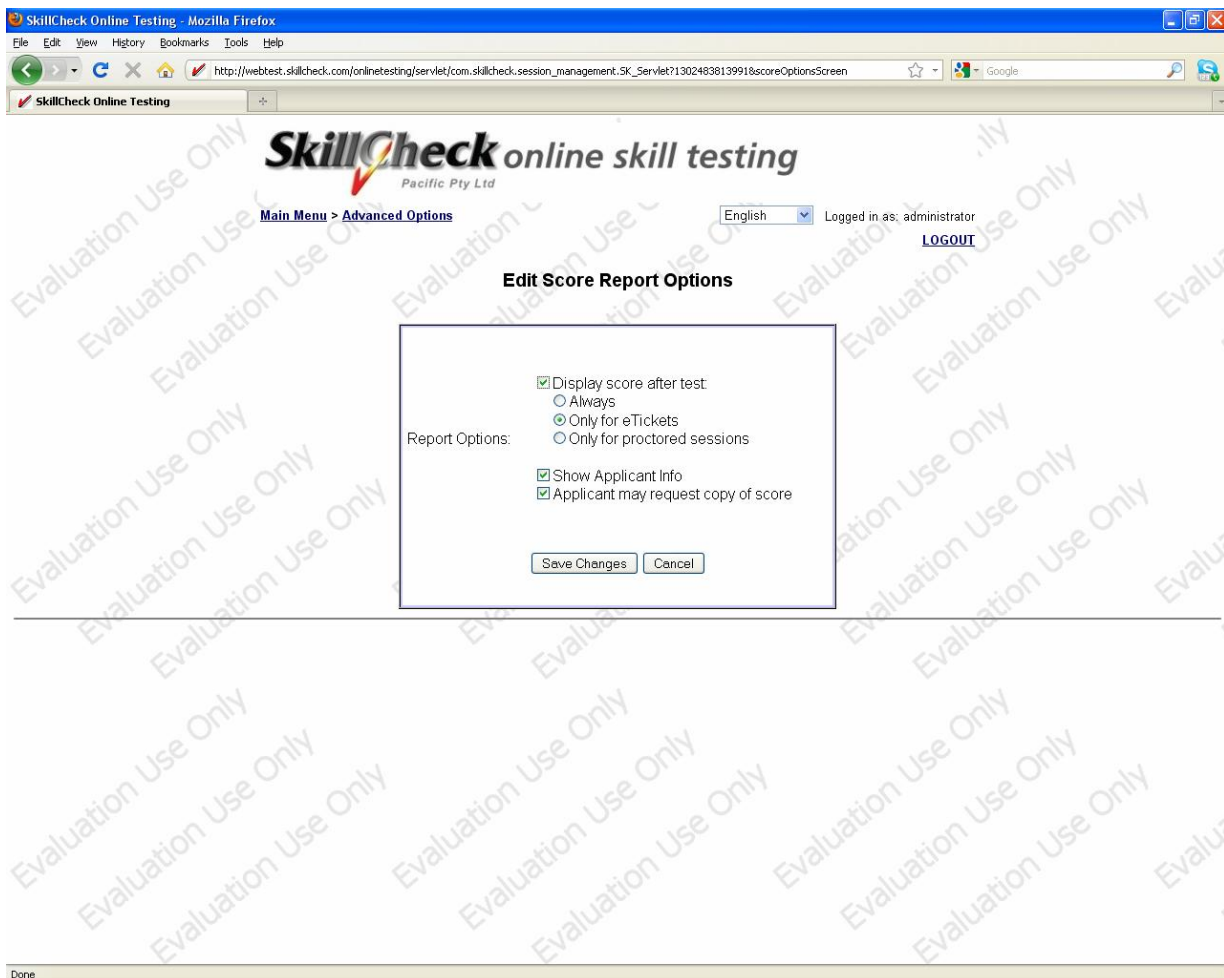
Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Score Delivery Options</u> option.	The Score Delivery Options menu appears.
3	Click on the <u>Review Existing Score Delivery</u> option. Highlight required delivery address and click on <u>Edit Selection</u> button.	<p>The Review Existing Score Delivery menu appears</p> 
4	Change settings as required.	<p>The Edit Score Delivery menu appears.</p> 

- Select **Display score after test** to automatically display scores on the screen at the end of a test session. If you do not want scores to appear automatically at the end of a test session, leave this option unchecked.
- Select **Show Applicant Info** to include custom applicant data on score reports (Please see below for more information on custom applicant data.)
- Select **Applicant may request copy of score** to allow the applicant to request a copy of his/her score via email.

Edit Score Report Options

To enable the candidate to request and receive their score report(s) at the end of a testing session, make the following changes;

1. **Log in as administrator**
2. **Select Advanced Options**
3. **Select Edit Score Report Options**
4. **Select Display Score After Test | Only for eTickets**
5. **Select Show Applicant Info**
6. **Select Applicant May Request Copy of Score**
7. **Click Save Changes**

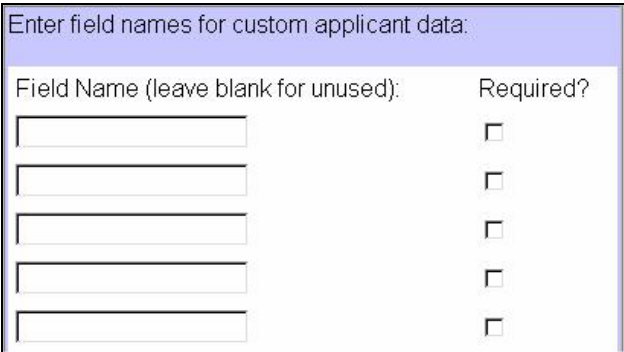


NOTE: This only applies to eTicketed sessions if the “only for eTickets” option is chosen.

Using Custom Applicant Data

The **Custom Applicant Data** screen allows you to specify additional fields that will appear in the test candidate registration screen illustrated on page 14. This allows you to collect specific information from a candidate, other than their name and ID. This custom applicant data can include address, phone number and email information, company specific information (department, supervisor, etc.) or demographic information (gender, age, etc.) for test validation purposes.

Specifying Custom Applicant Data

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Custom Applicant Data</u> option.	 <p>The screenshot shows a window titled "Enter field names for custom applicant data:". Inside, there is a table with two columns: "Field Name (leave blank for unused):" and "Required?". There are five rows, each with an empty text input field and an unchecked checkbox.</p>

The Custom Applicant Data screen allows you to specify up to 15 data fields that will appear in the candidate registration screen and whether or not each field will be required.

Step	Do This	This Screen Appears/This Happens
3	Specify field names for each custom data field and whether or not the field will be required.	For example, type Address in the first field and check the Required check box to add a required Address field to the candidate registration screen.
4	When all custom applicant data has been specified correctly, click on the Save button.	The specified fields will appear in the candidate registration screen for each test candidate taking a test with this testing account.

Online Testing - System Requirements

For **each** PC/ Workstation that will be using online testing:

System Requirements

Ability to open a standard http Web connection (TCP/IP port 80) to our servers.

SSL is enabled and permitted on port 443.

Javascript and cookies are enabled.

Signed java applets¹ or activeX² controls are enabled and permitted.

Pop-up window blocking is turned off or disabled for the skillcheck.com domain.

Screen resolution set to 1280 x 1024 or larger.

Hotmail is specifically not supported. Special instructions must be followed by Hotmail users to access SkillCheck Online Testing Service. See TechTip #13 at our website <http://www.skillcheck.com.au/resources/TechnicalTips.htm> for more information.

A browser plug-in may be required when you first connect to SkillCheck Internet testing. This will take from 2 – 12 minutes depending upon your connection speed.

Important: On PCs with Windows 7, Vista, 2003, XP Professional and 2000 the user must have Computer Administrator (Windows Login) “full rights” to allow installation of this plug-in the first time they use SkillCheck Online Testing Service.

SkillCheck Online Testing is also supported on selected Macintosh operating systems. See below for more information.

Bandwidth Requirements

Standard Tests: The minimum recommended bandwidth to run non-audio tests is a dedicated 56 kbps client-side connection per workstation. At this speed, tests will have delays at test start and end but generally will give acceptable, although slow performance during the test.

Audio-enabled Tests: The minimum recommended bandwidth to run audio tests is a dedicated 128 kbps client-side, high-quality, low-latency connection per workstation.

Browsers Supported by SkillCheck Online Testing

	Windows ³	Mac OS X	Linux ⁴
Firefox	3.0+	10.39+	3.0+
Internet Explorer	7.x, 8.x, 9.x	Not Supported	Not Supported
Safari	NA	10.39+	Not Supported
Google Chrome	Not Supported	Not Supported	Not Supported

¹ Java Virtual Machine (JVM) version 1.6 update 19 or later.

² If you are using Microsoft Windows and Internet Explorer, you may need permission from your network administrator to download and install required software.

³ Online Testing supports Windows 7, Vista, 2003 and XP Professional. Online Testing is also deployable via a browser published by Windows Terminal Services/ Citrix. (Browser/ server configuration must meet the requirements noted above). Windows 3.x, 95, 98, ME, XP Home, Tablet & Media Centre are NOT supported.

⁴ Online Testing explicitly supports Debian 6.

Network Firewall Requirements

If you are connected to the Internet through a firewall and SSL is disabled, the firewall must be configured to allow Outbound Traffic on TCP port 1494.

Proxy Servers

Special settings may be required if connecting via a Proxy Server. Ask for more information.