



## Contents

If you are not familiar with Windows™ Help, select the **How to Use Help** command from the **Help** menu.

Click an underlined topic in the following menu to see more information about it.

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## Taking an Assessment Test

To take an assessment test click on one of the test titles in the Select a Test window. Text describing the test will appear in the Description window. To start the test, click the **Start** button. You may also double-click the test title in the Select a Test window. Note that some entries in the Select a Test window are section headers, and not test names.

Before taking a test, you may want to set your name by clicking the **Options** button. This feature may be unavailable.

After you have taken tests, you can check your performance with the Scores... button. This feature may be unavailable.

## Checking Your Scores

A record is kept of all the scores for the tests you have taken. To see the record, click the **Scores...** button. This feature may be unavailable.

## Setting Your Name

When you start a test, your name may appear in the test introduction and on any score report that the test may produce. To set the name that will be used, click the **Options...** button. This will bring up a dialog box that will allow you to enter your first and last names. This feature may be unavailable.

## Options

This dialog contains personalizing information.

- Names To make your name appear in the test introduction and on printed score reports, you should fill in your first and last names. The first and last names are required. The initial is optional.
- Print Score Reports If this option is checked, score reports will be printed for tests that define them (some tests may not have score reports).  
If this option is not checked, a score report will be printed **only** if you click the button at the end of the test to print the score report. This is useful if you are taking the test when a printer is not available.

## Scores

Test scores appear in the list after you have taken the tests. The title of the test, the numerical score and the grade (pass/fail status) appear for each test. (Headers for lists of tests have no scores). Before you have taken a test, the score and the grade will be printed as --. Tests that have no passing score defined will have only a score; no grade will be assigned.

To erase the score for a particular test, highlight that test by clicking on it and then click the **Clear** button. If you have taken a test multiple times, only the result from the most recent test will be shown. If previous test results exist, you may examine them by clicking on the title of the test you're interested in, and then clicking the History button.

To erase the scores for all tests, click the **Clear All** button.

## **Score History**

A history of all the test scores you have achieved is shown in this list, allowing you to track your progress. Shown are the test date, test score and grade you achieved each time you took test. If a test is not graded pass/fail, only your score will be displayed.

The test scores are arranged from oldest to newest. The latest score you achieved will therefore be at the bottom of the list.

If you wish to clear this information, you may do so from the [Scores](#) dialog.



## Taking the Test

The first step in taking the test is to fill in the name of the person taking the test. The name is very important because it will identify the result as belonging to this person.

Please enter each part of the name in the individual fields. The first name (or given name) should go in the **First Name** field, the middle initial should go in the **Initial** field and the last name (surname) should go in the **Last Name** field. The **Initial** is optional.

The ID number should be entered in the **ID Number** field. This number is used to identify your test results. This number is either your Social Security number or your Drake Testing ID number.

Please make sure that the name and ID number are correct. If they are not correct, the person may not be properly credited.

### Start

Once you have filled out the above information, the **Start** button will become active. Click the button to start the test. The test will then be presented.

When the test is complete, this dialog will reappear and the name erased. Another person can then take the test.

### Options

To perform administrative tasks such as collecting the test results to a floppy disk, click the **Options** button.

### Exit

To leave this application, click the **Exit** button.

## **Entering the Password**

The administrative options require a password. If you have forgotten your password, please contact the Drake Hotline.

## **Administrative Options**

You can perform several administrative tasks with the Options dialog.

[Setting Your Location Name](#)

[Collecting Test Results to Floppy Disk](#)

[Setting the Password](#)

## **Setting Your Location Name**

You must set the name of your testing location in this dialog before tests can be delivered, so that the origin of the test is known when the results are tabulated. Please enter a descriptive name for your testing location.

## Collecting Test Results to Floppy Disk

The test results must be collected to floppy disks so that they can be sent in for scoring. Perform the following steps to collect the results:

- |                  |   |
|------------------|---|
| Select the drive | Select the appropriate floppy disk drive (either A: or B:) from the <b>Drive</b> list.  |
| Insert Floppy    | Put a blank formatted floppy disk into the drive you selected.  |
| Select Mode      | If you want to collect the results for all tests that have been delivered, make sure that the <b>All</b> checkbox is checked. If you want only those results that have not yet been collected to be written to the floppy disk, make sure the <b>All</b> checkbox is unchecked. |
| Start Collection | Click the <b>Collect</b> button to start the collection process.  |

If the floppy disk becomes full, you will be prompted to insert another disk. If other errors occur, you will be informed. When test result collection is complete, you will be informed of the final status.

## Setting the Password

The password is a security feature that prevents unauthorized access to the administrative options. The password feature may be deactivated in some cases for ease of use in instances where security is not a great concern. If the password is inactive, the **Password** options will be grayed and inactive.

To change the password, enter the new password in the **New Password** field. Then enter it again in the **Password Again** field. If the two passwords are the same length, the **Change** button will become active. Click the **Change** button to change the password. The two passwords must be identical (case is significant).

## Collecting Test Results

When your test is complete, the results are automatically written to a floppy disk. You must select the correct floppy disk drive from the **Drive** list and click the **OK** button to collect your test results to the disk.

## User Name

From the User Name dialog you may select the name under which your records are kept. You may also add new names, delete old names and change existing ones. In this dialog, you can:

- Create a New Name    Click the **New** button. You will see a dialog box asking for your name and password. Fill in the appropriate information and click **OK**. Your name will be added to the list, and you can select it to take tests (see below).
- Take Tests            Click on your name in the list of names, then click the **OK** button (you may also simply double-click the name). If the name is already in use on another workstation, you will not be able to use it. If passwords are in use, you will be asked for your password. A list of available tests will then be presented.
- Change Your Name or Password    Click on your name in the list of the names, then click the **Change** button. If passwords are in use, you will be asked for your password. You will then see a dialog box with your current name and password. Make the necessary changes and click the **OK** button.
- Delete Your Name    When you are finished testing, you may delete your records. Select your name in the list of names, then click **Delete**. The application will ask if you are sure you want to delete the name. If you click **Yes**, the name will be deleted. If passwords are in use, you will be required to enter your password first. **Note:** once you have deleted your name, all your records will be lost.
- Use Administrator Options    Click the Administrator name in the list of names and click **OK**. You will enter Administrator Mode.
- Leave the Application    Click the **Exit** button to leave.



## **Edit User Name**

In this dialog box you can enter your name and password. At a minimum, you must enter a first and last name. Your initial is optional.

If passwords are in use, you must enter a password. Your password must be entered each time you use your name, so you must be careful to remember it. It must be typed in exactly the same way each time, so be sure that you use the Shift or Caps Lock key the same way every time you enter your password.

## **Entering Your Password**

You must enter a password to take tests, or change or delete your name. The password must be typed exactly the same way each time, so be sure that you use the Shift or Caps Lock key the same way every time you enter your password.

## Administrator Mode

With the Administrator name, you can take tests, add, delete, and change other names without knowing the passwords for those names. You enter Administrator mode when you select the Administrator name from the name list. The title of the dialog box changes from User Name to Administrator Mode.

**Important:** You should not leave the application in Administrator Mode unattended, because anyone using the application will be able to perform these actions without knowing the password. You should always click the **Exit** button as soon as you are done performing your administration tasks.

In Administrator Mode, you can:

- Create a New Name    Click the **New** button. You will see a dialog box asking for the name and password. Fill in the appropriate information and click **OK**. The name will be added to the list.
- Take Tests            In the list of names, click on the name you wish to take tests under, then click the **OK** button. You will not be required to enter a password. If someone else is already using the name, you will be informed and will not be allowed to use the name.
- Change Names and Passwords    You can change the spelling of names and their passwords by clicking a name and then clicking the **Change** button. You will see a dialog box with the current spelling and password. Make the necessary changes and click the **OK** button. You cannot change the Administrator password while in Administrator Mode. Click the **Change** button in User Name mode.
- Delete Names        As Administrator, you can delete other names (all except the Administrator name). Select the name in the list of names, then click **Delete**. The application will ask if you are sure you want to delete the name. If you click **Yes**, the name will be deleted. **Note:** once you have deleted a name, all records for that name will be lost.
- Leave the Application    You should be sure to click the **Exit** button when you are done to make sure unauthorized persons do not use Administrator Mode.

## Configuration Options

You may now select the way in which the application will function. Click the options to check and uncheck the options.

**Allow Multiple Users** If you check this option, test records for more than one person will be maintained. Each time you start the application you will need to select a name. You may create any number of names. If you are installing this application on a network, or intend for more than one person to use it, you should check this option.

If you are installing this on your personal machine and do not want to be bothered with selecting names and entering passwords, make sure this option is unchecked.

**Use Passwords** This is used only if the Allow Multiple Users option is checked. If this option is checked, you will be required to enter a password each time you work with your name. Passwords are a good idea if you wish to prevent others from using this application to look at your results or delete your name and results. If you do not use passwords, anyone will be able to take tests under your name, change your name or delete your records.

## **Administrator Password**

The Administrator name allows you to change, delete and use other names without knowing the passwords for those names. It is important that you keep this password secret so that other users cannot get easy access to all names. Once you have entered it, you can change it later by selecting the Administrator name, clicking **Change** and entering a new password.

## **Verify Password**

You are being asked to type the password a second time to be sure verify the password you just entered. Type the password in again, exactly the way you did the first time. If the two passwords don't match, you will be informed.

