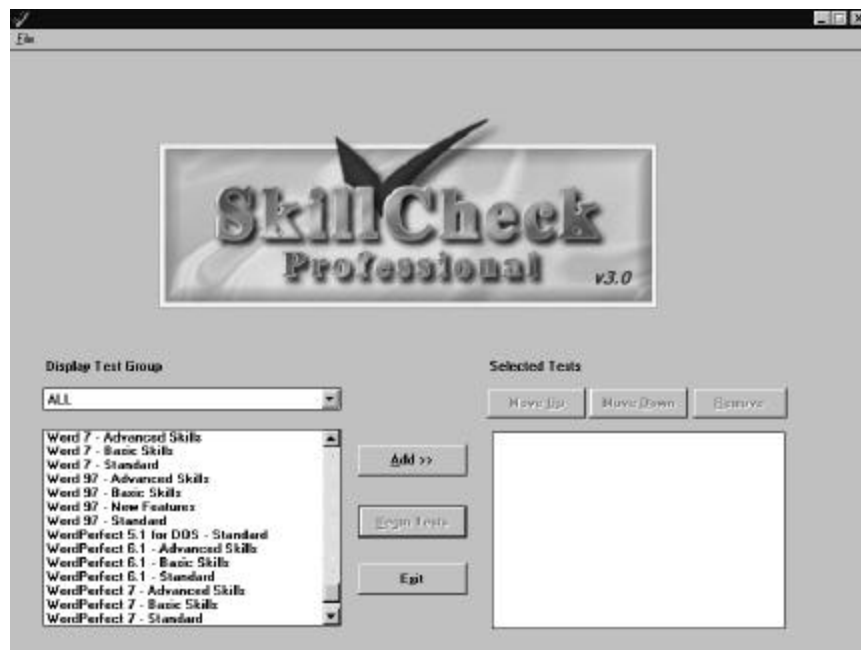




The SkillCheck Professional TestCenter

Starting the TestCenter	2
Selecting Tests for an Examinee.....	3
Completing the Registration Screen	4
Giving Tests	5
Using Go Back/Review Page.....	6
Viewing the Scores Screen.....	9
TestCenter — Additional Features	10
Grouping Tests	10
Printing Previous Test Results.....	12
Setting the TestCenter Print Options	12
Using the TestCenter Database Viewer.....	13
Searching the Scores Database for Test Results	14
Importing SkillCheck Professional Plus Tests	15
Adding or Upgrading SkillCheck Products with the TestCenter	16

The SkillCheck Professional TestCenter



SkillCheck Professional “Test Selection” Screen

All *SkillCheck Professional* or *Professional Plus* tests you have purchased or created will be listed in the *SkillCheck TestCenter*, a program that allows you to select tests and give them to an examinee in sequence.

You can run different types of tests from the *TestCenter* (*SkillCheck Software Skills* tests, *Employment Skills* tests, *Typing* tests, *Data Entry* tests, etc.). You can also create tests yourself using any of the test-making products available with the *SkillCheck Professional Plus* system. (These test makers are described elsewhere in the documentation.) Any tests you have created (software tests, typing tests, multiple-choice tests, etc.) will be listed in the *TestCenter* list of available tests where they can be given in sequence with any other *SkillCheck* tests installed on your system.

Page 2 explains how to start the *TestCenter*, select and give tests, and review and print scores at the end of a testing sequence. Since you may have different types of tests installed on your system, specific information on different test types appears elsewhere in this manual. The chapter entitled “Software Skills and Employment Skills Tests,” for example, includes information on giving interactive software tests and tests on important skills such as Spelling, Filing, and Accounting. Chapters on the *SkillCheck Typing* and *Data Entry* tests provide details on giving these types of tests.

In addition to giving you the ability to quickly and easily select and give tests to an examinee using the *TestCenter*, the *TestCenter* also allows you to perform important functions such as printing previous test results or retrieving previous results from the *SkillCheck* scores database. You can also customize your system by grouping tests or changing how test results appear or are printed at the end of a testing sequence. In addition, you can import or install new tests using simple *TestCenter* commands. All of these functions are described on pages 10-16 of this chapter.

Starting the TestCenter

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

Step 1	Click the Start button on the Windows 95/98/NT Taskbar.	The Windows 95/98/NT Start menu appears.
Step 2	Click the Programs selection on the Start menu.	The Programs menu appears.
Step 3	Click the SkillCheck Professional selection on the Programs menu.	The <i>SkillCheck Professional</i> program selections appear.
Step 4	Click the TestCenter program selection.	The <i>SkillCheck Professional</i> screen appears. At this point, you may be prompted for a password. Important: The default password, if used, 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>TestCenter</i> password.)
Step 5	If a password is required, type in the password and press Enter . (If no password is required, press any key or click the mouse to continue.)	The <i>Test Selection</i> screen illustrated on page 1 appears.

To start the SkillCheck *TestCenter* in Windows 3.1:

Step 1	Double-click the SkillCheck Professional group icon in the Windows Program Manager .	The SkillCheck Professional program group appears.
Step 2	Double-click the TestCenter icon in the SkillCheck group.	The <i>SkillCheck Professional</i> screen appears. At this point, you may be prompted for a password. Important: The default password, if used, 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>TestCenter</i> password.)
Step 3	If a password is required, type in the password and press Enter . (If no password is required, press any key or click the mouse to continue.)	The <i>Test Selection</i> screen illustrated on page 1 appears.

Selecting Tests for an Examinee

To select the SkillCheck tests to be administered to an examinee, follow these instructions:

Step 1	Select the group of tests to be listed in the <i>Test Selection</i> screen from the Display Test Group menu.	The <i>TestCenter</i> usually displays the All group, which includes all tests installed on your system. (See pages 10-11 for instructions on creating, modifying, and deleting test groups.)
Step 2	Click the name of the first test to be administered. To select a series of test, hold Shift and click on the first and last test in the series. To select multiple tests, hold the Control key and click on individual tests.	The selected test or tests are highlighted.
Step 3	Click Add .	The selected test or tests appear in the Selected Tests list (see below).



SkillCheck Professional “Test Selection” Screen with Tests Selected

Step 4	Repeat steps 1–3 until all tests to be administered to an examinee have been added to the Selected Tests list. (The tests will be given in the order listed.)	(Note: To remove a test from the list of Selected Tests , click the name of the test and then click Remove . You can change the order of the tests by clicking on a test name and then clicking the Move Up or Move Down buttons.)
Step 5	When all tests to be administered appear in the Selected Tests list, click the Begin Tests button.	The <i>Registration</i> screen appears.

Completing the Registration Screen

The *Registration* screen allows the examinee to enter relevant personal information about him or herself.

Step 1	Examinees enter their first name, last name, and ID number (usually their social security number) into the appropriate fields. Examinees may use the Tab key to move to each field, or click on each field with the mouse and then type in information.	Note: All three fields must be filled in before examinees can proceed. If you do not require an ID number at your location, have the examinee enter some text into the ID Number field to proceed. This text can be ignored when it appears on test reports later. The field may also be used for other purposes, such as the name of the test administrator.
Step 2	When all three fields have been filled in, examinees click the Done button or press Enter . (To exit the <i>Registration</i> screen and return to the <i>Test Selection</i> screen, click the Cancel button.)	The first test begins.

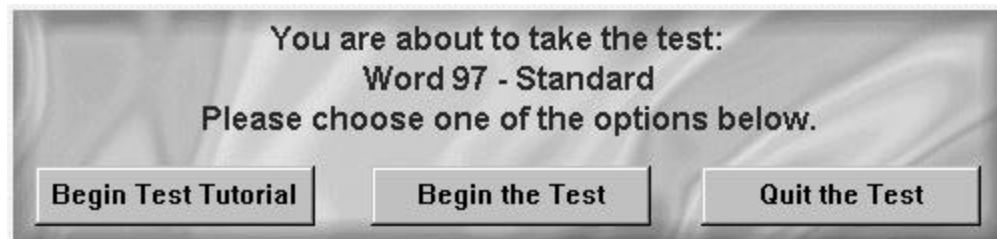
Giving Tests

The *SkillCheck Professional* and *Professional Plus* systems can administer different types of tests. These include:

- **Software Skills** tests that simulate such products as Microsoft Word and Microsoft Excel and ask examinees to perform specific software functions
- **Employment Skills** tests that generally ask multiple-choice, true-false, and other types of questions about particular skills such as spelling, math, accounting, and computer programming
- **Typing** tests that test an applicant's typing speed and accuracy
- **Data Entry** tests that test an applicant's data-entry speed and accuracy
- **TestMaker** tests that give tests created using the SkillCheck *TestMaker* program for creating multiple-choice, true-false and similar tests.

Each of these types of tests are straightforward and intuitive, with examinees given simple instructions on how to take the test followed by the actual test. Chapters of this documentation describing the SkillCheck *Typing Test*, *Data Entry Test*, and *TestMaker* products provide detailed explanations of how to administer tests of these types. The instructions below describe what happens when you give a SkillCheck Software Skills or Employment Skills test.

When you first start the test, a screen will appear containing options like the ones below:



“Test Options” Dialog Box

- To begin a brief tutorial that describes how to take the specified test, click the **Begin Test Tutorial** button. (It is *strongly* recommended that anyone not familiar with *SkillCheck Professional* tests go through the tutorial.)
- To skip the tutorial and begin the test immediately, click the **Begin the Test** button.
- To quit the test and either go to the next test in the sequence or display the *Security* screen (if this is the last test), click the **Quit the Test** button.

The tutorial for each *SkillCheck Professional* and *Professional Plus* test is customized with specific information for the test being taken. Once the examinees complete the tutorial, they return to the options dialog box where they can take the tutorial again, begin the test, or exit.

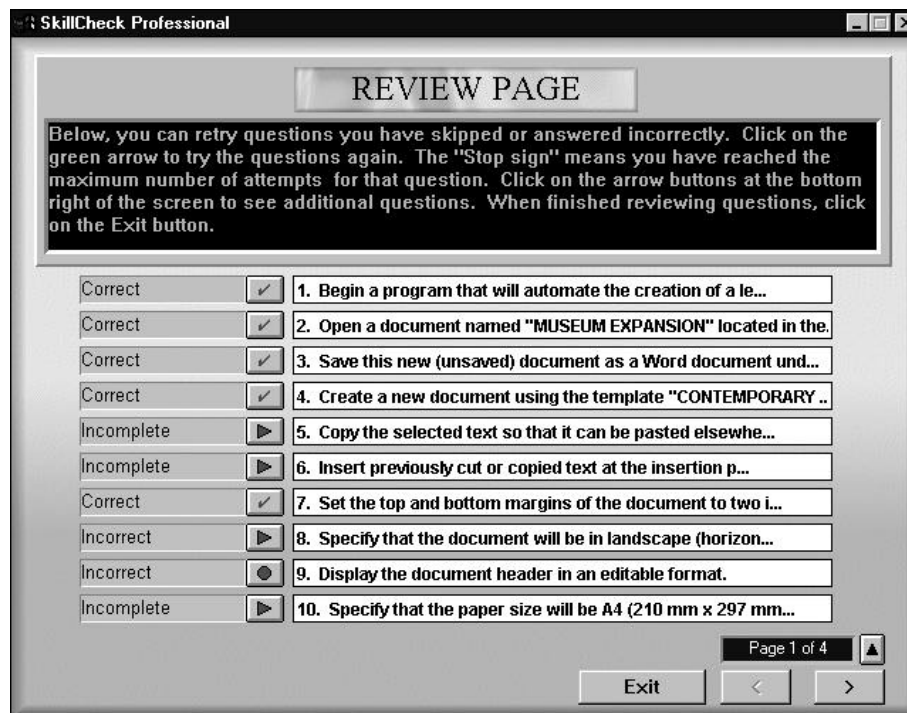
The chapter of this manual entitled “Software Skills and Employment Skills Tests” includes additional information on specific test types, including SkillCheck’s interactive software tests and tests for important skills such as spelling, filing, math, and accounting.

Using Go Back/Review Page

At the end of a Software Skills or Employment Skills test, the options illustrated below may appear, offering examinees a chance to review questions in the test and attempt to answer questions they have skipped or answered incorrectly. To review test questions, click on the **Review** button.

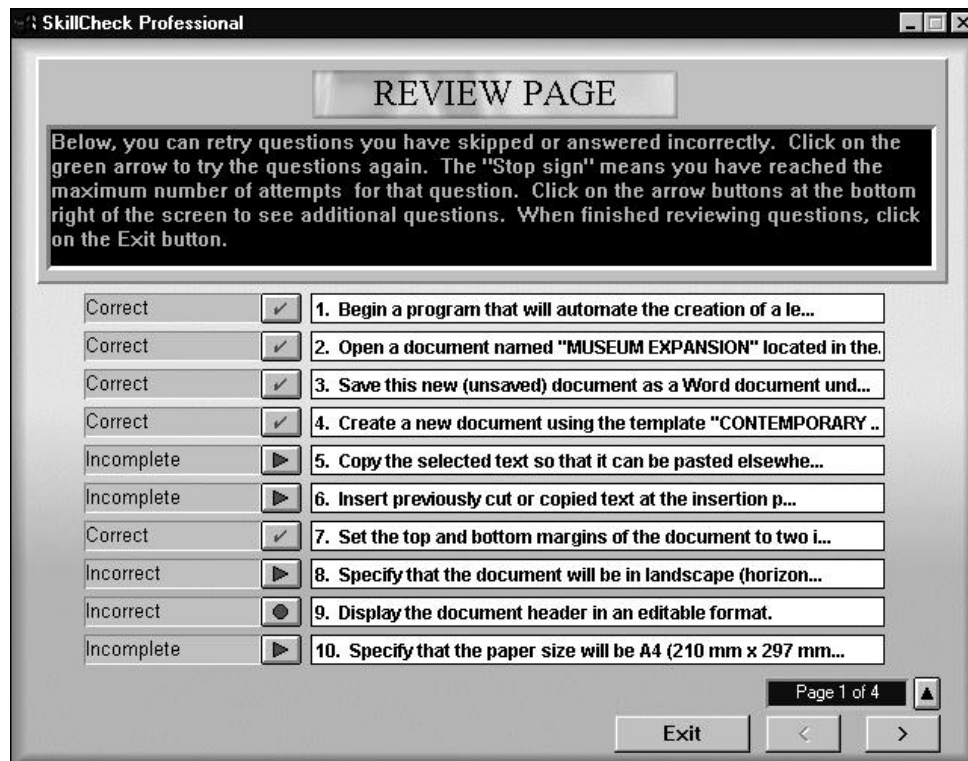


The Go Back/Review Page, illustrated below, appears:



The review page lists all questions that appeared in the test. The beginning of the text for each question appears on the right of the screen. Indications as to whether the question was answered correctly (**Correct**), incorrectly (**Incorrect**), or skipped (**Incomplete**) appear on the left of the screen. **Note:** On some tests, such as multiple-choice Employment Skills tests and Software Skills tests in which feedback has been turned off, you will not receive an indication as to whether questions have been answered correctly or incorrectly. Instead, you will only see if a question was tried (**Attempted**) or skipped (**Incomplete**).

Using Go Back/Review Page (continued)



If an green arrow appears next to a question, an examinee can click on the arrow to go back to the question and try the question again. A check mark indicates that the question has been answered correctly and there is no need to go back to it. A "stop sign" indicates that the examinee has tried the question a maximum number of times and that the option to go back to try the question again is no longer available.

The page menu, at the bottom right of the screen, lists the number of pages of questions available in the test. (Questions appear ten to a page, i.e., questions 1-10 will appear on page 1 of the *Go Back/Review* screen, questions 11-20 will appear on page 2, etc.) The examinee can click on the buttons below the page menu to go to the next or previous page of questions. The up arrow next to the page menu will display a list of pages that can be displayed on the screen with options to go back to specific page of questions.

When finished, examinees can click on the **Exit** button to exit the *Go Back/Review* screen. At that point, they return to the options illustrated at the top of page 6. Clicking on the **Continue** button at this point will complete the test. If the examinee is taking additional tests, the next test in the sequence will begin. If this is the final test, the *Security* screen will appear, indicating that the examinee should contact his or her test administrator. (See page 8 for more information on the *Security* Screen.)

Using Go Back/Review Page (continued)

When using the Go Back feature, keep in mind:

- The tutorial for each SkillCheck Software Skills test or Employment Skills test explains how to use the Go Back feature.
- The Go Back feature can be turned off (or on) for all tests using the *Test Administrator*. See the *Test Administrator* documentation for information on turning Go Back on or off.
- The Go Back feature reflects the settings for a test. For example, if a Software Skills test is set to show feedback (whether or not an examinee answered a question correctly or incorrectly) while the test is being taken, the *Go Back/Review* screen will also show if a question has been answered correctly or incorrectly. If feedback is off during a test, the Go Back feature will NOT give examinees an indication as to whether they answered the question correctly or incorrectly.
- If the test an examinee is taking is a timed test, the time taken to use the Go Back feature is taken into account when calculating total cumulative test time.
- If you are creating tests using the SkillCheck *Professional Plus TestMaker*, you should take into account how the test will behave when the *Go Back/Review* screen appears. For example, Software Skills tests can be set for feedback on (indicating whether a question has been answered correctly or incorrectly) or off. However, multiple-choice tests (such as Spelling, Accounting, etc.) should always be set with feedback off. Otherwise, an examinee could return to the same multiple-choice question several times, trying different answers until the Go Back screen indicates they have answered the question correctly.
- Your previous answer is cleared when you return to a question using Go Back. For that reason, examinees MUST answer the question again after returning to the question using the Go Back feature.

Security Screen

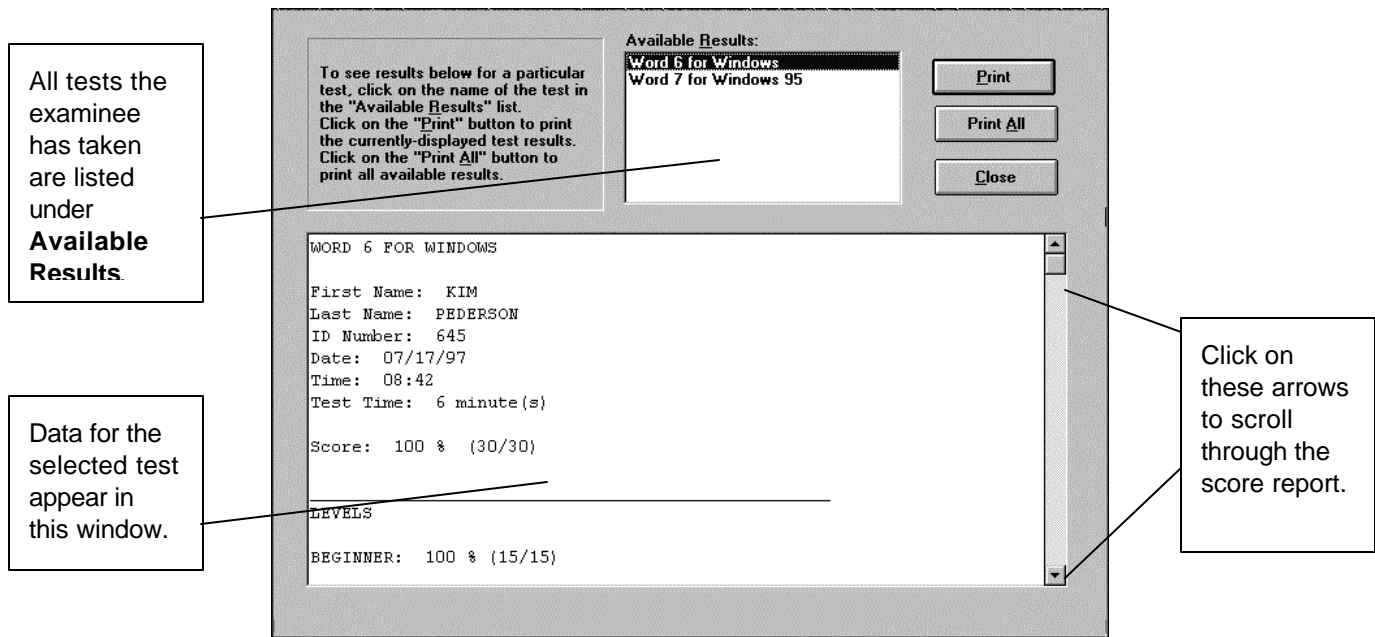
When you complete the last test, a screen will appear asking you to contact your test administrator. If a box appears asking you to provide a password, type the password and press **Enter**. (The default password for the *Security* screen is “password.” You may need to type this password in all lowercase letters.) **Note:** You can change the *Security* screen password using the *Test Administrator*. See the *Test Administrator* documentation for more information on changing passwords.

If the *Security* screen appears but the password box is not on the screen, press the **F2** key. The *Security* screen will either disappear, or the password box will appear, allowing you to specify the password to exit the *Security* screen.

Depending on how your system is configured (see “Setting the TestCenter Print Options” on page 12), when you exit the *Security* screen you will either go to the *Scores* screen, illustrated and explained on page 9, or go back to the *Test Selection* screen illustrated and explained on page 1.

Viewing the Scores Screen

When tests are completed, a score report is generated for each test taken. If the **Go to scores screen at the end of a testing sequence** option has been selected from the *Print Options* described on page 12 (the default setting), the *Scores* screen shown below will appear at the end of a test or test sequence. The options for the *Scores* screen are described in the table below.



SkillCheck Professional "Scores" Screen

Scores Screen Option	Action
Review an examinee's score for a particular test.	Click the name of the test in the Available Results list.
Move through the displayed scores report on screen.	Click the arrows on the vertical scroll bar to the right of the scores window.
Print the displayed scores report.	Click the Print button. (Before printing, make sure the printer is turned on, is on-line, and has paper.)*
Print scores for all tests in the Available Results list.	Click the Print All button. (Before printing, make sure the printer is turned on, is on-line, and has paper.)*
Exit the <i>Scores</i> screen and return to the <i>Test Selection</i> screen.	Click Close .

* If you close the *Scores* screen before printing the current test scores, you can still print the most recent scores by selecting **Print Previous Results** from the **File** menu on the *Test Selection* screen (see page 12). Also, the *Database Viewer* allows you to look up, review, and print test results from previous tests (see page 13).

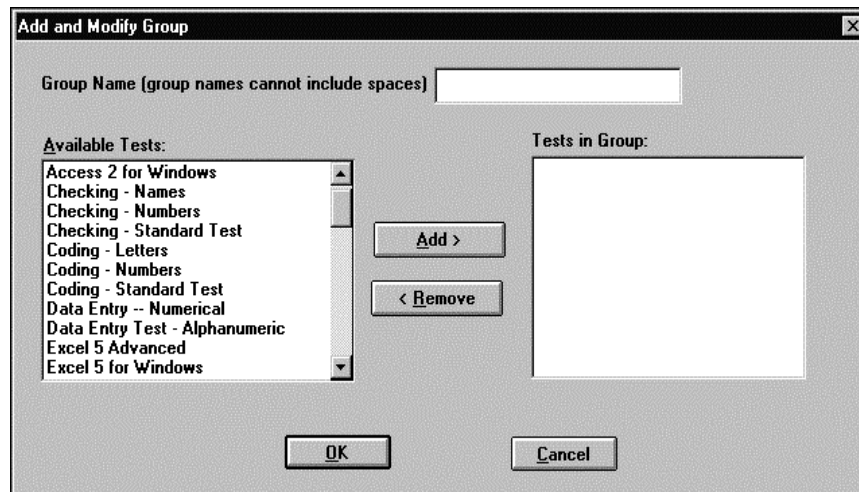
TestCenter — Additional Features

Grouping Tests

The SkillCheck *TestCenter* allows you to create groups of tests, name the groups, and specify which group will appear on the *TestCenter* list of available tests. This feature is helpful if you frequently give the same groups of tests. You may also want to group tests by category (for example, “Advanced” or “Microsoft Office 97”) or create specific test groups for specific customers.

To create, modify, or delete a test group, follow these instructions:

Step 1	<ul style="list-style-type: none">From the File menu, select Test GrouporHold Control and press G.	The Test Group dialog box appears.
Step 2	<ul style="list-style-type: none">To create a new test group, click New.To modify an existing group, select the group to be modified in the Test Group dialog box and click Modify.To delete an existing group, select the group to be deleted in the Test Group dialog box and click Delete.	<ul style="list-style-type: none">The Add and Modify Group dialog box (illustrated below) appears.The Add and Modify Group dialog box appears, listing tests in the selected group.The selected group is deleted and no longer appears in the list of available groups. (Note: Deleting a group does not delete actual tests.)



SkillCheck Professional “Add and Modify Group” Dialog Box

Grouping Tests (continued)

Step 3	In the Group Name field, type in a new name or edit the existing name for the group.	Note: A group name cannot contain spaces. If you would like to give a group a name such as “Advanced Tests,” add an underscore between the words (so that the test will be named “Advanced_Tests” in the Group Name field).
Step 4	<ul style="list-style-type: none">• Select tests to be included in the group from the list labeled Available Tests. To select a series of tests, hold Shift and click on the first and last test. To select multiple tests, hold the Control key and click on individual tests. When the tests you want to include in the group are selected, click Add.• To remove tests from the Tests in Group list, select the tests to be removed and click Remove.• If you decide not to add or modify a group, click Cancel. This returns you to the Test Group dialog box without altering the current test group setup.	
Step 5	When the name of the test group and the tests to be included are correct, click OK .	The group specified in the Add and Modify Group dialog box is created or modified.

Printing Previous Test Results

The *TestCenter* gives you the option of printing the results from the most recent test sequence. This ability is useful if you return to the *Test Selection* screen or close the *TestCenter* without printing the last examinee's results. To print these scores, go to the **File** menu on the *Test Selection* screen and select **Print Previous Results**, or hold **Control** and press **R**. To view or print scores from earlier tests, use the *Database Viewer* option (see page 13).

Setting the TestCenter Print Options

The SkillCheck *TestCenter* provides several options for controlling the display and printing of scores at the end of each testing sequence. To set the *TestCenter* print options, follow these instructions:

Step 1	<ul style="list-style-type: none">At the <i>Test Selection</i> screen, select Print Options from the File menu.orHold Control and press P.	The Print Options dialog box appears. (See the explanations of the options in the table below.)
Step 2	Click the radio button next to the desired option.	The indicated option is selected. (If you decide not to change the print options, click Cancel .)
Step 3	Click OK .	The <i>Test Selection</i> screen reappears. Test results will now display on the screen and/or print at the end of each testing sequence, according to the option chosen in Step 2.

TestCenter Print Options	Selecting This Option Will
Go to the <i>Scores</i> screen at the end of a testing sequence.	Display the <i>Scores</i> screen after the <i>Security</i> screen.
Print scores automatically at the end of a testing sequence and go to the <i>Scores</i> screen.	Print the scores for each test just completed and display the <i>Scores</i> screen after the <i>Security</i> screen.
Print scores automatically at the end of a test sequence and go to the <i>Test Selection</i> screen.	Print the scores for each test just completed and return to the <i>Test Selection</i> screen without displaying the scores on the screen.
Go back to the <i>Test Selection</i> screen at the end of a test sequence without viewing or printing scores.	Return to the <i>Test Selection</i> screen without displaying or printing scores.

Using the TestCenter Database Viewer

SkillCheck “Database Viewer” Screen

The *SkillCheck Professional* system allows you to search for, review, and/or print test results from within the *TestCenter*. To do this, follow these steps:

Step 1	<ul style="list-style-type: none"> From the File menu of the <i>Test Selection</i> screen, select Database Viewer. <p>or</p> <ul style="list-style-type: none"> Hold the Control key and press D. 	At this point, you may be prompted for a password.
Step 2	If a password is required, type in the password and press Enter or click OK .	The <i>Database Viewer</i> screen (shown above) opens.
Step 3	Use the <i>Database Viewer</i> to search for, review, and/or print test results.	See the following page for more information on searching.
Step 4	When you are finished using the <i>Database Viewer</i> , click Exit Database Viewer .	The <i>Database Viewer</i> screen closes and the <i>Test Selection</i> screen reappears.

Searching the Scores Database for Test Results

To search the *Scores Database* using the *Database Viewer*, follow these instructions:

Step 1	Type in the search criteria (name, date, score, and so on) you wish to use. (Note: If you want to search on a test name, click on the down arrow next to Test Name . This will display a drop list of SkillCheck tests for which data are available. Choose the test result you want to search for by clicking the appropriate test name.)	Dates should be entered into the Date field using the mm/dd/yy format (5/17/97). If your date style is set to European, the dd/mm/yy format (17/5/97) should be used.* In the Date and Score fields, you can use the keys for “greater than” (>) and “less than” (<). For example, to search for all tests given after July 1, 1997, enter “>7/1/97” in the Date field. If you want to clear all the search criteria in the fields, click the Clear Search Criteria button.
Step 2	Click the Search Now button.	The <i>Database Viewer</i> searches the database for records using the criteria you entered. When the search is complete, the <i>Search Results</i> screen is displayed. (Note: If only one score result is found for the specified criteria, the <i>Database Viewer</i> will go to the <i>Selected Record Display</i> screen.)
Step 3	Click on the test record you wish to view.	The record is highlighted.
Step 4	Click the View button. (If you do not wish to review any of the records shown, click Cancel to return to the <i>Database Viewer</i> screen.)	The <i>Selected Record Display</i> screen for the selected test record appears. (Note: the <i>Selected Record Display</i> screens contain different details depending on the type of test.)

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

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

(Instructions continue on following page.)

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

Searching the Scores Database for Test Results (continued)

Option Button	Selecting This Option Will
Return	Display the <i>Search Results</i> screen, allowing you to review other test results. (Note: if the database search only finds one test matching the search criteria, clicking the Return button displays the <i>Database Viewer</i> screen rather than the <i>Search Results</i> screen.)

Importing SkillCheck Professional Plus Tests

The SkillCheck *TestCenter* has the capability to import **Professional Plus** tests created on and then exported from another computer. To import these tests, follow these instructions:

Step 1	<ul style="list-style-type: none">• Select Import Test from the File menu of the <i>Test Selection</i> screen.or• Hold the Control key and press I.	The Open dialog box appears.
Step 2	Open the directory or disk that contains the test files you want to import.	Note: Exported Professional Plus test files are saved with the .SWT extension. When you select Import Tests from the File menu, the List files of type field in the Open dialog box is automatically configured to show only .SWT files. Once you open the directory where the test files reside, their file names will appear in the File Name window.
Step 3	Select the test file or files you would like to import and click OK .	The <i>TestCenter</i> imports the selected tests. When the process is complete, close and then restart the <i>TestCenter</i> . The test names for the new files will appear in the <i>TestCenter</i> All test group.

Adding or Upgrading SkillCheck Products with the TestCenter

To install a new SkillCheck product from Product Install Disks using the *TestCenter*, follow these steps:

Step 1	Place <i>Product Install Disk 1</i> of the new SkillCheck product disks in your diskette drive.	For example, if you are installing a new Microsoft Word 97 test, place the disk labeled <i>Product Disk 1 — Microsoft Word 97</i> into your computer's diskette drive.
Step 2	Open the SkillCheck <i>TestCenter</i> .	The <i>Test Selection</i> screen appears.
Step 3	<ul style="list-style-type: none">• Select Install Product from the File menu of the <i>Test Selection</i> screen. or <ul style="list-style-type: none">• Hold Control and press N.	The product installation begins.
Step 4	Follow the onscreen prompts from the product installation program.	When the installation is complete, a message will appear asking if you want to install another product.
Step 5	<ul style="list-style-type: none">• To install another product, insert the first Product Install Disk for the new product into the diskette drive and click Yes.• If you finished installing new products, click No.	<ul style="list-style-type: none">• You can continue to add products to your system by following the on-screen instructions.

Once the new product has been installed, you will need to restart your *SkillCheck Professional* or *SkillCheck Professional Plus TestCenter* for the new tests to appear in the **Available Tests** list.