



## **The SkillCheck Professional Plus TestMaker**

Starting the Test Administrator.....	1
Creating a New Test.....	3
Questions .....	5
Test and Report Settings .....	7
Scoring Methods .....	10
Saving .....	10
Modifying an Existing Test .....	11
Importing a Professional Plus Test .....	13
Exporting a Professional Plus Test .....	14
Printing a Test .....	15
Deleting a Test.....	15

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## The SkillCheck Professional Plus TestMaker

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SkillCheck's *Professional Plus TestMaker* (part of the *SkillCheck Professional Plus* package) allows you to create customized tests for a variety of software and other employment skills. The *Professional Plus TestMaker* allows you to draw from a database of approximately 100 questions for each product. Questions can encompass *Beginner*, *Intermediate*, and *Advanced* skill levels as well as specific functional topics. When you create and save a test, following the instructions below, the test is listed in the SkillCheck *TestCenter*, where it can be selected and given in series to an examinee with any other tests installed on your SkillCheck testing system. (See the *TestCenter* documentation for complete instructions.)

The *Professional Plus TestMaker* is accessed via the SkillCheck *Test Administrator*, which is started by following the instructions below.

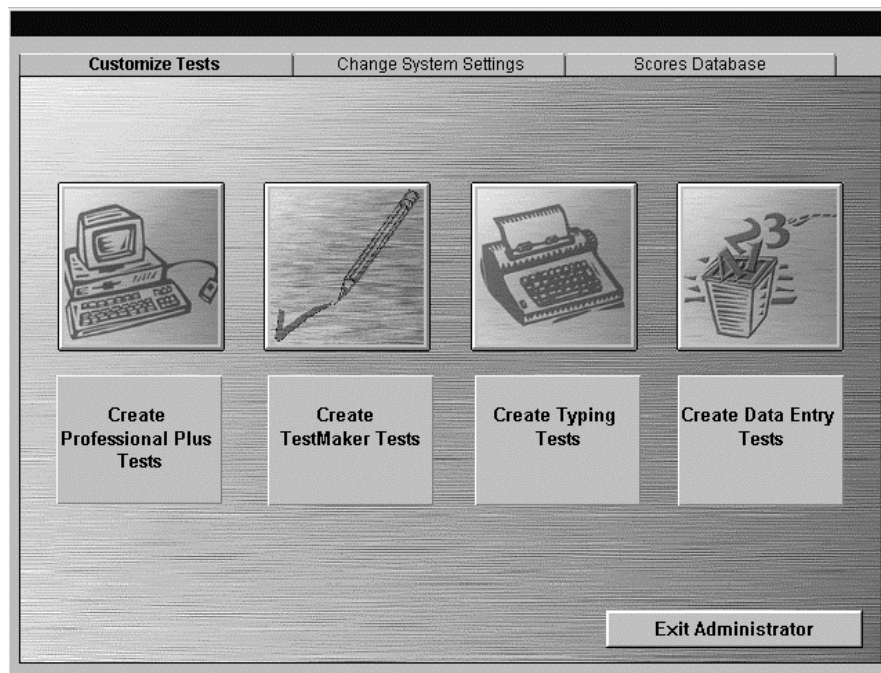
### Starting the Test Administrator

To start the SkillCheck *Test Administrator* in Windows 95/98/NT, follow these instructions:

Step 1	Click the <b>Start</b> button on the Windows 95/98/NT taskbar.	The Windows 95 <b>Start</b> menu appears.
Step 2	Click the <b>Programs</b> selection on the <b>Start</b> menu.	The <b>Programs</b> menu appears.
Step 3	Click the <b>SkillCheck Professional</b> selection on the <b>Programs</b> menu.	The <i>SkillCheck Professional</i> program selections appear.
Step 4	Click the <b>Test Administrator</b> program selection.	The <i>SkillCheck Professional</i> screen appears. At this point, you may be prompted for a password. <b>Important:</b> The default password is "PASSWORD" and may need to be typed in lower-case letters. (See the <i>Test Administrator</i> documentation for instructions on setting and changing the <i>Test Administrator</i> password.)
Step 5	If a password is required, type in the password and press <b>Enter</b> or click <b>OK</b> . If no password is required, press any key to continue.	The SkillCheck <i>Test Administrator</i> screen appears (see page 2).

To start the SkillCheck *Test Administrator* in Windows 3.1:

Step 1	Double-click the <b>SkillCheck Professional</b> program group icon in the Windows <b>Program Manager</b> .	The <b>SkillCheck Professional</b> program group appears.
Step 2	Double-click the <b>Test Administrator</b> icon in the SkillCheck group.	The <i>SkillCheck Professional</i> screen appears. At this point, you may be prompted for a password. <b>Important:</b> The default password is "PASSWORD" and may need to be typed in lower-case letters. (See the <i>Test Administrator</i> documentation for instructions on setting and changing the <i>Test Administrator</i> password.)
Step 3	If a password is required, type in the password and press <b>Enter</b> or click <b>OK</b> . If no password is required, press any key to continue.	The SkillCheck <i>Test Administrator</i> screen appears (see below).



**"Test Administrator" Screen with "Customize Tes**

To start the *Professional Plus TestMaker*, click the **Create Professional Plus Tests** button.

## Creating a New Test

Step 1	Select <b>Create New Test</b> from the <b>Tests</b> menu.	The <i>Create New Test</i> screen appears. ( <b>Note:</b> To modify an existing test, follow the instructions on pages 11–12.)
Step 2	Click the arrow to the right of the <b>Select Product</b> drop list and select a <i>Professional Plus</i> product from the list.	Use the up and down arrows on the right-hand side of the test list to scroll through the available choices.
Step 3	Enter a name for the test in the <b>Test Name</b> field.	This name is the one that will appear in the list of installed tests in the <i>TestCenter</i> . It should be brief (40 characters or less) and appropriate for the set of skills being tested. <b>Warning:</b> Test names should include letters and numbers, but not punctuation such as a slash (/) or other punctuation marks.
Step 4	Enter a test ID name in the <b>Test ID</b> field.	The test ID is the equivalent of a DOS file name. It must be eight characters or less, and contain <i>only</i> letters or numbers (no spaces or punctuation marks).

**Professional Plus TestMaker**

Tests View

Select Product: Word 7 for Windows 95

Test Name: Our Word 7

Test ID: ourword7

Questions Settings Scoring Save Test

Select the product about which you want to create a test from the Select Product menu.

Type a name for the test in the Test Name field (this is the test name that will appear in your TestCenter list of Installed Tests).

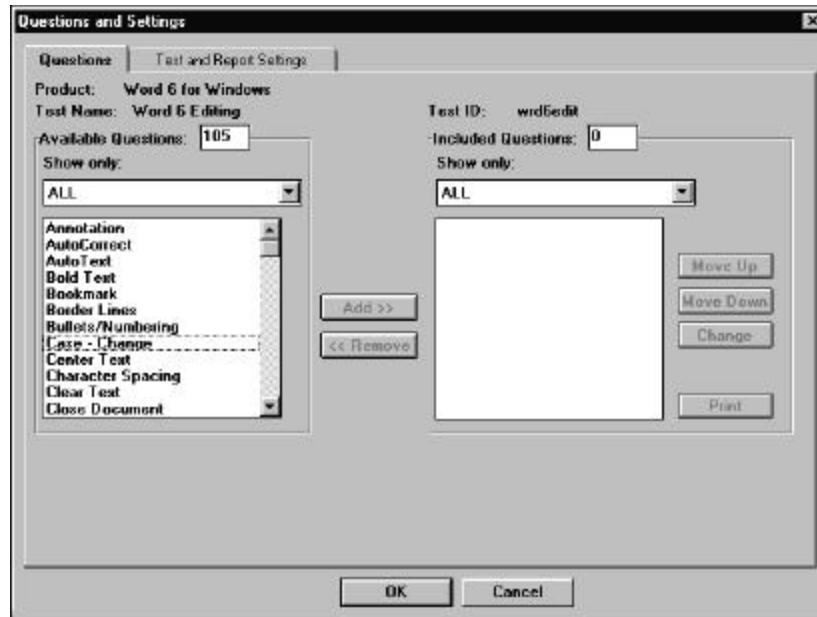
Type a Test ID in the Test ID field. The Test ID can be up to eight characters in length. The ID should only contain letters and numbers (no punctuation marks or spaces).

Ready NUM

**“Create New Test” Screen with Product, Test Name, and Test ID Specified**

## Creating a New Test (continued)

Step 5	Once the test name and test ID have been entered, click the <b>Questions</b> button on the <i>Create New Test</i> screen.	The <i>Questions and Settings</i> screen (shown below) is displayed.
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**“Questions and Settings” Screen with “Questions” Dialog Box Displayed**

**Note:** The **Show only** boxes filter the lists of questions displayed in the **Available Questions** list and the **Included Questions** list. Click the down arrow next to the **Show only** drop list to display the available question categories (usually **All**, **Topics**, and **Levels**). Next, click a category to select it. The questions associated with that category appear in the question list. In the example above, if you select the **Editing** category for the Word 6 for Windows test, only questions pertaining to the topic **Editing** in Word 6 for Windows are shown in the **Available Questions** list.

Step 6	Select the questions you want to include in the new test.	The table that follows describes the options available for selecting questions in the <b>Questions</b> dialog box.
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## Creating a New Test – Questions

To	Do the following
Select questions	<ul style="list-style-type: none"> <li>Click on a question to select it.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Hold <b>Control</b> and click individually on each question in the group of questions you want to select.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Select a group of consecutive questions by clicking on the first question in the list, then holding <b>Shift</b> and clicking the last question in the list.</li> </ul>
Display question text	Click once on the question in either the <b>Available Questions</b> or <b>Included Questions</b> list. The text portion of the question's attributes appears in a <b>Question Attributes</b> window near the bottom of the dialog box. Use the vertical scrollbar or click in the box and use the <b>Up</b> or <b>Down</b> arrow keys to move through the question display.
See detailed question attributes	Double-click the question in either the <b>Available Questions</b> or <b>Included Questions</b> list to display question text, topic, level, weight, and any comment associated with the question. Use the vertical scrollbar or click in the <b>Question Attributes</b> window and use the <b>Up</b> or <b>Down</b> arrow keys to move through the question display.
Add questions selected in the <b>Available Questions</b> list to the <b>Included Questions</b> list	Click the <b>Add</b> button. ( <b>Note:</b> This action <i>moves</i> the questions from the <b>Available Questions</b> list to the <b>Included Questions</b> list, so they no longer appear in the <b>Available Questions</b> list.)
Remove questions selected in the <b>Included Questions</b> list	Click the <b>Remove</b> button. ( <b>Note:</b> When questions are removed from the <b>Included Questions</b> list, they reappear in the <b>Available Questions</b> list.)
Move a question selected in the <b>Included Questions</b> list up one question in the list	Click the <b>Move Up</b> button. ( <b>Note:</b> Moving a question changes where the question falls in the question order when the test is taken, unless the <b>Random</b> test option has been selected. See the <i>Test Administrator</i> documentation and/or page 8 in this section for information on the <b>Random</b> test option.)
Move a question selected in the <b>Included Questions</b> list down one question in the list	Click the <b>Move Down</b> button.

(Table continued on following page.)

### Creating a New Test – Questions (continued)

To	Do the following
Change attributes of a question selected in the Included Questions list	<p>Select the question and then click the <b>Change</b> button. This displays the <b>Change Question Attributes</b> dialog box where you change the question's level, topic, and/or question weight. You can also create a comment to go with a specific question. After making changes, click on <b>OK</b> to return to the <b>Questions</b> dialog box. The components of the <b>Question Attributes</b> window are described in the table below.</p> <p><b>Important Note:</b> Tests that have been validated for a specific job usually are assigned level and topic categories based on research pertaining to that job. Changing this information for questions in a test can affect test validation. When creating customized tests for a specific job or client, make sure that it is based on research pertaining to how the custom test will be used.</p>
Print all questions in the Included Questions list.	Click the <b>Print</b> button. ( <b>Note:</b> this button is not active if there are no questions in the <b>Included Questions</b> list.)

Question Attributes	Use This Component To
<b>Level</b>	Change the question level ( <i>Beginner</i> , <i>Intermediate</i> , or <i>Advanced</i> ) associated with the question. To use this option, click the down arrow to the right of the <b>Level</b> drop list to display the available categories, then click on your choice to select it.
<b>Topic</b>	Change the topic associated with the question. To use this option, click the down arrow to the right of the <b>Topic</b> drop list to display the available categories, then click on your choice to select it.
<b>Weight</b>	Assign a weight to each question. Question weighting is used in validation studies to assign more importance to some questions than to others when a test is being validated for a particular job or set of skills. You can assign weights of .5 to 1.5 to a question in increments of .1 (.5, .6, .7, and so on). Question weighting is not standard for SkillCheck testing products.
<b>Comments</b>	Create a comment (up to 250 characters in length) for each question in your <b>Included Questions</b> list. This text can include training suggestions, hints for analyzing test results, or other information relevant to your use of the test. The report settings options, described on page 7, allow you to specify when these comments will appear in a score report.

## Creating a New Test – Test and Report Settings

Step 7	After selecting all of the questions to be included in the test, click the <b>Test and Report Settings</b> tab near the top of the <i>Questions and Settings</i> screen.	The <b>Test and Report Settings</b> dialog box (shown below) is displayed.*
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“Test and Report Settings” Dialog Box

Step 8	Select the desired test and report settings for the <i>Professional Plus</i> test.	These options are described in the tables on pages 8–9.*
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\* (Note: The *Test Administrator* gives you the option to specify the test and report settings described on pages 8–9 globally for all *Professional Plus* tests. If you want all *Professional Plus* tests to have the same settings, use the **Global Test Settings** and **Global Report Settings** options in the *Test Administrator*. If you want different tests to use different settings, turn off **Global Test Settings** and **Global Report Settings** in the *Test Administrator* and specify settings for each test using the **Test and Report Settings** options described here.)



### Creating a New Test – Test and Report Settings (continued)

Test Setting Option	Function
<b>Random</b>	When this option is checked, the questions in the exam are presented to examinees in random order. When the option is not checked, the questions are presented to examinees in the order designated when the test was created.
<b>Timed</b>	When this option is checked, the test is timed. Enter the desired duration of the test in the <b>Minutes</b> box. In the example on page 7, the <b>Timed</b> option has been selected and 10 minutes has been entered as the test duration.
<b>Show Timer</b>	When this option is checked, the time remaining is displayed in the bottom right-hand corner of the screen while an examinee takes the test. The option is only available if the <b>Timed</b> option has also been selected.
<b>Number of Tries</b>	This option specifies the maximum number of times an examinee can retry each question. The default setting is 2, which means the examinee can try to answer each question twice before he or she must move on to the next question.
<b>Max Wrong</b>	This option specifies the maximum number of questions an examinee can answer incorrectly at the beginning of the test before the test automatically ends. The default setting is 4, which means the test will automatically halt if an examinee gives wrong answers for the first four questions.
<b>Feedback</b>	<p>This option displays a <b>Correct/Incorrect</b> dialog box after an examinee answers a test question. If the answer is correct, the dialog box displays “Answer Correct” and a <b>Go to Next Question</b> button. If the answer is incorrect, the dialog box displays “Answer Incorrect,” a <b>Go to Next Question</b> button, and a <b>Try This Question Again</b> button. If the examinee tries the question again and the answer is incorrect again, the second box will display again and will continue to display until the examinee answers correctly or until the <b>Number of Tries</b> setting has been exceeded. At that point, the dialog box will display “Answer Incorrect” again but only show the <b>Go to Next Question</b> button. The default setting for this option is enabled.</p> <p>If this option is disabled, the examinee sees a dialog box that says “Answer Complete” and has both the <b>Go to Next Question</b> and the <b>Try This Question Again</b> buttons.</p>
<b>Audio</b>	The <b>Audio</b> option enables or disables the audio function that “reads” the question aloud during the test. This option only functions with multimedia systems that have sound files installed on their hard disk or CD-ROM. Selecting <b>No Audio</b> disables the function. Selecting <b>Choose on Screen</b> enables an audio button on the test question screens. If the examinee wishes to hear the question read aloud, he or she can click the audio button. Selecting <b>Automatic</b> means the questions will be read aloud automatically when they appear on the screen.
<b>Password</b>	The <b>Password</b> option lets you password protect the test so that it cannot be opened in the <i>Professional Plus TestMaker</i> unless the password is entered correctly. You do not need the password to administer the test to an examinee. It is usually a good idea to password protect validated <i>Professional Plus</i> tests to ensure that settings for the test are not changed inadvertently. If you enable the <b>Password</b> option, you must enter a password in the text box below <b>Use Password</b> .

### Creating a New Test – Test and Report Settings (continued)

Report Setting Option	Function
Scores by Level	When this option is selected, the examinee's scores by skill level ( <i>Beginner</i> , <i>Intermediate</i> , and <i>Advanced</i> ) will appear in the on-screen and printed score report at the end of a test.
Scores by Topic	When this option is selected, the examinee's score by functional topic ( <i>File Management</i> , <i>Editing</i> , and so on) will appear in the on-screen and printed score report at the end of a test.
Report Answers	When this option is selected, the test questions will be listed in the on-screen and printed score report at the end of a test along with whether the examinee's response was correct, incorrect, or incomplete (skipped). The sorting options for how these questions are displayed are by <b>Topic</b> , <b>Level</b> , <b>Topic and Level</b> , or <b>Question Number</b> .
Report Productivity (Software Tests Only)	When this option is selected, the examinee's productivity score will appear in the on-screen and printed score report at the end of a test. This score measures work efficiency with software as <i>High</i> , <i>Medium</i> , or <i>Low</i> . A <i>High</i> score indicates that the examinee frequently used efficient methods (such as keyboard shortcuts) when performing software tasks. <i>Medium</i> and <i>Low</i> productivity scores indicate that efficient methods were used less frequently.
Question Weighting	When this option is selected, a score will be calculated based on total weight assigned to each question in the test. This information is primarily used when performing validation research. See page 6 for more information on assigning question weight.
Comments	This option determines when comments will appear in the on-screen and printed score report at the end of a test. The choices are <b>None</b> , <b>All Questions</b> , <b>Correct Only</b> , and <b>Incorrect Only</b> . <b>Note:</b> You must assign comments to questions following the instructions on page 6.

## Creating a New Test — Scoring Methods

Step 9	When the desired test and report settings are set, click <b>OK</b> .	The <i>Questions and Settings</i> screen closes and the <i>Create New Test</i> window reopens.
Step 10	Click the <b>Scoring</b> button.	The <b>Scoring Method</b> dialog box opens.
Step 11	Select a scoring method from the <b>Scoring Method</b> drop list.	The table below describes the scoring method options.

Method	Function
<b>None</b>	This method is the default scoring option. When this method is selected, the percentage of correct answers for the complete test, for each topic, and for each level appears in the test scores report, but no “grade” appears.
<b>Pass/Fail</b>	Choosing this scoring method will cause a grade of “Pass” or “Fail” to appear in the test scores report. The default setting for “Pass” is 60–100% and 59% or less for “Fail.”
<b>Custom</b>	The <b>Custom</b> scoring method lets you define up to 10 scoring criteria for a <i>Professional Plus</i> test, setting the percentage range and entering a label for each criterion.
<b>Grades A-F</b>	This scoring choice sets up the traditional A–F scoring method, with percentage ranges of 100–90 for A, 89–80 for B, 79–70 for C, 69–60 for D, and 59–0 for F.

Step 12	If necessary, change the percentage range of scoring criteria by clicking the up or down arrow to the right of the range boxes.	The score is changed automatically for the range above (if you change the top bound) and/or below (if you change the bottom bound). For example, if you change the “Pass” range below to start at 61%, the top bound of the “Fail” range will automatically change to 60%.
Step 13	When the scoring method has been configured, click <b>Done</b> .	The <b>Scoring Method</b> dialog box closes and the <i>Create New Test</i> window reopens.

## Creating a New Test — Saving

Step 14	Click the <b>Save Test</b> button.	The test is saved, and the <i>Professional Plus TestMaker</i> screen is displayed.
Step 15	Exit the program by selecting <b>Exit</b> from the <b>Tests</b> menu.	The program closes and the <i>Test Administrator</i> screen reappears. ( <b>Note:</b> You can also continue at this point and begin creating a new test by repeating Steps 1 through 14, or you can edit an existing test by following the instructions on pages 11–12.)

## Modifying an Existing Test

To edit an existing *Professional Plus* test, start the *SkillCheck Professional Test Administrator* and the *Professional Plus TestMaker*. Then follow the instructions below.

Step 1	Select <b>Modify Test</b> from the <b>Tests</b> menu.	The <i>Modify Test</i> screen (pictured below) appears.
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**Professional Plus TestMaker “Modify Test” Screen**

Step 2	Click the drop-down menu arrow to the right of the <b>Select Product</b> field.	A list of available products appears.
Step 3	Select the product (for example, Word 7 for Windows or Business English) for the test you wish to edit by clicking on the product name.	The selected product appears in the <b>Select Product</b> field.
Step 4	Click the drop-down menu arrow next to the <b>Test Name</b> drop list.	A list of available tests for the selected product appears.
Step 5	Select the test you wish to edit by clicking on the test name.	The selected test name appears in the <b>Test Name</b> field. The test ID appears in the <b>Test ID</b> field. At this point, you may be required to enter a password.
Step 6	If a password is required, type the password in the <b>Password</b> dialog box and click <b>OK</b> .	

(Table continued on following page.)

## Modifying an Existing Test (continued)

Step 7	<ul style="list-style-type: none"> <li>Click the <b>Questions</b> button to add, remove, or change the attributes of the questions in the <b>Included Questions</b> list for the selected test.</li> <li>Click the <b>Settings</b> button to alter the test and report settings.</li> <li>Click the <b>Scoring</b> button to modify the scoring method.</li> </ul>	<p>The <b>Questions</b> dialog box of the <i>Questions and Settings</i> screen is displayed. Pages 4–6 explain options for adding, removing, and changing test questions.</p> <p>The <b>Test and Report Settings</b> dialog box is displayed. Pages 7–9 explain options for changing test and report settings.</p> <p>The <b>Scoring Method</b> dialog box appears. (See page 10 for instructions on setting the test scoring options.)</p>
Step 8	When you have made the desired changes to the questions and the test and report settings, click <b>OK</b> .	The <b>Modify Test</b> screen is displayed.
Step 9	<ul style="list-style-type: none"> <li>To save the edited test under the same name, click the <b>Save Test</b> button.</li> <li>To save the edited test under a new name, click the <b>Save Test As</b> button.</li> </ul>	<ul style="list-style-type: none"> <li>The test is saved and the <i>Professional Plus TestMaker</i> screen appears.</li> <li>The <b>Save Test As</b> dialog box appears. Go to Step 10.</li> </ul>
Step 10	If you are saving the edited test under a new name, fill in the <b>Test Name</b> field and the <b>Test ID</b> field. Then click <b>OK</b> . (Click <b>Cancel</b> if you decide not to rename the test.)	<p>The test name is the one that will appear in the list of installed tests in the <i>TestCenter</i>. It should be brief (40 characters or less) and appropriate for the set of skills being tested. Do not use the backslash (“/”) as part of the test name.</p> <p>The test ID is the equivalent of a DOS file name. It must be eight characters or less, and contain only letters or numbers (no spaces or punctuation marks).</p> <p>When you click <b>OK</b>, the test is saved under the new name and the <i>Professional Plus TestMaker</i> screen reappears. At this point you can exit the program, create a new test, or modify another test. (<b>Note:</b> The newly saved test will appear in the <b>Installed Tests</b> list the next time you start the <i>SkillCheck TestCenter</i>.)</p>

## Importing a Professional Plus Test

The SkillCheck *Professional Plus TestMaker* has the capability to create portable **Professional Plus** tests. In other words, a software test or other skills test created using the *Professional Plus TestMaker* can be exported from the computer on which it was created and then imported onto another computer using either the *TestCenter* or *Professional Plus TestMaker* program. (See the *TestCenter* documentation for instructions on importing **Professional Plus** tests through the *TestCenter*.) Importing a **Professional Plus** test into the *TestMaker* allows you to edit the test in the same way you can edit a new test or a test created by the *Professional Plus TestMaker* program on your computer. To import a **Professional Plus** test into the *Professional Plus TestMaker*, follow these steps:

Step 1	From the <b>Tests</b> menu, select <b>Import Tests</b> .	The <b>Open</b> dialog box opens, displaying the tests available for importing (denoted by the .SWT file extension.)
Step 2	If no .SWT tests are displayed in the <b>File Name</b> list of the current directory, open the directory or disk where the test files reside.	The test file names will appear in the <b>File Name</b> list.
Step 3	Import the desired test file by double-clicking the file name, or by selecting the file name and clicking <b>OK</b> . If a password is required, type the password into the <b>Password</b> dialog box and click <b>OK</b> .	The selected test file is imported into the <i>Professional Plus TestMaker</i> .
Step 4	If necessary, edit the test.	Follow the instructions for modifying a <b>Professional Plus</b> test on page 11–12.
Step 5	When you have finished modifying the test, save it under the same name by clicking the <b>Save</b> button or save it under a new name by clicking the <b>Save As</b> button.	The imported test is saved with any modifications.
Step 6	Exit the <i>Professional Plus TestMaker</i> or begin creating or modifying another test file.	

## Exporting a Professional Plus Test

Just as you can import a *Professional Plus* test created on a different computer and/or at a different location, you can also export tests. These tests can then also be imported at a different site through the *TestCenter* or the *Professional Plus TestMaker*. (See the *TestCenter* documentation for instructions on importing *Professional Plus* tests through the *TestCenter*.) To export a test from the *Professional Plus TestMaker*, follow these steps:

Step 1	From the <b>Tests</b> menu, select <b>Modify Tests</b> .	The <i>Modify Test</i> screen (see page 11) appears. ( <b>Note:</b> if the test you want to export is already on the screen, skip Steps 1-6.)
Step 2	Click the arrow to the right of the <b>Select Product</b> drop list.	A list of available products appears.
Step 3	Select the product (for example, Word for Windows 7.0 or Business English) for the test you wish to edit.	The selected product appears in the <b>Select Product</b> field.
Step 4	Click the arrow next to the <b>Test Name</b> drop list.	A list of available tests for the selected product appears.
Step 5	Select the test you wish to export by clicking on the test name. If a password is required, type the password into the <b>Password</b> dialog box and click <b>OK</b> .	The selected test name appears in the <b>Test Name</b> field. The test ID appears in the <b>Test ID</b> field.
Step 6	Select <b>Export Test</b> from the <b>Tests</b> menu.	The <b>Save As</b> dialog box opens with the test name and .SWT extension already entered in the <b>File Name</b> field.
Step 7	Open the directory or disk to which you want to export the test file and click <b>OK</b> .	The test file is exported to the selected disk or directory. ( <b>Note:</b> If desired, you can change the test file name before you export. However, <i>make sure</i> the file still has the .SWT file extension.)
Step 8	Exit the <i>Professional Plus TestMaker</i> or go on to creating or editing another test.	

## Printing a Test

To print a *Professional Plus* test, select **Print Test** from the **File** menu. The test questions will then print out in the order you selected them. The printout includes the question title (for example, “AutoCorrect”), the question number in the list of available questions (for example, “Q074”), question text, and other information.

- You must save a new test before you can print it.
- You can print existing tests by first opening the test using the **Modify Test** option and then selecting **Print Test** from the **File** menu.
- A **Print** button also appears in the **Questions** dialog box. To print a test from this dialog box, click the **Print** button. This action prints all the questions in the **Included Questions** list.

## Deleting a Test

To delete a *Professional Plus* test, first open the test following the instructions on page 11 for modifying an existing test. When the test to be deleted is listed on the screen, select **Delete Test** from the **File** menu. A confirmation dialog box will appear. Click **Yes** if you want to delete the test. Click **No** if you decide not to delete the test.