

InfoCheckUSA Skills Testing Guide

The login page will appear:

Assessment Solutions *Formerly SkillCheck*

Log In

Online Testing Account Management

Account ID:

User Name:

Password:

[Enter ▶](#)

Take a Test

E-Ticket Number:

[Enter ▶](#)

Online Training

User Name:

Password:

[Enter ▶](#)

Type your **Account ID** in the appropriate field on the left side of the screen. Type your **User Name** and **Password** in the fields below the **Account ID** field and click on the **Login** button to display your **Online Testing Main Menu** illustrated and explained on the following page.

Taking an Online Test – Checking Your System

Before Taking a Test

After starting a test session for the first time on your computer, a screen labeled **System Check** will appear. This screen is designed to automatically detect whether or not your system will be able to access online testing.

To continue, please click the **System Check** button. This will start an automatic check of your system to ensure that your Internet browser and PC are compatible with Online Testing.

System Check

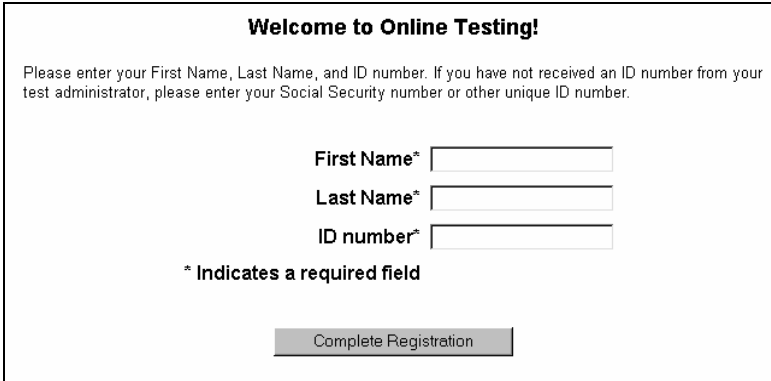
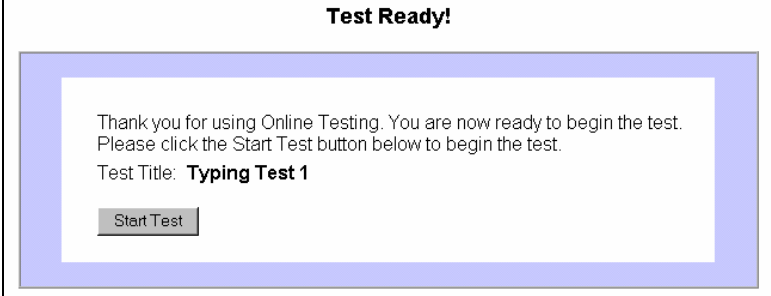
When you click on the **System Check** button, a screen will appear that analyzes your system, listing your current platform (operating system), Web browser product and version, and whether or not your browser is Java or activeX enabled (required for Online Testing).

While this check is taking place, you may be prompted to authorize a download to your system or approve other steps. Click **Yes** at each prompt to continue performing the system check.

The system check may take a few minutes to complete. Be patient and allow the check to continue until the results are displayed. If the test was successful, click the **Close** button to close the test dialog and then click the **Continue** link at the bottom of the screen to continue the test registration and testing process.

If the system check fails, the system check dialog and the screen that follows provide information which may help you determine why your system is incompatible with Online Testing. You may also need to contact technical support if you need additional assistance.

Taking a Test

Step	Do This	This Screen Appears/This Happens
1	After the system check is completed successfully, click the Continue link at the bottom of the System Check screen.	
2	Specify the requested registration information. (ID number can be your social security number or other identification ID. You may be asked to specify additional demographic information in this screen.) When the information is complete, click on the Complete Registration button.	
3	Click the Start Test button.	<p>At this point, you may be prompted to authorize an Internet download or answer other questions. Depending on the speed of your Internet connection, the test will begin after several seconds or a few minutes.</p> <p>Very Important: During the entire testing process, do not click outside of the area of the screen in which the test is taking place.</p>
4	<ul style="list-style-type: none"> To begin the test tutorial, click on the Begin Test Tutorial button. To begin the test, click the Begin the Test button. 	<ul style="list-style-type: none"> A brief tutorial begins explaining how this particular test works. It is highly recommended that you review this tutorial each time you take an online test. (Note: Not all tests include a tutorial option.) The test begins.

Step	Do This	This Screen Appears/This Happens
5	Take the test following the instructions on screen.	<p>Different types of tests are available from the Online Testing system. Instructions on the screen or in the test tutorial explain the features of each specific test.</p> <p>When you have completed the test, a screen appears with the option to complete the test by clicking the Continue button.</p> <p>(Note: Different tests may have different ways of specifying that you have completed the test.)</p>

- If your test session includes more than one test, the next test will start once you complete a test.
- When you get to the final test, your score report appears, or (if your system is not configured to present scores automatically at the end of a test) a message appears indicating that the test session is complete.
- To complete the test session, click on the Finished link in the scores/test session completed screen. If the test was started from this computer, you will return to the Administer tests menu. If the test was taken via an eTicket (or some other method) clicking on the Finished link will send you to another Web address, such as a company Web site or other location.

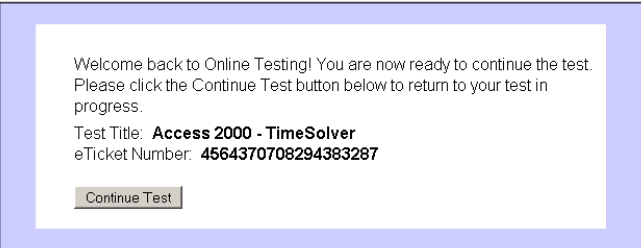
Resuming an Incomplete Test Session

If you have started a test session but become disconnected before all tests are complete, you can resume testing where you left off.

Note: Most tests record your information as you progress through the session, and for these tests you will be able to pick up right where you left off without losing any of your answers. However, some tests (including Typing and Data Entry) require you to begin again if you are disconnected during the test.

Resuming a Test Session from an eTicket

To resume an incomplete test session from an eTicket:

Step	Do This	This Screen Appears/This Happens
1	Follow the instructions on page 9 above for accessing an eTicketed test session.	<p>The "Welcome back" Test Ready! screen appears.</p> 
2	Click on the <u>Continue Test</u> button.	The test session resumes where you left off.