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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 Test** 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.

After you have taken tests, you can check your performance with the Scores... button.

## 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.

## 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.

## **Options**

To make your name appear in the test introduction and on printed score reports, you should fill in your first and last names in the edit boxes.

## 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 not have a pass/fail status.

To erase the score for a particular test, highlight that test by clicking on it and then click the **Clear** button.

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





