



The SkillCheck Professional TestCenter

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The SkillCheck Professional TestCenter



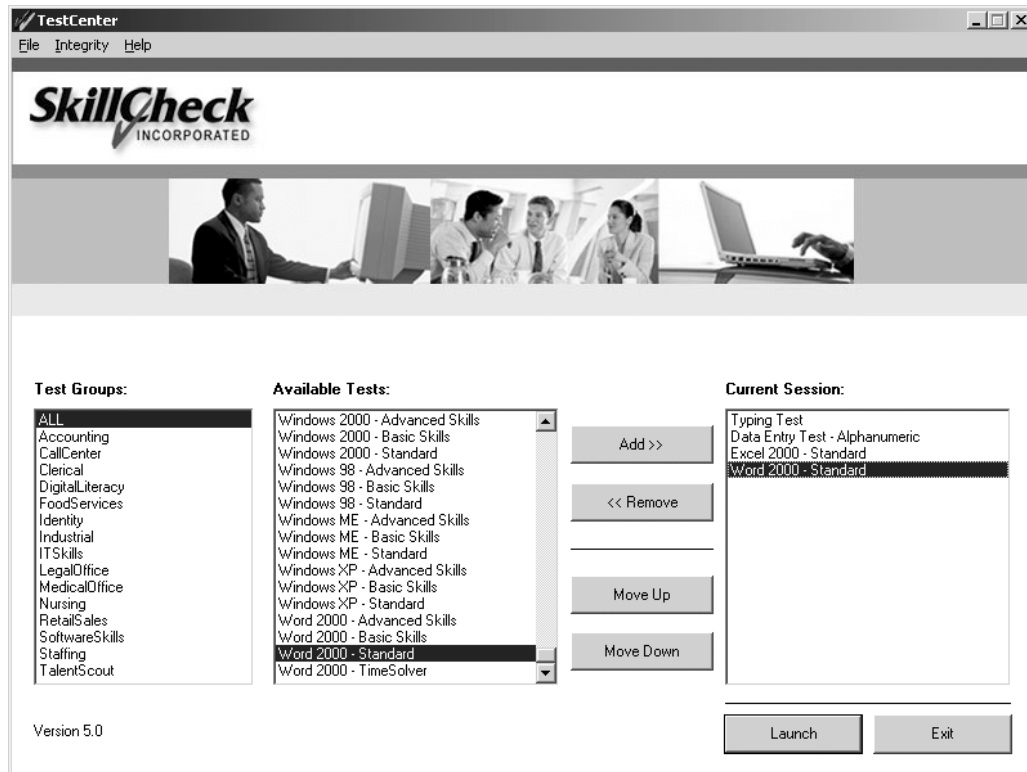
SkillCheck Professional “Test Selection” Screen

All *SkillCheck Professional* tests you have purchased or created will be listed in the *TestCenter*, the area of the program that allows you to select and administer tests in sequence. From here you can choose different types of tests, including SkillCheck Software Skills tests, Employment Skills tests, Typing tests, Data Entry tests, and more. Beginning on page 2, this chapter of the manual explains how to start the *TestCenter*, select, and give tests, and review and print scores at the end of a testing sequence.

Specific information on the different test types appears elsewhere in this manual. For example, the “Software Skills and Employment Skills Tests” chapter includes information on both giving interactive software tests and giving tests on important skills such as spelling, filing, and accounting.

In addition to giving you the ability to quickly and easily select and administer tests, the *TestCenter* also allows you to perform important functions such as printing previous test results or retrieving previous results from the 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.

Starting the TestCenter



SkillCheck Professional “Test Selection” Screen with Tests Selected

Follow these simple steps to start the *TestCenter*:

Step 1	Click the Start button on the Windows Taskbar.	The Windows Start menu appears.
Step 2	Click the Programs selection on the Start menu.	The Programs menu appears.
Step 3	Select the SkillCheck Professional submenu.	The <i>SkillCheck Professional</i> program selections appear.
Step 4	Click the TestCenter icon.	The <i>SkillCheck Professional</i> screen appears. At this point, you may be prompted for a password. Important: The default password for the <i>TestCenter</i> is “password” . (See the “Advanced Administrator” chapter in this manual for instructions on setting and changing the <i>TestCenter</i> password.)
Step 5	Type in password, if requested, then press Enter . (If no password is required, press any key or click the mouse to continue.)	The <i>TestCenter</i> screen illustrated above appears.

Selecting Tests

To select the *SkillCheck Professional* tests to be administered, follow these instructions:

Step 1	Select the group of tests to be listed in the Available Tests box from the Test Group drop-down menu.	The <i>TestCenter</i> usually displays the All group, which includes all tests installed on your system. (See page 11 for instructions on creating, modifying, and deleting test groups.)
Step 2	Select the tests to be administered in one of three ways. <ul style="list-style-type: none">• Click on the name of a test in the Available Tests list.• To select tests in a series, hold down the Shift key and click on the first and the last test in the series.• To select multiple tests that are not in a series, hold down the Control key then click on each test you would like to administer.	The selected test or tests are highlighted in blue.
Step 3	Click Add >> .	The selected test or tests appear in the Selected Tests list.
Step 4	Repeat steps 1–3 until all tests to be administered have been added to the Current Session list. (The tests will be given in the order listed.)	(Note: To remove a test from the Current Session list, 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 Current Session list, click the Launch button.	The <i>Registration</i> screen appears.

Completing the Registration Screen



To register, fill in the fields labeled "First Name," "Last Name" and "ID Number." Press the Tab key to move from field to field. When all of the fields are filled in, click on the "OK" button to begin testing.

First Name:

Last Name:

ID Number:

The test taker should use the Registration screen to enter their identifying information.

Step 1	Fields are provided for First Name , Last Name , and ID Number (like a social security number).	<p>All three fields must be filled in before testing may begin. Even if you do not require an ID Number at your location, some text must be entered into the ID Number field to proceed. This text can be ignored when it appears on test reports later.</p> <p>The ID Number field may also be used for other purposes, such as the name of the test administrator.</p>
Step 2	Click the OK button.	<p>If your system has been configured to collect demographic information, a dialog box may appear requesting additional information (address, e-mail, age, gender, etc.).</p> <p>If your system has not been configured to collect demographic information, the first test begins.</p>
Step 3	If the demographic screen appears, specify the requested information. Fields labeled with an asterisk are mandatory. Fill out all the appropriate fields and click OK . (If all fields are not mandatory, you can click the Skip button to skip this demographic screen and begin testing.)	<p>Note: Organizations may collect and use demographic information differently. Keep in mind that demographic information has no impact on score reporting or test grading. See page 19 for more information on using demographics.</p> <p>The first test begins.</p>

Giving Tests

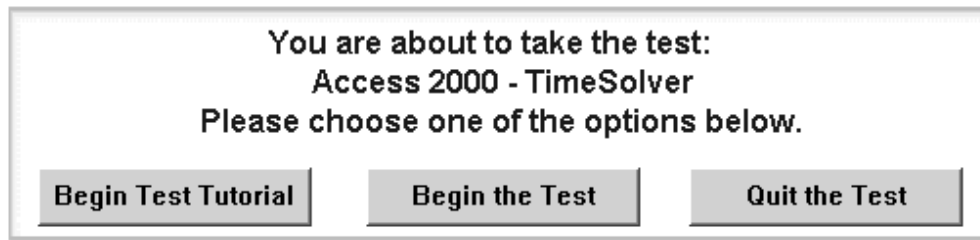
SkillCheck Professional administers many different types of tests.

- **Software Skills** tests simulate products such as Microsoft Word and Microsoft Excel and ask for specific software functions to be performed.
- **Employment Skills** tests generally ask multiple-choice, true-false, and other types of questions about particular skills such as spelling, math, accounting, and computer programming.
- **Typing** tests measure an applicant's typing speed and accuracy.
- **Data Entry** tests measure an applicant's data-entry speed and accuracy.
- **TestMaker** tests are 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. Test takers begin with a simple set of instructions, followed by the actual test. Separate chapters in this manual on Typing Tests, Data Entry Tests, TestMaker, and Metered Tests describe how to administer these tests. The instructions below are for administering a SkillCheck Software Skills or Employment Skills test.

Software Skills and Employment Skills tests

When you first start a Software Skill or Employment Skills test, a screen like this one appears:



“Test Options” Dialog Box

- To begin a brief tutorial that describes how to take the specific 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* test is customized with specific information for the test being taken. Once the tutorial is completed, the system returns to the options dialog box where the tutorial can be repeated, or the test can be taken or exited..

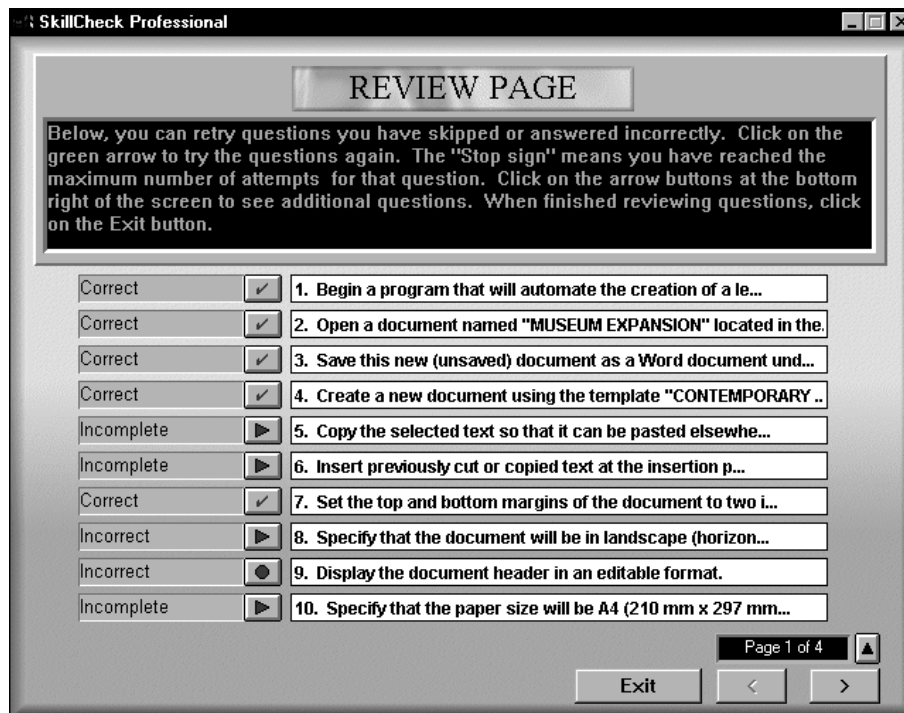
The “Software Skill and Employment Skills Tests” chapter in this manual includes additional information on specific test types, including *SkillCheck Professional*'s interactive software tests and tests for important skills such as spelling, filing, math, and accounting.

Using the Review Page

The administrator of *SkillCheck Professional* has the option of allowing test takers to go back and review their answers (see the “Advanced Administration” chapter of this manual for information on how to turn the Feedback option on and off.) If the Review option has been turned on, the options pictured below will appear at the end of a Software Skills or Employment Skills test.



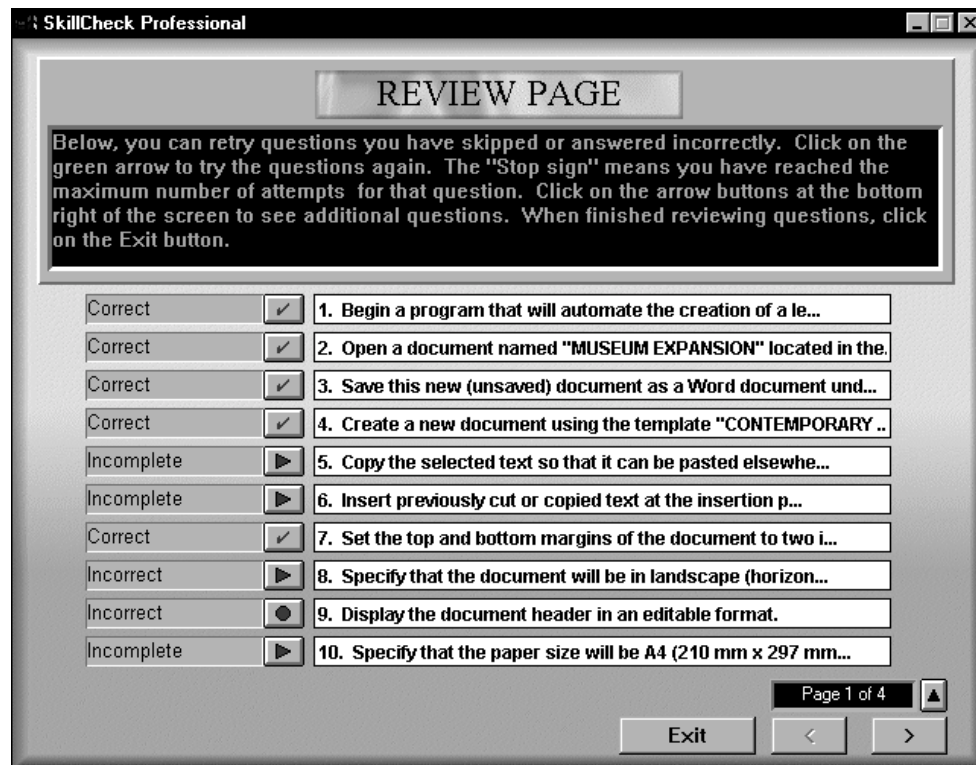
3. Click on the **Review** button to display the Review Page, illustrated below.
4. To skip Review and complete the test, click the **Continue** button.



The Review Page lists all the 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 the Feedback option 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 **Attempted** or **Incomplete**.

Using the Review Page (continued)



Only questions with a **green arrow** next to them may be reviewed. Click on the green arrow and you will have an opportunity to answer the question again.

Questions marked with a **check mark** have been answered correctly, so there is no need to review them. Questions marked with a **red stop sign** cannot be reviewed because the maximum number of attempts has already been reached (remember, many tests limit the number of attempts a test taker has to get a question right).

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 Review screen, questions 11-20 will appear on page 2, etc.) 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.

Click on the **Exit** button to when finished with the Review. This will take you back to the options illustrated at the top of page 6.

Click on the **Continue** button to complete the test. If the test taker 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 test taker should contact the test administrator. (See page 9 for more information on the Security Screen.)

Using Review Page (continued)

When using the Review feature, keep in mind:

- The tutorial for each SkillCheck Software Skills test or Employment Skills test explains how to use the Review feature.
- The Review feature can be turned off (or on) for all tests using the *Advanced Administrator*. See the chapter called “Advanced Administration” in this manual for information on turning Feedback on or off.
- The Review feature works according to the way Feedback is set for that test. For example, if Feedback is turned on for a Software Skills test, the Review screen will show if questions have been answered correctly or incorrectly. If Feedback is off during a test, the Review feature will NOT show whether questions have been answered correctly or incorrectly.
- If the test is a timed, the time taken to use the Review feature is taken into account when calculating total cumulative test time.
- Your previous answer is cleared when you return to a question using Review. The question must be answered again when returned to using the Review feature.

Security Screen



When the last test in a testing sequence is completed, a screen appears asking the test taker to contact the test administrator.

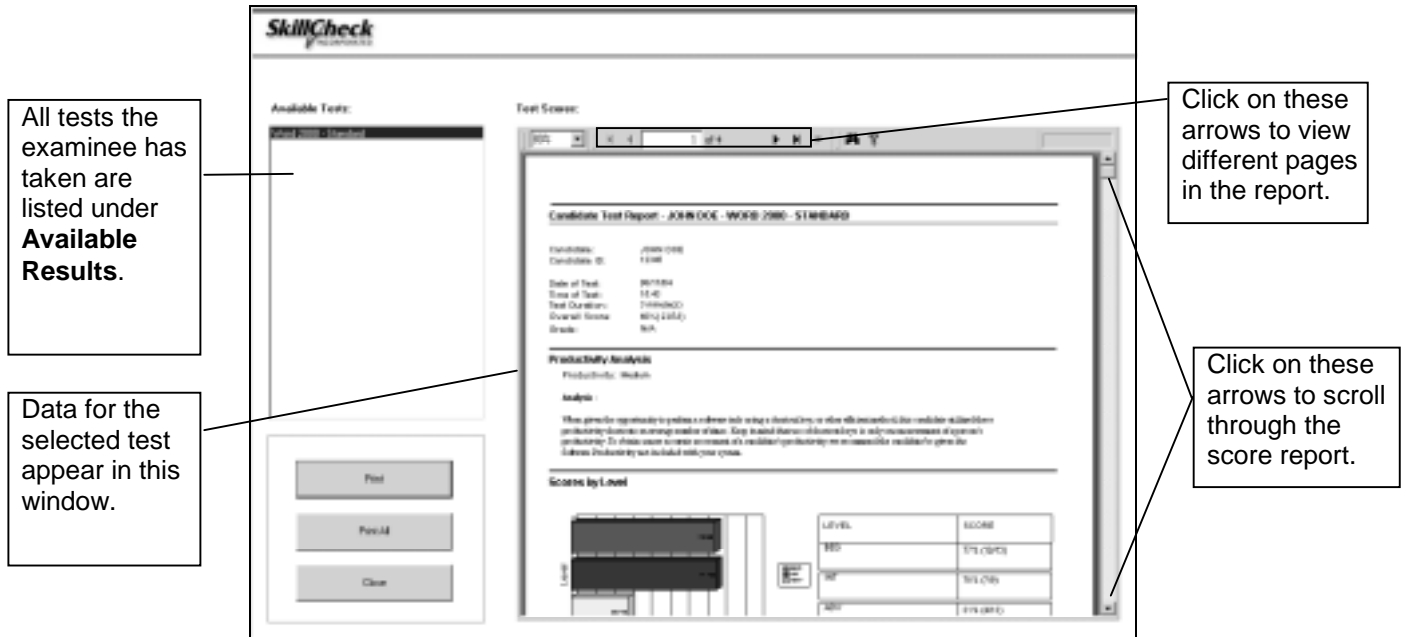
Another box may appear asking for the a password. The default password for all *TestCenter* functions is "password". (See the "Advanced Administration" chapter of the documentation for instructions on changing passwords.)







1. If the password dialog box appears, type in the password and press **Enter**.
2. If the Security screen appears without a password box, press the **F2** key. The Security screen will either disappear, or the password box will appear, allowing you to specify a password to retrieve scores.

When you exit the Security screen you may go to the Scores screen (illustrated on the next page) or you may go back to the Test Selection screen (illustrated on page 1). See "Setting the TestCenter Print Options" on page 13 for more information on how to specify what happens at the end of a testing sequence.

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 Print (see page 13) the Scores screen shown below will appear at the end of a test or test sequence.



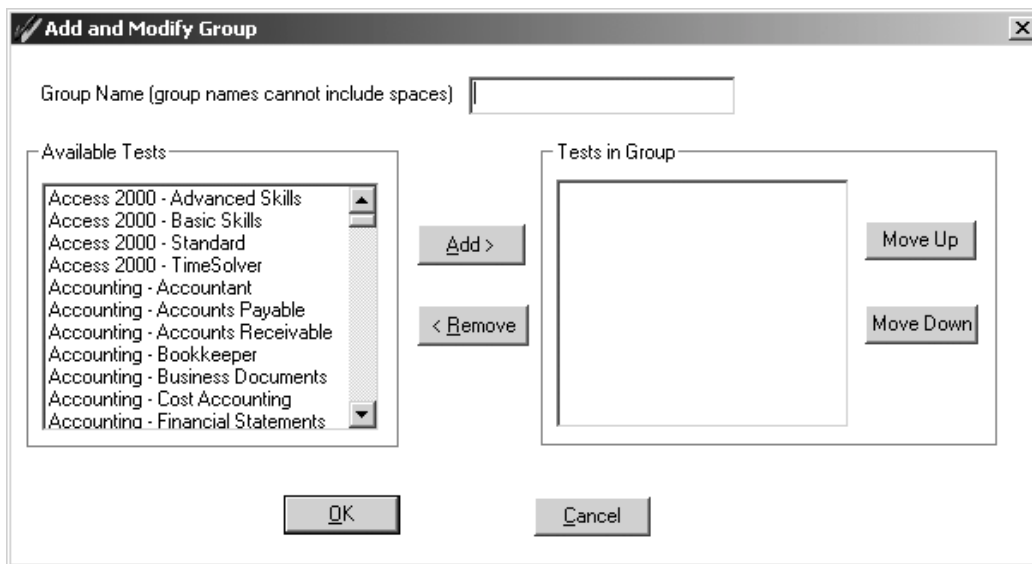
Scores Screen Option	Action
Review the score from a particular test.	Click the name of the test in the Available Results list.
Move through the current page of the displayed scores report.	Click the arrows on the horizontal scroll bar at the right of the scores window.
Print the displayed scores report.	Click the Print button.
Print scores for all tests in the Available Results list.	Click the Print All button.
Exit the Scores screen and return to the Test Selection screen.	Click Close .
Move to the first page in the report	Click on the  button.
Move to the previous page in the report	Click on the  button.
Move to the next page in the report	Click on the  button.
Move to the last page in the report	Click on the  button.
Find specified text in the report	Click on the  button.
View the report at a different magnification	Select a magnification level from the  list.

Grouping Tests

The *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 is helpful if you frequently give the same groups of tests. (You may want to group tests by category, such as “Advanced” or “Office_2000,” 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 Group. or Hold 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. Add an underscore between separate words (such as Advanced_Tests).
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.	<ul style="list-style-type: none">• The tests will be added to the Tests in Group list.• The tests will be removed from the Tests in Group list.• The Add and Modify Group dialog box will close.
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 Results/Print Options

For Print options go to the **File** menu in *TestCenter* and select the **Print** submenu.

Printing Previous Test Results

The first option under **Print**, **Print Previous Test Results**, gives you the option of printing the results from the most recent test sequence. This command is useful if you return to the *Test Selection* screen or close the *TestCenter* without printing the last set of results.

To print these scores, select **Print Previous Results** from the **Print** submenu of the **File** menu or hold **Control** and press **P**. To view or print scores from earlier tests, use the Reporting option (see page 17).

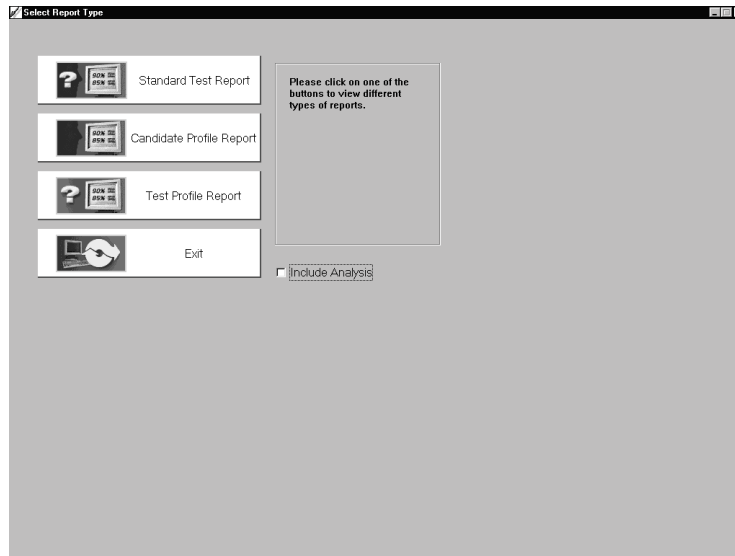
Setting the TestCenter Print Options

The second option under the **Print** submenu, **Options**, allows you to control the display and printing of scores at the end of each testing sequence.

To get to the **Print Options**, select **Options** from the **Print** submenu of the **File** menu. A dialog box will launch. Select any of the following radio buttons:

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

Searching the Scores Database and Creating Scores Reports



SkillCheck “Select Report Type” Screen

Step 1	From the <i>TestCenter</i> File menu, select Reporting .	The Select Report Type screen (shown above) appears.
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SkillCheck Professional allows you create three different types of reports, described in detail on the following page.

When you select a report type, you also have the option to **Include Analysis** in the report. Analysis will include optional analytical information in a report. For example, if you create a standard test report that shows how a candidate performed on a single test, the report will include an overall percentage score on the test, as well as percentage score based on topics and levels of questions in the test. If you choose the **Include Analysis** option, the report will also include information describing how the candidate did in comparison to other people who have taken the same test.

Some tests have been programmed to display analysis information based on national scores databases. For these tests, you may receive reports comparing the local test taker to a national sample. *SkillCheck Professional* will also compare a candidate's performance to local test takers. For example, after 30 people have taken a specific test on the PC or network where *SkillCheck Professional* is installed, a report that includes analysis will compare the test taker's score to the local average. Once 80 or more people have taken the test locally, the report will indicate how the local test taker compares to everyone else who has taken the test in a percentile ranking.

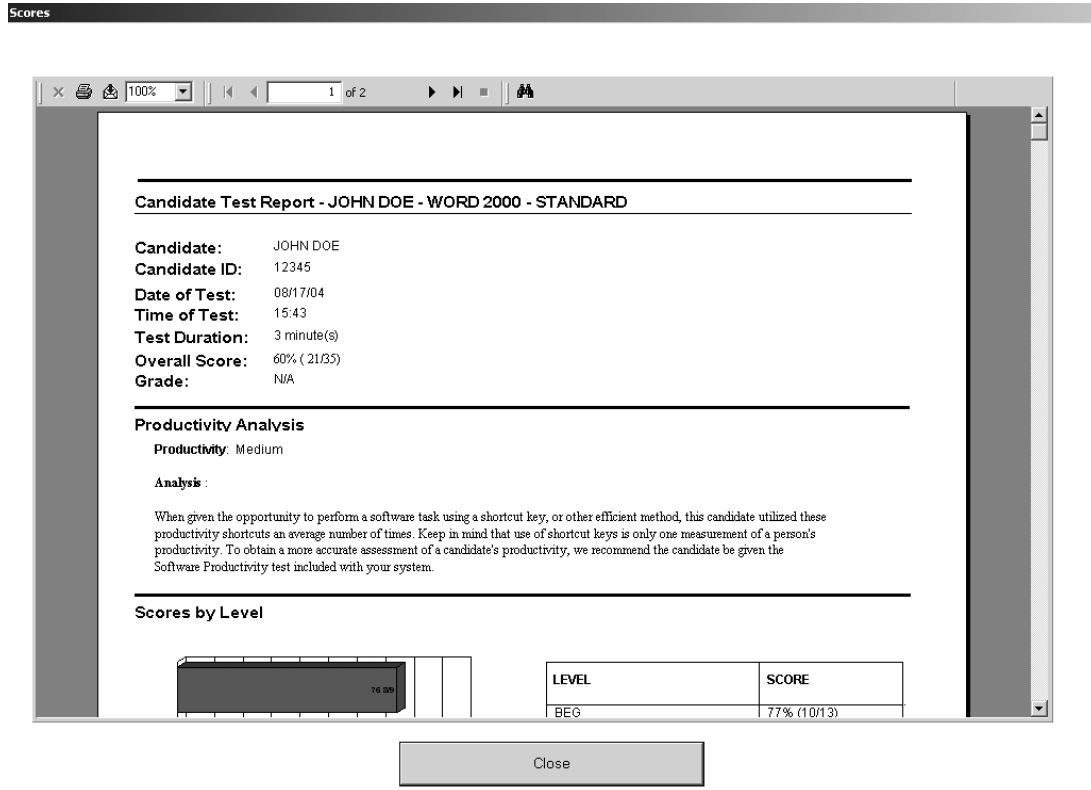
If you choose to view detailed test scores (indicating which questions a candidate has answered correctly or incorrectly), the **Include Analysis** option will also include information on how all candidates have performed on each individual question in the test.

Keep in mind that analysis options will vary with different test types and different tests. *SkillCheck TimeSolver* and *Identity* tests, for example, include their own customized reports that are not affected by selecting the **Include Analysis** option.




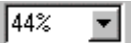






Report Type	Description	To create this report:
Standard Test Report	<p>This report shows complete information on a single test taken by a single candidate.</p> <p>If you select Include Analysis in this report, the analysis section will show how this candidate has done in relation to other people who have taken the same test.</p> <p>If you choose to Include question details, the report will indicate each question a candidate has answered correctly or incorrectly. If you choose both the Include question details and Include Analysis option, the report will show how all candidates have performed on each question.</p>	<ol style="list-style-type: none"> 1. Select Standard Test Report from the Select Report Type screen. 2. Enter as much information as needed in the search fields to find the test. 3. Click on the Search now button to display a list of records that match the specified search criteria. (Note: If the report appears immediately, skip step 4.) 4. Double click on a record to see a report corresponding to your selection.
Candidate Profile Report	<p>This report shows scores for all tests taken by a candidate.</p> <p>The Include Analysis option does not affect the Candidate Profile Report.</p>	<ol style="list-style-type: none"> 1. Select Candidate Profile Report from the Select Report Type screen. 2. Enter as much information as needed in the search fields to specify the candidate. 3. Click on the Search now button <p>Note: If the search criteria you specified match more than one record, a list of matching records appears. Double click on a record to see a report corresponding to your selection.</p>
Test Profile Report	<p>This report shows scores for all candidates who have taken a particular test.</p> <p>If you select Include Analysis in this report, the analysis section will show how all candidates have performed on this test, as well as how all candidates have performed on each question in the test.</p>	<ol style="list-style-type: none"> 1. Select Test Profile Report from the Select Report Type screen. 2. Select the test for which you want to create a Test Profile Report. 3. Specify how score information will be sorted (by candidate name, by score, by date) in the report. 4. Click on the Search now button.

Reports

The illustration below shows a typical report (in this example, page 2 of a Standard Test Report) created after specifying reporting options as described above. Options for printing and viewing score reports appear on the following page.



Report Options

Click on this icon:	To do this:
	Exit the report and return to the Select Report Type screen.
	Print the report
	Export report information to another application (this option may not be enabled for all systems)
	View the report at a different magnification
	Move to the first page of the report
	Move to the previous page in the report
	Move to the next page in the report
	Move to the last page in the report
	Search for a specified text string in the report (type the text string in the report and click on the  button).

Advanced Options

Advanced Administration

To access the *Advanced Administration* features (that allow you to change passwords, create tests, perform database management and change system settings), from the **Advanced** option in the **File** menu, select **Advanced Administration**. You will normally be asked to provide a password to access *Advanced Administration* options.

The *Advanced Administrator* features are explained in detail in the “Advanced Administration” chapter of this manual.

Meter Information

Some SkillCheck tests are sold as **metered products**. Metered products are purchased in increments of a specified number of testing units, with a unit deducted each time you administer an assessment.

Additional meter units can be ordered by calling SkillCheck sales at 1-800-648-3166. The sales department will help you with the process of online ordering, and explain the latest pricing system for test meter units. It is highly recommended you contact SkillCheck sales before ordering new meter units.

To see how many units you have remaining:

Step 1	Go to Meter Information in the Advanced submenu of File in the <i>TestCenter</i> .	The Meter Information dialog box will launch. The number of metered units you have left will be shown in the Remaining Meter Units box.
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To order additional meter units, first contact SkillCheck sales, then do the following:

Step 2	To order more metered units, click the Order Units button.	An Order Units dialog box appears.
Step 3	Enter the number of new meter units you want to purchase into the field labeled Number of Units to Order .	A number appears in the Request field.
Step 4	Provide the number in the Request field to your SkillCheck sales representative	Your SkillCheck sales representative will provide you with a Response number.
Step 5	Type the response number in the field labeled Response and click OK .	The new meter units you have purchased are added to your system.

Demographics

	Enabled	Required	Demographic Field Label
1)	<input type="checkbox"/>	<input type="checkbox"/>	Text1
2)	<input type="checkbox"/>	<input type="checkbox"/>	Text2
3)	<input type="checkbox"/>	<input type="checkbox"/>	Text3
4)	<input type="checkbox"/>	<input type="checkbox"/>	Text4
5)	<input type="checkbox"/>	<input type="checkbox"/>	Text5

SkillCheck Professional allows you to specify up to five demographic fields that will capture information about a candidate when they register to take a test. Some organizations may request information such as age, race or gender for purposes of analyzing or validating a test to ensure the test does not discriminate against a protected group. If you choose to collect this type of information, be sure to remind your test candidates that this information is used only for analysis and validation of the test and will NOT be used for any other purpose such as grading and job selection.

You can also use this feature to collect information from test candidates such as instructor or supervisor name, candidate e-mail and other appropriate data. It is highly recommended that you use this feature to set standard demographic information, and not change the labels on these demographic fields after they have been used to collect data.

To begin collecting demographic information about test takers:

Step 1	Go to Demographics in the Advanced submenu of File in the <i>TestCenter</i> .	At this point, you may be prompted for a password or the Configure Demographics screen (illustrated above) may appear immediately. Important: The default password is "admin". (See the "Test Administrator" chapter in this manual for instructions on setting and changing passwords.)
Step 2	Check the Use systemwide demographics fields checkbox to specify that demographics will be collected when someone registers to take a test.	If you select this option, the demographic screen will appear after a test candidate has specified their name and ID when registering to take a test. (See page 4)
Step 3	Enter up to five questions in the Demographic Field Label fields.	Some typical demographic information often collected includes sex, race, and educational background.
Step 4	<ul style="list-style-type: none"> Check the Enabled checkbox. Check the Required checkbox (optional). 	<ul style="list-style-type: none"> You must check the Enabled checkbox to have the demographic field appear when someone registers to take a test. If the Required checkbox is checked, a test taker must specify the demographics information before proceeding with testing.
Step 5	Click OK .	The specified demographic information will appear when a candidate registers to take at test (see page 4).

FTP Options

The *TestCenter* also offers an advanced function that allows you to FTP scores to an FTP address. This function should only be used by those knowledgeable about file transfer protocol. This function is particularly useful if your company has satellite offices. The satellite offices can FTP their scores into a central location where you may keep a central database of SkillCheck Professional scores. It is also a good way to keep a record of how many tests the satellite offices are administering.

To create FTP settings and FTP scores:

Step 1	Select Settings from the FTP submenu in the Advanced submenu of File in the <i>TestCenter</i> .	The Settings dialog box will launch.
Step 2	Fill in the TestCenter ID, PC Number, TCP/IP port number, FTP Address, FTP Folder, FTP Password, and FTP User ID fields.	Each of these elements are described on the next page.
Step 3	Click OK	
Step 4	Select Send Scores from the FTP submenu in the Advanced submenu of File in the <i>TestCenter</i> .	The scores will be sent automatically.

FTP Settings

FTP Settings Field	What this does
TestCenter ID	The TestCenter ID is provided by your network administrator. If you do not have a TestCenter ID at your location, this field may be ignored.
PC Number	Your PC is assigned a unique number by your network administrator.
TCP/IP port number	This is the port used to connect on the FTP site. This is normally 21 for FTP, however, it may be something different if you are going through a firewall, or if the site administrator has assigned the FTP service to a non-standard port.
FTP Address	Enter the FTP DNS address here. For example: ftp.skillcheck.com ftp.microsoft.com anywhere.someplace.net
FTP Folder	Enter the full path from root to destination for the folder you would like the scores to be sent to. For example: If you wanted to send scores to /pub/skillcheck_scores, then you would enter pub/skillcheck_scores/ in the FTP Folder field.
FTP Password	FTP sites often require passwords. If the one you are using does, enter it here.
FTP User ID	FTP sites often require User IDs. If the one you are using does, enter it here.

Integrity ScoreSynch



For added convenience, *TestCenter* now includes *Integrity ScoreSynch*, a new feature which allows you to upload scores collected on your desktop to SkillCheck's Online Testing internet service.

To access *Integrity ScoreSynch*, select the **ScoreSynch** option from the **Integrity** menu. You will normally be asked to provide a password to access *ScoreSynch*.

The *Integrity ScoreSynch* features are explained in detail in the "Integrity ScoreSynch" chapter of this manual.