



# eSkill Test Center User Guide

How to Use Your Account  
on the eSkill Application

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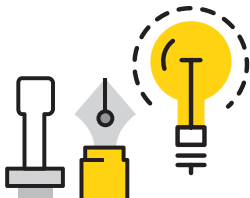
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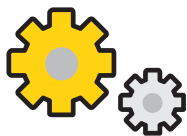
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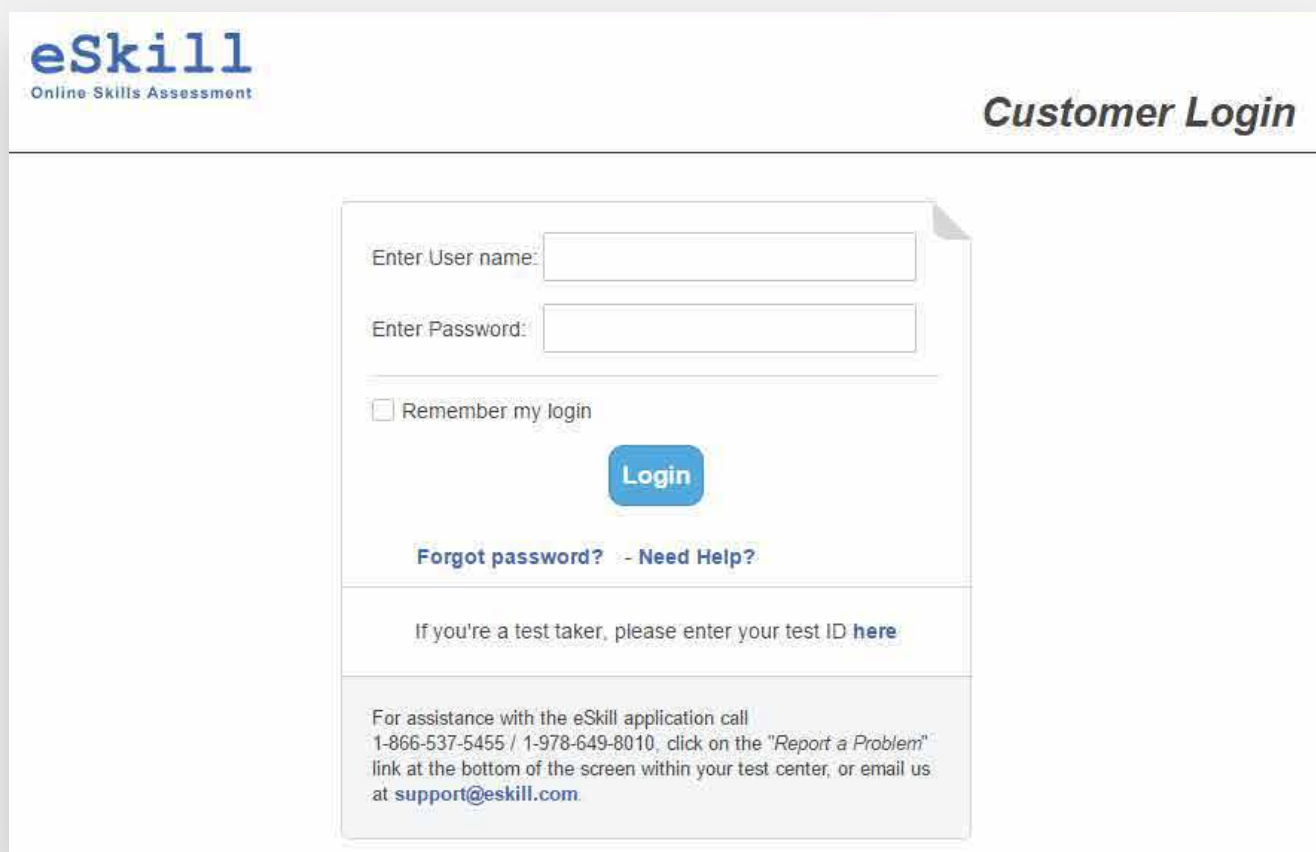


**7** Account settings

# 1. Account login

- ▶ Access Customer **login** page: <https://es.eskill.com/es/Portal.do>
- ▶ Enter your username and your password
- ▶ Click the Login button.

NOTE: If you have forgotten your password, please use the 'Forgot Password' feature on the login page. The password reset email will be sent directly to the key contact associated with your account.



The screenshot shows the eSkill Customer Login page. At the top left is the eSkill logo with the tagline "Online Skills Assessment". At the top right is the heading "Customer Login". The main content area contains a login form with the following elements:

- Input field for "Enter User name:"
- Input field for "Enter Password:"
- A checkbox labeled "Remember my login"
- A blue "Login" button
- A link for "Forgot password? -- Need Help?"
- A note for test takers: "If you're a test taker, please enter your test ID [here](#)"
- A footer section with contact information: "For assistance with the eSkill application call 1-866-537-5455 / 1-978-649-8010, click on the 'Report a Problem' link at the bottom of the screen within your test center, or email us at [support@eskill.com](mailto:support@eskill.com)"

## 2. Dashboard Overview

This is your Test Center Dashboard, which provides an overview of your eSkill account. It contains the following sections:

### ▶ Latest Tests

Lists the 10 most recent tests you have created. To view all of your tests, click the All Tests button at the bottom of this section.

### ▶ Latest Score Results

This table keeps you up-to-date on the latest results for your test takers.

The screenshot shows the eSkill Test Center Dashboard with a dark blue navigation bar at the top containing links: DASHBOARD, NEW TEST, TEST CENTER, REPORTS, ACCOUNT (with a dropdown arrow), HELP, and LOG-OUT.

**Latest Tests** (highlighted with a red box):

|                                   |            |  |
|-----------------------------------|------------|--|
| eSkill Standard Account Executive | 09/14/2016 |  |
| Marketing Assistant               | 08/03/2016 |  |
| HR Assistant                      | 08/03/2016 |  |
| Electrical Engineer               | 08/03/2016 |  |
| Financial Analyst                 | 08/03/2016 |  |
| Sales Manager                     | 08/03/2016 |  |

» [All Tests](#)

**Latest Score Results** (highlighted with a red box):

|      |                                |                 |                                     |
|------|--------------------------------|-----------------|-------------------------------------|
| 0%   | <a href="#">Melanie Archer</a> | 8/3/16 12:55 PM | <a href="#">HR Assistant</a>        |
| 19%  | <a href="#">Angela Smith</a>   | 8/3/16 12:43 PM | <a href="#">Marketing Assistant</a> |
| 56%  | <a href="#">Melanie Archer</a> | 8/3/16 12:39 PM | <a href="#">Marketing Assistant</a> |
| 42%  | <a href="#">John Doe</a>       | 8/3/16 12:37 PM | <a href="#">Marketing Assistant</a> |
| 59%  | <a href="#">Joe Hill</a>       | 8/3/16 12:32 PM | <a href="#">Marketing Assistant</a> |
| 100% | <a href="#">Jane Smith</a>     | 8/3/16 12:22 PM | <a href="#">Marketing Assistant</a> |

**News** (highlighted with a red box):

12/22/2016 - Our library contains hundreds of standard tests, and we are always developing more.

## ▶ My Account

Hosts your Customer ID#, Account Type, Renewal Date, and Current package. You can also click on the Configuration panel setting (Click option) to view more options regarding special features, and Global Score Notifications.

## ▶ Users

Lists the authorized users for your account.

## ▶ News

This section contains information on the following:

- ▶ the Latest Subjects added to the eSkill database;
- ▶ a list of Subjects in Development, and their release dates;
- ▶ the Latest Features that have been added to the eSkill interface.

Sales Manager
08/03/2016

» [All Tests](#)

**My Account**

Configuration panel

Renew or Upgrade

Customer ID: #20330  
Account Type: Unlimited  
Expiration Date: 10/08/2017  
Current package: Premium 12 months subscription  
  
eSkill Editor - Create your custom questions  
  
Referral Program - Share your eSkill experience and receive up to \$250

**Users**

You have the following users:

- hrdemo2015 - Administrator
- adinaM - Administrator

**News**

12/22/2016 - Our library contains hundreds of standard tests, and we are always developing more.

We have recently added 10 new subject-based tests:

- MS Office 2010 - Excel® Simulation
- MS Office 2010 - Word® Simulation
- MS Office 2010 - Outlook® Simulation
- MS Office 2010 - PowerPoint® Simulation
- MS Office 2013 - Excel® Simulation
- MS Office 2013 - Word® Simulation
- MS Office 2013 - Outlook® Simulation
- Digital Literacy Simulation
- Multitasking Simulation
- Chat Simulation

[more »](#)

[+] Latest Subjects

|                                  | Release Date |
|----------------------------------|--------------|
| Chat Simulation                  | 10/27/2016   |
| Search Engine Marketing          | 10/10/2016   |
| MS Office 2016 - Word® (AUS/NZ)  | 08/11/2016   |
| MS Office 2016 - Excel® (AUS/NZ) | 08/11/2016   |

## 3. New Test

The New Test tab (outlined in red below) opens the page that allows you to create a new test.

1. First, if you are customizing an assessment, you have to fill in the **Test Name**.
  - ▶ Test name should reflect the position name, job family, location name, job description or any other common reference for a position in your organization.
  - ▶ The test name should include the version # of the test, if the test is modified annually or if there are hiring cycles and each candidate group should be kept separate.
2. Clicking the Show Candidates their Score checkbox is optional. If this box is checked, it will allow the candidate to see their results on screen. A test results email is never sent to the candidate.

DASHBOARD **NEW TEST** TEST CENTER REPORTS ACCOUNT ▼ HELP LOG-OUT

# Test name:

☐ Show Candidates their Score.

**TIPS**  
Create your test using one of the options below. Note that you can always edit tests after you create them by adding, deleting, and re-ordering questions. To edit a Predefined or Job-Based test, create a copy and save it under a different name first.  
Looking for a subject but can't find it? [Please tell us!](#)

## Option 1: Off-the-Shelf Tests, Ready to Use

Here you can select from two types of tests:

1. **Subject-based tests:** typically contains 40 questions, ranging from Beginner to Advanced level.
2. **Job-based tests:** multi-subject tests, consisting of 40 questions that cover a wide range of skills required for specific job titles.

Once you identify the test type, then click the “SELECT TEST” button below the dropdown menu. This will add the test to your TEST CENTER, making it available for you to access.

**Option 1 - Off-the-Shelf Tests, Ready to Use**

Choose from single-subject predefined tests, suitable for testing candidates at all levels.

**Subject-based test:**  

-- Select a subject-based test --

Select Test

or

Select a job-based test, to assess your candidate's proficiency on a set of skills typically required for the stated job title.

**Job-based test:**  

-- Select a job based test --

Select Test

Note: Job-based tests are suggested multiple subject assessments. Please review the individual test questions to ensure they meet your specific testing requirements.

## Option 2: Generate a Multi-Subject Test

Search Complete subject list here: <https://es.eskill.com/es/Subjects.do>

1. Select the **Test Length** from the dropdown menu. Select custom, if you are requesting a number that does not appear in the dropdown. The number of questions can be as little as 1 question and up to 200 questions on a single test.
2. Next, select up to four (4) **subjects** for the system to randomly select questions for those subjects of interest. Note, Typing is not available in the drop-down, however typing questions can be added to the test once it has been generated.
3. You can select the level of difficulty (**Beginner/ Intermediate or Advanced/ Expert**) for the questions picked from each subject.
4. To complete the test process and add your new test to the testing center, click the Generate Test button.

The questions will be selected automatically by the application. If you want to add or delete certain questions, or to set time limits per question or per test, you can edit your test in the Test Center.

**Option 2 - Generate a Multi-Subject Test**

Generate a test by selecting up to four relevant subjects, their skill levels, and a test length.

Test length: Very Short (10 questions) ▼

|                          |                           |
|--------------------------|---------------------------|
| -- Select subject 1 -- ▼ | Beginner / Intermediate ▼ |
| -- Select subject 2 -- ▼ | Beginner / Intermediate ▼ |
| -- Select subject 3 -- ▼ | Beginner / Intermediate ▼ |
| -- Select subject 4 -- ▼ | Beginner / Intermediate ▼ |

**Generate Test**



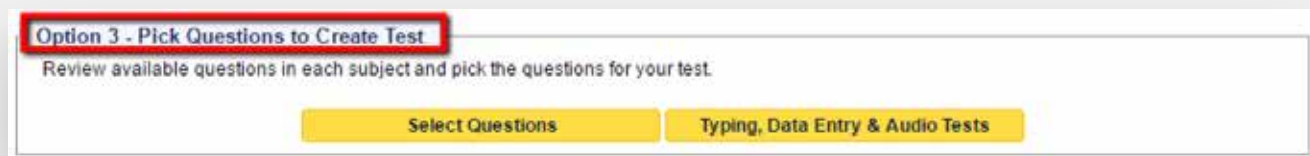
## Option 3: Pick Questions to Create Test

This option allows you to create your own test and/or create your own Typing and Free Response questions.

- ▶ Click the **Select Questions** button to select and add questions from any of our subjects, including Typing, Data Entry & Audio Tests, as well as creating your own Typing and Free Response questions. Next enter or choose a Subject from the drop-down and select the **Pick Questions** button. You will now be able to select any of the available questions from that Subject. Each column can be sorted by Topic, Description, Type or Difficulty by double-clicking the column header.
- ▶ Click on the **Typing, Data Entry & Audio Tests** button to select only questions from our Typing and Data Entry subjects, or create your own Typing/Free Response questions.

*NOTE: by selecting this option, you will only be able to access these subjects and you will be unable to add other subjects to the test.*

- ▶ Before exiting, always remember to SAVE your test.



## 4. Test Center

**Test Center** contains a list of the tests available in your testing center, access to candidate scores, features to manage your tests and candidate invitations. You can also use it to:

- ▶ **Search** for an applicant with results in any test.
- ▶ Control the display of tests listed on your site by selecting the radial button:
  - ▶ **Show all**
  - ▶ **Show only active**
  - ▶ **Show only inactive**
- ▶ Sort the tests by clicking on any of the columns (sort by **Name**, **Date Created**, **Test ID**, etc.)

**TEST CENTER**

USERNAME: hrdemo2015  
SUBSCRIPTION EXPIRATION DATE: 10/08/2017  
TOTAL SCORES: 23

Search applicant by Last name  **Search** [\[Test Center\]](#)

**SAVED TESTS**

☒ Show all ☐ Show only active ☐ Show only inactive

| NAME                              | CREATED    | TEST ID          | SCORES | OPERATIONS |
|-----------------------------------|------------|------------------|--------|------------|
| eSkill Standard Account Executive | 09/14/2016 | fb18ccff59f9bd4f | 3      |            |
| Marketing Assistant               | 08/03/2016 | 933974c909554c4a | 14     |            |
| HR Assistant                      | 08/03/2016 | 0dee832cf85868b8 | 2      |            |

You can also perform the following six Operations on your tests, indicated by the icons in the Operations column:

1. Edit Test
2. Preview Test
3. Take Test
4. View Test Invitations
5. Email Test
6. Delete Test

**DASHBOARD** **NEW TEST** **TEST CENTER** **REPORTS** **ACCOUNT** **HELP** **LOG-OUT**

USERNAME: hrdemo2015

















SUBSCRIPTION EXPIRATION DATE: 10/08/2017

TOTAL SCORES: 23

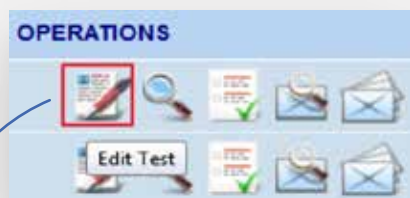
Search applicant by Last name  **Search** [\[Test Center\]](#)

**SAVED TESTS**

☒ Show all ☐ Show only active ☐ Show only inactive

| NAME                              | CREATED    | TEST ID          | SCORES | OPERATIONS  |
|-----------------------------------|------------|------------------|--------|---|
| eSkill Standard Account Executive | 09/14/2016 | fb18ccff59f9bd4f | 3      |       |
| Marketing Assistant               | 08/03/2016 | 933974c909554c4a | 14     |       |
| HR Assistant                      | 08/03/2016 | 0dee832c85868b8  | 2      |       |

## 1. Edit a Test



- ▶ Clicking on the Edit Test button opens the Edit Test screen.
- ▶ The test dashboard opens and allows you to set up test configurations and modify the test questions.

|                    |  |  |   |
|--------------------|--|--|---|
| TEST NAME          | Administrative Assistant   | Description  |   |
| COPY TEST          | Copy as (new name): Administrative Assistant   | Copy   |   |
| ACTIVATION         | Active   | Activate Test  | Inactivate Test   |
|                    | Expiration Date  | <not set>  |   |
| SHOW RESULT        | <input type="checkbox"/> Show Candidates their Score <input type="checkbox"/> Show Score per Question <input type="checkbox"/> Show Question texts<br><small>These options affect how candidates can see scores, not the view of scores in your Test Center.</small> |  |   |
| SCORE NOTIFICATION | <input type="checkbox"/> Send score notifications to mrobu@eskill.com<br><small>Use comma separator to enter multiple addresses.</small>   |  |   |
| AUTOMATED SHUFFLE  | <input type="checkbox"/> Shuffle questions for each test taker   |  |   |
| TIME LIMIT         | 0 minutes, 0 seconds   | Per Test   | <small>Typing questions are not included in this limit. Set to zero to disable timer.</small> |
| PASSING SCORE      | 0 %  | <small>This information is only visible in your Test Center.</small> |   |
| MAXIMUM ATTEMPTS   | 3  | <small>This field is used only for Simulator questions.</small>      |   |

## Test settings

**TEST NAME/Description** allows you to modify a test name and a description that will be visible only in your Test Center when you mouse over the test name.

**COPY TEST** allows you to create a copy of the test. This feature is useful in making modifications to standard tests and creating a new version.

**ACTIVATION** allows your to disable and enable testing in a specific period of time.

**SHOW RESULT** allows you to show test results to the candidates. To show the second two options, the first one **MUST** be selected.

**REDIRECT URL** allows you to send candidates to a specific website, upon completion of their test.

**SCORE NOTIFICATION** allows you to enter email addresses for those you wish to receive the results of the evaluation.





**AUTOMATED SHUFFLE** reorders the test questions for each test taker, to reduce any chance of copied answers.

**TIME LIMIT** allows for a limit to be set either per question or per test. Typing questions are not included in these limits as they have a separate timer.

**PASSING SCORE** specifies the minimum score a test taker must obtain to pass the test. Only test takers who achieve this score will have their scores e-mailed to those designated in the score notifications section.

**MAXIMUM ATTEMPTS** limits the number of times a user can try to answer a question (only valid for Simulator questions).

**CUSTOM INSTRUCTIONS:** Allows the client to add any custom instruction to the candidate on the test instruction page.

|   |   |             |  |
|---|---|-------------|--|
| TEST NAME   | HR Assistant  | Description |  |
| COPY TEST   | Copy as (new name):   |             | <input type="text"/> <span>Copy</span> |
| ACTIVATION  | <span>Active</span> <span>Activate Test</span> <span>Inactivate Test</span> Expiration Date <not set>   |             |  |
| SHOW RESULT   | <input type="checkbox"/> Show Candidates their Score <input type="checkbox"/> Show Score per Question <input type="checkbox"/> Show Question texts<br><small>These options affect how candidates can see scores, not the view of scores in your Test Center.</small>              |             |  |
| REDIRECT URL         | <input type="text"/>  |             |  |
| SCORE NOTIFICATION<br><a href="#">Global configuration tool</a>   | <input type="checkbox"/> Send score notifications to <input type="text"/><br><small>Use comma separator to enter multiple addresses.</small>  |             |  |
| AUTOMATED SHUFFLE   | <input type="checkbox"/> Shuffle questions for each test taker  |             |  |
| TIME LIMIT  | <input type="text"/> minutes, <input type="text"/> seconds <span>Per Test</span> <span>▼</span> <small>Typing questions are not included in this limit. Set to zero to disable timer.</small>   |             |  |
| PASSING SCORE   | <input type="text"/> % per Test <input type="text"/> % per Subject <small>This information is only visible in your Test Center.</small>   |             |  |
| MAXIMUM ATTEMPTS  | <input type="text"/> <span>▼</span> <small>This field is used only for Simulator questions.</small>   |             |  |
| CUSTOM INSTRUCTIONS  | <input type="text"/>  |             |  |

Use the drop-down list to choose a subject, and then click the **Pick Questions** button. Here, you can preview and select any question from the chosen subject.

Click the **Add Selected Questions** button to add the questions to the test and return to the Test Questions section.

Back in the Test Questions section, you can do the following:

- ▶ **Delete Questions** you do not want
- ▶ **Pick Questions** from another subject.
- ▶ **Add questions** you already know the ID for, by entering their ID numbers.
- ▶ Create a **Typing** or **Free Response Question**.
- ▶ **Reorder** or **Shuffle** the selected questions.

When you are done, click the **Save Test** button to save your changes.

The screenshot shows the 'TEST QUESTIONS' interface. At the top, there is a header bar with the title 'TEST QUESTIONS'. Below the header, there is a search bar with the placeholder text '-- Select subject --'. To the right of the search bar are three small icons: a magnifying glass, a document, and a question mark. Below the search bar is a table with the following columns: NR, QUESTID#, SUBJECT NAME, TOPIC NAME, SHORT DESCRIPTION, TYPE, DIFFICULTY LEVEL, and VIEW. The table is currently empty. Below the table, there is a pagination bar that says 'Page: 1 of 1 (0)' and 'Items per Page: 200'. To the right of the table, there are five buttons: 'Delete Selected Questions', 'Pick Questions', 'Add Questions By IDs', 'Create a Typing Question', and 'Create a Free Response Question'. At the bottom of the interface, there are four buttons: 'Save Test', 'Cancel', 'Shuffle', and 'Reorder'.

## Test questions

### Free Response

*Clients ability to add an open-ended questions to each test as needed. These questions are not scored by the eSkill system.*

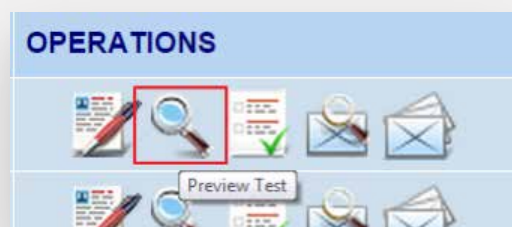
- ▶ **Set the level of difficulty:** Define the level of the difficulty of the test question
- ▶ **Type your question here:** Outline the question / project / situational judgement / interview
- ▶ **Upload a file:** A candidate can download a document, make changes, modify and develop
- ▶ **Candidate are allowed to attached a file:** Provides candidate the ability to attach a complete file.
- ▶ **Question Time Limit:** Set a time limit for this question only.

The screenshot shows a form for creating a test question. It includes a 'Difficulty' dropdown menu with options: Undefined, Beginner, Intermediate, Advanced, Expert, and Undefined (highlighted). Below this is a text area labeled 'Type your question here:' with the placeholder text: 'Ability to add situational questions, request a writing sample, a project, attach a document for modification, assign a project, request a sample of work, or test for a language.' To the right of the text area is a yellow 'Select File' button. Below the text area is a section for 'Upload a file:' with a yellow 'Select File' button and the text 'if you want to attach a file to your question.' Below this is a 'Question Time Limit:' section with two input boxes and the text '(mm:ss)'. At the bottom, there is a checkbox labeled 'Candidates are allowed to attach a file to their answer:' and a note: 'The file should not exceed 20 MB and should have one of the following extensions: .doc, .docx, .png, .jpg, .jpeg, .gif, .xls, .xlsx, .ppt, .pptx, .txt, .mp3, or .pdf. If you have any comments or questions about this new feature, please let us know at [feedback@eskill.com](mailto:feedback@eskill.com).'



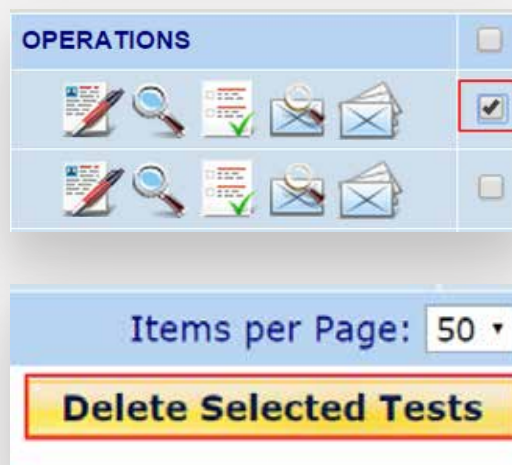
## 2. Preview a Test

The **Preview** button in the **Test Center** allows you to see a preview of how the test will be displayed to the candidates.



## 3. Delete a Test

To delete a test, click on the checkbox corresponding to the test. Then, click the **Delete Test** button at the bottom of the list in the **Test Center**. This will also delete all scores associated with this test.



## 4. Take a Test

Clicking on the **Take Test** button in the **Test Center** will open a new page, where the First Name, Last Name and E-mail fields are mandatory. After filling in the required information, you can take the test.

A screenshot of the 'Take Test' page. It features a registration form with three input fields: 'First Name:', 'Last Name:', and 'E-mail:'. Below these fields is a blue 'Take Test' button. A blue arrow points from the 'Take Test' button in the 'OPERATIONS' section to this button. Below the form, there is a section with the text 'We recommend checking your system settings before you start the test.' and a button labeled 'Check Your System Settings' with a gear icon.



## 5. View Test Invitations

Clicking on the **View Test Invitations** button will open a page that displays the history of emails sent for a specific test, including the date sent, the expiration dates (for unique links), and the email addresses of those who received the links



EMAILED INVITATIONS TO TAKE "OFFICE ADMINISTRATION SKILLS"

Test ID: 0765ce88a1292ecc

Total Emailed Invitations: 1

☒ Show all ☐ Show Only General Invitations ☐ Show Only Unique Invitations

| USER         | EVALUATION ID | SENDING DATE | EXPIRATION DATE | IP            | TO/BCC                | OPERATIONS |
|--------------|---------------|--------------|-----------------|---------------|-----------------------|------------|
| oanamunteanu |               | 09/03/2015   |                 | 79.112.99.230 | To: silco68@gmail.... | Q          |

Page: 1 of 1 (1) Items per Page: 10

Back

Resend Email

## 6. E-mail a Test

In order to send an invitation to take a test, click on the E-mail Test button in the Test Center section. A window will be displayed with the following two options:



### Unique link per test taker

Sending a unique link per test taker ensures that each test taker will receive a link which can be used **only once**, thus allowing the test taker to take the test only once. For optimal security and control, this option is recommended for accounts based on credits (and not for unlimited ones), since a credit is deducted each time a test is used.

## General

A general link is an invitation to a test that can be used several times by the same test taker. The results for each test session will be recorded and displayed in your account, but this may result in a crowded list of results. Unlike the unique links, general links have the advantage of being able to be embedded on a website.

*Please pay special attention to the type of link you are sending. The General option is selected by default.*

After selecting the type of link, click **Continue**, enter the recipient(s) e-mail address(es) (separated by commas). You can modify the message body if you like, however be sure to not remove the instructions on how to access the test or the Test URL.

Click **Send** to finish sending the test. A pop-up window will appear, notifying you that the test has been successfully sent.

The image consists of two side-by-side screenshots of the eSkill web interface, illustrating the process of sending a test invitation.

**Left Screenshot: "Please choose test type:"**

- Header:** eSkill
- Title:** Please choose test type:
- Options:**
  - ☐ Unique per test taker: Choose this option to permit only one test session from the enclosed link. Only the original test-taker will be able to access the test, and can only take the test once.
  - ☒ General: Choose this option if you want this link to provide general access to your test. Note: You can also copy and post the link inside to a website as a gateway to your test.
- Buttons:** Continue, Cancel

**Right Screenshot: Email Composition**

- Header:** eSkill
- To:** jane.doe@mail.com, john.smith@mail.com (Note: Use a comma or semicolon between multiple email addresses.)
- Bcc:** proficient123@gmail.com
- Subject:** OSF Global - Skills Assessment
- Message Body:**

This is an invitation to take our brief skills assessment, "Administrative Assistant ." Please visit the following link:

<https://es.eskill.com/es/quiz/?testId=c6018d44cb282381>

The test will begin only after you've logged in and read the directions.

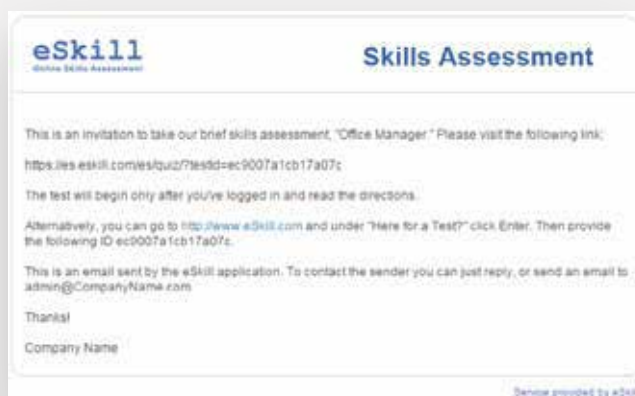
Alternatively, you can go to <http://www.eskill.com> and under "Here for a Test?" click Enter. Then provide the following ID c6018d44cb282381.
- Buttons:** Send, Cancel

A blue arrow points from the "Continue" button in the left screenshot to the "To" field in the right screenshot.

## Receiving and Taking a Test

The test takers will receive an e-mail like the one shown to the right.

Clicking on the link provided in the e-mail message will direct the test taker to the test login page. Before entering their credentials, it is recommended to run the “System Check” to ensure their system meets all requirements. After filling in the required information and clicking on the **Take Test** button, the test taker will be directed to the instruction page. After reading the instructions, they will select the button to begin the test.

The login page has three input fields: "First Name:", "Last Name:", and "E-mail:". Below these is a blue "Take Test" button. A blue arrow points from this button to the "Instructions" page. Below the "Take Test" button is a "Sign in with LinkedIn" button. At the bottom, there is a message: "We recommend checking your system settings before you start the test." and a "Check Your System Settings" button with a gear icon.The "Instructions" page says: "Welcome to your eSkill test. The following test contains 40 questions. Please read the instructions carefully before starting your test." It lists rules: "Do not use your browser's Back, Forward, or Refresh buttons to navigate within the test. At any time during the test, you can use the application buttons to go back to a previous question and edit/change your answer, if there is any time left." and "You may end the session whenever you like by clicking the End Test button; your progress up to that point will be recorded, but you will not be able to resume the test." It also says: "Please answer each question to the best of your ability using no external references, unless otherwise instructed." Below this, it lists question types: "Select the Best Single Answer, where only one answer is correct.", "Select All That Apply, where one or more answers are correct.", and "True/False, where either True or False is correct." At the bottom is a blue button that says "I've read the instructions, let's start."

## 5. Test Results

There are several ways to view the results from your test takers:

1. The **Latest Tests** section in the **Dashboard** has a **View Test Scores** button (outlined in red in the image below). Clicking on this button will open the **Score Summary** window, where you can see the results of all the applicants who have taken the test.
2. **Search** for a test taker.
3. **E-mail** the results to the test taker.
4. View the **Details** about the test taker's results on the test.

The screenshot shows the Dashboard with the 'Latest Tests' section on the left and the 'Test Results' window on the right. The 'Latest Tests' section lists several tests, including 'Office Administration Skills', 'English Test', 'Developer C#', 'Secretary', and 'Office Manager'. The 'Test Results' window displays a table of test results for the 'Office Administration Skills' test.

| APPLICANT INFO                           | ELAPSED TEST TIME | DATE SUBMITTED  | TEST STATUS        | SCORE | EVALUATION             | OPERATIONS                    |
|--|-------------------|-----------------|--------------------|-------|------------------------|-------------------------------|
| Joe Hill<br>johill@gmail.com             | 1:50              | 9/3/15 10:40 AM | Ended (Incomplete) | 48%   | Moderate knowledge     | <a href="#">Email Details</a> |
| Melanie Archer<br>melanie@myemail.com    | 3:57              | 9/3/15 10:14 AM | Completed          | 100%  | Very strong knowledge  | <a href="#">Email Details</a> |
| Rick Camacho<br>rcamacho@yahoo.com       | 4:57              | 9/3/15 10:24 AM | Completed          | 89%   | Very strong knowledge  | <a href="#">Email Details</a> |
| Angela Smith<br>angela.smith@myemail.com | 8:01              | 9/3/15 10:14 AM | Completed          | 70%   | Strong knowledge       | <a href="#">Email Details</a> |
| John Doe<br>jdoe@yahoo.eu                | 1:41              | 9/3/15 10:11 AM | Ended (Incomplete) | 11%   | Little or no knowledge | <a href="#">Email Details</a> |
| Jane Smith<br>jsmith@gmail.com           | 9:53              | 9/3/15 10:01 AM | Ended (Incomplete) | 42%   | Moderate knowledge     | <a href="#">Email Details</a> |

5. The **Latest Score Results** section in the Dashboard also displays score results. Clicking on the name of the test will open the **Score Summary** window.

The screenshot shows the Dashboard with the 'Latest Score Results' section on the left and the 'Test Results' window on the right. The 'Latest Score Results' section lists several tests, including 'Test Analyst', 'English Test', 'Office Administration Skills', and 'Office Assistant'. The 'Test Results' window displays a table of test results for the 'Office Administration Skills' test.

| APPLICANT INFO                           | ELAPSED TEST TIME | DATE SUBMITTED  | TEST STATUS        | SCORE | EVALUATION             | OPERATIONS                    |
|--|-------------------|-----------------|--------------------|-------|------------------------|-------------------------------|
| Joe Hill<br>johill@gmail.com             | 1:50              | 9/3/15 10:40 AM | Ended (Incomplete) | 48%   | Moderate knowledge     | <a href="#">Email Details</a> |
| Melanie Archer<br>melanie@myemail.com    | 3:57              | 9/3/15 10:14 AM | Completed          | 100%  | Very strong knowledge  | <a href="#">Email Details</a> |
| Rick Camacho<br>rcamacho@yahoo.com       | 4:57              | 9/3/15 10:24 AM | Completed          | 89%   | Very strong knowledge  | <a href="#">Email Details</a> |
| Angela Smith<br>angela.smith@myemail.com | 8:01              | 9/3/15 10:14 AM | Completed          | 70%   | Strong knowledge       | <a href="#">Email Details</a> |
| John Doe<br>jdoe@yahoo.eu                | 1:41              | 9/3/15 10:11 AM | Ended (Incomplete) | 11%   | Little or no knowledge | <a href="#">Email Details</a> |
| Jane Smith<br>jsmith@gmail.com           | 9:53              | 9/3/15 10:01 AM | Ended (Incomplete) | 42%   | Moderate knowledge     | <a href="#">Email Details</a> |



Clicking on the test taker's name will open the **Test Results** window, where you can see the results by subject or by question.

**Latest Score Results**

| Score | Name              | Date/Time       | Test Name                    |
|-------|-------------------|-----------------|------------------------------|
| 16%   | Kimberly Theobald | 9/3/15 10:58 AM | Test Analyst                 |
| 7%    | John Smith        | 9/3/15 10:58 AM | English Test                 |
| 48%   | Joe Hill          | 9/3/15 10:40 AM | Office Administration Skills |
| 100%  | Melanie Archer    | 9/3/15 10:34 AM | Office Administration Skills |
| 89%   | Nick Camacho      | 9/3/15 10:24 AM | Office Administration Skills |
| 70%   | Angela Smith      | 9/3/15 10:14 AM | Office Administration Skills |
| 11%   | John Doe          | 9/3/15 10:11 AM | Office Administration Skills |
| 42%   | Jane Smith        | 9/3/15 10:01 AM | Office Administration Skills |
| 79%   | Jane Smith        | 9/3/15 12:48 PM | Office Administration Skills |

**CANDIDATE: JOE HILL**  
 Test: Office Administration Skills (Test ID: 0765ce88a1292ecc)  
 Date: September 03, 2015 - Passing Score: 0% - Percentile: 0 - email: joehill@gmail.com

**ELAPSED TIME: 1m 50s**  
**48%** Moderate knowledge

**Test Results By Subject**

| Subject                           | AS        | Correct  | Partially Correct | Incorrect | Unanswered | Percentage Correct |
|-----------------------------------|-----------|----------|-------------------|-----------|------------|--------------------|
| English Language (L/E)            | 1         | 1        | 0                 | 0         | 0          | 100%               |
| Business Communication            | 4         | 3        | 0                 | 1         | 0          | 75%                |
| Data Checking                     | 4         | 0        | 1                 | 3         | 0          | 8%                 |
| MS Office 2010 - Word® Simulation | 2         | 1        | 0                 | 0         | 1          | 50%                |
| <b>Total</b>                      | <b>11</b> | <b>5</b> | <b>1</b>          | <b>4</b>  | <b>1</b>   | <b>48%</b>         |

6. The **Test Center** section allows you to view the test results by clicking on the number displayed in the **Scores** column.

**DASHBOARD NEW TEST TEST CENTER REPORTS ACCOUNT▼ HELP LOG-OUT**

USERNAME: oanamunteanu  
 SUBSCRIPTION EXPIRATION DATE: 01/31/2020  
 TOTAL SCORES: 1549

Search applicant by: Last name [ ] Search [Test Center]

**SAVED TESTS**

Show all Show only active Show only inactive

| NAME                         | CREATED    | TEST ID          | SCORES | OPERATIONS |
|------------------------------|------------|------------------|--------|------------|
| Office Administration Skills | 09/03/2015 | 0765ce88a1292ecc | 5      | [Icons]    |
| English Test                 | 09/03/2015 | bbc899ade5a056b4 | 3      | [Icons]    |

**TEST RESULTS**

Test: Office Administration Skills  
 Test ID: 0765ce88a1292ecc  
 Total scores: 6

Search applicant by: Last name [ ] Search [View All]

| APPLICANT INFO                           | ELAPSED TEST TIME | DATE SUBMITTED  | TEST STATUS        | SCORE | EVALUATION             | OPERATIONS    |
|--|-------------------|-----------------|--------------------|-------|------------------------|---------------|
| Joe Hill<br>joehill@gmail.com            | 1:50              | 9/3/15 10:40 AM | Ended (Incomplete) | 48%   | Moderate knowledge     | Email Details |
| Melanie Archer<br>melanie@myemail.com    | 3:53              | 9/3/15 10:34 AM | Completed          | 100%  | Very strong knowledge  | Email Details |
| Nick Camacho<br>ncamacho@yahoo.com       | 4:57              | 9/3/15 10:24 AM | Completed          | 89%   | Very strong knowledge  | Email Details |
| Angela Smith<br>angela.smith@myemail.com | 8:01              | 9/3/15 10:14 AM | Completed          | 70%   | Strong knowledge       | Email Details |
| John Doe<br>jdoe@yahoo.eu                | 1:41              | 9/3/15 10:11 AM | Ended (Incomplete) | 11%   | Little or no knowledge | Email Details |
| Jane Smith<br>jsmith@gmail.com           | 6:53              | 9/3/15 10:01 AM | Ended (Incomplete) | 42%   | Moderate knowledge     | Email Details |

Page: 1 of 1 (6) Items per Page: 10

## Test Status

1. **Completed** indicates that all questions were answered.
2. **Ended (Incomplete)** means that some questions were left unanswered.
3. **Time expired** indicates that the time set for the test expired, so the score was calculated based on the questions completed.
4. **Started** means that the test-taker accessed the test and entered his or her credentials.
5. **Started** with all other fields Hidden indicates that the candidate has accessed, but not submitted and closed their test. This status only shows for Test Credit accounts. If needed, the test administrator can 'force end' the test, which will use 1 test credit.

*NOTE that if a browser is closed or redirected during a test, or if the Internet connection is broken, the test-taker is able to resume the test session (without losing the answers already provided) if he or she logs in using the same credentials.*

| TEST RESULTS                             |                   |                 |                      |            |                        |                               |
|--|-------------------|-----------------|----------------------|------------|------------------------|-------------------------------|
| Test: Office Administration Skills       |                   |                 |                      |            |                        |                               |
| Test ID: 0765ce88a1292ecc                |                   |                 |                      |            |                        |                               |
| Total scores: 6                          |                   |                 |                      |            |                        |                               |
| Search applicant by: Last name ▼         |                   |                 | Search               | [View All] |                        |                               |
| APPLICANT INFO                           | ELAPSED TEST TIME | DATE SUBMITTED  | TEST STATUS          | SCORE      | EVALUATION             | OPERATIONS                    |
| Joe Hill<br>joehill@gmail.com            | 1:50              | 9/3/15 10:40 AM | Ended (Incomplete)   | 48%        | Moderate knowledge     | <a href="#">Email Details</a> |
| Melanie Archer<br>melanie@myemail.com    | 3:53              | 9/3/15 10:34 AM | Completed            | 100%       | Very strong knowledge  | <a href="#">Email Details</a> |
| Nick Camacho<br>ncamacho@yahoo.com       | 4:57              | 9/3/15 10:24 AM | Completed            | 89%        | Very strong knowledge  | <a href="#">Email Details</a> |
| Angela Smith<br>angela.smith@myemail.com | 8:01              | 9/3/15 10:14 AM | Completed            | 70%        | Strong knowledge       | <a href="#">Email Details</a> |
| John Doe<br>jdoe@yahoo.eu                | 1:41              | 9/3/15 10:11 AM | Ended (Incomplete)   | 11%        | Little or no knowledge | <a href="#">Email Details</a> |
| Jane Smith<br>jsmith@gmail.com           | 6:53              | 9/3/15 10:01 AM | Ended (Incomplete)   | 42%        | Moderate knowledge     | <a href="#">Email Details</a> |
| Page: 1 ▼ of 1 (6)                       |                   |                 | Items per Page: 10 ▼ |            |                        |                               |

## Overall Test Scores

The Overall Test Score represents the weighted arithmetic average of every subject included in the test, taking into consideration the number of questions for each subject.

The formula used to calculate the Overall Test Score is as follows:

$$\text{Overall test score} = \frac{a \times \text{Percentage}_a + b \times \text{Percentage}_b + c \times \text{Percentage}_c + \dots + x \times \text{Percentage}_x}{a + b + c + \dots + x}$$

Where...

- ▶ a, b, c,...x = the number of questions from each subject
- ▶ Percentage a, Percentage b, Percentage c, ..., Percentage x = the percentage obtained by the candidate on each subject

*(Please note that the Overall test score does not include Typing & Data Entry Questions, which are calculated separately. See the Score Calculations for Typing & Data Entry Questions section for more information).*

| TEST RESULTS                             |                   |                              |                    |        |                        |                               |
|--|-------------------|------------------------------|--------------------|--------|------------------------|-------------------------------|
| Test:                                    |                   | Office Administration Skills |                    |        |                        |                               |
| Test ID:                                 |                   | 0765ce88a1292ecc             |                    |        |                        |                               |
| Total scores:                            |                   | 6                            |                    |        |                        |                               |
| Search applicant by                      |                   | Last name ▼                  |                    | Search | [View All]             |                               |
| APPLICANT INFO                           | ELAPSED TEST TIME | DATE SUBMITTED               | TEST STATUS        | SCORE  | EVALUATION             | OPERATIONS                    |
| Joe Hill<br>joehill@gmail.com            | 1:50              | 9/3/15 10:40 AM              | Ended (Incomplete) | 48%    | Moderate knowledge     | <a href="#">Email Details</a> |
| Melanie Archer<br>melanie@myemail.com    | 3:53              | 9/3/15 10:34 AM              | Completed          | 100%   | Very strong knowledge  | <a href="#">Email Details</a> |
| Nick Camacho<br>ncamacho@yahoo.com       | 4:57              | 9/3/15 10:24 AM              | Completed          | 89%    | Very strong knowledge  | <a href="#">Email Details</a> |
| Angela Smith<br>angela.smith@myemail.com | 8:01              | 9/3/15 10:14 AM              | Completed          | 70%    | Strong knowledge       | <a href="#">Email Details</a> |
| John Doe<br>jdoe@yahoo.eu                | 1:41              | 9/3/15 10:11 AM              | Ended (Incomplete) | 11%    | Little or no knowledge | <a href="#">Email Details</a> |
| Jane Smith<br>jsmith@hotmail.com         | 6:53              | 9/3/15 10:01 AM              | Ended (Incomplete) | 42%    | Moderate knowledge     | <a href="#">Email Details</a> |
| Page: 1 of 1 (6)                         |                   |                              |                    |        | Items per Page: 10     |                               |

## Evaluation

### Scoring scale of appreciation:

- ▶ 0% to 25% = Little or no knowledge
- ▶ 26% to 40% = Limited knowledge
- ▶ 41% to 65% = Moderate knowledge
- ▶ 66% to 80% = Strong knowledge
- ▶ 81% to 100% = Very strong knowledge

| TEST RESULTS                             |                   |                              |                    |                    |                        |                               |
|--|-------------------|------------------------------|--------------------|--------------------|------------------------|-------------------------------|
| Test:                                    |                   | Office Administration Skills |                    |                    |                        |                               |
| Test ID:                                 |                   | 0765ce88a1292ecc             |                    |                    |                        |                               |
| Total scores:                            |                   | 6                            |                    |                    |                        |                               |
| Search applicant by                      |                   | Last name ▼                  |                    | Search             | [View All]             |                               |
| APPLICANT INFO                           | ELAPSED TEST TIME | DATE SUBMITTED               | TEST STATUS        | SCORE              | EVALUATION             | OPERATIONS                    |
| Joe Hill<br>joehill@gmail.com            | 1:50              | 9/3/15 10:40 AM              | Ended (Incomplete) | 48%                | Moderate knowledge     | <a href="#">Email Details</a> |
| Melanie Archer<br>melanie@myemail.com    | 3:53              | 9/3/15 10:34 AM              | Completed          | 100%               | Very strong knowledge  | <a href="#">Email Details</a> |
| Nick Camacho<br>ncamacho@yahoo.com       | 4:57              | 9/3/15 10:24 AM              | Completed          | 89%                | Very strong knowledge  | <a href="#">Email Details</a> |
| Angela Smith<br>angela.smith@myemail.com | 8:01              | 9/3/15 10:14 AM              | Completed          | 70%                | Strong knowledge       | <a href="#">Email Details</a> |
| John Doe<br>jdoe@yahoo.eu                | 1:41              | 9/3/15 10:11 AM              | Ended (Incomplete) | 11%                | Little or no knowledge | <a href="#">Email Details</a> |
| Jane Smith<br>jsmith@gmail.com           | 6:53              | 9/3/15 10:01 AM              | Ended (Incomplete) | 42%                | Moderate knowledge     | <a href="#">Email Details</a> |
| Page: 1 of 1 (6)                         |                   |                              |                    | Items per Page: 10 |                        |                               |





## Reading your Typing Results


The scoring engine recognizes four types of errors:

1. **Capitalization errors** — for example, typing "As" instead of "as";
2. **Inserted words** — extra words inserted between the question's original words;
3. **Misspelled words** — for example, typing "wrod" instead of "word";
4. **Missing words** — word(s) that were not typed.


Test Results By Subject

Test Results By Question


Typing Section



Total typing questions: 2



Answered questions: 2



Elapsed time: 16m 29s

| Average:       | Standard Gross Words / Minute | Standard Net Words / Minute | Keys / Hour | Keys / Minute | Accuracy | Actual Gross Words / Minute | Actual Net Words / Minute |
|----------------|-------------------------------|-----------------------------|-------------|---------------|----------|-----------------------------|---------------------------|
| REGULAR TYPING | 52                            | 47                          | 15,513      | 259           | 92%      | 46                          | 42                        |

## Typing Results



### Standard Gross words / Minute:

Average Standard Gross WPM = 5 keystrokes = 1 word (including spaces) Industry Standard

### Standard Net Words /Minute:

Standard Net WPM is calculated by multiplying the Standard Gross WPM by Accuracy.

\*\*The WPM (*words per minute*) parameter is calculated by counting the number of words typed in the time elapsed between selecting the Start Typing button and either selecting the Finished button or the time limit expiration This is a real parameter.

| Test Results By Subject  |                               |   |
|--|-------------------------------|---|
| Typing Section   |                               |   |
|  Total typing questions: 2 |                               |  |
| Average:   | Standard Gross Words / Minute | Standard Net Words / Minute   |
| REGULAR TYPING   | 52                            | 47  |

**Keys / Hour:**

The KSPH (key strokes per hour) parameter represents an approximation of the number of keys the test-taker would strike during an hour if they were to continue at the same speed.

| Keys / Hour | Keys / Minute |
|-------------|---------------|
| 15,513      | 259           |

**Keys/ Minute:**

The KSPM (key strokes per minute ) parameter represents an approximation of the number of keys the test-taker would strike during a minute if they were to continue at the same speed.

**Accuracy:**

The Accuracy gives the percent of wrong words in a given text.

Accuracy is calculated by taking the number of correct actual words typed, divided by the number of actual words typed, and then multiplied by 100 to provide a percentage.

30 actual words typed

3 actual words typed in error

$$\text{accuracy} = ((30 - 3)/30) * 100 = 90\%$$

**Actual Gross words / Minute:**

By counting how many actual words are typed and dividing that figure by the number of minutes of the test, an actual gross words per minute score is obtained.

30 actual words typed

2 minute test

$$30 \text{ divided by } 2 = 15 \text{ wpm}$$

**Actual Net words / Minute:**

Actual net WPM is calculated by multiplying the actual gross WPM by accuracy

30 actual words typed

2 minute test

$$\text{actual gross WPM} = 15$$

3 actual words typed in error

$$\text{accuracy} = 90\%$$

$$\text{actual net WPM} = (15 * 90)/100 = 13.5\%$$

|  Elapsed time: 16m 29s |                             |                           |
|---|-----------------------------|---------------------------|
| Accuracy  | Actual Gross Words / Minute | Actual Net Words / Minute |
| 92%   | 46                          | 42                        |

## 6. Reports

This section can be accessed by clicking on the **Reports** button on the menu on the top of the page. It allows users to create **22** different types of reports, including the following:

- ▶ Printable versions of tests;
- ▶ Statistical reports on questions
- ▶ Reports of score summaries;
- ▶ Reports of tests taken in a specific time interval;
- ▶ A history of the tests sent via e-mail;
- ▶ A list of all subjects or a list of all job-based tests.

Reports can be downloaded in the following formats:

- ▶ **PDF**
- ▶ **MS Excel Worksheet**  
(including .csv files)
- ▶ **MS Word documents**

To download a report, select the test or the dates, depending on the type of report, and click on the icon corresponding to the desired format.

The screenshot displays a web interface for generating reports. It features a table with three columns: 'Description', 'Parameters', and 'Create Report'. The 'Description' column lists various report types such as 'View tests', 'View scores per test', 'Create a printable Test Results report for a single Test', 'Create a statistical report for the questions on a single Test', 'Create a report for the questions on a single Test, showing the rate each question is answered incorrectly', and 'Create a report for the Select all that apply questions on a single Test'. The 'Parameters' column contains dropdown menus for selecting a test. The 'Create Report' column contains icons for PDF, Excel, and Word formats. Below the table, there are additional links: 'View all scores', 'Email history', and 'Create a list of all predefined tests'.

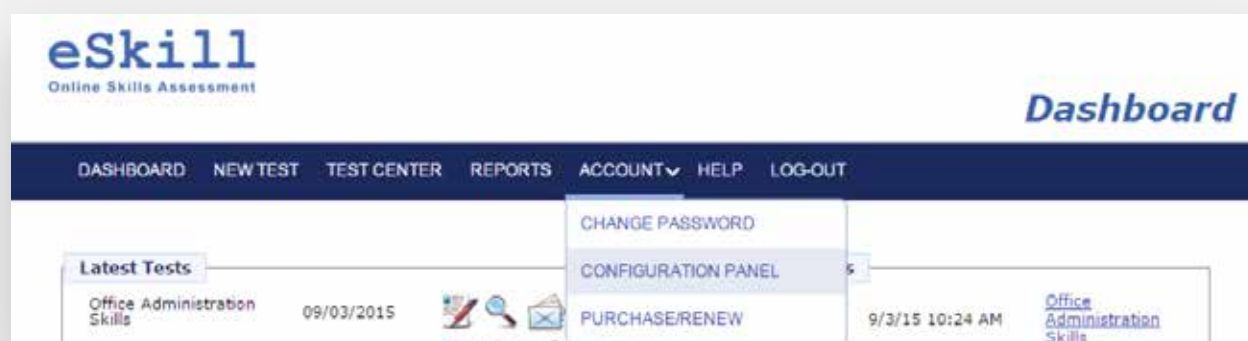
## 7. Account Settings

The Account tab located in the menu at the top of the page allows you to do the following:

- ▶ Change your password.
- ▶ Access your **Configuration Panel**, where you can:
  - ▶ Manage your users.
  - ▶ Display your company logo and choose a color scheme that will better reflect your brand identity.
  - ▶ Manage a list of e-mail addresses to which score notifications from all your tests will be sent.
  - ▶ Set up API Integration.
  - ▶ Customize your e-mail invitation template.
  - ▶ Find information about who to contact for a personalized discussion about your testing needs.
- ▶ Purchase a new package, or upgrade or renew your existing one.

*NOTE: Some features may not be available with your current testing package or can be purchased as an add-on. Please contact your eSkill representative for further details.*

For more information on how to use all of the functions in your eSkill account, please see the **Help** section in the menu at the top of your account pages.



## Managing Your Account

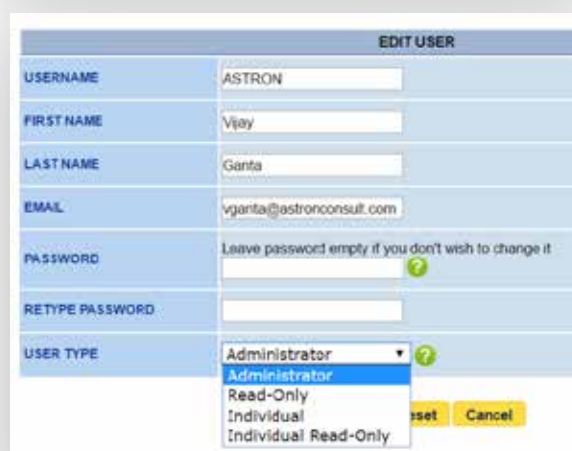
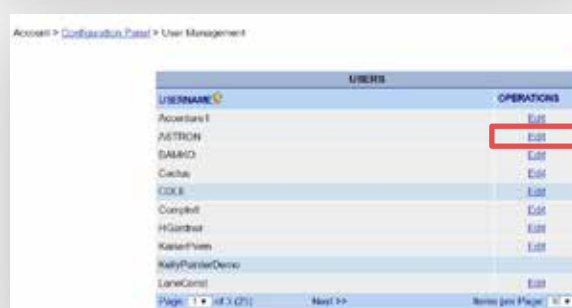
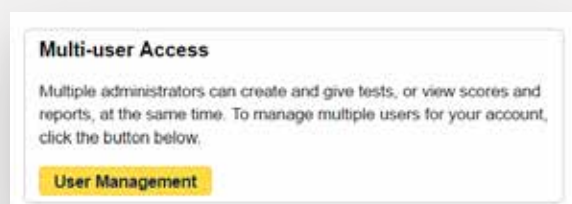
### System Users

**Administrator:** This role has unlimited power in using the eSkill product and all of its features. This type of user can access the full customer portal (Dashboard), update the account subscription, manage users, create/view/edit/delete all tests, and can view/delete scores.

**Individual:** This user type can manage (create/view/edit/delete) only his or her tests and associated scores.

**Read-only:** This user type has access to a limited version of the Dashboard, and cannot make any change to the tests, scores, subscription, or users. He or she can see all the tests and scores but cannot edit/delete any of them.

**Individual Read-Only:** This user type can only view his or her tests and associated scores. He or she has access to a limited version of the Dashboard and cannot make any changes to the tests and scores, or edit/delete any of them.

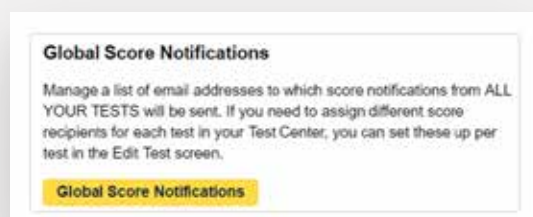
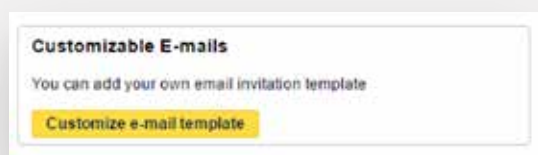




## Configuration Panel

### Global Score Notifications

1. Add an email address, to which scores from ALL existing tests will be sent
2. Add an email address, to which scores from tests WITH NOTIFICATIONS ON, will be sent
3. Update an email address already included in your score notifications list
4. Delete an email address from your score notifications.

| TEMPLATE NAME              | CREATED    | TYPE     | LOCALE |
|----------------------------|------------|----------|--------|
| Standard Email Template    | 02/01/2013 | Standard | EN     |
| Standard Email Template_FR | 10/09/2015 | Standard | FR     |
| Standard Email Template_ID | 10/09/2015 | Standard | ID     |

### Customize E-Mails to Candidates

1. Create a template for candidate messaging
2. Add custom messaging related to selection process that is specific to your company
3. Custom Invitations can be saved and set as the default template for test invitations.

## Customized branding



1. Company Logo
2. Customize Colors

### Interface Customizer

Use the options below to customize the Test Interface and your Test Center.



---

#### Change the background colors:

|                   |   |
|-------------------|---|
| Header and footer |  |
| Content           |  |





---

#### Change the text colors:

|                        |   |
|------------------------|---|
| Test interface content |   |
| Footer                 |  |

---

#### Change the Test interface buttons:

|                     |   |
|---------------------|---|
| Button background   |  |
| Button text color   |  |
| End Test button     |  |
| End Test text color |  |

---

Apply Reset to Default Quit

### Customized Branding

Brand the test experience by displaying your company logo in your test's header, and choose a color scheme that fits your brand identity.

[Customize Colors](#)[Upload Logo](#)

### Upload Logo

The logo image should have either a .png or .jpg extension.

The file name should include only letters and numbers, avoiding spaces or any special characters.

For complete guidelines click [here](#).

Step 1. Select File:

[Choose file](#)

Step 2. See Preview:

Step 3. Confirm Upload:

[Upload File](#)[Close](#)