



## **The SkillCheck Professional Test Administrator**

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## The SkillCheck Professional Test Administrator

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The *SkillCheck Professional Test Administrator* provides easy access to three test administration modules: *Customize Tests*, *Change System Settings*, and *Scores Database*. The features in these modules give you the ability to do the following tasks:

ADMINISTRATOR MODULE	USE THIS MODULE TO
<b>Customize Tests</b>	Create, edit, or delete custom tests ( <i>Software Skills</i> , <i>Employment Skills</i> , <i>Typing</i> , <i>Data Entry</i> , and <i>TestMaker</i> tests).
<b>Change System Settings</b>	Modify the SkillCheck <i>TestCenter</i> system settings.
<b>Scores Database</b>	Review, format, and print previous test scores.

### Starting the Test Administrator

To start the SkillCheck *Test Administrator* in Windows 95/98/NT:

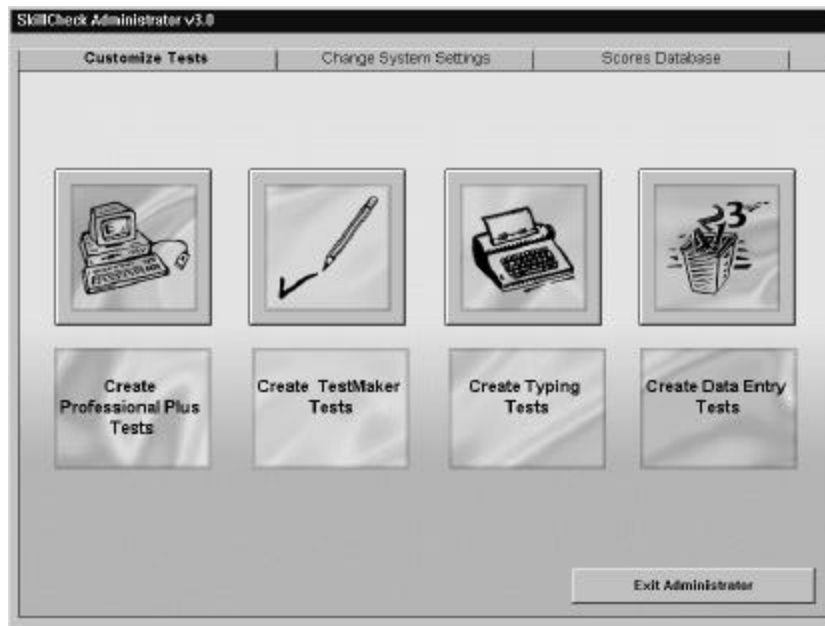
Step 1	Click the <b>Start</b> button on the Windows 95/98/NT taskbar.	The Windows 95/98/NT <b>Start</b> menu appears.
Step 2	Click the <b>Programs</b> selection on the <b>Start</b> menu.	The <b>Programs</b> menu appears.
Step 3	Click the <b>SkillCheck Professional</b> selection on the <b>Programs</b> menu.	The <i>SkillCheck Professional</i> program selections appear.
Step 4	Click the <b>Test Administrator</b> program selection.	The <i>Test Administrator</i> screen appears. At this point, you may be prompted for a password. <b>Important:</b> The default password, if used, is "password". (See page 6 for instructions on setting and changing the <i>TestCenter</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, click the mouse or press any key to continue.	The <i>Test Administrator</i> screen (see page 3) appears.

## Starting the Test Administrator (continued)

To start the *SkillCheck Professional 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>Test Administrator</i> screen appears. At this point, you may be prompted for a password. <b>Important:</b> The default password, if used, is “password”. (See page 6 for instructions on setting and changing the <i>TestCenter</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, click the mouse or press any key to continue.	The <i>Test Administrator</i> screen (shown on page 3) appears.

## Test Administrator Modules



### SkillCheck Professional “Test Administrator” Screen with “Customize Tests” Selected

The *Test Administrator* provides three administrative modules; each is described below. To select a module, click on its tab at the top of the *Test Administrator* screen.

<b><i>Test Administrator</i> Module</b>	<b>Use This Module To</b>	<b>Information on this Module Begins on</b>
<b>Customize Tests</b>	Create, edit, or delete tests.	Page 4
<b>Change System Settings</b>	Change passwords, opening screen graphics, test options, and other system settings.	Page 5
<b>Scores Database</b>	Retrieve, view, and print reports of previous test scores.	Page 14

To close the *Test Administrator*, click the **Exit Administrator** button in the lower right-hand corner of the screen.

## The “Customize Tests” Module

The *Test Administrator* gives you the ability to create, edit, or delete existing tests. Each button on the *Customize Tests* window of the *Test Administrator* screen starts a test-making system for creating, editing, or deleting SkillCheck *Professional Plus* (Software Skills and Employment Skills), *Typing*, *Data Entry* or *TestMaker* tests.

If you have purchased a SkillCheck product with test-making capabilities, you can start the test-making programs by clicking on the appropriate button. If a selected test maker is not part of your system, a message will appear on the screen when you click on the button. The message indicates that the selected test maker is not installed and provides instructions for obtaining that product.

Instructions for each test-making system (the *Professional Plus TestMaker*, *TestMaker*, *Typing TestMaker*, and *Data Entry TestMaker*) appear in separate sections of this manual.

If the *Customize Tests* module (illustrated on page 3) is not already displayed, click the **Customize Tests** tab near the top of the *Test Administrator* screen. The options in the *Customize Tests* module are described in the following table:

Option	Use This Option to	For Detailed Information and Instructions*
<b>Create Professional Plus Tests</b>	Create, edit, or delete tests on various software products and other employment skills.	See the SkillCheck <i>Professional Plus TestMaker</i> section of this manual.
<b>Create TestMaker Tests</b>	Create, edit, or delete tests containing any number of multiple-choice, true-false, or fill-in-the-blank questions (with text and graphics).	See the SkillCheck <i>TestMaker</i> section of this manual.
<b>Create Typing Tests</b>	Create, edit, or delete tests for typing speed and accuracy.	See the SkillCheck <i>Typing TestMaker</i> section of this manual.
<b>Create Data Entry Tests</b>	Create, edit, or delete tests for data entry speed and accuracy.	See the SkillCheck <i>Data Entry TestMaker</i> section of this manual.

**\*Note:** You may not have all of these SkillCheck test-making systems installed on your computer. If you do not have a particular test-making program installed, a message will appear when you try to start the program indicating where you can obtain the selected test-making product.

After exiting a test maker, you will be returned to the *Customize Tests* window of the *Test Administrator*.

## The “Change System Settings” Module

The *Test Administrator* offers several options designed to give you flexibility in customizing your *SkillCheck Professional* system. To display these options, click the **Change System Settings** tab in the *Test Administrator*. This will display the *Change System Settings* module shown below.



**SkillCheck Professional “Test Administrator” Screen  
with “Change System Settings” Selected**


The *Change System Settings* module offers you the options listed below.

Option	Select This to Set or Change	Information on this Option Begins on
<b>Passwords</b>	<i>TestCenter</i> and <i>Test Administrator</i> system passwords	Page 6
<b>Screen Customization</b>	<i>TestCenter</i> and <i>Test Administrator</i> opening graphics	Page 7
<b>Global Test Settings</b>	Global test settings for <i>SkillCheck Professional</i> and <i>Professional Plus</i> tests	Page 8
<b>Global Report Settings</b>	Global report settings for <i>SkillCheck Professional</i> and <i>Professional Plus</i> tests	Page 11
<b>Date Style</b>	Global date style	Page 13
<b>Go Back/Window Options</b>	Go Back feature (on or off). You can also specify whether or not tests will run in a window on high resolution computer monitors.	Page 13
<b>Language</b>	Change the language in which the	Page 14

	SkillCheck system runs.	
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## Changing the *TestCenter* or *Test Administrator* Passwords

You can specify or change passwords for the SkillCheck *TestCenter* and *Test Administrator* using the password option of the *Change System Settings* module. To change passwords, follow these instructions:

Step 1	Click the radio button next to <b>Passwords</b> .	The <b>Passwords</b> dialog box appears.
Step 2	<ul style="list-style-type: none"><li>To set or change the password for the <i>TestCenter</i> (both the password used to start the <i>TestCenter</i> and the password used to obtain test scores), click the radio button next to <b>TestCenter</b>.</li><li>To set or change the password for the <i>Test Administrator</i>, click the radio button next to <b>Administrator</b>.</li></ul>	<p>The <b>Enter New Password</b> dialog box appears.</p> 
Step 3	<ul style="list-style-type: none"><li>To use a password, leave the box next to <b>Use Password</b> checked.</li><li>To disable the password option, uncheck the box next to <b>Use Password</b> by clicking on it.</li><li>To have the <b>Password</b> dialog box appear automatically when the <i>Security</i> screen appears at the end of a test sequence, check the box next to <b>Display Automatically</b> by clicking on it.</li></ul>	If you choose not to use a password, skip steps 4–6. ( <b>Note:</b> the <b>Display Automatically</b> password option only appears on the <b>Enter New Password</b> dialog box when you click the radio button next to <b>TestCenter</b> . This option is not applicable to the <i>Administrator</i> .)
Step 4	Type the password in the box provided and press <b>Enter</b> .	The <b>Re-enter Password</b> dialog box appears. ( <b>Note:</b> This step ensures that you have entered the initial password correctly.)
Step 5	Re-type the password in the box provided and press <b>Enter</b> .	If you have entered the identical password both times, a message appears indicating that the selected password has been changed. ( <b>Note:</b> If the two entries are not identical, an error message appears, asking you to repeat Step 4.)
Step 6	Click <b>OK</b> in the dialog box that appears.	The <b>Passwords</b> dialog box reappears. ( <b>Note:</b> The new password will take effect the next time you open the <i>TestCenter</i> or <i>Test Administrator</i> .)



## Changing Screen Customization

This feature allows you to have your company name and logo appear whenever your testing system (either the *TestCenter* or *Test Administrator*) starts. For best results, the graphic you want to appear should be a bitmap image sized at 640x480 pixels. When creating an opening graphic, make sure it is designed so that other information on the opening screen (such as password information) does not obscure an important part of the image you want to appear. To change the opening graphic:

Step 1	Click the radio button next to <b>Screen Customization</b> on the <i>Change System Settings</i> module.	The <b>File Open</b> dialog box appears.
Step 2	Select the disk or folder that contains the graphics. Then select the graphics file.	The selected file appears in the <b>File Name</b> box.
Step 3	Click <b>OK</b> .	The dialog box disappears. ( <b>Note:</b> The new opening graphic will appear the next time you start the <i>TestCenter</i> , <i>Test Administrator</i> , or a SkillCheck Software Skills or Employment Skills test.)

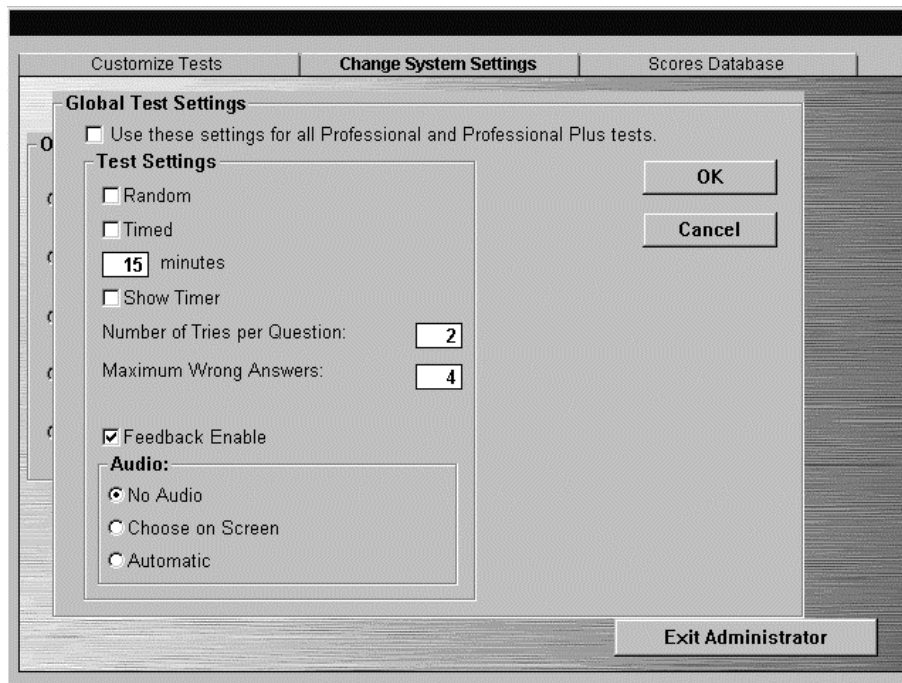
## Customizing Global Test Settings

The *Test Administrator* allows you to specify global test settings for all *SkillCheck Professional* and *Professional Plus* Software Skills tests. These global options will not affect other tests, including Employment Skills Tests, Typing, Data Entry or TestMaker tests. To change settings for these tests, you will need to change the settings for each test individually using the appropriate test-making product.

**Important Note:** If you are using a wide variety of SkillCheck Software Skills tests, it might not be advisable to assign global test settings to all tests since some settings may not be appropriate for every different type of software test.

To select global settings for your SkillCheck *Professional* and *Professional Plus* tests, follow these steps:

Step 1	Click the radio button next to <b>Global Test Settings</b> on the <i>Change System Settings</i> module.	The <b>Global Test Settings</b> dialog box (shown below) appears.
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Default “Global Test Settings” Dialog Box

Step 2	Check the box next to <b>Use these settings for all Professional and Professional Plus tests</b> by clicking it.	This action applies the settings you choose to all <i>SkillCheck Professional</i> and <i>Professional Plus</i> software tests. (To disable the global test settings, make sure the <b>Use these settings for all Professional and Professional Plus tests</b> box is not checked.)
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(Instructions continue on following page)

### Customizing Global Test Settings (continued)

Step 3	Set or change the test settings (each setting is explained in the table below). Then click <b>OK</b> . Click <b>Cancel</b> if you decide not to change the test settings.	<ul style="list-style-type: none"><li>• If you checked the <b>Global Test Settings</b> box, the new settings are now in effect for all your <i>SkillCheck Professional</i> and <i>Professional Plus</i> Software Skills tests and the <i>Change System Settings</i> module of the <i>Test Administrator</i> screen reappears.</li><li>• If you did not check the <b>Global Test Settings</b> box, this message appears: “Global test settings are not in effect. To enable them, the box in the upper left-hand corner must be checked.” When you click <b>OK</b>, the <i>Change System Settings</i> module of the <i>Test Administrator</i> screen reappears. You will need to click on the <b>Global Test Settings</b> option again in order to display the <b>Global Test Settings</b> dialog box, allowing you to check the <b>Use these settings...</b> option.</li></ul>
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Test Setting Option	Explanation of this Option
<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 they were created.
<b>Timed</b>	If this option is checked, the test will be timed. Specify the desired duration of the test in the <b>Minutes</b> box.
<b>Show Timer</b>	When checked, this option allows the test time remaining to be displayed on the screen while the test is being taken.
<b>Number of Tries per Question</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. The maximum setting for this option is 9.
<b>Maximum Wrong Answers</b>	This option specifies the number of answers 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 answers the first four questions wrong. The maximum setting for this option is 99.

(Instructions continue on following page.)

## Customizing Global Test Settings (continued)

Test Setting Option	Explanation of this Option
Feedback Enable	<p>On all software tests, 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.</p> <p>If the examinee tries the question again and the answer is incorrect again, the <b>Correct/Incorrect</b> 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. At this point, the examinee must continue to the next question.</p> <p>If this option is disabled, a dialog box appears after each question, displaying an “Answer Complete” message (with no indication as to whether the examinee got the answer right or wrong).</p> <p><b>Note:</b> The new Go Back feature in <i>SkillCheck Professional</i> and <i>SkillCheck Professional Plus 3.0</i> also uses the feedback setting to determine whether or not to indicate that questions have been answered correctly or incorrectly in the <i>Go Back/Review</i> screen described in the <i>TestCenter</i> chapter of the SkillCheck documentation.</p> <p>Again, global settings will only affect SkillCheck Software Skills tests. So turning on feedback globally will not affect multiple-choice SkillCheck Employment Skills tests. (In the case of multiple-choice tests, allowing feedback in the Go Back screen would be inappropriate since it would allow the examinee to see which answers they got correct or incorrect AND go back and try the question again. This is why global settings apply only to SkillCheck Software Skills tests where all global settings are appropriate.)</p>
Audio	<p>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 the original SkillCheck installation CD in their CD drive while running the SkillCheck system. 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.</p> <p><b>Note:</b> Audio is not available on all tests.</p>

## Customizing Global Report Settings

The *Test Administrator* allows you to specify global report settings for all ***SkillCheck Professional*** and ***Professional Plus*** Software Skills tests. These global report options will not affect other tests, including Employment Skills Tests, Typing, Data Entry or TestMaker tests. To change report settings for these tests, you will need to change the settings for each test individually using the appropriate test-making product.

**Important Note:** If you are using a wide variety of SkillCheck Software Skills tests, it might not be advisable to assign global test settings to all tests since some settings may not be appropriate for every different type of software test.

To select global report settings for your ***SkillCheck Professional*** and ***Professional Plus*** Software Skills test reports, follow these instructions:

Step 1	Click the <b>Global Report Settings</b> button on the <i>Change System Settings</i> module of the <i>Test Administrator</i> screen.	The <b>Global Report Settings</b> dialog box (shown below) appears.
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Test Administrator “Global Report Settings”

Step 2	Check the box next to <b>Use these settings for generating reports for Professional and Professional Plus tests</b> by clicking on it.	This action applies the settings you choose to <b>all <i>SkillCheck Professional</i> and <i>Professional Plus</i></b> Software Skills test reports. To disable the global report settings, make sure the box is not checked.
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(Instructions continue on following page.)


## Customizing Global Report Settings (continued)

Step 3	Set or change the global report settings. (Each setting is explained in the table below.) Then click <b>OK</b> . Click <b>Cancel</b> if you decide not to change the report settings.	<ul style="list-style-type: none"> <li>If you check the <b>Use these settings for generating reports for Professional and Professional Plus tests</b> box, the new settings will be now in effect for all your <i>SkillCheck Professional</i> and <i>Professional Plus</i> tests and the <i>Change System Settings</i> module of the <i>Test Administrator</i> screen reappears.</li> </ul>
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Report Setting Option	Explanation of this Option
<b>Scores by Level</b>	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.
<b>Scores by Topic</b>	When this option is selected, the examinee's score by functional topic ( <i>File Management</i> , <i>Editing</i> , etc.) will appear in the on-screen and printed score report.
<b>Report Answers</b>	When this option is selected, the test questions will be listed in the on-screen and printed score reports along with whether the examinee's responses were correct, incorrect, or incomplete (skipped). These answers can be sorted by <b>Topic</b> , <b>Level</b> , <b>Topic and Level</b> , or <b>Question Number</b> .
<b>Report Productivity</b> (Software Tests Only)	When this option is selected, the examinee's productivity score will appear in the on-screen and printed score report. 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.
<b>Question Weighting</b>	When this option is selected, a score will be calculated based on the total weight assigned to each question in the test. This information is primarily used when performing validation research. (See the <i>SkillCheck Professional Plus TestMaker</i> documentation for more information on question weighting.)
<b>Comments</b>	This option determines when comments assigned to individual questions will appear in the on-screen and printed scores report. Comments are created using the <i>SkillCheck Professional Plus TestMaker</i> . The choices for when comments will appear are <b>None</b> , <b>All Questions</b> , <b>Correct Only</b> , and <b>Incorrect Only</b> . (See the <i>SkillCheck Professional Plus TestMaker</i> documentation for more information on assigning comments to questions.)

## Setting the Date Style

The **Date Style** feature of the *Test Administrator* allows you to set the date format to either the US or European style for test reports. The US format for date is mm/dd/yy and the European format is dd/mm/yy. (**Note:** Changing the **Date Style** only affects reports created after the setting is changed. The dates shown on previous reports will remain in the previous format.) To change the **Date Style**, follow these steps:

Step 1	Click the button next to <b>Date Style</b> on the <i>Change System Settings</i> window of the <i>Test Administrator</i> screen.  <b>Note:</b> While SkillCheck displays years in two-digit format, dates are stored internally with four-digit years guarantying Y2K compliance for the year 2000 and beyond.	The <b>Date Style</b> option box appears.  
Step 2	Select either "US" or "European."	The test reports created after the option change will show the date in the selected format.

## Setting Go Back/Window Options

The **Go Back/Window Options** setting in the *Change System Settings* module of the *Administrator* allows you to specify whether or not these new features for *SkillCheck Professional Plus 3.0* will be used.

<b>Go Back Option</b>	<p><i>SkillCheck Release 3.1</i>'s new Go Back option allows examinees to return to questions at the end of a test in order to review and revise skipped or incorrect questions again. The Go Back feature is explained in detail in the <i>TestCenter</i> documentation.</p> <p>If the <b>Review Questions</b> check box is checked, Go Back is enabled for all SkillCheck Software Skills and Employment Skills tests and examinees will be able to go back and review questions at the end of tests. If the <b>Review Questions</b> check box is not checked, Go Back is disabled for all tests and examinees will not get an option to review questions at the end of a test.</p> <p>Go Back can only be turned on and off globally for all SkillCheck Software Skills and Employment Skills tests.</p>
<b>Window Option</b>	<p>For all versions of SkillCheck Professional Plus after Release 3.0, tests installed on a computer with monitor resolutions higher than 640x480 (800x600, 1024x768, etc.) will run in a 640x480 window, ensuring that the graphics used in all software tests scale properly at any monitor resolution.</p> <p>In some cases, this feature may need to be turned off. For example, if you are running at high resolution on a Windows 3.x system, it is recommended that you turn the Window Option off. Otherwise, it is recommended that you always leave this feature on to ensure accurate software simulations.</p> <p>If the <b>Run in Window</b> check box is checked, tests will run in a 640x480 window at all screen resolutions. If the <b>Run in Window</b> check box is not checked, tests will scale to fit the resolution in which your computer is running.</p>

## Setting Language

The SkillCheck system can run in different languages, including English, French, Spanish, German and Dutch. When you click on the **Language** button in the **Change System Settings** screen, a menu appears that allows you to select the language in which the SkillCheck system will run. To change system language, select a language from this menu and click **OK**.

The selected language setting applies to the TestCenter and Test Administrator which will run completely in the selected language. However, each individual SkillCheck test runs in a particular language which is independent of the language in which the system is running. For example, the SkillCheck test on the English-language version of Microsoft Excel will always run in English, regardless of the language in which the system is running. However, certain features of a test (such as score reports) are affected by your choice of system language.

In general, SkillCheck installs in the appropriate system language for the country in which a product was ordered and there is no need to change system language after the product is installed.

## ***The “Scores Database” Module***

One of the most useful components of SkillCheck’s *Test Administrator* is the *Scores Database*. This module allows you to search previous test scores using a variety of criteria (names, dates, scores, tests, and so on), and to edit and print test reports. To use the *Scores Database* function, click the **Scores Database** tab on the *Test Administrator* screen. This will display the *Search By* window shown below.

The screenshot shows the 'SkillCheck Administrator v3.1' window with the 'Scores Database' tab selected. The 'Search By:' section contains several input fields: 'First Name', 'Last Name', 'ID Number', 'Test Name' (a dropdown menu), 'Date', and 'Score'. Below these fields is a text box with instructions: 'Enter the date using the following format: month/day/year (for example: 5/1/99 for May 1, 1999). You can use the greater than (>) or less than (<) sign to search by dates and scores. No space should appear between the greater or less than sign and the date or score. (For example: >5/1/99 for all records after May 1, 1999.)' At the bottom of the window are four buttons: 'Search Now', 'Clear Search Criteria', 'Database Options', and 'Exit Administrator'.

**Scores Database “Search By” Window**



## Searching the *Scores Database* for Test Results

To search the *Scores Database* for test results, follow these steps:

Step 1	Type in the search criteria (name, date, score, and so on) you wish to use in the <i>Search By</i> window. ( <b>Note:</b> If you want to search on a test name, click on the down arrow next to <b>Test Name</b> . This will display a drop-down list of SkillCheck tests for which data are available. Choose the test you want to search for by clicking the appropriate test name.)	<p>Dates should be entered into the <b>Date</b> field using the mm/dd/yy format (i.e., 5/17/97). If your date style is set to European, the dd/mm/yy format (i.e., 17/5/97) should be used.*</p> <p>In the <b>Date</b> and <b>Score</b> fields, you can use the keys for “greater than” (&gt;) and “less than” (&lt;). For example, to search for all tests given after July 1, 1997, enter “&gt;7/1/97” in the <b>Date</b> field. To search for all tests with scores less than 60, enter “&lt;60” in the <b>Score</b> field.</p> <p>If you make a mistake when entering search criteria or wish to change the information to look for another record, click the <b>Clear Search Criteria</b> button to clear all the search criteria fields.</p>
Step 2	Click the <b>Search Now</b> button.	<p>The <i>Test Administrator</i> searches the database for records meeting the criteria you entered. When the search is complete, the <i>Search Results</i> window is displayed.</p> <p>(<b>Note:</b> If only one score result is found for the specified criteria, the <i>Test Administrator</i> will display a report of those results and you can skip step 3.)</p>
Step 3	Double click on the test record you wish to view.	A report of the results for the selected record is displayed.

\* The SkillCheck system assumes that all two-digit years after 80 refer to the 20<sup>th</sup> century and that all two-digit years after 80 refer to the 21<sup>st</sup> century. SkillCheck stores dates internally with four-digit years guarantying Y2K compliance for the year 2000 and beyond.

### Reviewing Scores in the *Scores Database*

When reviewing scores, you may choose from several options by clicking on the appropriate button at the bottom of the *Selected Record Display* window of the *Scores Database*.

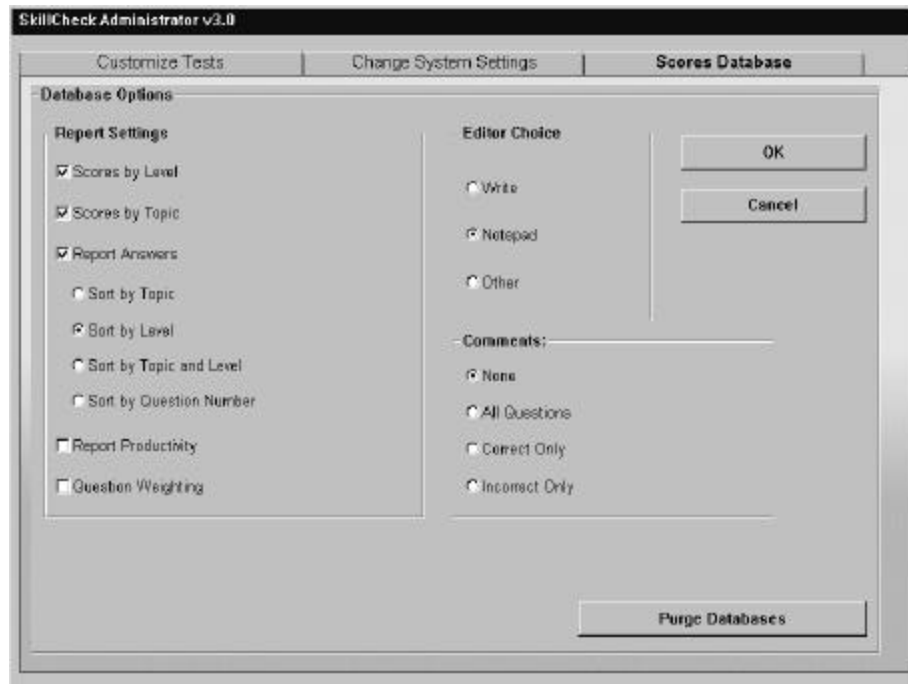
Option Button	Selecting This Option Will
<b>Detailed Report</b>	Add report details specifying which questions the examinee answered correctly and incorrectly to the score report.
<b>Print</b>	Display options to print the displayed score report. The report can either be printed in text format (the <b>Print Unformatted Report</b> option) or as a more-attractive formatted report (the <b>Print Formatted Report</b> option).
<b>Edit Report</b>	Display the scores report in the text editor/word processor selected under <b>Database Options</b> (see page 19).
<b>Return</b>	Return to the last screen (either the <i>Search Criteria</i> screen or the <i>Search Results</i> screen).

## Setting Scores Database Options

The options for the *Scores Database* include report settings for how test results are displayed and printed and what text editor will be used when you wish to edit results. They also include an option for purging the database.

To set or change report settings for the *Scores Database*, follow these instructions:

Step 1	On the <i>Scores Database</i> module of the <i>Test Administrator</i> screen, click the <b>Database Options</b> button.	The <b>Database Options</b> dialog box (shown below) appears.
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Scores Database “Database Options” Dialog Box

Step 2	Select the appropriate report settings buttons.	See “Setting the Database Report Options” (page 18) for specific information on each setting.
Step 3	Select the appropriate text editor for editing the <i>Scores Database</i> test results.	See the “Selecting a Text Editor for Score Reports” section (page 19) for detailed information.
Step 4	If you need to purge your database, click the <b>Purge Databases</b> button.	The <b>Purge</b> options dialog box opens. See the “Purging the Scores Database” section (page 20) for specific instructions.
Step 5	Close the <b>Database Options</b> dialog box by clicking <b>OK</b> . (Click <b>Cancel</b> if you decide not to change the <b>Database Options</b> .)	The <b>Database Options</b> dialog box closes and the <i>Search By</i> window of the <i>Scores Database</i> reopens.

## Setting Database Report Options

The following options affect the scores reports when viewed using the Administrator *Scores Database* or the TestCenter *Database Viewer*. (See the *TestCenter* documentation for information on the *Database Viewer*.) These options do not affect the reports that appear at the end of a test sequence.

Report Setting Option	Explanation of this Option
<b>Scores by Level</b>	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 when viewed through the <i>Scores Database</i> or <i>Database Viewer</i> .
<b>Scores by Topic</b>	When this option is selected, the examinee's score by functional topic ( <i>File Management</i> , <i>Editing</i> , etc.) will appear in the on-screen and printed score report when viewed through the <i>Scores Database</i> or <i>Database Viewer</i> .
<b>Report Answers</b>	When this option is selected, the test questions are listed in the on-screen and printed score reports when viewed through the <i>Scores Database</i> or <i>Database Viewer</i> , along with whether the examinee's responses were correct, incorrect, or incomplete (skipped). These answers can be sorted by <b>Topic</b> , <b>Level</b> , <b>Topic and Level</b> , or <b>Question Number</b> .
<b>Report Productivity (Software Tests Only)</b>	When this option is selected, the examinee's productivity score will appear in the on-screen and printed scores report when viewed through the <i>Scores Database</i> or <i>Database Viewer</i> . 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.
<b>Question Weighting</b>	When this option is selected, a score will be calculated based on total weight assigned to each question in the test. The score will be displayed when results are viewed through the <i>Scores Database</i> or <i>Database Viewer</i> . This information is primarily used when performing validation research. (See the <i>SkillCheck Professional Plus TestMaker</i> documentation for more information on question weighting.)

### Selecting a Text Editor for Score Reports

The *SkillCheck Professional* and *Professional Plus Scores Database* allows you to use a text editor or word processor to display, format, and print score results. **Note:** Any changes you make to data in a score report being edited in a word processor will not be saved in the scores database. To select an editor or word processor to be used to edit score reports, do the following:

Step 1	At the <i>Search By</i> window (shown on page 14), click the <b>Database Options</b> button.	The <b>Database Options</b> dialog box opens.
Step 2	<p>In the <b>Editor Choice</b> box:</p> <ul style="list-style-type: none"><li>Click the radio button next to <b>Write</b> if you wish to use Windows <i>Write</i> (Windows 95/98/NT <i>WordPad</i>).</li><li>Click the radio button next to <b>Notepad</b> if you wish to use Windows <i>Notepad</i>.</li><li>Click the radio button next to <b>Other</b> if you wish to choose a different text editor.</li></ul>	<ul style="list-style-type: none"><li>Windows <i>Write</i> (or <i>Wordpad</i> in Windows 95/98/NT) will be the editor used when editing score reports. (Skip Step 3.)</li><li>Windows <i>Notepad</i> will be the text editor used when editing scores reports. (Skip Step 3.)</li><li>A <b>File Open</b> dialog box appears. (Go to Step 3.)</li></ul>
Step 3	Choose the text -editing program you would like to use by selecting the program file in the <b>File Open</b> dialog box.	The selected file will appear in the <b>File Name</b> field.
Step 4	Click <b>OK</b> .	The text -editing program is selected and will be the text editor used when editing scores reports.

## Purging the Scores Database

The *SkillCheck Professional* system stores scores in databases. You can use the *Scores Database* function within the *Test Administrator* to retrieve test scores stored in these databases.

Your *SkillCheck Professional* system stores scores in the following database files:

<b>Scores Database</b>	The <i>Scores Database</i> (SCORES.DBF in your SKILLCHK\SCORES directory) keeps one record for each test taken by an examinee. This database holds test statistics (overall percent scores, level and topic scores, etc.). It does not contain information on each question answered by an examinee. Details on specific questions are stored in the question databases described below.
<b>Detailed Results Databases</b>	Examinees' responses to questions are stored in <i>Detailed Results</i> databases and are used to create <i>Detailed Reports</i> , as described on page 16. These databases are also stored in your SKILLCHK\SCORES directory. They begin with the letters "QN" (for example, QN_ENW97.DBF for English Word 97 tests or QN_ENX97.DBF for Excel 97 tests).

After giving several hundred tests, you may notice that the speed of testing or the speed of retrieving test scores beginning to slow down. Purging your system regularly will speed up database searches as well as free hard disk space.

Before purging, you may want to save your existing scores by following these steps:

1. In the Windows 3.1 *File Manager* or Windows 95/98/NT *Explorer*, select the SCORES folder in the SKILLCHK folder of your computer's hard drive (usually on the C:\ drive).
2. To backup your scores database (containing information for each test), copy the SCORES.DBF file to a floppy disk, or a backup location of your hard drive.
3. To back up your detailed results databases (containing information on each question answered in a test), copy all databases beginning with the letters QN to a floppy disk, or a backup location of your hard drive.
4. You may open these database files in standard spreadsheet or database applications like Excel or Access to review backed up test scores.

Instructions for purging your test databases appears on the following page.

To *purge databases*, follow these steps:

Step 1	In the <b>Database Options</b> dialog box (shown on page 17), click the <b>Purge Databases</b> button to open the <b>Purge</b> dialog box.	The <b>Purge</b> dialog box opens. (See the table below for specific details about each purge option.)
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Option	Explanation of Option	
<b>Purge All Scores Databases</b>	Deletes the SCORES.DBF file and all <i>Detailed Results</i> databases. When you select this option and click on <b>OK</b> , all scores from previous tests will be permanently deleted.	
<b>Purge Records by Date</b>	Deletes records from the <i>Scores Database</i> for tests that were taken before a specified date. If you select this option, a text entry field appears asking you to specify the date before which score records will be deleted. When you specify the date and click <b>OK</b> , records for all tests taken before the specified date will be deleted.	
<b>Purge Detailed Results</b>	This option deletes all <i>Detailed Results</i> databases. The SCORES.DBF file is not deleted when you choose this option. If you choose this option, you will still be able to retrieve test scores, but cannot create <i>Detailed Results</i> reports as described on page 16.	

Step 2	Select the appropriate purge option from the choices offered by clicking the radio button next to it.	If you choose to purge by date, specify the date before which all records will be deleted.
Step 3	Click <b>OK</b> . (Click <b>Cancel</b> if you decide not to purge the databases.)	The designated databases are purged.