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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.

