



## **TechTip #7 - Searching for Past Score Reports (annual & metered account users)**

When searching for past score reports, if you are looking for any typing or data entry score, you can search for reports in a range of keystrokes per hour (KPH).

This will return a list of score reports between the specified keystroke range for the selected typing/ data entry test.

A screenshot of a web browser window showing the SkillCheck 'Search for Scores' page. The page title is 'SkillCheck Online Testing - Microsoft Internet Explorer'. The SkillCheck logo is at the top left. A navigation menu is visible. The user is logged in as 'administrator' with a 'LOGOUT' link. The main heading is 'Search for Scores'. Below it, a sub-heading says 'Specify search criteria for finding a specific score report below.' The search form is enclosed in a light blue border. It has a 'Search By:' label. The 'Test Name:' dropdown menu is open, showing a list of tests: 'Telephone Skills', 'Ten Key Test', 'Transcription - Business (Audio)', 'Transcription - Legal (Audio)', 'Transcription - Medical (Audio)', and 'Typing Test'. 'Typing Test' is selected. Below the dropdown, the 'Test Score:' field is set to 'Typing speed is between 60 WPM and 75 WPM'. A note below the score field reads: 'Note: searching by score may not be applicable to all available tests.' There are also input fields for 'First Name:', 'Last Name:', 'Applicant ID:', and 'eTicket:'.

The same can be done with any other test, but the range is searching on overall score - i.e. Test Score: Score (0-100) is between 70% and 90% for a Word 2003 - Standard tests will return all results for this test that are between 70% and 90% overall score.

A screenshot of the same SkillCheck 'Search for Scores' page. The 'Test Name:' dropdown menu is open, showing a list of tests: 'Word 2002: Cert. Review - Expert', 'Word 2003 - Advanced Skills', 'Word 2003 - Basic Skills', 'Word 2003 - Standard', 'Word 2003 - TimeSolver', and 'Word 2003 Express'. 'Word 2003 - Standard' is selected. The 'Test Score:' field is set to 'Score (0-100) is between 70 % and 90 %'. The same note about applicability is present. The other input fields remain empty.

A handy tool when you need to create a "shortlist" of tested candidates.