Peoplogica Skills Test Centre User Guide

How to Use Your Account on the PeoplogicaSkills Test Centre Application

User Guide

The application brings together a user-friendly interface, including many visually appealing elements and improved navigation while keeping the same core functionality that you have become used to seeing. You will find that these improvements will provide you more information while adding new features that should make your navigation of this site easier and much more intuitive. This guide will help you navigate all the new screens as well as the changes to existing screens.

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1. Account Login

➢ You will receive the login URL, a username and a password from PeoplogicaSkills
➢ Enter your username and your password.
➢ Click the Login button.

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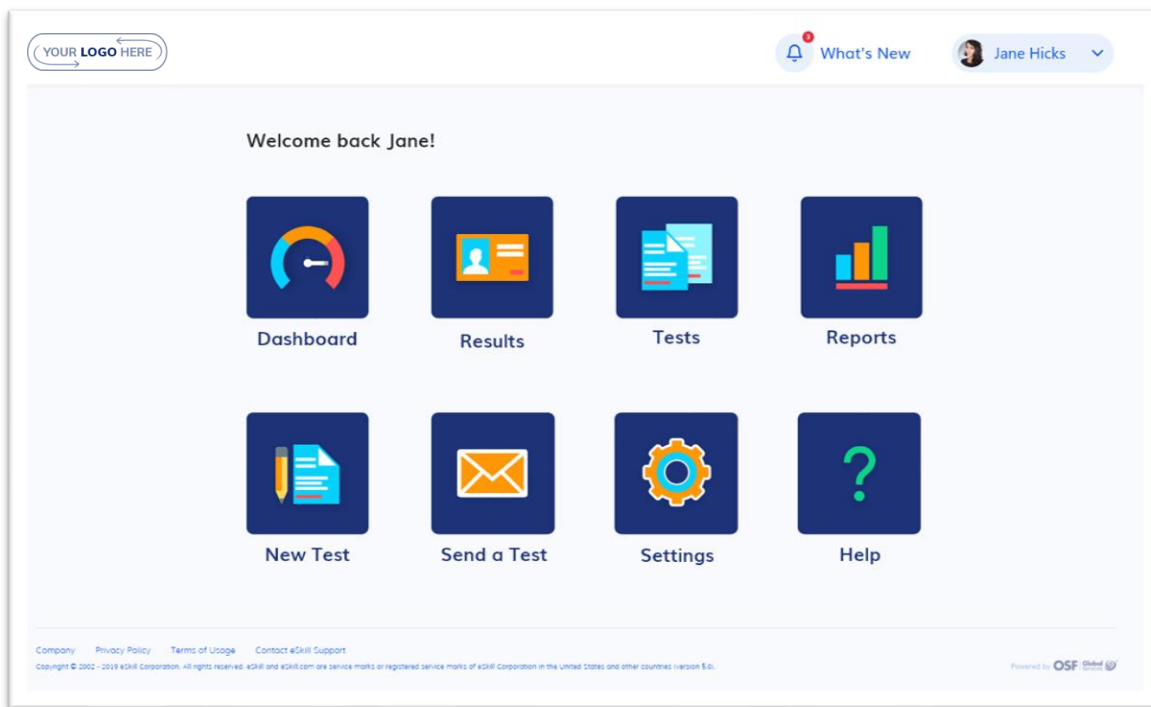

The Test Taker Login option provides access to the testing platform, where the candidates are taking the test. Use a Test ID to access it.
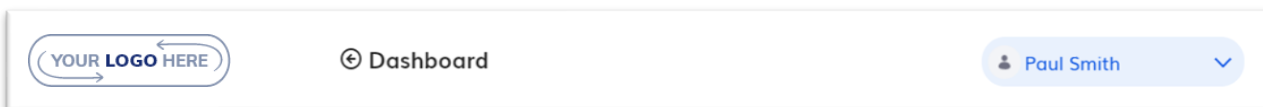
2. Homepage

This is your homepage. It provides quick access to all the main areas of the application.

Some options might be presented as inactive depending on your account options or your pricing plan for user permissions.
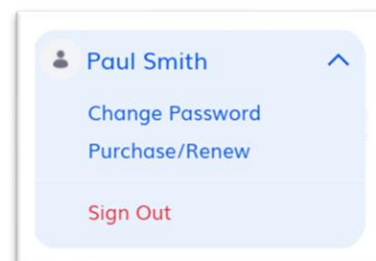
3. Header

The header is displayed on all pages and will always show the current page name you are on, well as quick access to your profile settings.

3.1. Menu under Your Profile

By clicking over your user profile name, you will gain quick access to:

- **Change Password** page – that will open a page where you can reset your password.

- **Purchase Renew** Page – the full features of this page will not be available in our initial release, but it will enable you to make direct payments and purchases.

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4. Main Navigation Menu

The main navigation menu allows you to browse through all the pages of the Test Centre application. It also displays your account information.
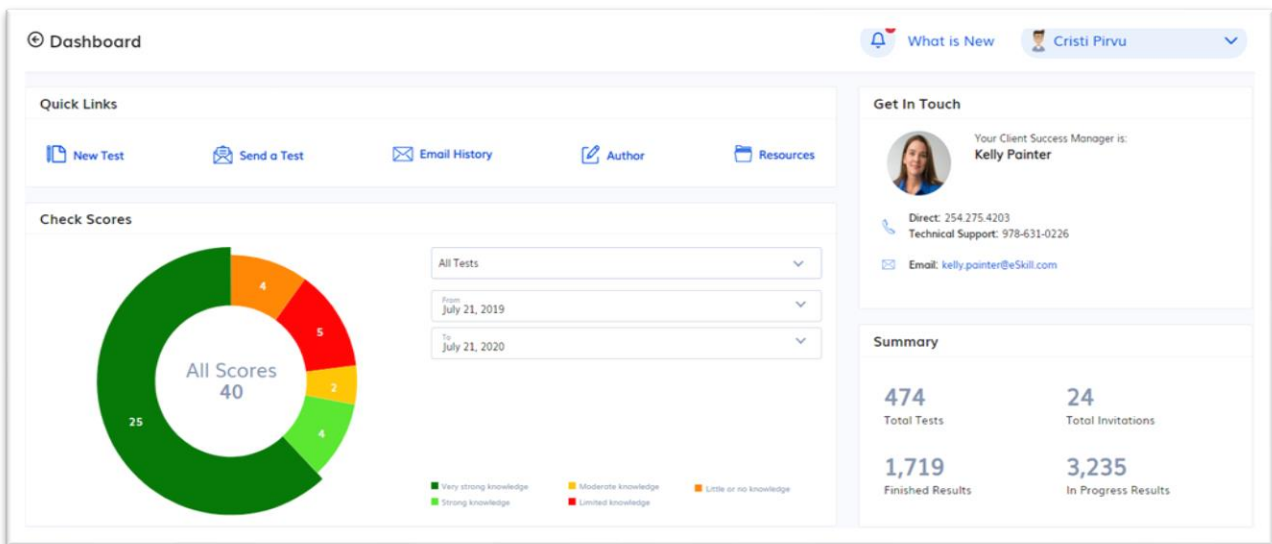
It comes with a collapsed version as well, to allow you to use as much horizontal space as possible.

You can also check your Account Information at any time while the navigation menu is expanded. This includes:

- Customer ID
- Account Type
- Subscription Plan
- Expiration Date
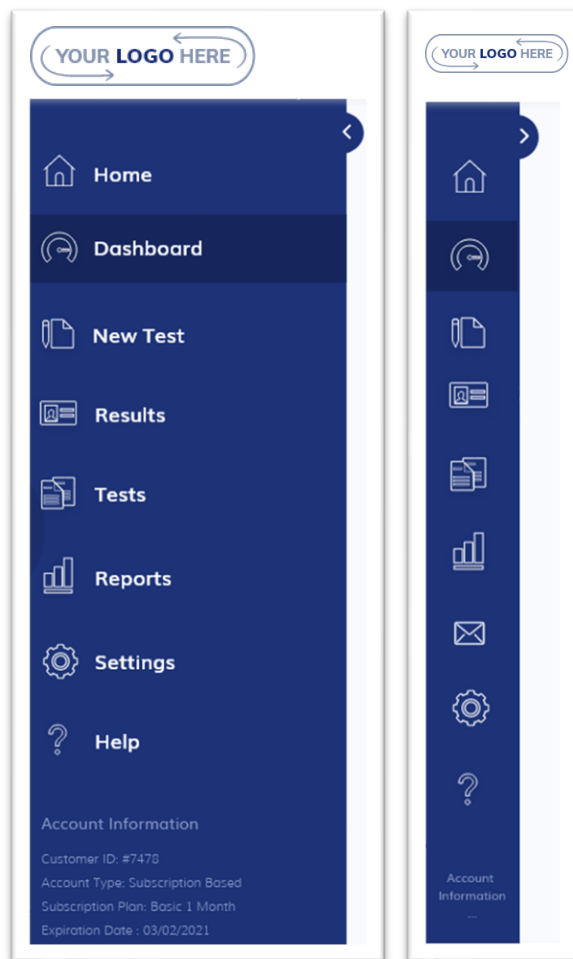
# 5. Dashboard Overview

This is your Test Centre Dashboard, which provides an overview of your account. All sections are displayed independently in card-shaped areas.
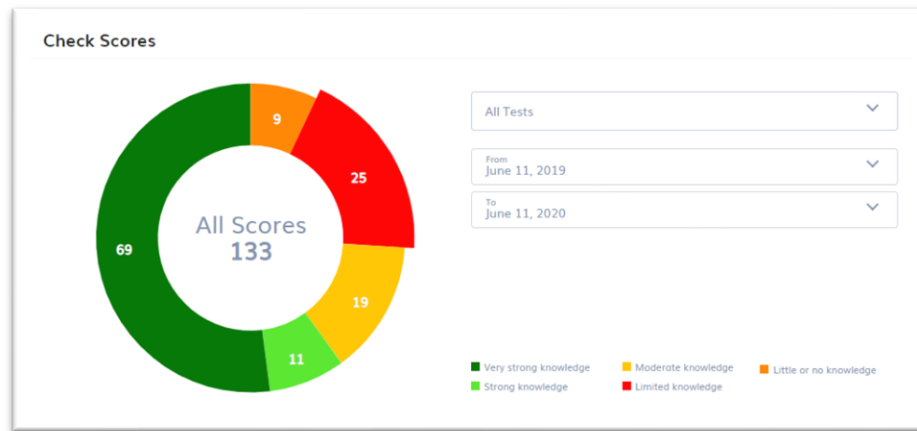
5.1. Quick Links

The Quick Links section provides quick access to the main operations that you can perform:

- Create a new test
- Send a Test
- Access your Email History
- Access the questions Author
- Access the Resources page
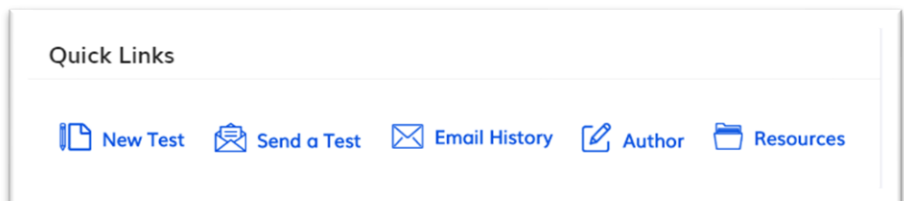
5.2. Check Scores Chart

The Check Scores Chart shows a break-down of the test results in your site by score category.   The default view displays results for all tests. The filter fields allow you to search by test or by date range.

The below chart shows the score range by color.

Color	Level of Knowledge	Score Range
Dark Green	Very Strong Knowledge	81%-100%
Light Green	Strong Knowledge	66%-80%
Yellow	Moderate Knowledge	41%-65%
Orange	Little or no Knowledge	26%-40%
Red	Limited Knowledge	0%-25%

5.3. Get in Touch

The Get in Touch card puts the contact information of your assigned Client Success Manager or the contact information of your affiliate contact at your fingertips. Their direct phone number and email address displays here so you won't have to search for it when you need something.

5.4. Summary

These are real-time counters of total number of tests that you have built, total test invitations sent out, total tests that have been completed by candidates, and tests that are currently in the process of being completed by candidates.

Finished Results include the scored tests, i.e. results with statuses: "Completed", "Ended (Incomplete)", "Forced Ended" or "Time Expired".

"In Progress Results" includes all the test sessions that have the "Started" or "Waiting for Evaluation" Status

5.5. Latest Tests Created

The Latest Test Created section shows a list of the 30 most recent tests that your company has built in your system. You can browse within these 30 tests using the right and left arrows or click the "View More" link from the top right side of the card to be redirected to the Tests page.

When you hover over an item from the carousel, you will be able to:

- **Access a list of the results** of all the people that have taken that test – by clicking on the blue number;
- **Preview the test** – by clicking on the eye icon;
- **Edit the test** – by clicking on the icon that looks like a piece of paper with a pencil laying on it;
- **Send the test** – by clicking on the envelope icon;
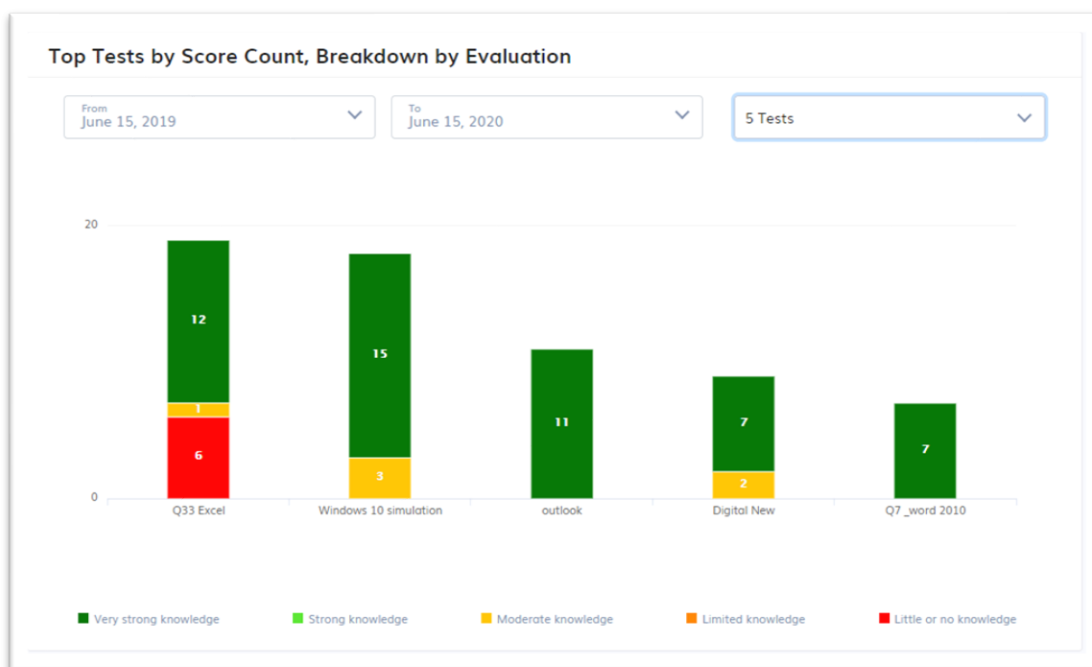
5.6. Latest Test Results

The Latest Test Results section keeps you up-to-date on the latest results of your test-takers. You can browse within the last 30 results within your organization's testing site. Use the right and left arrows to browse within the list or click the "View More" link from the top right side of the card to be redirected to the Results page.
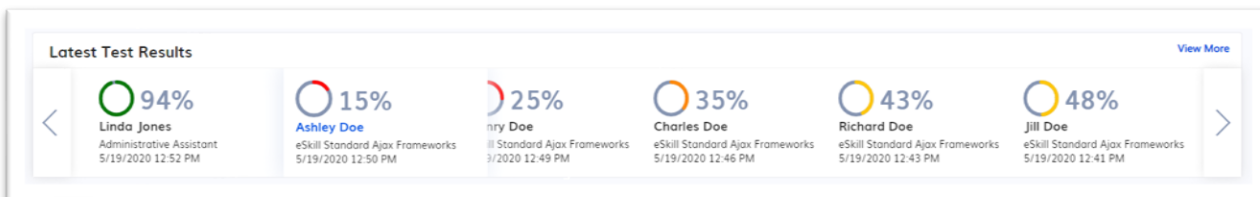
Each entry in the carousel will show you the candidate's overall score as well as the date and time that they took the test. Clicking on the test taker's name will direct you to candidate's individual test details.

## 5.7. Top Tests by Score Count, Breakdown by Evaluation

The Top Test by Score Count chart shows the tests in your organisation's testing system with the most score results, grouped by score evaluation. Filters are available to show score breakdown for the top 3, 5, or 10 tests by # of results and date range.

5.8. Results by Status

The Results by Status chart counts all the results you have in your organisation's testing site and groups them by their status category. There are two status categories that a test result can be in. The categories are listed below:
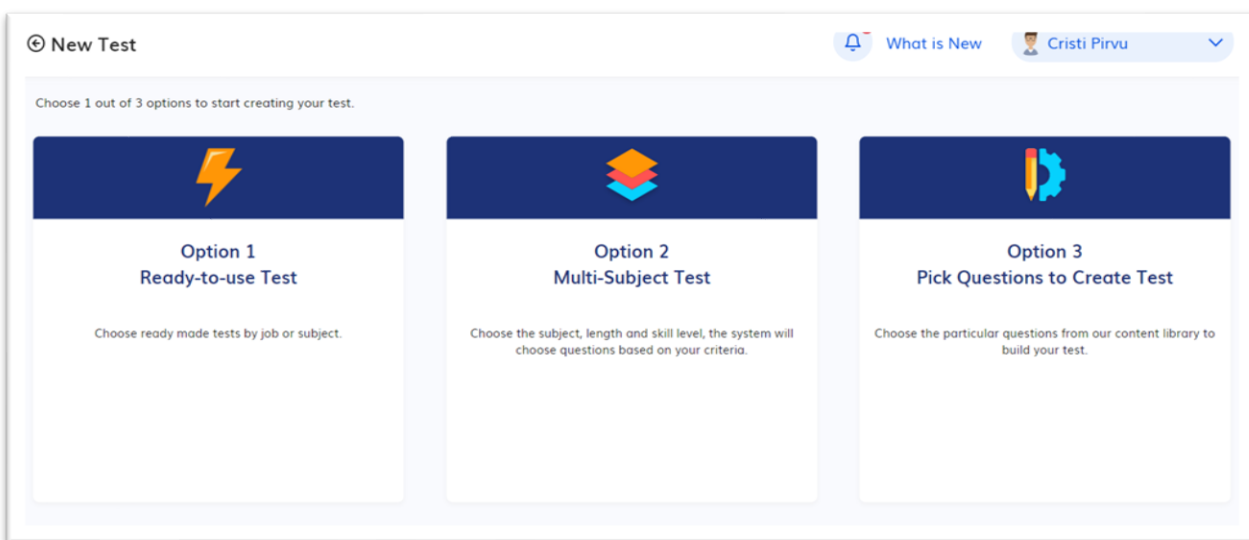
- **Finished**: Finished status includes results that are Completed, Ended (Incomplete), Forced Ended, and Time Expired.
- **In Progress**: The In Progress status includes test results that are in the Started and Waiting Evaluation statuses.
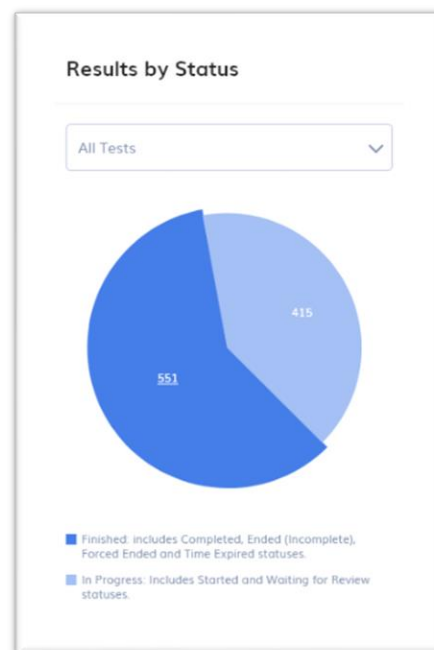
6. Operations

6.1. Create a test

To create a new test, you simply need to click on the "New Test" option from the main menu, Welcome page or from the Quick Links area, in the Dashboard. Choose Option 1, 2, or 3 to start creating your test.

6.1.1 Option 1 – Ready-to-use Test

These are standard, off-the-shelf tests from the Standard Library. Here you can select from two types of tests:

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

Instructions for Building a Test using Option 1

1. Select option 1 from the New Test screen
2. Browse through the test categories from the left side and click on any category to narrow down your search.   The test list contained in the category will appear on the right side of the page.
3. You can also enter a keyword in the Search Tests box to search for a test name.
4. Once you identify the test, select it. If you find a test and are not sure if it is the one you need or not, click on the test name and a description will appear giving you more information about the test.
5. Once you click on the test name, you have the option to customise your test settings like passing score, time limit, test completion notifications etc. To do that simply click on the blue arrow on the right-hand side of the page and that will open up the test settings so that you can update them. See the "Setup a Test – Test Settings" chapter for more details.
6. Press "Save Test" when you're ready. This will add the test to your test list, making it available for you to access it later.

6.1.2   Option 2 – Multi-Subject Test

This option allows you to choose the subjects, length, and skill level, and the system will select questions based on your criteria.

1. Start by selecting Option 2 from the New Test Screen then name the test on the upper left-hand side of the page. 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 that you want to include on the test (you can add more later in the Edit Test Screen),** and the system will randomly select questions for those subjects of interest. **NOTE**: You will not find typing as a subject in the drop-down, however typing questions can be added to the test after it has been generated in the Edit Test Screen.
3. One you have selected your subjects, you will then need to select the level of **difficulty** (Beginner / Intermediate, Intermediate / Advanced or Advanced / Expert) for the questions picked from each subject.
4. To customise your test settings, click on the blue arrow on the right-hand side of the page to open up the test settings panel. Here you will be able to set time limits per question or per test, set passing score, set test completion notifications etc. See the "Setup a Test – Test Settings" chapter for more details.
5. To complete the test process and add your new test to the testing center, click the Generate Test button. This will create the test and take you to the Tests Screen
6. The questions will be selected automatically by the application. If you want to add or delete certain questions, you can edit your test in the Edit Test Screen. To access the Edit Test screen, click the icon that looks like a piece of paper with a pen laying across it.

6.1.3   Option 3 – Pick Questions to Create Test

This option allows you to **select any question** from our library as well as to **create your own** test and/or create your own Typing, Free Response, Team Scoring, and Audio/Video Response questions.

First step is to name your test. If you do not name it before you try to save it, you will not be able to save it.

To add questions from our library you can use 1 of 3 options:

1. Explore Subject Library feature.
2. Select a Subject dropdown field
3. Add Questions by Question ID

To create your own Free Response, Typing, Team Scoring and Audio/Video Response options, simply click on the corresponding button.

6.1.3.1   Select a Subject
Selecting a Subject using the Select a Subject drop-down field will open the Subject Library already filtered to the Subject you selected.

6.1.3.2   Add Questions by ID
You can add one or more questions by entering the question's corresponding Question ID. If you are entering multiple questions, simply separate the Question ID's by a comma.

6.1.3.3   Explore Subject Library

Click the Explore Subject Library button to select and add questions from any of our subjects and subtopics.

Make sure to add a Test Name before using the Subject Library.

1. Use the list on the left to **filter by subject or by subtopic**. To open up a subject or subtopic, simply click on the name.
2. You can **search through subjects and subtopics** as well by using the search box on the left side at the top of the page.
3. Use the **Type and Difficulty** dropdowns at the top of the page on the right side to filter the questions.
4. **Add one or more questions** to your test simply by clicking on the checkbox next to each question (or on the top checkbox that will select all questions on the page). Unchecking the checkbox will remove the question from your test. A confirmation message that the question has been added to your test will be displayed after each check/uncheck action.
5. Each column can be **sorted by column headers** which allows you to sort by Topic, Description, and Type or Difficulty by double-clicking the column header.

6.1.3.4   Create a Free Response Question

Free Response Questions are open-ended questions that allow a free-form answer.   These types of questions can be added to any test. These questions are not scored by the system. To create these types of questions, follow the below instructions.

1. **Click the Free Response button**
2. OPTIONAL: Set the level of **difficulty.** This can be left as "undefined".
3. **Type your question here in the first big box**: These types of questions are very flexible and can be question, project, situational judgment, interview type.
4. OPTIONAL**: Click the Upload File button to add files to your question.** You can upload a document to the question. A candidate can download the document, make changes, modify and develop. (i.e. Excel file that you want the candidate to do some sort of operation in).
5. OPTIONAL: **Check the button that will allow test takers to attach a file**: candidates can attach a complete file. In the example in #4 above, this would need to be checked so the candidates could upload their completed modified file.
6. OPTIONAL: **Explanation:** This allows you to add a description of the answer that the candidate will not see; it is for internal use only.

6.1.3.4 Create a Typing Question

This option enables you to add your own custom typing question with a custom time limit. To create this type of question, follow the instructions below.

1. **Click on the button that says Typing**
2. **Input the typing passage that you would like your candidates to type as part of the test**: This text can be anything.
3. **Enter a Question time limit:** This is a mandatory element used to calculate the typing stats. Add a custom one or use the "Suggest" button to let the system calculate a suggested time limit based upon the text that you added.
4. OPTIONAL**: Customise typing instructions for your test-takers.** This feature allows you to customise specific instructions for your current typing question. The candidates will see these instructions when they come to this question in the test.

6.1.3.5   Create a Team Scoring Question

This option enables you to create a free response question that will be scored by a human reviewer. You can create this type of question by filling in the following fields:

1. Type **Question Text**: This is the box where you will add your questions body.
2. OPTIONAL: Select the **Difficulty:** add the difficulty level or leave it as "Undefined".
3. OPTIONAL**: Add files** to your question.
4. **Select your Criteria:** For these types of questions, you need to select at least one criterion that you have pre-established in your test center and the maximum amount of points that the reviewer can give for that criteri**a.** For more on establishing criteria refer to the section of this guide that covers the Team Scoring Portal on the Settings page.

6.1.3.6   Create an Audio/Video Response Question

This question option enables you to create a question that requires either an audio or video response as the answer. These types of questions give you the flexibility to use for many purposes including interviewing. You can build this type of question by following the instructions below.

1. Type your **question text** in the big box that says Audio/Video Response Question above it. This text here can be something that you want the candidate to read or a prompt that you want them to speak about in recording their audio or video.
2. OPTIONAL: Select the **"Difficulty"**: add the difficulty level or leave it as "Undefined".
3. OPTIONAL: If required, click the button that says **"Upload file":** This allows you to add files to your question; any video/audio or file you record or upload will be displayed for the test taker to check before answering the question.
4. OPTIONAL: If you would like to **record the question** that you are posing to the candidate in either audio or video format, click on the appropriate button.
5. OPTIONAL: If you would like to allow the candidate to provide a typed response to the question as well as recording their video, check the box that says **"Allow a typed response in addition to a recorded video/audio response"**.
6. OPTIONAL: If you want the candidate to record audio only as their answer, check the box that says: **"Record the candidate's responses as audio-only, without video"**. This feature turns off video and allows only audio responses.
7. In the field labeled **"Duration limit",** enter the video length that you are going to allow your candidates to have. (i.e. if you want them to be able to record a 2-minute video, you would enter 2:00). The minimum limit is 5 seconds, and the maximum limit is 5 minutes.

8. In the **"Maximum attempts"** field select, the number of attempts that you are going to give the candidates to re-record their video. You can select 1,2,3,4,5 or unlimited.

9. In the **"Question time limit"** field enter the amount of time that you are going to give your candidate to remain on this question (i.e. if you are allowing the candidate to record a 2-minute video and you are giving them 2 attempts, you would need to enter at least 4 minutes and 30 seconds here. 4 minutes for the 2 videos at 2 minutes length and 30 seconds to read the question and prepare their response.) What you enter here is going to depend on how many attempts that you are giving the candidates and how complicated the prompt is.

6.2. Setup a Test - Test Settings

You have the ability to add test settings to any test. The test settings screen can be accessed on the Edit Test screen or when building a new test by clicking on the blue arrow in the upper right-hand corner of the screen. Below you will find explanations of the major components of the Test Settings section.

6.2.1   Test Name

For Option 2 & 3, you are required to fill in the Test Name.

The Test name should reflect the job title, job category, the location, job description or any other common reference for a position in your organisation.

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.

6.2.2   General Test Settings

"Test Description" – This field allows you to add a description that will be visible only to the users in your Test Center when you mouse over the test name. It can be helpful to enter a good description if the test name is a job position name only.

"Time Limit" – This field allows for a time limit to be set either per question or per test. Typing questions or any other questions that have their own time limit (i.e. free response, audio/video response questions, and team scoring questions) are not included in this time limit as the time limit on the question when you create it will override the overall test timer.

"Shuffle Questions for each Test Taker" – This feature reorders the test questions for each test taker, to reduce any chance of copied answers.

The **"Activate/Deactivate Test"** field allows you to disable and enable test on demand.

The **"Activation Date & Expiration Date"** allows you to disable and enable a test on a specific date.

6.2.3 Customization Settings

"Passing Score per Test or per Subject" – This field allows you to specify the minimum score a test taker must obtain to pass the test. Only test takers who achieve at least the minimum score will have their scores e-mailed to those designated in the score notifications section.

"Custom Instructions" – This field allows you to give custom instructions to the candidate when they login to take the test. These custom instructions will appear in addition to the standard instructions that all test takers see.

"Maximum Simulation Question Attempts" – The information in this field limits the number of times a test taker can try to answer a simulation question. These types of questions are found in Excel, Word, PowerPoint, Outlook, Chat, Multi-Tasking, and Digital Literacy.

"Question Pool" – The feature only applies to tests that are being used solely for training and development.   It allows you to designate a pool of questions from which a random number of questions will be selected each time another candidate logs in to take the test. Please do not use this feature when you are using a test for selection purposes.

"Hide Instructions on Login Page" – This feature allows you to hide the note about mobile devices compatibility with Simulation questions.

"Redirect URL" – Entering a URL in this field will redirect the test takers to the URL once they are finished taking the test. This can be used to redirect to any URL. For example, you may want to direct candidates to you careers page once they have finished the test. There are 3 different redirects on this page.   **Default** – Everyone will be redirected to this URL; **Passed** – Only people that exceed the passing score will be redirected here; **Failed** – Only people that do not exceed the passing score will be redirected here. NOTE: The Passed and Failed redirects can be used together, however if you set Default that will override the other 2.

6.2.4 Results Settings

"Show Score to Candidates" - If this box is checked, it will allow the candidate to see their results by subject on the screen immediately after they finish the test.

"Email score notifications to candidates upon completion." If this is checked, the candidate will receive their results via the email they entered when they logged in to take the test.

"Show Results per Question" – if this box is checked, the candidate will be able to view the information in the "By Question" tab on the screen once they have completed their test.

Show Question Texts – if is enabled, the candidate will be able to view the questions as well as their answers once they have completed taking the test.

"Email score notifications to the following recipients" – This field allows you to enter email addresses which you want test results to go to once a candidate completes this test. These emails

will be sent automatically after each completed test. You are able to enter multiple email addresses in this field simply by separating the addresses with a comma.

"Global Notification Settings" – The Global Notification Settings redirects the user to the Setting page where you can set up global notification emails for all tests in your test center all at once.

6.3. Edit a Test

All tests can be edited. However, the pre-defined tests created with "Option 1 Ready-to-use Test" cannot suffer any change of structure, i.e. adding/removing questions. You can only reorder the questions and add test settings.

To edit a test that you have previously built, go to the Tests page and click on the edit icon.

NOTE: If you modify the structure of a test that has already been sent and a candidate has completed, your next results will not be comparable with the previous ones that have already been completed. We advise that you create a new version of the test if you want to add or remove questions.

Once you click on the Edit Test icon for the test that you are wanting to edit, you will be taken to the Edit Test Screen. From this screen, you can delete questions by checking the box on the question and clicking delete or you can add questions by clicking on the Explore Test Library and use the list on the left-hand side of the page to browse to the question you want to add and click in the box to the right of the question to add it to your test.

Additional feature compared to new test features:

"Copy Test" – This feature allows you to create a copy of the test. This feature is useful in making modifications to standard tests and creating a new version. To copy a test, check the box to the left of the question and click on the Copy Test button at the bottom of the page.

6.4. Send a test

In order to send an invitation to take a test you can:

- use the "Send a Test" option from the Welcome page
- On the Dashboard – use the Quick Links area
- or find your test in the Tests page, select it and click Send Test.
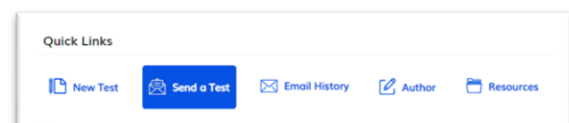
A window will be displayed with the following two options:

- **"Unique link per test taker"**
  The Unique link per test take option will send a unique email and link per test taker and 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 the majority of clients.
- **"General link"**
  The General link option will send an email and link to the candidate that can be used unlimited times by the same test taker or another 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. While unique links are preferable, there are instances where you would use the General Link such as when you are embedding the link into your website so that candidates can hit the link in the process of applying for a job or when you are using the standard tests at a job fair.

Enter the recipient(s) e-mail address(es) separated by commas in the To Field. You can modify the message body if you like, but don't remove the instructions on how to access the test or the Test URL or else your candidate will not be able to take the test.

Use the BCC to send a copy of the invitation to yourself if so desired.

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

Emailed invitations

The right side of the Send Test page will display the previously sent test invitations for the selected test/(s).

7. Manage tests

The Tests page contains a list of the tests available in your account, access to candidate scores, features to manage your tests and candidate invitations. You can also use it to:

- ✓ **Search** for a Test Name
- ✓ Control the display of tests listed on your site by selecting the radio button:
  - o Show all
  - o Show only active
  - o Show only inactive
- ✓ **Sort** the tests by clicking on any of the column headers (sort by **Name, Date Created, Test ID** and **Results**)

Filter Options

> Search Tests 🔍
>
> ⦿ Show All ◯ Show Only Active ◯ Show Only Inactive

The icons in the Actions column allow you to perform the following operations on each of your tests:

1. **Preview Test** (the eyeball)
2. **Edit Test** (the paper and pen)
3. **Take Test** (the clipboard)
4. **View Test Invitations**
5. **Print Test** (printer)

Actions

👁 ✏ 📋 ✉ 🖨
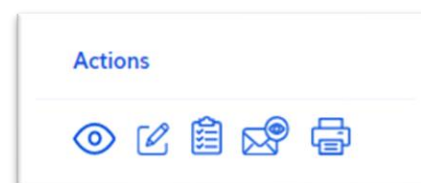
There are also operations that can be performed for multiple tests at once by using the checkboxes next to each test and the buttons in the bottom of the page.

1. **Combine Tests** (check the box and click on the Combine Tests button. This creates one test with the content from all tests checked)
2. **Send Tests** (check the box or boxes and click Send Test)
3. **Delete Test** Select the box and click on Delete Test button. This will delete the test and you will no longer be able to use this test so be sure you don't need test anymore or any of the attached results before you perform this operation.

Clicking on the number displayed in the Results column will redirect you to the Results page, pre-filtered with the Test Name.

Nr.	Name ⇅	Date Created ⇅	ID ⇅	Results ⇅	Actions	☐
1	Multi Subject Test	07/21/2020	f2c4b3ee6a3b4b5c	0	👁 ✏ 📋 ✉ 🖨	☑
2	eSkill Standard MS Office 2003 - Excel ⊙	07/21/2020	f7077849897f1fac	0	👁 ✏ 📋 ✉ 🖨	☑
3	Demo Assessment Test (all question types) with time pe…	07/03/2020	2a74c805b9089011	2	👁 ✏ 📋 ✉ 🖨	☐
4	eSkill basic Computer Knowledge	07/03/2020	adf0505339838e76	2	👁 ✏ 📋 ✉ 🖨	☐
5	eSkill Standard Java Enterprise Edition 5 ⊙	06/29/2020	59dfa51c0bda5c06	1	👁 ✏ 📋 ✉ 🖨	☐
6	eSkill Standard C # ⊙	06/29/2020	1e71244668d55334	0	👁 ✏ 📋 ✉ 🖨	☐
7	eSkill Standard Retail Math	06/29/2020	2c6b57e19e06daea	1	👁 ✏ 📋 ✉ 🖨	☐

Combine Tests **Send 2 Tests** **Delete 2 Tests**

7.1   Preview a Test 👁

Click the Preview Test button to see a preview of how the test will be displayed to the candidates.

7.2   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 Centre. This will also delete all scores associated with this test.

7.3   Take a Test 📋

Clicking on the Take Test button 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.

7.4   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.

7.5   Print a PDF version of the test 🖨

This option will generate a PDF report that includes all the questions and answer options of a test, ready to be printed. This can be given to hiring managers to review a test or candidates who will take the test on paper.

7.6   Combine Tests

Select a minimum of two tests and click on the Combine Tests button. The Edit Test window will pop-up and will display the questions from all the selected tests. Make the necessary changes and press Save Test to create a new test.

7.7   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, but hasn't finished it.
5. **"Forced**" means that a test was ended and the score was calculated using the Force Ending operation. If a candidate starts a test and doesn't finish it within 8 hours, a Forced Ending option appears, allowing you to end the test and calculate the score.
6. **"Waiting Evaluation"** means that the test contains manual scoring questions that need to be evaluated by reviewers.

💡   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.

8. 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 the requirements.

After filling in the required information and clicking on the "Let's Begin" button, the test taker will be directed to the instruction page. After reading the instructions, they will select the button to begin the test.

9. Accessing Results

There are two ways of viewing the results from your test-takers:

✓ **as a List**   ✓ **Individually**

9.1   Results List

Go to Results Page to view your entire result list.

Use the Filter Options to search by Test Name, result submission date interval (Start Date, End Date), score interval (Score From, Score To)

You can use the results table to:

1. Sort by Applicant, Result, Date Submitted, Status and Time.
2. Download Applicant Report

3. Send one or multiple scores or tests by using the checkboxes next to each result, and the "Send a Score"/ "Send a Test" buttons
4. Delete one or multiple Results.
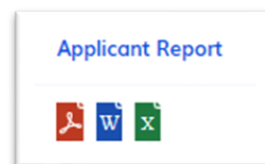
Applicant Report

Nr.	Applicant ⬍	Test	Result ⬍	Typing Score	Date Submitted ⬍	Status ⬍	Time ⬍	Applicant Report	☐
1	Joe Smith Joe@smith.com	Written Exam Multitasking questions	50%	-	7/3/20 4:02 PM	⊘ Ended (Incomplete)	6:21	📄 W X	☐
2	Cyrus Flo flo.cy@company.com	eSkill Standard Retail Math	43%	-	7/3/20 4:01 PM	⊘ Ended (Incomplete)	10:14	📄 W X	☐
3	Andrey Krew krew@gnf.com	MS Office 2016	100%	-	7/3/20 4:00 PM	⊘ Completed	5:03	📄 W X	☑
4	Angela Taylor taylor@email.com	eSkill Standard Attention to Detail	6%	-	7/3/20 3:55 PM	⊘ Ended (Incomplete)	0:25	📄 W X	☑
5	Calin Sorin bogdan.iordache17@ro.osf-global.com	eSkill Standard Quality Assurance Tester	-	-	7/3/20 3:55 PM	🟡 Started	-	📄 W X	☐
6	Marry Walk assesment@email.com	eSkill Standard Quality Assurance Tester	38%	-	7/3/20 3:47 PM	⊘ Completed	5:19	📄 W X	☐
7	John Smith John.smith@cc.com	eSkill Standard Attention to Detail	27%	-	7/3/20 3:41 PM	⊘ Completed	12:35	📄 W X	☐

Send 2 Scores   Send a Test to 2 Selected Applicants   Delete 2 Results

30

9.2   Individual Results Page

Clicking on the test taker's name from the Results list or the latest result carousel on the Dashboard – will open the Individual Test Results page, where you will be able to see the results by Subject, by Question and by each custom question type: Free Response, Typing, Team Scoring and Audio/Video Response.

9.2.1. 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:

$$Overall\ test\ score = \frac{a \times Percentage_a + b \times Percentage_b + c \times Percentage_c \ldots\ldots + x \times Percentage_x}{a + b + c .. x}$$

➢ 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

NOTE that the overall test score does not include Free response, Typing & Data Entry Questions, Audio/Video Response or Team Scoring questions which are calculated separately or simply do not have a score. (See the Score Calculations for Typing & Data Entry Questions section for more information).

9.2.2. By Subject Tab

The "By Subject" tab shows the scores for each Subject and the number of "Correct", "Partially Correct", "Incorrect" and "No Answer" questions. The "No Answer" questions can be either unanswered or not viewed.

9.2.3. By Question Tab

The "By Question" tab shows the scores and details of each question.

9.2.4. Free Response Tab

The "Free Response" tab shows **details** like:

- Question Body
- User Answer
- Status
- Time

as well as **overall stats** for all Free Response questions on top like:

- total number of questions of this type;
- total Answered question;
- total Elapsed Time.

9.2.5. Typing Tab

The "Typing" tab shows **details** like:

- Question Body
- User Answer
- Status
- Time

as well as **overall stats for all Typing questions & individual typing stats per question:**

- total number of questions of this type
- total Answered question
- total Elapsed Time
- Standard Gross WPM
- Standard Net WPM
- Keys/Hour

- Keys/Minute
- Accuracy
- Errors
- Actual Gross WPM
- Actual New WPM

9.2.5.1. Reading your Typing Results

The scoring engine recognises four types of errors:

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

9.2.5.2. Typing Results

Standard Gross Words per Minute:
Average Standard Gross WPM = 5 keystrokes = 1 word (including spaces) Industry Standard

Standard Net Words per 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.

Keys per Hour:
The KSPH (keystrokes 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 per Minute:
The KSPM (keystrokes 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.
For example, if out of 30 actual words typed, 3 actual words were typed in error, the
accuracy will be calculated as shown in this formula: accuracy = ((30 - 3)/30) * 100 = 90%.

Actual Gross Words per 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.

For example, if 30 actual words are typed during a 2-minute test, the Actual Gross Word per Minute will be calculated as shown in this formula:

30 divided by 2 = 15 WPM

Actual Net Words per Minute:

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

Actual Net WPM = (Actual Gross WPM*Accuracy)/100

For example, if 30 actual words are typed during a 2-minute test,

the Actual Gross Word per Minute (WPM) will be 15,and if 3 actual words are typed in error, the accuracy will be 90%. Thus, the formula to calculate the Actual Net Words per Minute will be:

Actual Net WPM = (15 * 90)/100 = 13.5%

9.2.6. Team Scoring Tab

The "Team Scoring" tab shows **details** like:

- Question Body
- User Answer including a video preview
- Status
- Time

as well as **overall stats** for all Team Scoring questions on top like:

- total number of questions of this type
- total Answered question
- total Elapsed Time
- Average Score per Reviewer
- Overall Average for all Team Scoring questions

By Subject	By Question	Free Response	Typing	Team Scoring	Audio/Video

Total Team Scoring Questions: 2   Answered Questions: 2   Elapsed Time: 1m 27s

Reviewers Associated	Status	Score	Overall Average
Bogdan Iordache	Approved	90%	◯ 90%

Nr.	ID	Question	User Answer	Status	Time	View More
1	#331036	What is PYTHONPATH?	It is an environment variable which is used when a module is imported. Whenever a module is imported, PYTHONPATH is also looked up to check for the presence of the imported modules in various directories. The interpreter uses it to determine which module to load.	● Answered	00:45	👁
2	#331039	What is pep 8?	Python Enhancement Proposal - a set of rules	● Answered	00:42	👁

9.2.7.   Audio/Video Response Tab

The "Audio/Video Response" tab shows **details** like:

- Question Body
- User Answer including a video preview
- Status
- Time

as well as **overall stats** for all Audio/Video Response questions on top like:

- total number of questions of this type,
- total Answered question
- total Elapsed Time

9.2.8.   Download Results

At the bottom of the results window, you will also be able to print or download detailed reports about the candidates' results in PDF, Word and Excel format.

1. Results by Subject
2. Results by Topic
3. Results by Question Difficulty
4. Results by Question Summary
5. Results by Question Details

10. Reports

This section can be accessed by clicking on the "Reports" menu item in the left navigation menu or from the "Welcome" page.

Users will have the ability to export 18 different reports, including the following main types:

- Test Scores for Single or Multiple Tests
- Question Stats
- Detailed CSV Reports

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.

11. Settings

The Settings menu item gives you access to global settings, account customisations and other extra features like Team Scoring if they are part of your package plan.
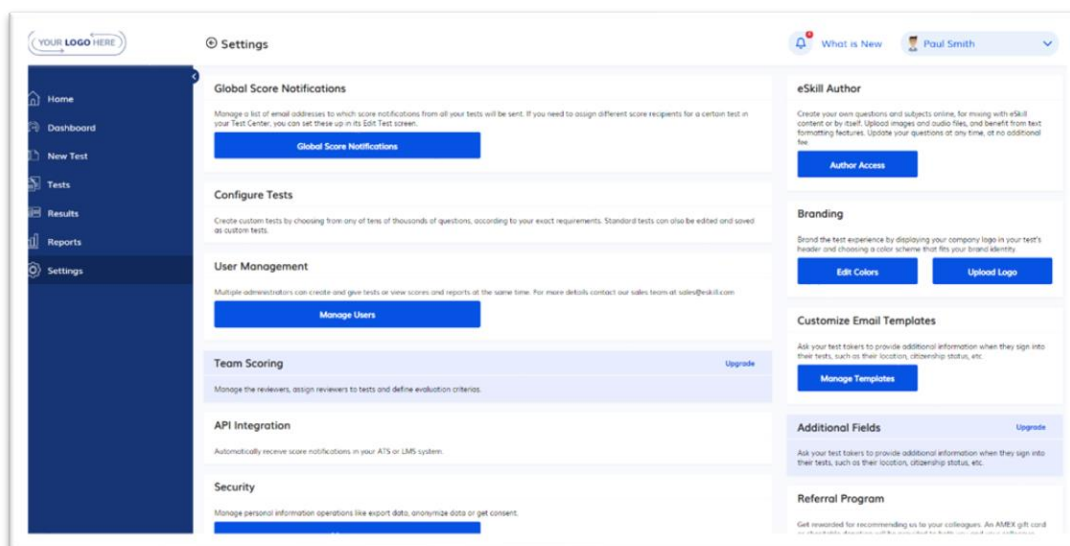
11.1.   Manage Users
This section will be available only for multiuser accounts. It enables you to edit users and reset their password.

11.2.   Branding
This section is available only for Premium and Enterprise subscriptions. It allows you to add your company logo and choose a color scheme that will better reflect your brand identity.

11.3.   Global Score Notifications
Allows you to manage globally (in mass) the e-mail addresses to which score notifications from all your tests will be sent.

11.4.   Customise Email Templates
Allows you to customise and add your own e-mail invitation templates.

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

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