



## **ASSESSMENT SCREENING USER GUIDE**

## **Table of Contents**

<i>Your Testing Account</i> .....	3
<i>Assigning Online Tests</i> .....	3
<i>Taking Online Tests</i> .....	3
<i>Other Test Management Options</i> .....	3
<i>Logging into Your Testing Account</i> .....	3
<i>Testing Account Main Menu</i> .....	5
<b>Administering a Test Session from Your Computer</b> .....	5
<b>Creating eTickets</b> .....	6
<b>Using eTickets</b> .....	9
<b>Reviewing/Deleting eTickets</b> .....	9
<i>Taking an Online Test – Checking Your System</i> .....	11
<b>Before Taking a Test</b> .....	11
<b>Check My Browser</b> .....	11
<b>Taking a Test</b> .....	12
<i>Search for Scores</i> .....	13
<b>View Account Information</b> .....	16
<i>Configure Score Delivery</i> .....	18
<b>To modify an existing score delivery route:</b> .....	20
<b>To Change Other Scoring Options:</b> .....	21

## **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.

## **Assigning Online Tests**

In some cases, you will want to give tests on the computer you use to log into your Testing Account. Instructions for giving tests on your computer appear on page 5.

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 6-10.

## **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 11-13. Read these instructions carefully before using Online Testing for the first time.

## **Other Test Management Options**

Your Online Testing Account also gives you the ability to perform management functions for your account. This includes retrieving score reports and determining score routing.

## **Logging into Your Testing Account**

When your Testing Account was first set up, you were provided with an Account ID. You should have also been provided with a **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**.

To log into your Testing Account, first visit the AccuSource home page at [www.accusource-online.com](http://www.accusource-online.com).

The following screen will appear:



From the AccuSource home page, you can access the login page by clicking [Products & Solutions](#), [Assessment Screening](#) and [Assessment Test Login](#) on the left side of the page.

The following page will appear.



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

**Note:** **Account ID, User Name, and Password are case sensitive.**

## Testing Account Main Menu

**Options on this screen include the following:**

Administer Testing – This function allows you to:

- Give a test session from this computer
- Create & manage eTickets that allow you to e-mail instructions for someone to take a test session from another location.
- Retrieve test scores.

Advanced Options – This function allows you to:

- View information about usage of your testing account.
- Change global score delivery options and other scoring settings.
- Logout of your online testing account.

### Administering a Test Session from Your Computer

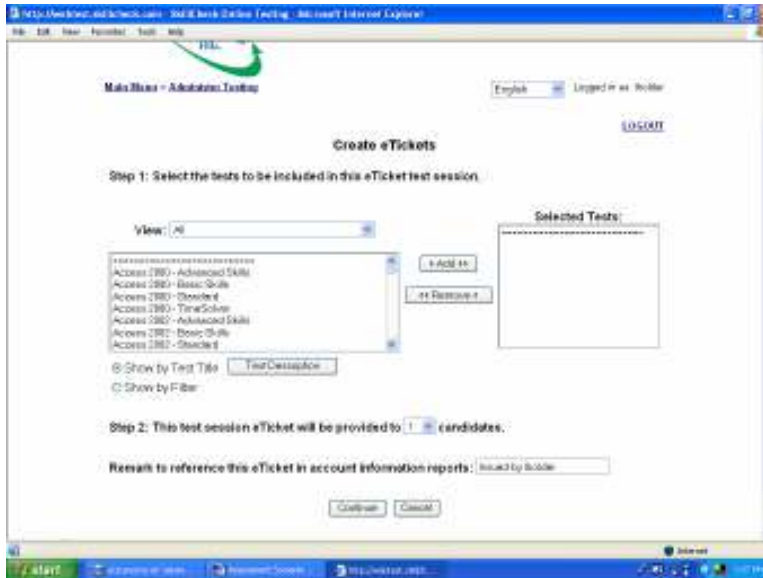
To give a test session from your computer, do the following:

1. From the online Testing Main Menu, click on the **Administer Testing** option.

The following screen will appear:







4. Select the tests to be assigned to the eTicket test session from the Available Tests list 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.
5. Specify the number of eTickets to which this test session will be assigned. Each eTicket you create for this test session can be sent to a different e-mail address.
6. Optional: Specify a remark assigned to the test session eTickets being created. The eTicket recipient will not see this remark. It is only used to help the test administrator identify specific eTickets.
7. When all options are correct, click on Continue.

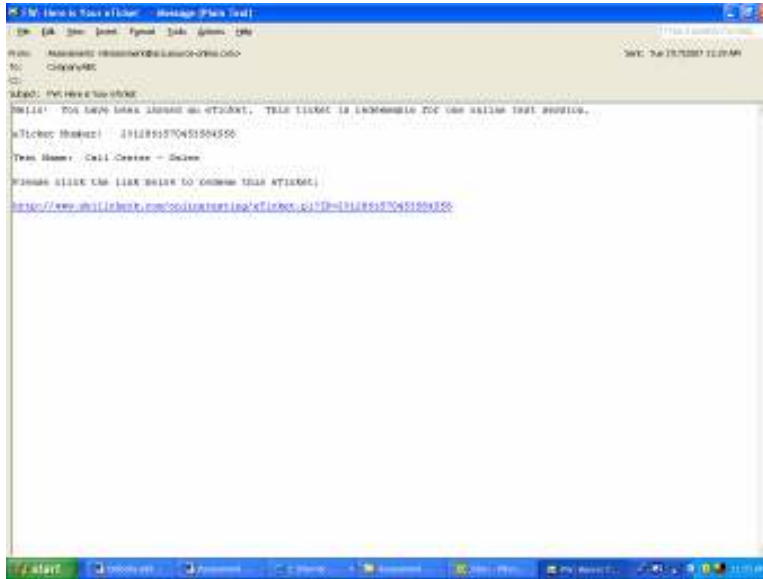
The second Create eTicket screen (illustrated in the following page) appears.

The screenshot shows a web browser window with the URL <http://webtest.sdsi.com>. The page title is "Create eTickets" and it is at "Step 3: Specify test session eTicket delivery options." The form contains the following fields and options:

- Selected Tests:** Call Center - Sales, Call Center - Service
- eTicket Numbers:** 4570775913873930714, 1212579996533352312
- Delivery Address 1:** [Text Box]
- Delivery Address 2:** [Text Box]
- Tickets will be valid for:** 30 days
- Message to accompany eTicket email:** [Text Area] (Placeholder: While you have been assigned an eTicket, this ticket is considered not yet valid. Call available.)
- Subject line for email:** [Text Area] (Placeholder: Here is your eTicket)
- Sender's email Address:** [Text Box] (Placeholder: sdsitestest@sdsc.com)
- Always use this message and address
- Buttons:** Send, Back, Cancel

8. Specify the email 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.
9. Specify how many days the eTicket(s) will be valid. eTickets will not be usable after the number of days specified.
10. In the Message to Accompany eTicket email field, you can type in the text that you would like to appear.
11. When all options are correct, click on Send.

## Using eTickets



When you email 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.

When the test taker clicks on the link to begin the test session specified, the test session that has been assigned to the eTicket begins immediately. 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.

### Reviewing/Deleting eTickets

1. From the Online Testing Main Menu, click on the Administer Testing option. The Administer Testing menu appears.
2. Click on the Manage eTickets option. The manage eTickets menu appears.
3. Click on the Review eTickets option.
4. Select the eTicket to be reviewed from the drop-down menu and click on the Review button



## Taking an Online Test – Checking Your System

### Before Taking a Test

After starting a test session (either on your computer or via an eTicket), a screen will appear labeled **Before Taking a Test** which lists the technical requirements of your system in order for you to be able to access online testing. This includes supported browsers and necessary settings on your system. The page also lists sources of additional information if you have any questions or problems.

Before using the system for the first time on a computer, it is highly recommended that you read these instructions carefully. If you are not sure if your system meets these requirements, click on the **Check My Browser** link on this screen. This will start an automatic check of your system to ensure that your Internet browser is compatible with online testing.

If you have checked your browser previously and know it is compatible with Online Testing, click on the Continue link at the bottom of the screen to continue the test registration and testing process.

### Check My Browser

When you click on the **Check My Browser link**, 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 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 perform the checking procedure.

The browser check may take a few minutes to complete. Be patient and allow the check to continue until there is no apparent activity in your browser window at which point you should scroll down to check the bottom of the screen. If a dialog box appears saying: "The test was successful!" your system is ready to perform Online Testing and you can click on the **Continue** link at the bottom of the screen to continue the test registration and testing process.

If the browser check fails, the box at the bottom of the screen will remain black or gray and the dialog box will not appear. If this is the case, your system may not be compatible with Online Testing.

If the system check fails, or you cannot perform Online Testing for any reason, both the **Before Taking a Test** screen and the **Check My Browser** screen provide information which may help you determine why your system is incompatible with Online Testing as well as provide sources of additional information and help.

## Taking a Test

1. Once you are sure that your browser is compatible with Online Testing, click the [Continue](#) link at the bottom of the **Before Taking a Test** screen or the **Check My System** screen.

The following screen will appear:

AccuSource Inc.

English | Logged in as: Worker | [Logout](#)

### Welcome to Online Testing!

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 Social Security number or other unique ID number.

First Name\*

Last Name\*

ID number\*

\* Indicates a required field

[Complete Registration](#)

Powered by iCheck

2. Specify the requested registration information (ID number can be your social security number or another identification ID of your choice.) When the information is complete, click on the [Complete Registration](#) button.
3. Click the [Start Test](#) button.

AccuSource Inc.

English | Logged in as: Worker | [Logout](#)

### Test Ready!

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.

Test Title: **Call Center - Sales**  
Test ID Number: **2161418343202478803**

[Start Test](#)

Powered by iCheck

\* 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.

**During the entire testing process, do not click outside of the window in which the test is taking place.**

4. To begin the test tutorial, click on the **Begin Test Tutorial** button. 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).

To begin the test, click the **Begin the Test** button. The test begins.

5. Take the test following the instructions on the screen

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 a 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 clicking on the Finished link will send you to the Castle Branch web site.

## **Search for Scores**

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

1. From the **Online Testing Main Menu**, click on the Administer Testing option. The Administer Testing menu appears.
2. Click on the Search for Scores option.

The Search for Scores screen appears:

### 3. Specify search criteria

#### **Search Criteria**

#### **Explanation:**

Test Name

The name of the test for which you want to retrieve a score.

User Account

Name of the System Users.

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 Typing, Data Entry, Audio Transcription, or Audio Data Entry.

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.

4. 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.



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

**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 score reports will be sent by e-mail. Score reports will be delivered as attachments to e-mail messages sent to a specified e-mail address.

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.

### View 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.

1. From the **Online Testing Main Menu**, click on the Advanced Options option.



2. Click on the Account Information option.



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 Test-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 will appear in the report.

Display the usage report

Whether the Account Information report will On screen appear on the 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.



## Configure 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 addresses. You can also specify if scores will appear onscreen automatically at the end of a test session and other score delivery options.

1. From the **Online Testing Main Menu**, click on the Advanced Options option.
2. Click on the Score Delivery Options option.



3. Click on the Add New Score Delivery option.



4. Specify score delivery options including the format in which the score will be delivered (HTML, Text-only, or Raw Data – CSV – format) and the email 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 format (you can choose more than one format). HTML 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:

1. From the **Online Testing Main Menu**, click on the Advanced Options option.
2. When the Advanced Options menu appears, click on the Score Delivery Options option.
3. When the Score Delivery Options menu appears, click on the Review Existing Score Delivery 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:

1. From the **Online Testing Main Menu**, click on the [Advanced Options](#) option.
2. When the Advanced Options menu appears, click on the [Score Delivery Options](#) option.
3. When the Score Delivery Options menu appears, click on the [Edit Score Report Options](#) 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 Data to automatically show the applicant's data within the test results.

## **END USER GUIDE**