

Using Online Testing

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About Online Testing

Your Testing Account

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

Keep in mind that not all of the options described in this documentation may be available to your Testing Account. Testing Accounts are created by the manager of a Testing Account. In some cases, members of your organization manage the account. In other cases, the person from whom tests are purchased manages the Testing Account. Requests for specific changes in your account (available tests, available reporting and billing options, etc.) should be directed to the manager of your Testing Account.

Assigning Online Tests

In some cases, you will want to give tests on the computer you used to log into your Testing Account. Instructions for giving tests on your computer appear on page 8 of this documentation.

In other cases, you may want someone to take a test remotely from their computer. Assignment of tests to remote users is managed by eTickets that are described on pages 9-12.

Taking Online Tests

Whether a test is given on your computer or on a remote computer using eTickets, the process of taking a test is the same. The steps for taking a test are described on pages 14-17. Read these instructions carefully before using Online Testing for the first time.

Other Test Management Options

Your Testing Account also gives you the ability to perform management functions for your account. This includes creating users who can log into the account, retrieving scores and determining score routing and billing options. As noted above, your testing account has been set up specifically for you in accordance with which tests and which reporting and billing options are available. As you review these instructions, keep in mind that not all options may apply to your Testing Account.

Customized Access to Testing Accounts

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

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

Logging Into a Testing Account

When your Testing Account was first set up, you were provided with an **Account ID** as well as an initial **User Name** and **Password** for each user allowed access to the account.

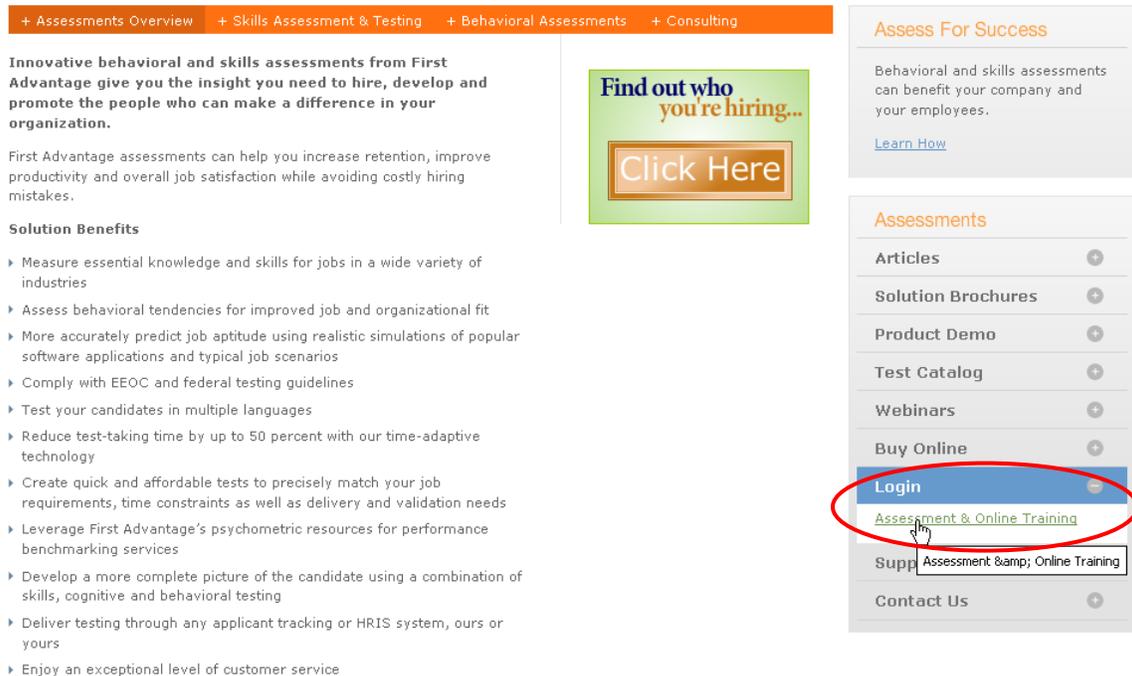
Note: Multiple people may have access to the same account through different **User Names** and **Passwords**. (See page 33 for information on creating new account users.)

To log into your Testing Account, first visit the Assessment Solutions homepage at www.fadvassessments.com:

The following screen will appear:



Behavioral & Skills Assessments



From the Assessment Solutions homepage, you can access the login page by clicking the Log In link (circled on the image above).

The login page will appear:



Assessment Solutions

Log In for Assessment & Online Training

Online Testing Account Management

Account ID:

User Name:

Password:

Enter ▶

Forgot your password? [Click here](#) to have a temporary password emailed to you.

Take a Test

E-Ticket Number:

Enter ▶

Online Training

User Name:

Password:

Enter ▶

TeckChek Login

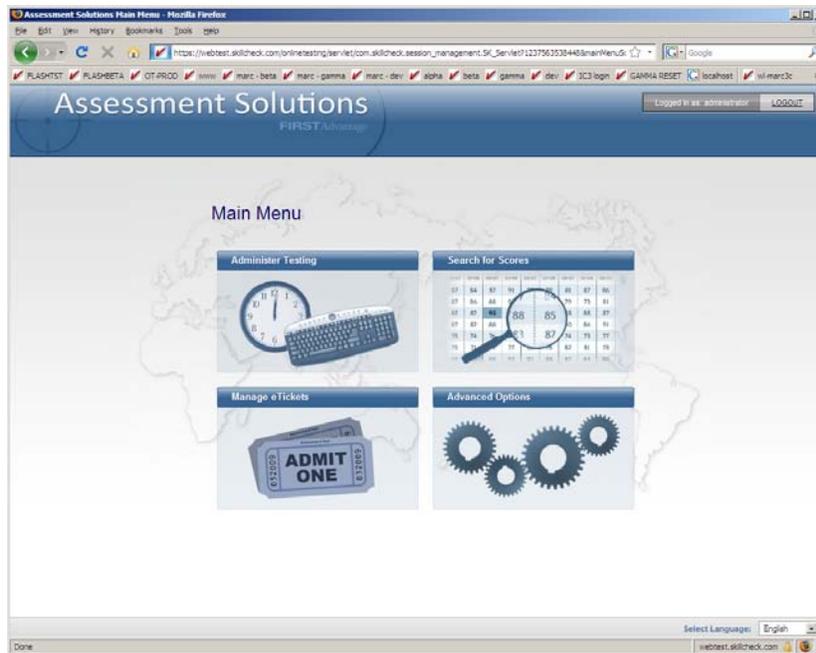
User Name:

Password:

Enter ▶

Type your **Account ID** in the appropriate field on the left side of the screen. Type your **User Name** and **Password** in the fields below the **Account ID** field and click on the **Login** button to display your **Online Testing Main Menu** illustrated and explained on the following page.

The Testing Account Main Menu



Options on this screen include the following:

Option	Allows you to	More on page
<u>Administer Testing</u>	Give a test session from this computer	8
	Create and manage filters which allow you to customize test sessions	18
	Restart a test session	16
<u>Search for Scores</u>	Retrieve test scores	26
<u>Manage eTickets</u>	Create and manage eTickets that allow you to e-mail instructions for someone to take a test session from another location	9
<u>Advanced Options</u>	View information about usage of your testing account	30
	Add, delete or modify users who have access to this testing account	32
	Change global score delivery options and other scoring settings	36
	Specify the data to be collected from examinees when they register to take a test	39
	Change your password	6

Changing Your Password

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

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

To change your password:

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

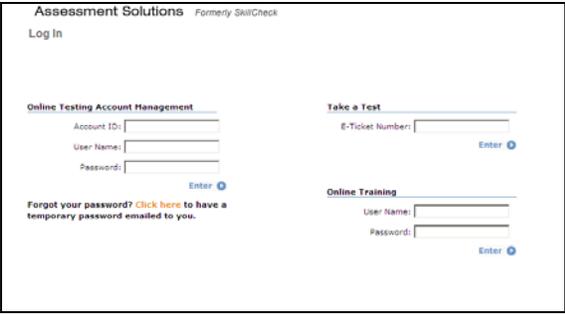
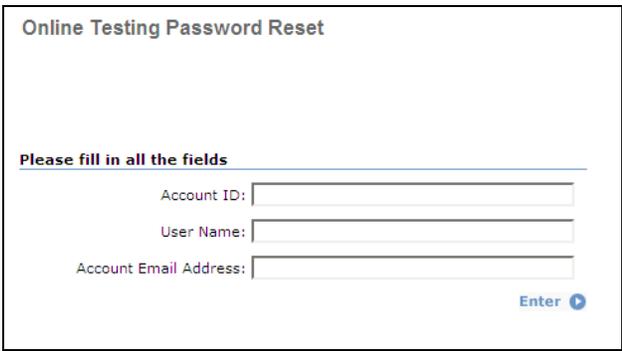
Resetting Your Password

If you forget your password, you may reset your user account by visiting the login page and requesting a new temporary password.

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

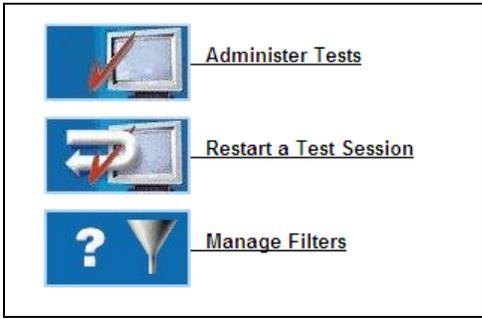
- Password must be 8 characters or longer
- Password must contain at least one number
- Password must contain at least one capital letter
- Password must contain at least one lowercase letter
- Password must contain at least one symbol (e.g. !,*, or +)

To reset your password:

Step	Do This	This Screen Appears/This Happens
1	Using your internet browser, visit the login page at http://www.fadvassessments.com/login.html	
2	Click on " Click here " to have a temporary password emailed to you.	 <p>The screen shown above appears.</p>
3	Type your account ID in the top box. Next, type your user name in the middle box and type your user account email address in the bottom box. Finally, click on the Enter link.	A new temporary password is emailed to you. (Note that the temporary password expires in 7 days and must be changed.)
4	Visit your email inbox to obtain your temporary password.	You may then log in normally and change your password.

Administering a Test Session from Your Computer

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

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

Administer Tests

View: All ▼

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

> Add >>

<< Remove <

Selected Tests:

Show by Test Title TestDescription
Begin Testing Cancel

Show by Filter

3	Select the tests to be given to the examinee from the list on the left and click on the Add button.	The tests appear in the Selected Tests list. To remove a test from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button. Tests will be presented in the order in which they appear in the Selected Tests list.
4	Click on the Begin Testing button.	Pages 14-16 explain the procedure for taking a test from this point forward. This includes instructions for checking the user's browser to be sure it is capable of running online testing, followed by information on registering and taking a test.

Create eTickets

Step 3: Specify test session eTicket delivery options.

Selected Tests: Access 2002 - Standard

eTicket Numbers: 5197104609791872866
4579412398715657490

Delivery Address 1:

Delivery Address 2:

Tickets will be valid for: days.

Message to accompany eTicket email:

Subject line for email :

Sender's email Address:

Always use this message and address

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

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

Using eTickets

Subj:	Here is Your eTicket
Date:	5/15/02 1:30:44 PM Eastern Daylight Time
From:	online-testing@skillcheck.com
To:	herry_strong@ultimate.com

Hello! You have been issued an eTicket. This ticket is redeemable for one online test session.

eTicket Number: 6369645630826297242

Please click the link below to redeem this eTicket:

<http://www.fadvassessments.com/onlinetesting/eTicket.pl?ID=6369645630826297242>

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

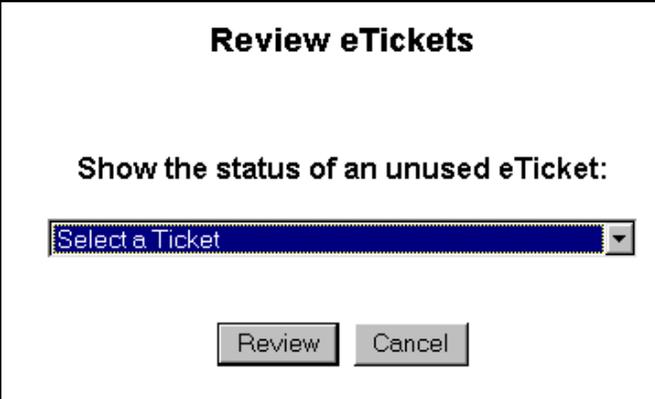
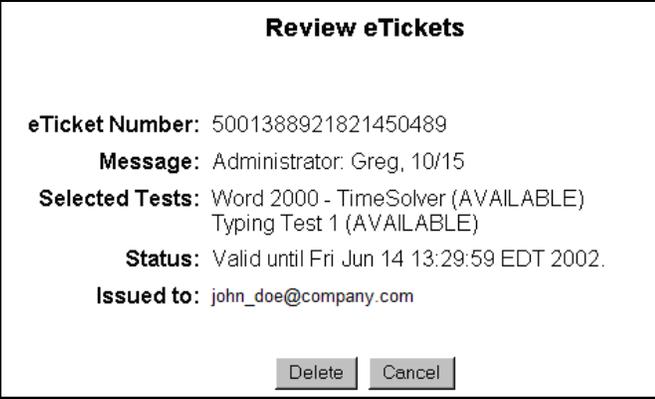
As noted on the previous page, a test administrator has the option of saving eTicket numbers, rather than sending them immediately to test takers by e-mail. When a test taker receives an eTicket number, that number can be copied or typed directly into the appropriate field on the right side of the login page at <http://www.fadvassessments.com/login.html> (illustrated below).

<p>Online Testing Account Management</p> <p>Account ID: <input type="text"/></p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;">Enter ▶</p> <p>Forgot your password? Click here to have a temporary password emailed to you.</p>	<p>Take a Test</p> <p>E-Ticket Number: <input type="text"/></p> <p style="text-align: right;">Enter ▶</p> <p>Online Training</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;">Enter ▶</p>
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When the test taker clicks on the link to begin the test session specified by the eTicket, or types or copies the eTicket number into the appropriate field on the login page, the test session that has been assigned to the eTicket begins immediately. Pages 14-15 explain the procedure for taking a test from this point forward. This includes instructions for checking the user's Internet browser to be sure it is capable of running Online Testing, followed by instructions for registering and taking a test.

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

Reviewing/Deleting eTickets

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

Taking an Online Test – Checking Your System

Before Taking a Test

After starting a test session for the first time on your computer, a screen labeled **System Check** will appear. This screen is designed to automatically detect whether or not your system will be able to access online testing. For more information on system requirements, please visit <http://www.fadvassessments.com/site.pl/support/onlinereq>.

To continue, please click the **System Check** button. This will start an automatic check of your system to ensure that your Internet browser and PC are compatible with Online Testing.

System Check

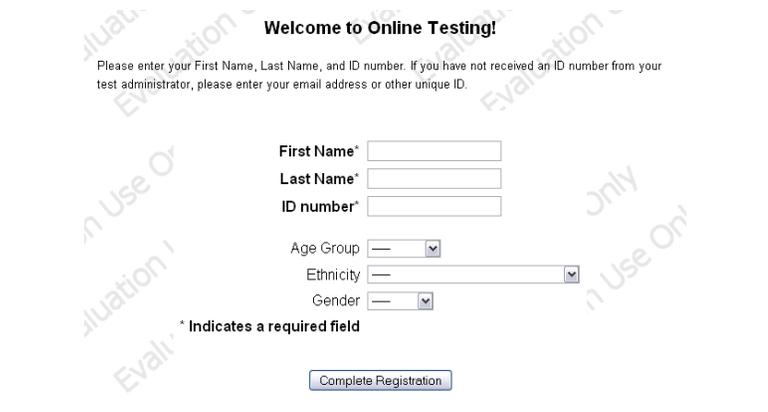
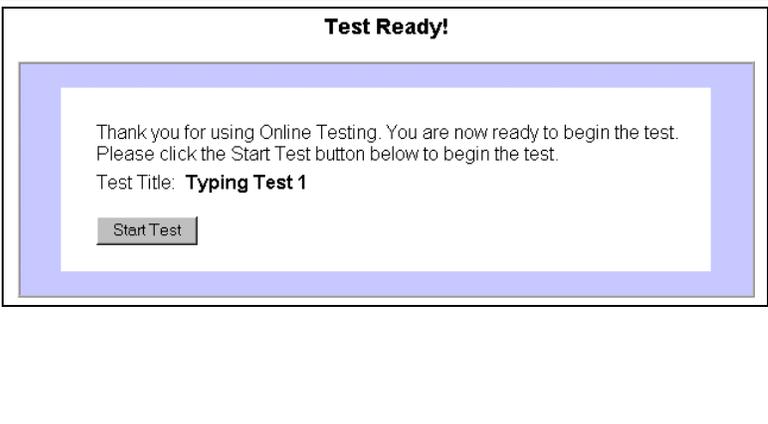
When you click on the **System Check** button, a screen will appear that analyzes your system, listing your current platform (operating system), Web browser product and version, and whether or not your browser is Java or activeX enabled (required for Online Testing).

While this check is taking place, you may be prompted to authorize a download to your system or approve other steps. Click **Yes** at each prompt to continue performing the system check.

The system check may take a few minutes to complete. Be patient and allow the check to continue until the results are displayed. If the test was successful, click the **Close** button to close the test dialog and then click the **Continue** link at the bottom of the screen to continue the test registration and testing process.

If the system check fails, the system check dialog and the screen that follows provide information which may help you determine why your system is incompatible with Online Testing. You may also need to contact technical support if you need additional assistance.

Taking a Test

Step	Do This	This Screen Appears/This Happens
1	After the system check is completed successfully, click the Continue link at the bottom of the System Check screen.	 <p>Welcome to Online Testing!</p> <p>Please enter your First Name, Last Name, and ID number. If you have not received an ID number from your test administrator, please enter your email address or other unique ID.</p> <p>First Name* <input type="text"/></p> <p>Last Name* <input type="text"/></p> <p>ID number* <input type="text"/></p> <p>Age Group <input type="text"/></p> <p>Ethnicity <input type="text"/></p> <p>Gender <input type="text"/></p> <p>* Indicates a required field</p> <p><input type="button" value="Complete Registration"/></p>
2	Specify the requested registration information. (If you have not received an ID number from your test administrator, please enter your email address or other unique ID. You may also be asked to specify additional demographic information in this screen.) When the information is complete, click on the Complete Registration button.	 <p>Test Ready!</p> <p>Thank you for using Online Testing. You are now ready to begin the test. Please click the Start Test button below to begin the test.</p> <p>Test Title: Typing Test 1</p> <p><input type="button" value="Start Test"/></p>
3	Click the Start Test button.	<p>At this point, you may be prompted to authorize an Internet download or answer other questions. Depending on the speed of your Internet connection, the test will begin after several seconds or a few minutes.</p> <p>Very Important: During the entire testing process, do not click outside of the area of the screen in which the test is taking place.</p>
4	<ul style="list-style-type: none"> To begin the test tutorial, click on the Begin Test Tutorial button. To begin the test, click the Begin the Test button. 	<ul style="list-style-type: none"> A brief tutorial begins explaining how this particular test works. It is highly recommended that you review this tutorial each time you take an online test. (Note: Not all tests include a tutorial option.) The test begins.

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

- If your test session includes more than one test, the next test will start once you complete a test.
- When you get to the final test, your score report appears, or (if your system is not configured to present scores automatically at the end of a test) a message appears indicating that the test session is complete.
- To complete the test session, click on the Finished link in the scores/test session completed screen. If the test was started from this computer, you will return to the Administer tests menu. If the test was taken via an eTicket (or some other method) clicking on the Finished link will send you to another Web address, such as a company Web site or other location.

Resuming an Incomplete Test Session

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

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

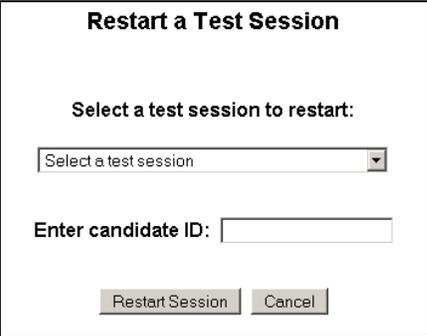
Resuming a Test Session from an eTicket

To resume an incomplete test session from an eTicket:

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

Resuming a Locally-Administered Test Session

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

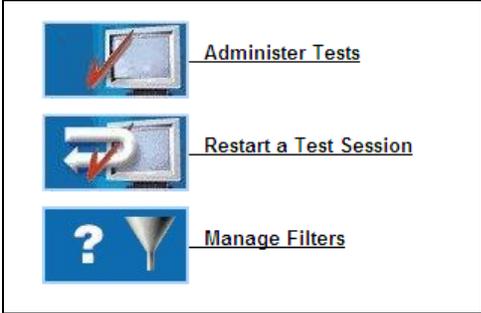
Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click the <u>Administer Testing</u> option.	<p>The testing menu screen appears.</p> 
2	Click on the <u>Restart a Test Session</u> option.	<p>The Test Session restart screen appears.</p> 
3	<p>Select the test session you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

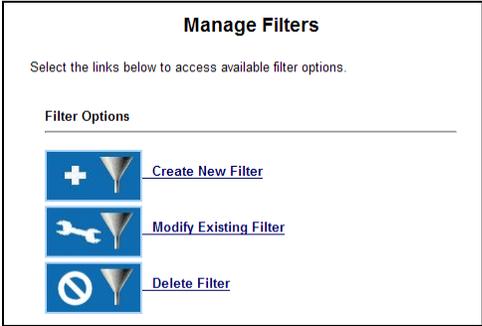
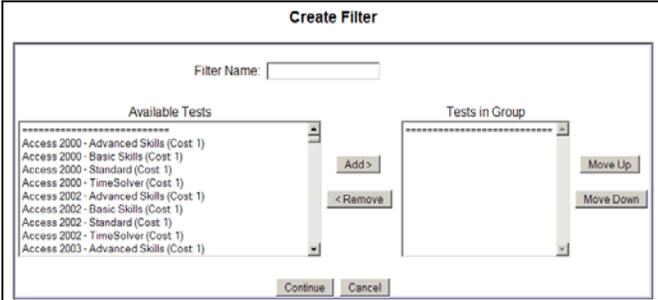
Managing Filters

Test filters allow you to do two things:

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

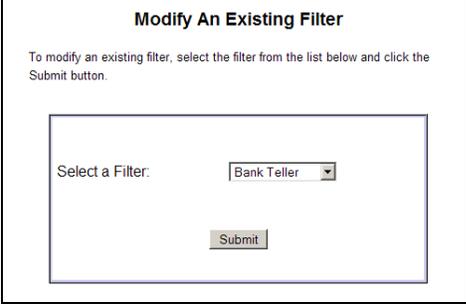
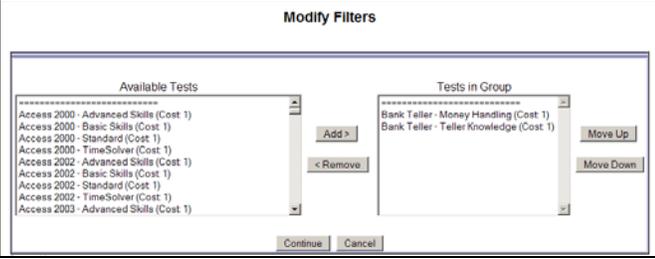
To create a new filter:

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Administer Testing</u> option.	<p>The testing menu screen appears.</p> <div style="text-align: center; border: 1px solid black; padding: 10px;">  <p>The screenshot shows a vertical list of three blue buttons. The top button has a pencil icon and is labeled 'Administer Tests'. The middle button has a refresh icon and is labeled 'Restart a Test Session'. The bottom button has a question mark and funnel icon and is labeled 'Manage Filters'.</p> </div>

<p>2</p>	<p>Click on the <u>Manage Filters</u> option.</p>	<p>The filters menu screen appears.</p> 
<p>3</p>	<p>Click on the <u>Create New Filter</u> option.</p>	<p>The Create Filter screen appears.</p> 
<p>4</p>	<p>Type a name for the filter. Then select the tests you want to include in the filter from the list on the left and click on the Add button. When you have finished, click the Continue button.</p>	<p>The tests appear in the Selected Tests list. To remove a test from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button.</p>

To modify an existing filter:

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Administer Testing</u> option.	<p>The testing menu screen appears.</p> <div data-bbox="813 499 1295 814" style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;">  <p>The screenshot shows three menu items, each with a blue icon and a text label to its right:</p> <ul style="list-style-type: none"> Administer Tests: Icon of a computer monitor with a pencil. Restart a Test Session: Icon of a computer monitor with a refresh arrow. Manage Filters: Icon of a question mark and a funnel. </div>
2	Click on the <u>Manage Filters</u> option.	<p>The filters menu screen appears.</p> <div data-bbox="813 1056 1295 1381" style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"> <p style="text-align: center;">Manage Filters</p> <p>Select the links below to access available filter options.</p> <p>Filter Options</p> <hr/> <ul style="list-style-type: none">  Create New Filter  Modify Existing Filter  Delete Filter </div>

<p>3</p>	<p>Click on the <u>Modify Existing Filter</u> option.</p>	<p>The modify filters screen appears.</p> 
<p>4</p>	<p>Select the filter you want to modify, then click the <u>Submit</u> button.</p>	<p>The Modify Filters screen appears.</p> 
<p>5</p>	<p>Edit the filter. When you have finished, click the Continue button.</p>	<p>To add additional titles, select the tests you want to include in the filter from the list on the left and click on the Add button.</p> <p>To remove a title from the Selected Tests list, click on the test(s) to be removed from the list and click on the Remove button.</p>

To delete a filter:

Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Administer Testing</u> option.	<p>The testing menu screen appears.</p> <div data-bbox="813 501 1294 814" style="border: 1px solid black; padding: 10px; text-align: center;">  <p>Administer Tests</p> <p>Restart a Test Session</p> <p>Manage Filters</p> </div>
2	Click on the <u>Manage Filters</u> option.	<p>The filters menu screen appears.</p> <div data-bbox="813 1056 1294 1381" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Manage Filters</p> <p>Select the links below to access available filter options.</p> <p>Filter Options</p> <hr/> <div style="display: flex; justify-content: space-around;"> <div data-bbox="854 1205 951 1262">  </div> <div data-bbox="959 1215 1073 1236"> Create New Filter </div> </div> <div style="display: flex; justify-content: space-around;"> <div data-bbox="854 1268 951 1325">  </div> <div data-bbox="959 1272 1097 1293"> Modify Existing Filter </div> </div> <div style="display: flex; justify-content: space-around;"> <div data-bbox="854 1325 951 1381">  </div> <div data-bbox="959 1329 1040 1350"> Delete Filter </div> </div> </div>

<p>3</p>	<p>Click on the <u>Delete Filter</u> option.</p>	<p>The delete filter screen appears.</p> <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: 80%;"> <p style="text-align: center;">Delete Filter</p> <p>To delete an existing filter, select the filter from the list below and click the Delete Filter button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Select a Filter: <input type="text" value="Bank Teller"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div> </div>
<p>4</p>	<p>Select the filter you want to delete, then click the <u>Submit</u> button.</p>	<p>The filter is deleted. NOTE: You cannot delete a filter that was created for you by your parent account.</p>

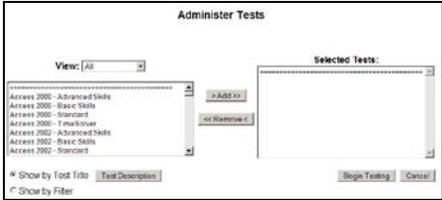
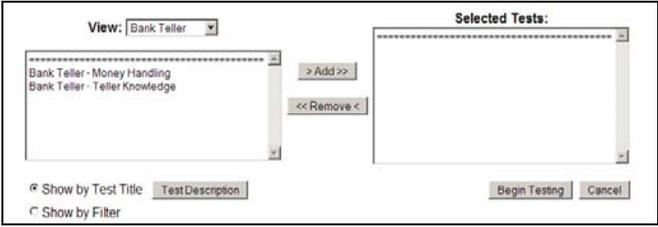
Working With Filters

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

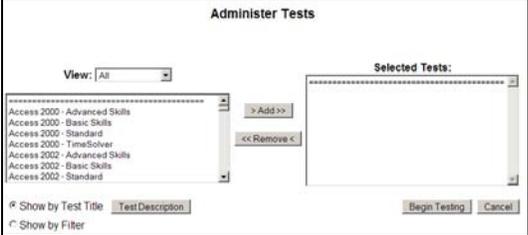
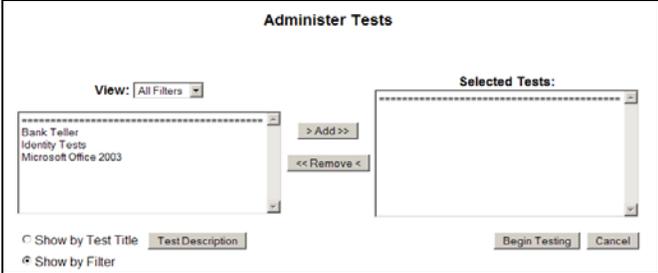
1. You can use test filters to restrict the list of available test titles to a specific group of tests.
2. You can create a test filter with ten or fewer test titles which you wish to administer as a single session. You can then administer the filter as you would a single test title instead of having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

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

To restrict the list of available test titles to a specific group of tests:

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

To administer a filter as a test session:

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

Searching for Scores

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

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

Select Report Type

Please select a Report type.

Standard Test Report
 Candidate Profile Report

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

Specify search criteria for finding a specific score report below.

Search By:

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

Test Score:

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

First Name:

Last Name:

Applicant ID:

eTicket:

Start Date: Month: Day: Year:

End Date: Month: Day: Year:

Search Criteria

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

3	When all search criteria have been specified correctly, click on the Search button.	Records corresponding to the specified criteria are listed in the Score Search Results screen illustrated below.
---	--	--

Matching Scores (select one or more):

q-q-04/29/02—WORD 2000 - TIMESOLVER

q-q-04/25/2002—Ten Key Test - Standard

q-q-04/30/02—COMPUTER LITERACY TEST 1

q-q-04/29/02—COMPUTER LITERACY TEST 1

q-q-05/03/02—WORD 2000 - TIMESOLVER

Show Scores On Screen

Choose Delivery Format:

HTML
 Text-only
 Raw data (CSV)

Delivery Address:

Options in the **Search Results** screen are described on the following page.

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

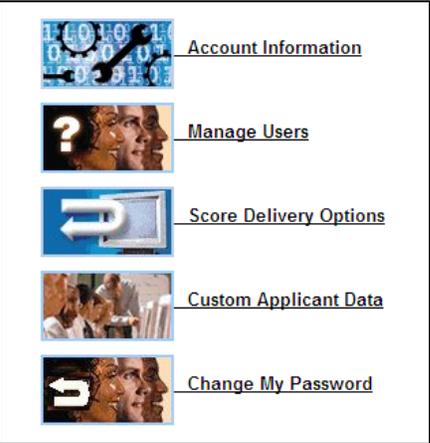
Option	Allows you to specify
Matching Scores	A list of all scores that match your specified criteria. You can select one or more scores in this list to create score reports for the selected scores. (To select multiple records, hold the Shift key and click on each record.)
Show Scores on Screen	Whether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

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

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

Viewing Account Information

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

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

Start Date: Month: Day: Year:

End Date: Month: Day: Year:

Choose Delivery Format: HTML Text-only

Delivery Address:

Show eTicket Information

Display the usage report on screen

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

Options on the Account Information screen include the following:

Option	Allows you to specify
Start Date	The first day in the date range to be covered in the Account Information report.
End Date	The last day in the date range to be covered in the Account Information report.
Choose Delivery Format	Whether the usage report will appear as an HTML or Text-only file attachment to the e-mail address specified elsewhere on the screen. You can specify one or both formats. If you select both formats, each file will be attached to a separate e-mail message sent to the specified address.
Delivery Address	The e-mail address where the usage report will be sent.
Show eTicket Information	That information on eTickets created using this account this account will appear in the report.
Display the usage report on screen.	Whether the Account Information report will appear on screen.

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

Site Usage Report

Site Usage Report for Online Testing

Customer ID, # of Tests Taken

Online Testing, 1

Detailed Usage Report

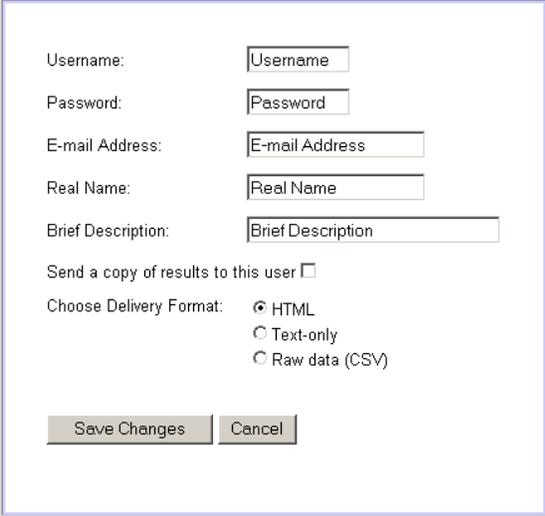
Test Name, Date Taken, First Name, Last Name

EXCEL 97 - BASIC SKILLS 09/13/00 BRIAN SMITH

[Main Menu](#)

Creating Testing Account Users

The **Manage Users** screen allows you to add a new individual who can access this Testing Account following the logon instructions appearing on page 3. To add a new user:

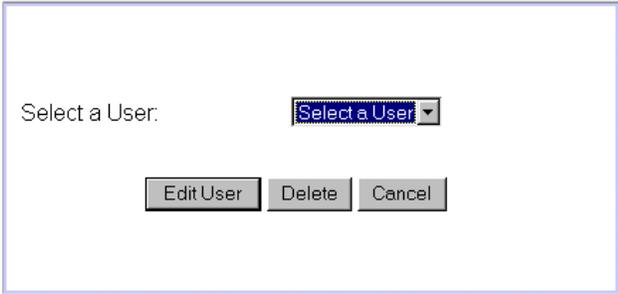
Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Manage Users</u> option.	
3	Click on the <u>Add a New User</u> option.	
4	Specify information on the new user (described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

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

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

Editing/Deleting Testing Account Users

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

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

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

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

Username:

E-mail Address:

Real Name:

Brief Description:

Message to accompany eTicket email:

Subject line for email:

User Account Permissions:

Custom Applicant Data

Score Delivery Options

Administer Tests

Manage eTickets

Search for Scores

Manage Users

Custom Testing

Retrieve Account Information

Change Account Permissions

Send a copy of results to this user

Choose Delivery Format:

HTML

PDF

Text-only

Raw data (CSV)

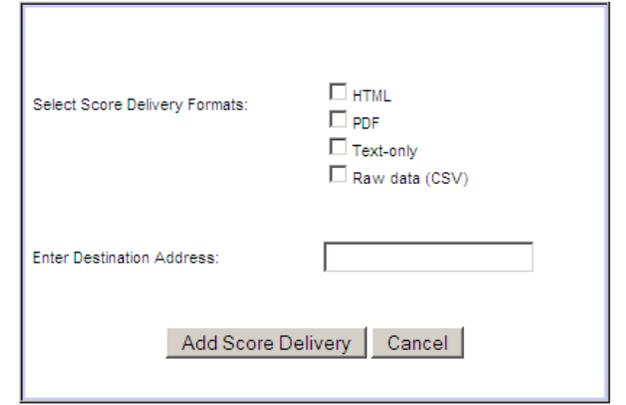
Permission	This permission allows the user to
Custom Applicant Data	Create new data entry fields in the test candidate registration form (to collect demographic or other information) as described on page 39.
Score Delivery Options	Specify where all test scores generated from this testing account will be delivered as described on page 36.
Administer Tests	Administer a test from the computer as described on page 8.
Manage eTickets	Create and delete eTickets as described on page 9.
Search for Scores	Search for scores following the instructions on page 26.
Manage Users	Create, delete or modify users who are able to access this Testing Account as described on page 32.
Custom Testing	<i>Not applicable for Testing accounts</i>
Retrieve Account Information	Retrieve and display information about the number of tests given by this Testing Account as described on page 30.
Change Account Permissions	Change permissions assigned to existing Testing Account users as described on this page.

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

Configuring Score Delivery

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

To add a new score delivery route:

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

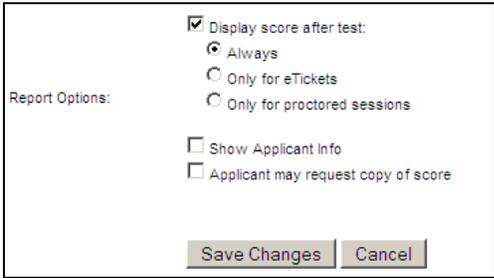
To modify an existing score delivery route:

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

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

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

To change other scoring options:

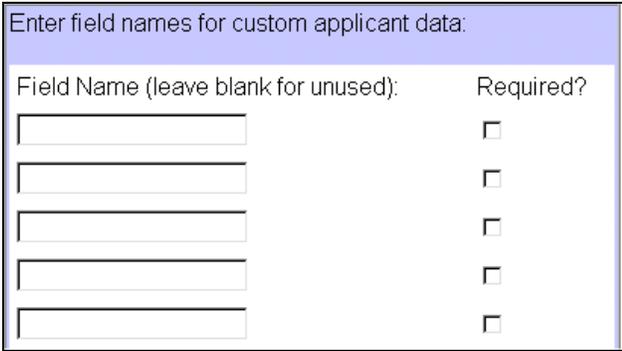
Step	Do This	This Screen Appears/This Happens
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.
2	Click on the <u>Score Delivery Options</u> option.	The Score Delivery Options menu appears.
3	Click on the <u>Edit Score Report Options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

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

Using Custom Applicant Data

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

To specify custom applicant data:

Step	Do This	This Screen Appears/This Happens												
1	From the Online Testing Main Menu , click on the <u>Advanced Options</u> option.	The Advanced Options menu appears.												
2	Click on the <u>Custom Applicant Data</u> option.	 <p>Enter field names for custom applicant data:</p> <table border="1"> <thead> <tr> <th>Field Name (leave blank for unused):</th> <th>Required?</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Field Name (leave blank for unused):	Required?	<input type="text"/>	<input type="checkbox"/>								
Field Name (leave blank for unused):	Required?													
<input type="text"/>	<input type="checkbox"/>													
<input type="text"/>	<input type="checkbox"/>													
<input type="text"/>	<input type="checkbox"/>													
<input type="text"/>	<input type="checkbox"/>													
<input type="text"/>	<input type="checkbox"/>													

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

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