










Australia Newsletter - Online Skill Testing July - September 2008

Hello everyone!

I hope to have the opportunity to meet some of you at the RCSA International Conference in Christchurch, NZ August 27th - 29th. It promises to be another landmark event. Contact me via my mobile during the conference on +61 402 014 237.

Topics in this newsletter;

-  *Restarting a testing session*
-  *Custom Applicant Data*
-  *Managing eTickets*
-  *Generating reports - Standard Test Report & Candidate Profile Report*
-  *New tests released May - June 2008*
-  *Online Help - Technical Tips*
-  *Top 10 Reasons...*

Restarting a Testing Session

Occasionally, a testing session run internally may be terminated - for a number of reasons - part way through the session. That session may be re-started where the candidate left off via **MAIN MENU | ADMINISTER TESTING | RESTART A TEST SESSION**.

“Cookies” must be enabled on your PC for this to function properly. Also, you must know the ID number that has been used by the candidate.

If the assessment is not restarted within 24 hours, it will “drop off” the server farm.

(NB: this does not apply for eTickets sent externally)

Custom Applicant Data

Some users have found it advantageous to collect additional candidate information prior to a test session commencing.

Up to 15 additional data fields may be created (either as mandatory or optional items) through **MAIN MENU | ADVANCED OPTIONS | CUSTOM APPLICANT DATA**. Each field (e.g. “Telephone contact #”) may be made mandatory - tick the “required” box - or optional. Additionally, a drop-down list (e.g. “Branch office”) may be created.

You may also add a company-specific message (e.g. “Thank you for choosing ABC Company for your career search...”). Create your message in the space at the bottom of the window and tick the box “Show the following additional instructions”. The message will then appear in the “Welcome to Online Testing” screen.

Managing eTickets

Periodically, it is good business practice to review eTickets issued and not used.

This may be done via **MAIN MENU | ADMINISTER TESTING | MANAGE ETICKETS** and then select **CANCEL AN ETICKET**. Select the eTicket and then choose **REVIEW**. Select **DELETE to delete** or **CANCEL to go back** to the selection window. When reviewing eTickets, those that have passed their expiry date should be deleted. (Note: eTicket dates are in the format YYYY-MM-DD). For customers with metered accounts, unused eTickets do not

impact on your meters remaining until a test has been completed. Each completed test equals one meter credit.

Generating Reports - Standard & Candidate Profile

Occasionally, you may want to search for and generate a report for one or more previously completed tests. Scores are stored on our server farm for two (2) years.

To obtain past reports, use **MAIN MENU | SEARCH FOR SCORES** and then select either the “Standard Test Report” or the “Candidate Profile Report”.

The “Standard Test Report” is a single candidate - single test report which is normally multiple pages in length (e.g. for a Word 2007 - Standard test).

The “Candidate Profile Report” is a single page summary report of all tests completed by a specific candidate.

You can also obtain an account usage report for any selected time period. This can be created by using **MAIN MENU | ADVANCED OPTIONS | ACCOUNT INFORMATION**.

New tests released May - June 2008

Outlook 2007 - Standard was released in June 2008.

Digital Literacy 2008 was released in June 2008. This includes three (3) new tests - Digital Literacy 2008 - Computing, Digital Literacy 2008 - Software and Digital Literacy 2008 - Internet.

Lotus Notes 7.0 End User - Standard was released in June 2008.

Online Help - Technical Tips

A reminder for online users; there are wide-ranging and comprehensive technical tips available online at <http://www.skillcheck.com.au/resources/technicaltips.htm>

Technical Tips are there for your use and information. Suggestions always welcome!

Top 10 Reasons...

There are many reasons why over 250,000 SkillCheck online tests are conducted each month.

- Latest versions of Microsoft Office applications - 2007, 2003, 2002;
- Local support and expertise;
- Australian/ New Zealand customized tests;
- Longest-standing experience in recruitment issues;
- User-friendly & reliable interface;
- Unlimited use (qualified customers);
- New products added at no additional cost;
- Customization of online testing available;
- Local & global norming for many tests;
- SkillCheck the first supplier to offer Online testing - more experience.

Call with any questions or for more information. As always, I'm here to help.

Very best regards,



John Lescohier