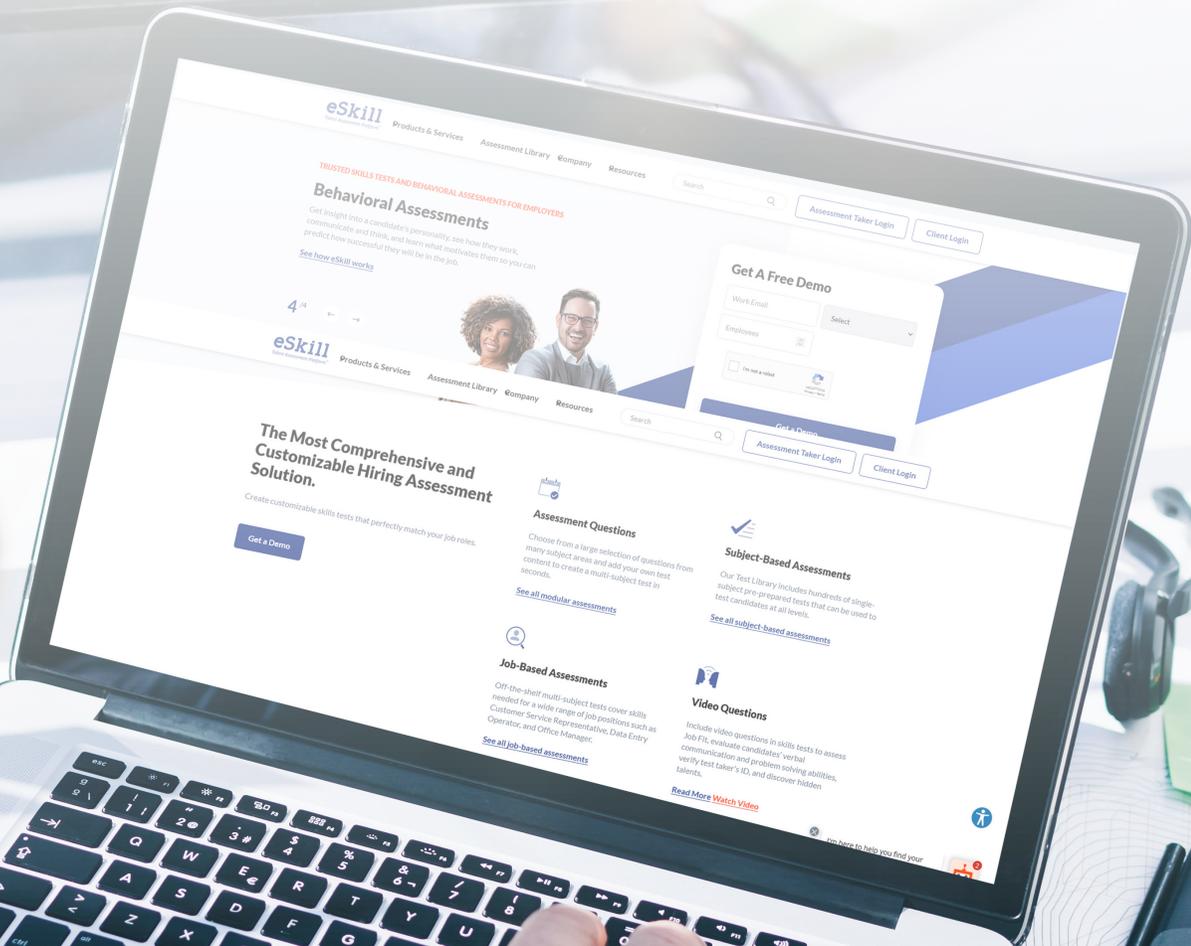


eSkill Talent Assessment Platform™

How to Use Your eSkill Account



USER GUIDE

The eSkill Talent Assessment Platform™ combines a user-friendly interface and improved navigation with the same core functionality to you are accustomed to seeing.

You will find that these improvements will provide you more information and include new features that make your navigation of the Platform easier and much more intuitive. This guide will help you navigate all the new screens as well as the changes to existing screens.

TABLE OF CONTENTS

1. Account Login
2. Homepage
3. Header
4. Main Navigation Menu
5. Dashboard Overview
6. Operations
7. Manage tests
8. Receiving and Taking an Assessment
9. Reviewing Results
10. Reports
11. Settings

1. ACCOUNT LOGIN

- » You will receive a username and a password from your eSkill Representative.
- » Access the customer login page: <https://app.eskill.com/>
- » Enter your username and your password.
- » Click the Login button.

The screenshot shows the eSkill Talent Assessment Platform login page. At the top is the eSkill logo. Below it is the 'Client Login' section with a 'Username' field, a 'Password' field with an eye icon, a 'Remember me' checkbox, and links for 'Forgot your password?' and 'Need help?'. A blue 'Sign In' button is below. The 'Assessment Taker Login' section asks if the user is here for an assessment and has an Assessment ID, with an 'Enter Assessment ID' field and a blue 'Go' button. At the bottom, there is contact information for assistance.

eSkill
Talent Assessment Platform™

Client Login

Username

Password

Remember me [Forgot your password?](#)
[Need help?](#)

Sign In

Assessment Taker Login

Are you here for an assessment and have an Assessment ID? Login to your Assessment below.

Enter Assessment ID **Go**

For assistance with the eSkill application call 1-866-537-5455 / 1-978-649-8010, click on the Report a Problem link at the bottom of the screen within your assessment center, or email us at support@eskill.com

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

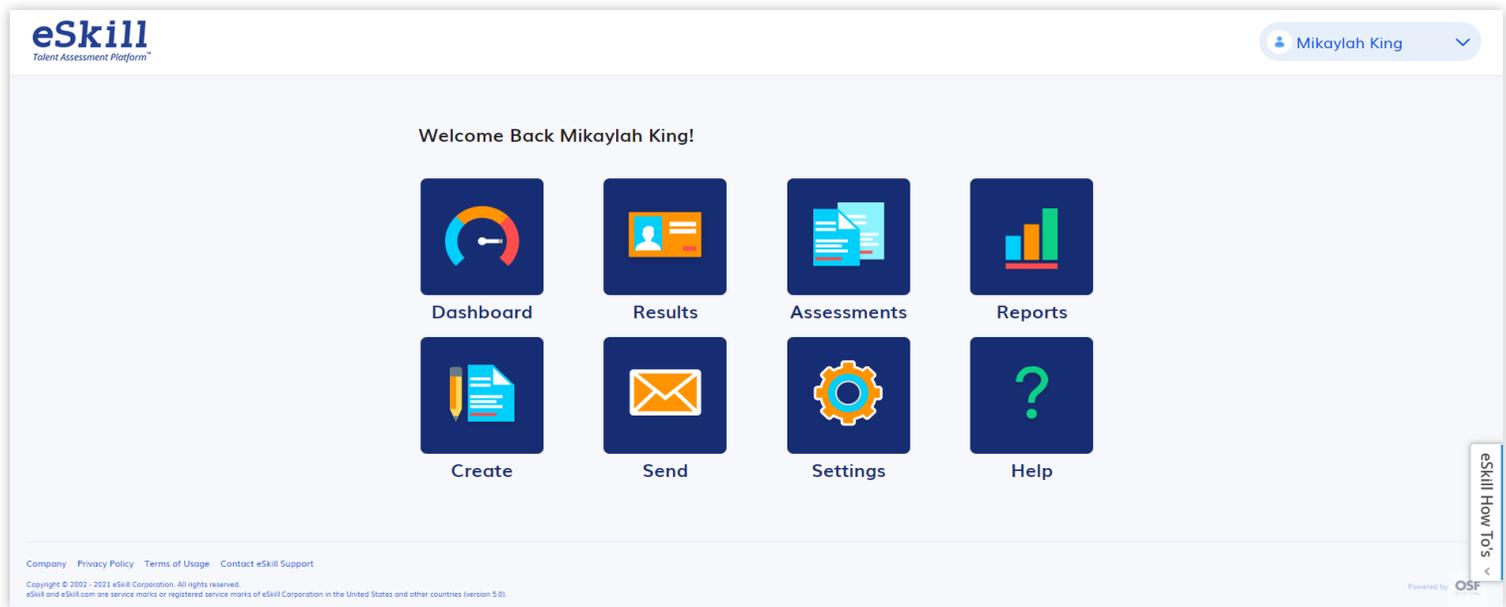
The screenshot shows the 'ASSESSMENT TAKER' login section. It includes the heading 'ASSESSMENT TAKER', the instruction 'Just enter the test ID provided and click GO.', an 'Enter test ID' input field, and a blue 'Go' button.

ASSESSMENT TAKER

Just enter the test ID provided and click GO.

Enter test ID **Go**

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.



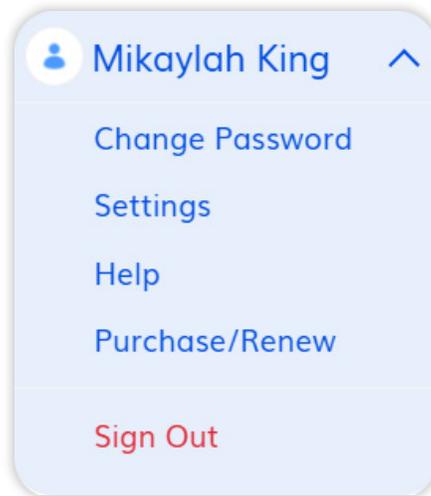
3. HEADER



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

3.1. MENU UNDER YOUR PROFILE

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



» **Change Password** – opens a page where you can reset your password.

» **Help** Pages – Direct you to the eSkill knowledge base.

» **Purchase Renew** – The full features of this page will not be available in our initial release. Once available, they will enable you to make direct payments and purchases.

4. MAIN NAVIGATION MENU

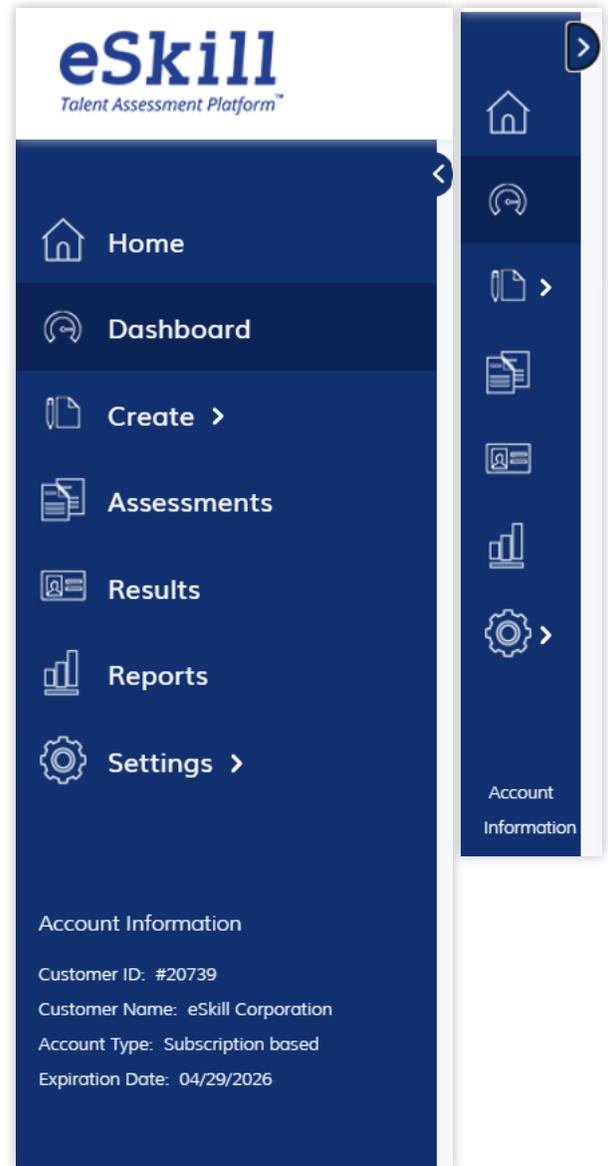
The main navigation menu allows you to browse through all the pages of the eSkill Talent Assessment Platform™. It also displays your account information.

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**
- » **Customer Name**
- » **Account Type**
- » **Expiration Date**



5. DASHBOARD OVERVIEW

Dashboard

Mikaylah King

Quick Links

- Create
- Send assessments
- Author
- Resources

Check Scores

All Tests

From: May 19, 2021

To: May 19, 2022

All Scores 83

Knowledge Level	Count
Very strong knowledge	21
Strong knowledge	17
Moderate knowledge	21
Limited knowledge	8
Little or no knowledge	16

Get In Touch

Your Sales Representative is: **Dwight Crain**

Direct: 254-749-2904
Tech Support: 978-631-0226
Client Support: 1-866-537-5455 / 1-978-649-8010
Email: Dwight.Crain@eskill.com

Summary

807	382
Total Assessments	Total Invitations
498	242
Finished Results	In Progress Results

eSkill How To's

This is your Test Center Dashboard, which provides an overview of your eSkill account. All sections are displayed independently in card-shaped areas.

5.1. QUICK LINKS

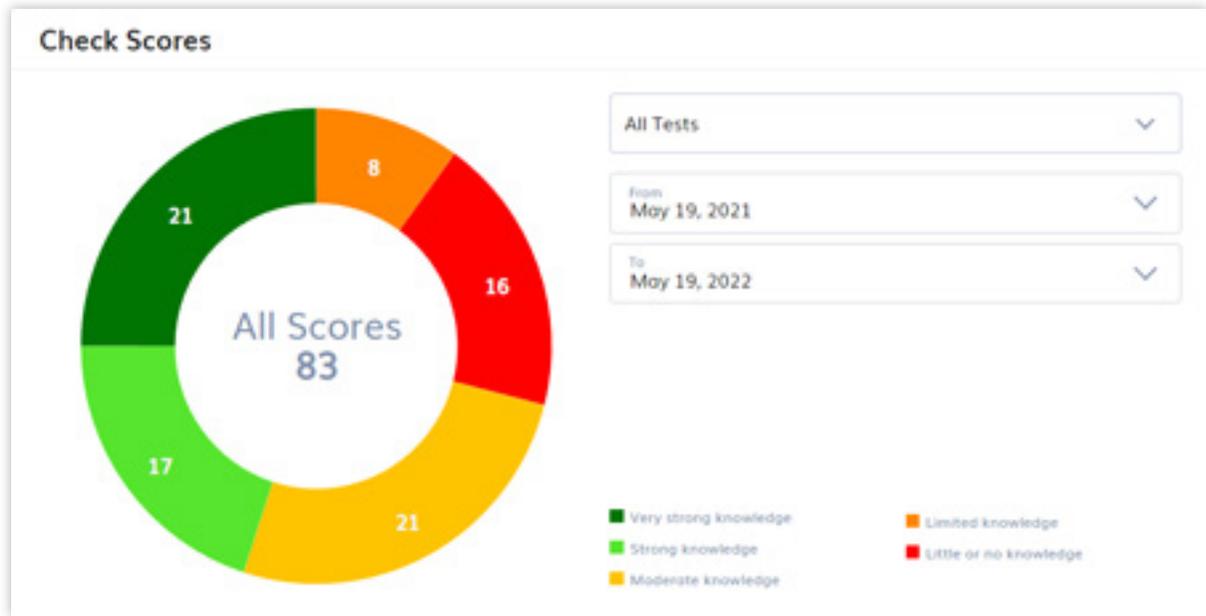
Quick Links

- Create
- Send assessments
- Author
- Resources

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

- » Create a new test
- » Send assessments
- » Access the eSkill Author
- » Access the Resources page

5.2. CHECK SCORES CHART



The Check Scores Chart shows a break-down of the assessment results in your eSkill site by score category. The default view displays results for all skills tests. The filter fields allow you to search by assessment 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 eSkill 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 help.

Get In Touch



Your Sales Representative is:
Dwight Crain

Direct: 254-749-2904

Tech Support: 978-631-0226

Client Support: 1-866-537-5455 / 1-978-649-8010

Email: Dwight.Crain@eskill.com

5.4. SUMMARY



These are real-time counters of total number of assessments that you have built, total invitations sent, total skills tests that have been completed by candidates, and assessments that are currently being completed by candidates.

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

“In Progress Results” includes all the sessions that have the “Started” or “Waiting for Evaluation” Status

5.5. LATEST ASSESSMENTS CREATED

The Latest Assessments Created section shows a list of the 30 most recent skills tests that your company has built. You can browse through them 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 Assessments page.

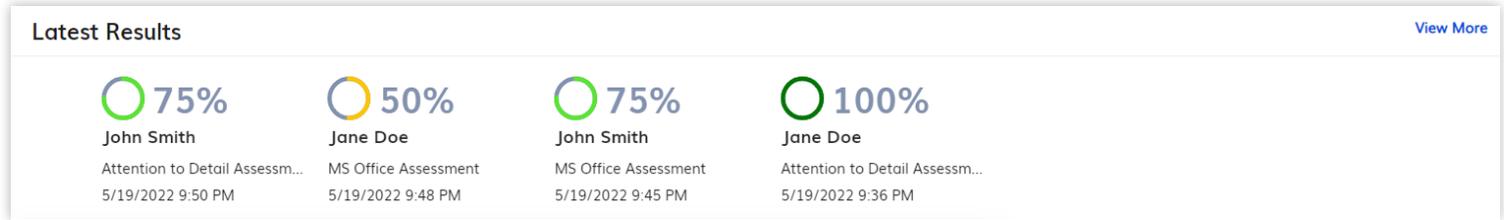
Latest Assessments Created						View More
eSkill Assessment	eSkill Standard Angular 8	Demo 19305-67	FREE RESPONSEN56789	Demo Test 1274946	eSkill Standard Accounts Receivable	
5/19/2022 3:59 PM	5/17/2022 1:58 PM	5/12/2022 8:35 AM	5/12/2022 8:34 AM	5/12/2022 8:21 AM	5/12/2022 8:17 AM	
4	1	0	0	0	0	

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 an assessment- by clicking on the blue number;
- » **Preview an assessment** – by clicking on the eye icon;
- » **Edit an assessment** – by clicking on the icon that looks like a piece of paper with a pencil laying on it;
- » **Send an assessment** – by clicking on the envelope icon;

5.6. LATEST ASSESSMENT RESULTS

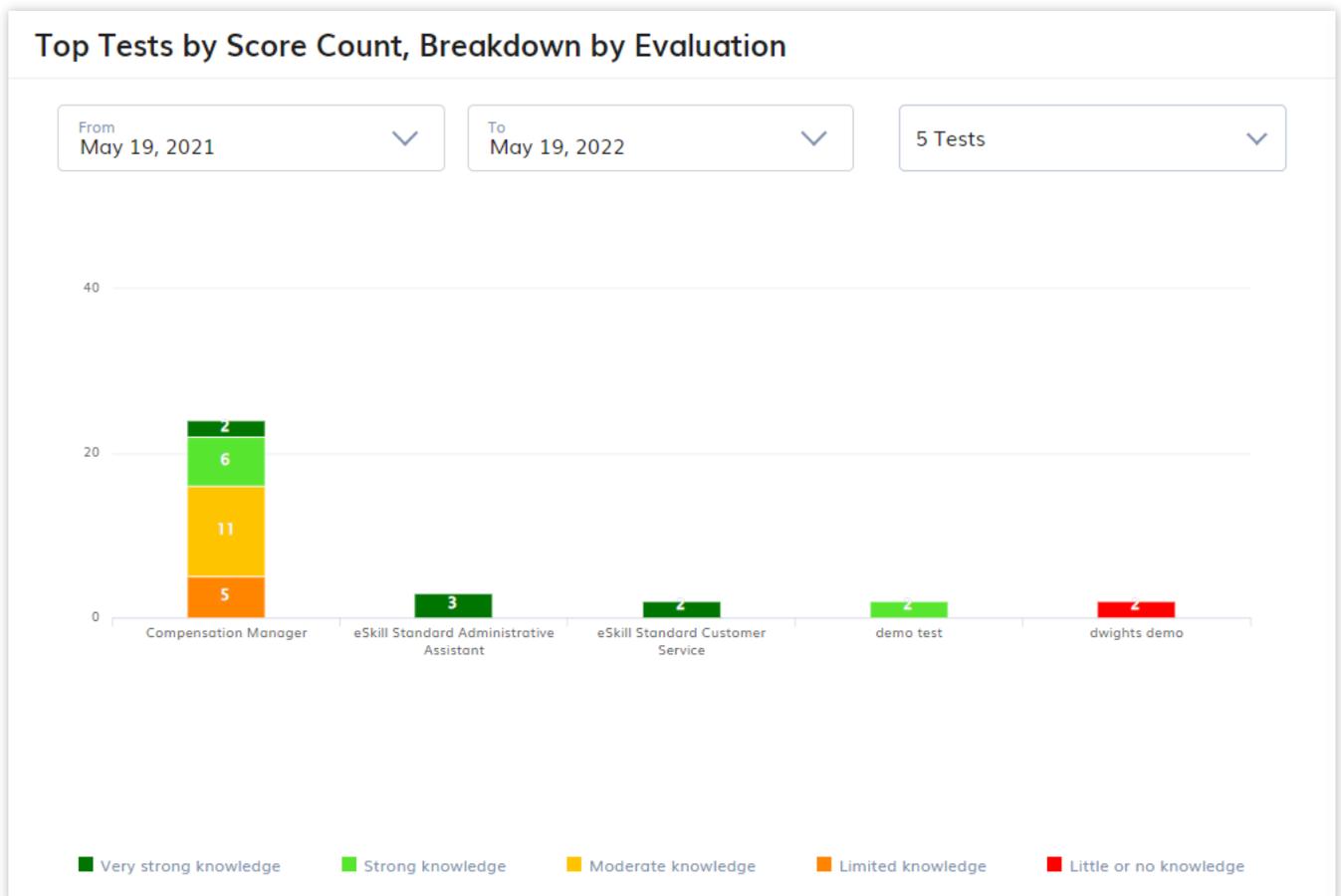
The Latest Assessment Results section keeps you up-to-date on your latest results test-taker. Use the right and left arrows to browse through your last 30 results or click the “View More” link from the top right side of the card to be directed to the Results page.



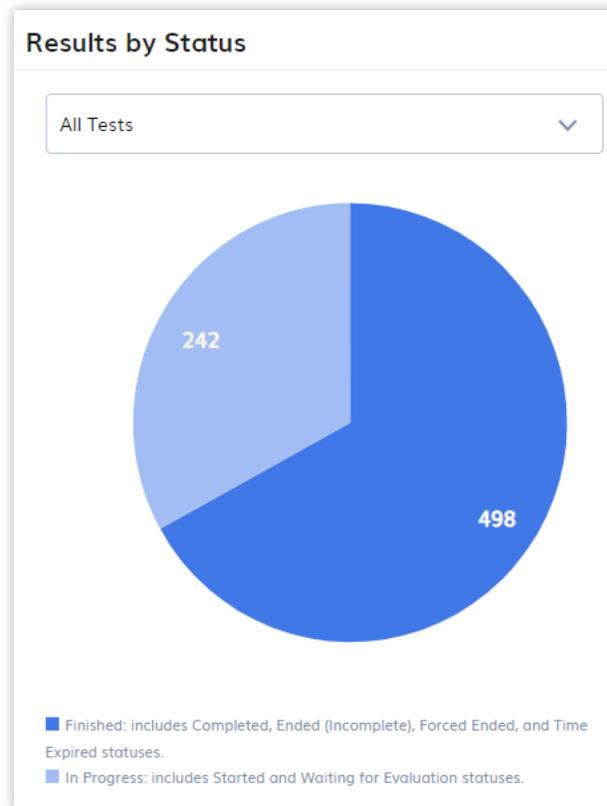
Each entry in the carousel shows you the candidate’s overall score as well as the date and time that they took the test. Clicking on the test taker’s name will direct you to candidate’s individual assesment details.

5.7. TOP ASSESSMENTS BY SCORE COUNT, BREAKDOWN BY EVALUATION

The Top Assessments by Score Count chart shows the skills tests with the most score results, grouped by score evaluation. Filters are available to show score breakdown for the top 3, 5, or 10 assessments by # of results and date range.



5.8. RESULTS BY STATUS



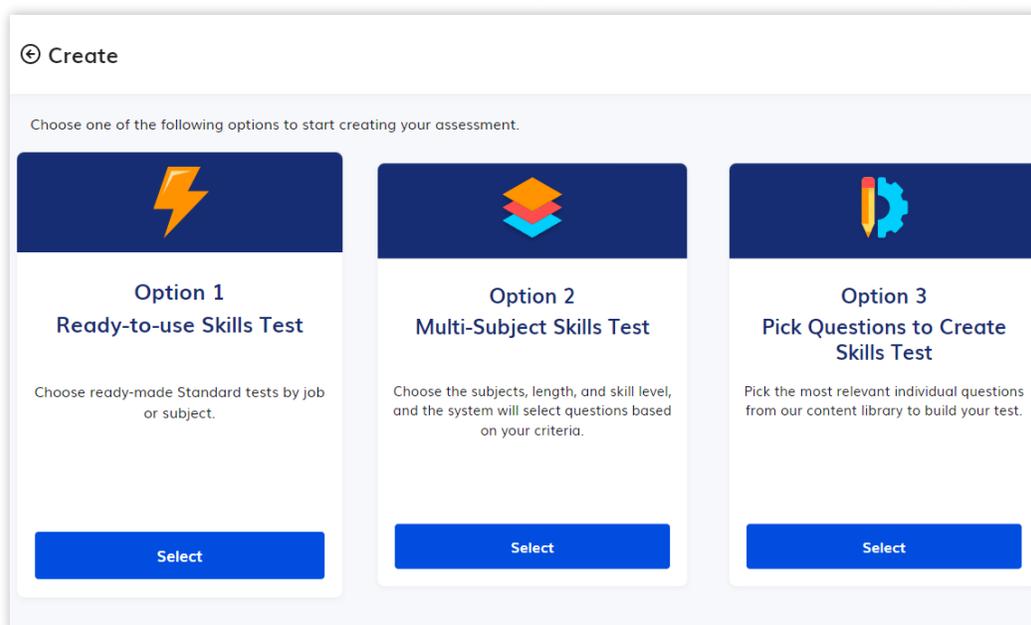
The Results by Status chart counts all your results and groups them by the following two status category. There are two status categories.

- » **Finished:** Finished status includes results that are Completed, Ended (Incomplete), Forced Ended, and Time Expired.
- » **In Progress:** The In Progress status includes assessment results that are in the Started and Waiting Evaluation statuses.

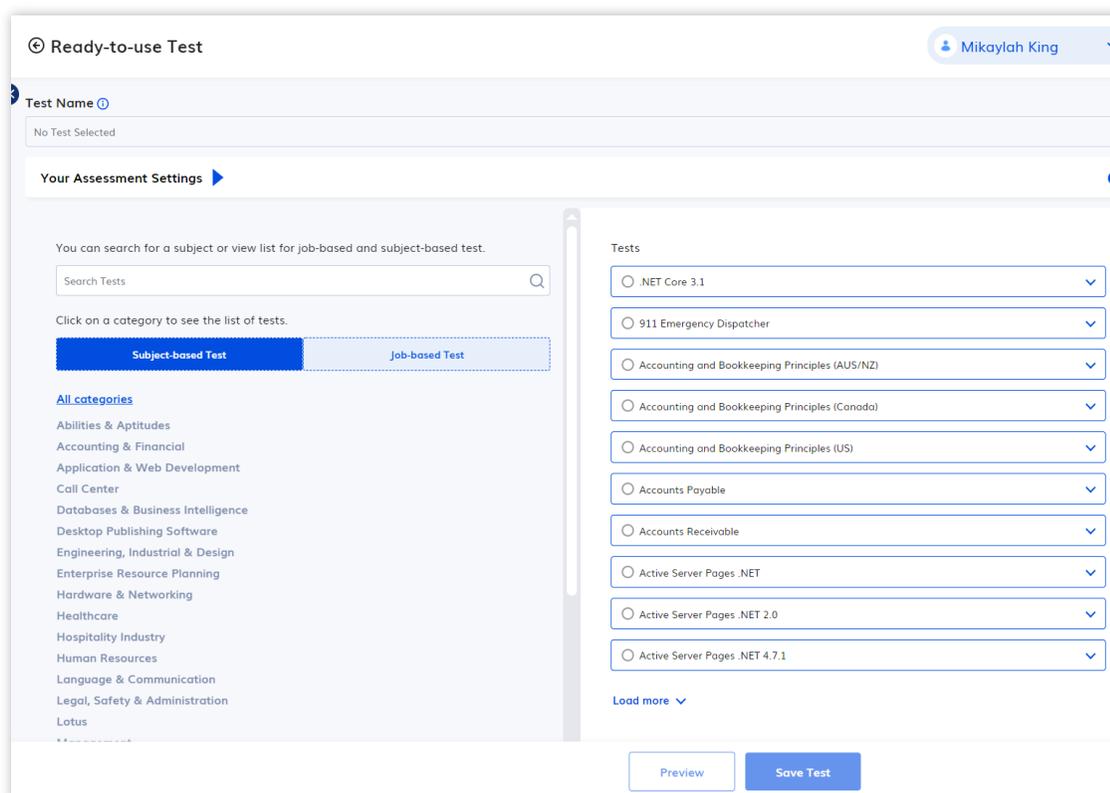
6. OPERATIONS

6.1. CREATE AN ASSESSMENT

To create a new assessment, click on the “New Assessment” 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 skills test.



6.1.1. OPTION 1 - READY-TO-USE ASSESSMENT



There are two status categories, off-the-shelf skill tests from the eSkill Library. Here you can select from two types of assessments:

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

INSTRUCTIONS FOR BUILDING AN ASSESSMENT USING OPTION 1

1. Select option 1 from the New Assessment screen
2. Click on categories listed on the left side to narrow your search. The assessments included contained in the category will appear on the right side of the page.
3. You can also enter a keyword in the Search Assessments box to search for a specific skills test name.
4. Once you identify an assessment, select it. If you find an assessment and are not sure if it is the one you need, click on the name to see a description.
5. Once you click on an assessment, you can customize settings like passing score, time limit, test completion notifications etc. Simply click on the blue arrow on the right-hand side of the page. See the "[Setup a Test - Test Settings](#)" chapter for more details.
6. Press "Save Assessment" when you are finished and the skills test will be added to your list so you can access it later.

6.1.2. OPTION 2 - MULTI-SUBJECT ASSESSMENT

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

The screenshot shows the 'Multi-Subject Test' configuration screen. At the top, there is a title 'Multi-Subject Test' and a user profile 'Mikaylah King'. Below this, there are two input fields: 'Test Name' and 'Test Length' (set to '10 Questions'). A section titled 'Your Assessment Settings' contains a 'Select Subject' section with four rows. Each row has a dropdown menu for selecting a subject and three buttons for skill levels: 'Beginner / Intermediate', 'Intermediate / Advanced', and 'Advanced / Expert'.

1. Start by selecting Option 2 from the New Assessment Screen and enter a name in the field at the top of the page. Select Test Length from the dropdown menu and Select Custom if you want to choose a number that does not appear in the dropdown menu. The number of questions can range from 1 question up to 200 questions.
2. Select up to four (4) subjects that you want to include on the skills test (you can add more later in the Edit Test Screen), and the system will randomly select questions. 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. Once you have selected your subjects, select the level of difficulty (Beginner / Intermediate, Intermediate / Advanced or Advanced / Expert) for the questions from each subject.
4. To customize 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 customize assessment settings, click on the blue arrow on the right-hand side of the page to set time limits per question or per test, passing score, test completion notifications etc.
6. The questions will be selected automatically by the application. If you want to add or delete certain questions, you can edit your skills 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 SKILLS TEST

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

The first step is to name your skills test. If you do not name 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.



Be sure to add an Assessment 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 assessment simply by clicking on the checkbox next to each question (or on the top checkbox to select all questions on the page). Unchecking the checkbox will remove the question. A confirmation message that the question has been added 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.

The screenshot shows the 'Explore Subject Library' interface. On the left is a sidebar with a tree view of subjects and subtopics, including 'Application & Web Development' and various .NET and Adobe products. The main area displays a table of questions. At the top of the main area, there are filters for 'All Types' and 'All Difficulties', and a status indicator '3 questions added'. The table has columns for 'Nr.', 'ID', 'Subtopic', 'Description', 'Type', 'Difficulty', and 'View More'. Each row represents a question with its ID, subtopic, description, type, difficulty level, and a checkbox for selection.

Nr.	ID	Subtopic	Description	Type	Difficulty	View More
1	49128	General	Languages	Select-all-that-apply	Beginner	<input checked="" type="checkbox"/>
2	49127	General	Site Location	Select-all-that-apply	Beginner	<input checked="" type="checkbox"/>
3	49124	General	Posting a Page	Select-all-that-apply	Intermediate	<input checked="" type="checkbox"/>
4	49123	General	Toolbox	Multiple Choice	Beginner	<input type="checkbox"/>
5	49122	General	Common Files	Select-all-that-apply	Intermediate	<input type="checkbox"/>
6	49119	General	Global.asax	Select-all-that-apply	Intermediate	<input type="checkbox"/>
7	49118	General	Web Site Administration Tool	Select-all-that-apply	Intermediate	<input type="checkbox"/>
8	49117	General	HTML Tags	Multiple Choice	Intermediate	<input type="checkbox"/>
9	49114	General	Definition	Multiple Choice	Beginner	<input type="checkbox"/>
10	49113	General	ASP.NET Pages	Multiple Choice	Beginner	<input type="checkbox"/>

6.1.3.4 Create a Free assessment Response Question

Free Response Questions are open-ended questions that allow a free-form answer. These types of questions can be added to, but are not scored by the eSkill system. To create these types of questions, follow the 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, Add Audio and/or Add Video button to add these to your question.** You can upload a video, audio or 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.

The screenshot shows the 'Create Questions' interface with the 'Typing' question type selected. The form includes a 'Typing Question' section with a large text area for the 'Input typing passage'. Below this is a 'Description' field. The 'Question Time Limit' section features a time input field set to '00:01' (mm:ss) and a 'Suggest' button. There is also a checkbox for 'Customize typing instructions for your test takers (optional)'. At the bottom, there are 'Cancel' and 'Save Question' buttons.

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 assessment:** 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: **Customize typing instructions for your test-takers.** This feature allows you to customize specific instructions for your current typing question. The candidates will see these instructions when they come to this question in the assessment.

Create Questions
Create your own free response, typing, team scoring, audio and video questions.

Free Response | Typing | Team Scoring | Audio/Video Response

Question Body

Description

Record/upload additional video/audio content or attach a file that will appear after the Question Body.

Add Video | Add Audio | Attach File

Select Difficulty Level: Undefined | Question Time Limit: 00:00 max | Allow Test takers to attach a file

Explanation (internal use only)

Cancel | Save Question

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 assessment center and the maximum amount of points that the reviewer can give for that criteria. For more on establishing criteria refer to the section of this guide that covers the Team Scoring Portal on the Settings page.

Create Questions
Create your own free response, typing, team scoring, audio and video questions.

Free Response | Typing | Team Scoring | Audio/Video Response

Question Body

Description

Record/upload additional video/audio content or attach a file that will appear after the Question Body.

Add Video | Add Audio | Attach File

Criteria: Choose Criteria | Points | Add

Select Difficulty Level: Undefined | Question Time Limit: 00:00 max | Test takers are allowed to attach a file to their answer

Explanation (internal use only)

Cancel | Save Question

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. You can use video response questions to ask candidates to provide detailed answers, evaluate verbal skills, foreign languages abilities. You can also verify identity by asking candidates to show a picture ID. 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.

The screenshot shows the 'Create Questions' interface for an 'Audio/Video Response' question. The interface includes a 'Question Body' text editor with a rich text toolbar. Below the editor is a 'Description' field. A section for media uploads contains 'Add Video', 'Add Audio', and 'Attach File' buttons. Two checkboxes are present: 'Allow a typed response in addition to a recorded video/audio response' and 'Record candidates responses as audio-only, without video'. The 'Select Difficulty Level' dropdown is set to 'Undefined'. The 'Duration Limit' is set to '00:00', 'Maximum Attempts' is set to '3', and 'Question Time Limit' is set to '00:00'. A 'Team Scoring' toggle is turned off. At the bottom, there are 'Cancel' and 'Save Question' buttons.

6.2. SET UP ASSESSMENTS

You can add settings to any assessment on the Edit Test screen or assessment 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.

Your Assessment Settings ?

General Assessment Settings

Assessment description
Type Assessment Description

Time Limit
00:00:00 hh:mm:ss per Assessment

Shuffle Questions for each Assessment Taker

Deactivate assessment

Activation Date
mm/dd/yyyy hh:mm

Expiration Date
mm/dd/yyyy hh:mm

Customization Settings

Passing Score Per Assessment: 0 % Passing Score Per Subject: 0 %

Custom Instructions
Type Assessment Instructions

Maximum Attempts for Simulation Questions: 3 Question Pool: 0

Hide Instructions on Login Page

Redirect URL
Type URL Default

Results Settings Global Notification Settings

Send Result Notifications to Candidates

Show Result to Candidates

Report link:
Everyone who has the link will see the same info.

Show Result per Question

Show Question Texts

Send Result Notifications to

Email
Type Email

6.2.1 Test Name



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

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

The Assessment name should include the version #, if it is modified annually or if there are hiring cycles and each candidate group should be kept separate.

6.2.2 General Assessment Settings

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

“Time Limit” – This field allows for a time limit to be set either per question or per assessment. 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 questions for each test taker, to reduce any chance of copied answers.

The **“Activate/Deactivate Test”** field allows you to disable and enable assessments on demand.

The **“Activation Date & Expiration Date”** allows you to disable and enable an assessment on a specific date.

6.2.3 Customization Settings

“Passing Score per Assessment or per Subject” – This field allows you to specify the minimum score a test taker must obtain to pass. 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 assessments. These custom instructions will appear in addition to the standard instructions that all test takers see.

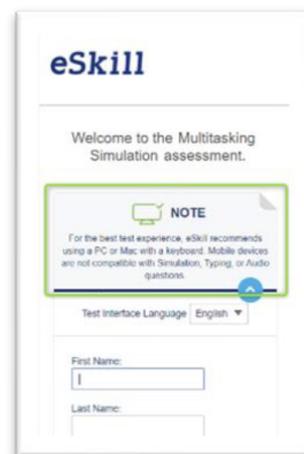
“Maximum Simulation Question Attempts” – The information in this field limits the number of times a test taker can try to answer a simulation question. These types of questions are found in Excel, Word, PowerPoint, Outlook, Chat, Multi-Tasking, and Digital Literacy.

“Question Pool” – The feature only applies to assessments 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. Please do not use this feature when you are using an assessment 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 an assessment. This can be used to redirect to any URL. For example, you may want to direct candidates to your 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 assessment.

“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 assessment.

“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 assessment.

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 assessment.

“Email score notifications to the following recipients” – This field allows you to enter email addresses where results should be sent once a candidate completes an assessment.

These emails will be sent automatically after each completed assessment. 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 assessments in your test center all at once.

6.3. EDIT AN ASSESSMENT

All assessments can be edited. However, it is not possible to add or remove questions from pre-defined skills tests that are created using “Option 1 - Ready-to-use Test.” You can only reorder questions and add settings.

To edit a skills assessment that you have already built, go to the Assessments page and click on the edit  icon.



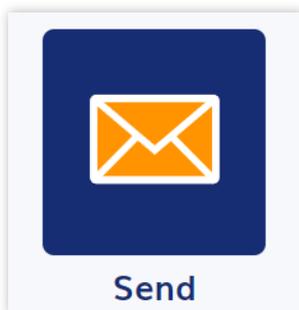
NOTE: If you modify the structure of an assessment that has already been sent and candidates have completed, subsequent results will not be comparable results for skills tests that have already been completed. Therefore, we advise that you create a new version of the assessment if you want to add or remove questions.

When you click on the Edit Assessment icon for the skills test you want to edit, you will be directed to the Edit screen. You can delete questions by checking boxes for question or add questions by clicking on the Explore Assessment Library. Browse the list on the left-hand side of the page to find questions to add and click the box to the right of the question.

“**Copy Test**” – This feature allows you to create a copy of an assessment. It is useful if you want to make modifications to standard skills tests or create new versions. To copy an assessment, check the box to the left of the question and click on the Copy Assessment button at the bottom of the page.

6.4. SEND AN ASSESSMENT

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



- » use the “Send a Assessment ” option from the Welcome page
- » On the Dashboard – use the Quick Links area
- » or find your test in the Assessment page, select it and click Send Assessment.

Quick Links

 Create

 Send assessments

 Author

 Resources

A window will be displayed with the following two options:

» “Unique link per test taker”

If you choose the Unique Link Per Test Taker option, each test taker will receive a unique email and link that can only be used once so each applicant can only take the assessment once. We strongly recommend that clients use this option to ensure optimal security and control.

» “General link”

If you choose the General Link option, each candidate will receive an email and assessment link that can be used unlimited times by the same test taker or another test taker. The results for each session will be recorded and displayed in your account and 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 to apply for a job or when you are using the eSkill skills assessments at a job fair.

The screenshot shows the 'Send Assessment' interface. At the top right, the user's name 'Mikaylah King' is displayed. The main heading is 'Send Assessments', with a sub-instruction: 'Use the Send Assessment form to send assessment invitations to your candidates via email. The right panel displays all other sent invitations associated to the assessment(s) you select.' The form is divided into two main sections. The left section contains: 'Assessment Name' (a dropdown menu with 'Writing Skills' selected), 'Choose Link Type' (radio buttons for 'Unique Link per Assessment Taker' (selected) and 'General Link'), 'Candidate List' (a text input field with the placeholder 'Add here email addresses separated by comma' and a link 'Import Recipient List'), 'Subject' (a text input field with 'eSkill Corporation - Assessment'), 'Expiration Date' (a dropdown menu with 'Select Date'), and 'Template' (a dropdown menu with 'Standard Email Template'). The right section is titled 'Emailed invitations for this assessment' and is currently empty. At the bottom of the form, there is a preview of the email body: 'This is an invitation from eSkill Corporation to take our assessment, "Writing Skills." Please visit the following link: <unique test link will appear here>'. Below the preview is a 'Send' button.

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 do not remove the instructions on how to access the assessment or the URL or your candidates will not be able to access the assessment.

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

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

Emailed invitations

The right side of the Send Assessment page will display the previously sent invitations.

Send Multiple Tests

You can also send multiple assessment links in the same email to a candidate. In order to do this go to the Assessments page, select at least 2 skill tests by checking the box on the right and click "Send Assessments" button.

The email template will include a row for each link as shown in the picture below.

Assessment Name

eSkill Standard Angular 8, eSkill Standard Accounts Receivable, eSkill Standard Paralegal Skills (US), eSkill Standard Lega

Choose Link Type

Unique Link per Assesment Taker ⓘ General Link ⓘ

Candidate List [Import Recipient List ⓘ](#)

Please note that each candidate will receive a separate email.

Add here email addresses separated by comma

Add other interested ▶

Subject

eSkill Corporation - Assessment

Expiration Date **Template**

This is an invitation from eSkill Corporation to take our brief assessment.

Please visit the following links:

<unique test name will appear here> <unique test link will appear here>
<unique test name will appear here> <unique test link will appear here>
<unique test name will appear here> <unique test link will appear here>
<unique test name will appear here> <unique test link will appear here>

Each assessment will begin only after you've logged in and read the instructions.

Before you begin each assessment, please verify your settings by clicking on the "Check Your System Settings"

Send

7. MANAGE ASSESSMENTS

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

- ✓ **Search** for an Assessment Name
- ✓ Control the display listed on your site by selecting the radio button:

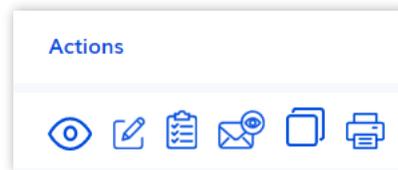
Filter Options
 Show All Show Only Active Show Only Skills Assessments
 Show Only Inactive Show Only Behavioral Assessments

- > Show all
- > Show only active
- > Show only inactive
- > Show Only Skills Assessments
- > Show Only Behavioral Assessments

- ✓ **Sort** by clicking on any of the column headers (sort by **Name**, **Date Created**, **Test ID** and **Results**)

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

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



You can perform operations for multiple assessments by using the checkboxes and the buttons in the bottom of the page.

1. **Combine Assessments** (Check the box and click on the Combine Tests button. This creates one assessment with the content from all skill tests checked)
2. **Send Assessments** (check the box or boxes and click Send Test)
3. **Delete Assessment** Select the box and click on Delete Test button. This will delete the assessment. (Note: You will no longer be able to use this assessment. So be sure you do not need it or any of the attached results before you delete.) Clicking on the number displayed in the Results column will redirect you to the Results page, pre-filtered with the Assessment Name.

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

Nr.	Name	Type	Date Created	ID	Results	Actions	
1	eSkill Standard Customer Service	Skills	06/05/2016	1354107b72778469	5		<input checked="" type="checkbox"/>
2	Demo General Admin Assistant	Skills	06/05/2016	e564a5580c911a26	0		<input checked="" type="checkbox"/>
3	eSkill Standard Accounting Clerk	Skills	06/05/2016	7c9833763297846b	0		<input type="checkbox"/>
4	eSkill Standard Electrical Engineer	Skills	06/05/2016	9336a456cbe72b59	0		<input type="checkbox"/>
5	eSkill Standard Web Developer	Skills	06/05/2016	c71f593ba3b4e02a	0		<input type="checkbox"/>
6	eSkill Standard Pharmaceutical Terminology	Skills	06/05/2016	08bc784c25c8409c	0		<input type="checkbox"/>

7.1 PREVIEW AN ASSESSMENT

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

7.2 DELETE AN ASSESSMENT

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 Center. This will also delete all scores associated with this test.

7.3 TAKE AN ASSESSMENT

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 ASSESSMENT INVITATIONS

Clicking on the View Assessment 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 COPY ASSESSMENT

7.6 PRINT A PDF VERSION OF THE ASSESSMENT

This option will generate a PDF report that includes all the questions and answer options. This can be given to hiring managers to review or to candidates who so they can take the assessment on paper.

7.7 COMBINE ASSESSMENTS

Select a minimum of two assessments 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 assessment.

7.8 ASSESSMENT 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 assessment expired, so the score was calculated based on the questions completed.
4. **“Started”** means that the test-taker accessed the assessment, but hasn't finished it.
5. **“Forced”** means a test was ended and the score was calculated using the Force Ending operation. If a candidate starts an assessment and does not finish it within 8 hours, the Forced Ending option appears, which allows you to end the test and calculate the score.
6. **“Waiting Evaluation”** means that the assessment contains questions that need to be evaluated by reviewers and manually scored.

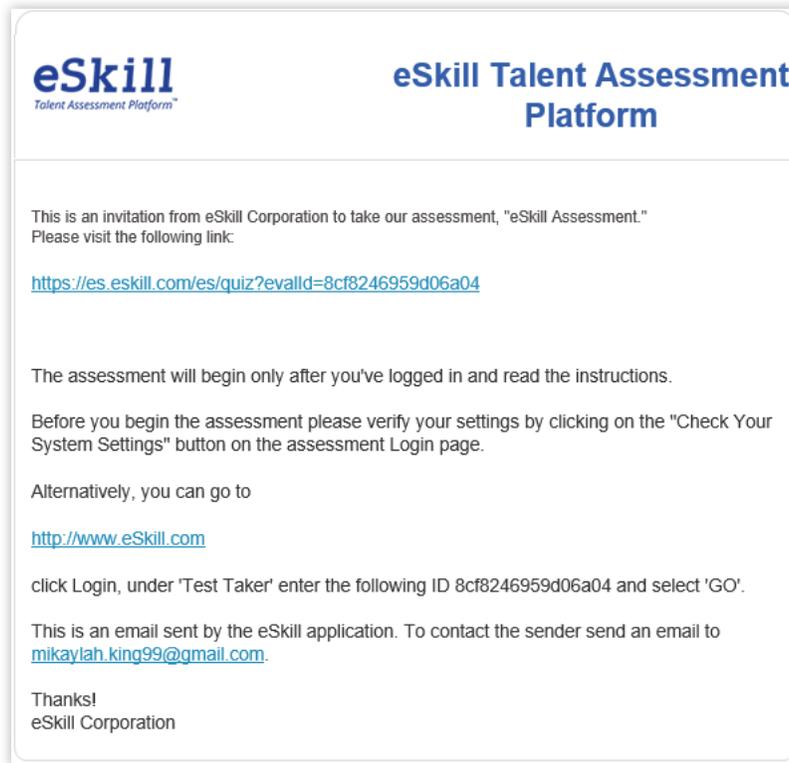


NOTE that if a browser is closed or redirected during a test, or if the Internet connection is broken, the test-taker is able to resume the test session (without losing the answers already provided) if he or she logs in using the same credentials.

8. RECEIVING AND TAKING AN ASSESSMENT

Test-takers will receive an email like the one shown below. When they click on the link provided in the e-mail message, they will be directed to the login page. Before entering their credentials, they should run a "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 assessment.



The screenshot shows an email invitation from eSkill Corporation. The header includes the eSkill logo and the text "eSkill Talent Assessment Platform". The main body of the email contains the following text:

This is an invitation from eSkill Corporation to take our assessment, "eSkill Assessment." Please visit the following link:

<https://es.eskill.com/es/quiz?evalld=8cf8246959d06a04>

The assessment will begin only after you've logged in and read the instructions.

Before you begin the assessment please verify your settings by clicking on the "Check Your System Settings" button on the assessment Login page.

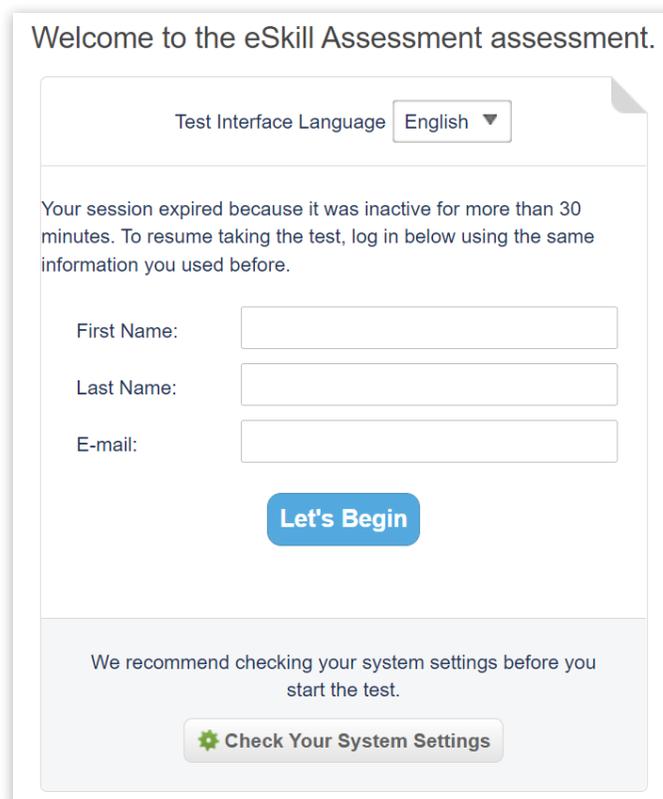
Alternatively, you can go to

<http://www.eSkill.com>

click Login, under 'Test Taker' enter the following ID 8cf8246959d06a04 and select 'GO'.

This is an email sent by the eSkill application. To contact the sender send an email to mikayah.king99@gmail.com.

Thanks!
eSkill Corporation



The screenshot shows the eSkill Assessment login page. At the top, it says "Welcome to the eSkill Assessment assessment." Below this is a dropdown menu for "Test Interface Language" set to "English". The main content area contains a message: "Your session expired because it was inactive for more than 30 minutes. To resume taking the test, log in below using the same information you used before." Below the message are three input fields for "First Name:", "Last Name:", and "E-mail:". A blue "Let's Begin" button is positioned below the input fields. At the bottom of the page, there is a message: "We recommend checking your system settings before you start the test." Below this message is a button with a gear icon and the text "Check Your System Settings".

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.

Nr.	Applicant	Assessment	Type	Result	Typing Score	Date Submitted	Status	Time	Applicant Reports	
1	John Smith mikaylah.king@eskill.com uGhI8H0ij3bGk9kS	Attention to Detail Assessment	Skills	75%	19 WPM 75% Accuracy	05/19/2022 09:50 PM	Completed	00:48	  	<input type="checkbox"/>
2	Jane Doe mikaylah.king@eskill.com z1veAfWdpN6kMnYx	MS Office Assessment	Skills	50%	-	05/19/2022 09:48 PM	Completed	00:18	  	<input type="checkbox"/>
3	John Smith mikaylah.king@eskill.com uGhI8H0ij3bGk9kS	MS Office Assessment	Skills	75%	-	05/19/2022 09:45 PM	Completed	00:12	  	<input type="checkbox"/>
4	Jane Doe mikaylah.king@eskill.com z1veAfWdpN6kMnYx	Attention to Detail Assessment	Skills	100%	55 WPM 99% Accuracy	05/19/2022 09:36 PM	Completed	08:43	  	<input type="checkbox"/>

Items per page: 20 of 4 items

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

Filter Options ▼

All Assessments X ▼

Select Applicant Search Field Search Add New

Date Submitted From ▼ Date Submitted To ▼

Score From Score To

Show All Show Only Finished Assessments
 Show Only Started Assessments

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 an Assessment" buttons
4. Delete one or multiple Results.

Nr.	Applicant	Assessment	Type	Result	Typing Score	Date Submitted	Status	Time	Applicant Reports
1	John Smith mikaylah.king@eskill.com uGhI8H0ij3bGk9kS	Attention to Detail Assessment	Skills	75%	19 WPM 75% Accuracy	05/19/2022 09:50 PM	Completed	00:48	<input checked="" type="checkbox"/>
2	Jane Doe mikaylah.king@eskill.com z1veAfWDpN6kMnYx	MS Office Assessment	Skills	50%	-	05/19/2022 09:48 PM	Completed	00:18	<input type="checkbox"/>
3	John Smith mikaylah.king@eskill.com uGhI8H0ij3bGk9kS	MS Office Assessment	Skills	75%	-	05/19/2022 09:45 PM	Completed	00:12	<input type="checkbox"/>
4	Jane Doe mikaylah.king@eskill.com z1veAfWDpN6kMnYx	Attention to Detail Assessment	Skills	100%	55 WPM 99% Accuracy	05/19/2022 09:36 PM	Completed	08:43	<input type="checkbox"/>

Delete Result
Send Selected Result
Send an Assessment to Selected Applicant

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 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.

Assessment Results Details | ✔ Completed

Jane Doe

eSkill Assessment

Number of Questions: 5
Date Submitted: May 19, 2022
Percentile Rank: 0

○

60%

Moderate knowledge

🕒

0m 15s

Elapsed Time

By Subject
By Question

Nr.	Subject	All	Correct	Partially Correct	Incorrect	No Answer	Percentage Correct
1	Attention to Detail	5	3	0	2	0	60%
Total		5	3	0	2	0	60%

Reports
Download

- By Subject
- By Topic
- By Question Difficulty
- By Question Summary
- By Question Details

9.2.1. Overall Test Scores

Assessment Results Details | ✔ Completed ✉

Jane Doe

Attention to Detail Assessment

Number of Questions: 9
Date Submitted: May 19, 2022
Percentile Rank: 0

100%
Very strong knowledge

8m 43s
Elapsed Time

The Overall 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 Score is as follows:

$$\text{Overall test score} = \frac{a \times \text{Percentage}_a + b \times \text{Percentage}_b + c \times \text{Percentage}_c + \dots + x \times \text{Percentage}_x}{a + b + c + \dots + x}$$

- » 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 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.

By Subject		By Question					
Nr.	Subject	All	Correct	Partially Correct	Incorrect	No Answer	Percentage Correct
1	MS Office 2019 - Excel®	1	1	0	0	0	100%
2	MS Office 2019 - Word®	1	0	0	1	0	0%
3	MS Office 2019 - PowerPoint®	1	1	0	0	0	100%
4	MS Office 2019 - Outlook®	1	1	0	0	0	100%
	Total	4	3	0	1	0	75%

9.2.3. By Question Tab

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

By Subject		By Question		Free Response		Typing		Audio/Video	
Nr.	ID	Subject	Topic Name	Type	Status	Time	Difficulty	View More	
1	#333629	Attention to Detail	Numerical Concentration	Multiple Choice	✔ Correct	00:14	Intermediate	🔍	
2	#333630	Attention to Detail	Numerical Concentration	Multiple Choice	✔ Correct	00:03	Intermediate	🔍	
3	#333633	Attention to Detail	Transposing Numbers and Letters	Multiple Choice	✔ Correct	00:04	Advanced	🔍	
4	#333634	Attention to Detail	Transposing Numbers and Letters	Multiple Choice	✔ Correct	00:02	Intermediate	🔍	
5	#70129	Example Interview Questions (Free Response)	Communication	Free Response	🟢 Answered	03:36	Undefined	🔍	
6	#70122	Example Interview Questions (Free Response)	Communication	Free Response	🟢 Answered	01:20	Undefined	🔍	
7	#56342	General Typing	General Text	Typing	🟢 Answered	01:32	Intermediate	🔍	
8	#549714	Voice and Video Capture	Voice and Video Capture Questions	Voice/Video Response	🟢 Answered	00:26	Undefined	🔍	
9	#111669	General Typing	General Text	Typing	🟢 Answered	01:25	Intermediate	🔍	

Items per page: of 9 items

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.

By Subject		By Question		Free Response		Typing		Audio/Video	
Total Free Response Questions: 2			Answered Questions: 2			Elapsed Time: 4m 56s			
Nr.	ID	Question	User Answer	Status	Time	View More			
1	#70129	Describe a situation in which you had to request help from your colleagues in order to handle a task.	Answered: In my current role, I was assigned to develop a ne...	🟢 Answered	03:36	🔍			
2	#70122	How would you describe yourself regarding your ability to work in a team?	Answered: I would describe myself as a cohesive team member....	🟢 Answered	01:20	🔍			

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 Net WPM

By Subject		By Question		Free Response		Typing		Audio/Video			
Total Typing Questions: 2				Answered Questions: 2				Elapsed Time: 2m 57s			
Question Type	Standard Gross Words/Minute	Standard Net Words/Minute	Keys/Hour	Keys/Minute	Accuracy	Errors	Actual Gross Words/Minute	Actual Net Words/Minute			
Regular Typing	62	61	18,546	309	99%	1	55	54			
Nr.	ID	Question	User Answer			Status	Time	View More			
1	#56342	What is creativity? I doubt many people, including teachers, could give you a go...	Answered:			Answered	01:32				
		Standard Gross WPM	Standard Net WPM	KSPH	KSPM	Accuracy	Errors	Actual Gross WPM	Actual Net WPM		
		62	61	18,479	308	99%	1	54	53		
2	#111669	The white cliffs of Dover form the British coastline, which faces the Strait of ...	Answered:			Answered	01:25				
		Standard Gross WPM	Standard Net WPM	KSPH	KSPM	Accuracy	Errors	Actual Gross WPM	Actual Net WPM		
		62	61	18,612	310	99%	1	56	55		

9.2.5.1. Reading your Typing Results

The scoring engine recognizes four types of errors:

1. Capitalization 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.

9.2.6. 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

The screenshot displays the 'Team Scoring' tab interface. At the top, there are two tabs: 'By Question' and 'Team Scoring', with 'Team Scoring' being the active tab. Below the tabs, a summary bar shows 'Total Team Scoring Questions: 1', 'Answered Questions: 1', and 'Elapsed Time: 6m 32s'. A table below this summary shows the overall average score for the reviewer David Crain, which is 37% and is marked as 'Approved'. Below this, a list of questions is shown with columns for 'Nr.', 'ID', 'Question', 'User Answer', 'Status', 'Time', and 'View More'. The first question listed is #334497, asking for a good argument for why someone should go to DisneyWorld, and it is marked as 'Answered' with a time of 06:32.

By Question		Team Scoring				
Total Team Scoring Questions: 1		Answered Questions: 1		Elapsed Time: 6m 32s		
Reviewers Associated	Status	Score	Overall Average			
David Crain	Approved	37%	37%			
Nr.	ID	Question	User Answer	Status	Time	View More
1	#334497	Please write 2 paragraphs with a good argument why someone should go to DisneyWorld	Answered: Disneyworld is the most magical place on earth. ...	Answered	06:32	

9.2.7. Audio/Video Response Tab

The “Audio/Video Response” tab shows **details** like:

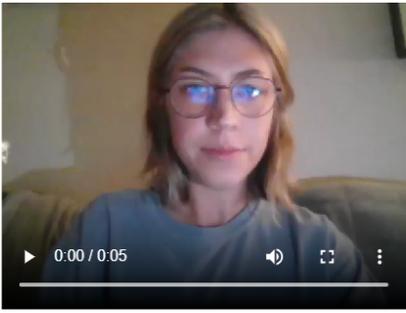
- » Question Body
- » User Answer including a video preview
- » Status
- » Time

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

By Subject By Question Free Response Typing **Audio/Video**

Total Audio/Video Questions: 1 Answered Questions: 1 Elapsed Time: 1m 15s

Nr.	Question ID	Question	User Answer	Status	Time	View More
1	#549714	Please explain how you determine priorities in scheduling your time.	<p>Answered:</p> 	Answered	01:15	

Items per page: 20 of 1 items

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

Reports	Download
By Subject	
By Topic	
By Question Difficulty	
By Question Summary	
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.

Reports for a Single Test		Reports Across Multiple Tests	Email History	Subject and Assessment Library
Nr.	Title	Parameters		Reports
Test Scores				
1	Detailed Test Results Create a printable Test Results report for a single Test.	Select a Test	From May 19, 2022 To May 19, 2022	
2	Raw Score Report By Subject for a Single Test Create a report showing scores and raw scores by subject for each candidate. <i>The report can have maximum 300 results for Pdf, Word and Excel. For more results, download CSV</i>	Select a Test	From May 19, 2022 To May 19, 2022	
3	Test & Subject Stats Create a statistical report showing the average score for a Test and on each subject in the Test as well as test progress stats.	Select a Test		
4	Score List & Histogram Create a Histogram report also summarizing all Test scores recorded in selected time interval.	Select a Test	From May 19, 2022 To May 19, 2022	
5	Assessment Completion Analysis This report covers invitations requested from the test center.	Select a Test	From May 19, 2022 To May 19, 2022	
Question Stats				
1	Question Statistics for a Single Test Create a statistical report for the questions on a single Test, showing the number of Correct, Incorrect, and Unanswered responses to each question.	Select a Test	From May 19, 2022 To May 19, 2022	

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

- » Scores for Single or Multiple Assessments
- » Question Stats
- » Detailed CSV Reports

Reports can be downloaded in the following formats:

- » PDF
- » MS Excel Worksheet (including .csv)
- » MS Word documents

To download a report, select the assessment 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 customizations and other extra features like Team Scoring if they are part of your package plan.

The screenshot shows the 'Settings' page for a user named 'Mikaylah King'. The page is divided into two columns. The left column contains the following sections:

- Configure Assessments**: Easily create custom tests from any combination of our subjects, subtopics, or questions. Standard tests can also be edited and saved as custom tests. Create behavioural assessments combining traits and interests. Button: [Configure Assessments](#)
- Global Notification Recipients Settings**: Manage a list of email addresses to which result notifications from all your assessments will be sent. If you need to assign different result recipients for a certain assessment, you can set these up in its Edit Assessment screen. Button: [Global Result Notifications](#)
- User Management**: Set access and permissions for your system users. Button: [Manage Users](#)
- Team Scoring**: Manage the reviewers, assign reviewers to tests and define evaluation criteria. Button: [Reviewer Portal](#)
- API Integration**: Automatically receive result notifications in your ATS or LMS system.
- Security**: Manage assessment takers' personally identifiable information (PII) operations like export data, anonymize data, or get consent. Button: [Manage PII](#)

The right column contains the following sections:

- eSkill Author**: Create your own questions and subjects online, for mixing with our content library or to display as your own tests. Questions can feature images, audio files, and text formatting. Update your questions at any time for no additional fee. Button: [Author Access](#)
- Branding**: Brand the assessment experience by displaying your company logo in your assessment's header. Buttons: [Upload Logo](#), [Delete Logo](#)
- Customize Email Templates**: Add your own email templates for the assessment invitation email, the score notification email to your team members, or for the score report emails to your test takers. Button: [Manage Templates](#)
- Additional Fields**: Ask your assessment takers to provide additional information when they sign into their assessment, such as their location, experience level, etc.
- Referral Program**: Get rewarded for recommending us to your colleagues. An Amazon gift card or charitable donation will be provided to both you and your colleague upon your colleague's purchase. Button: [Referral Program](#)

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 option is included with Premium and Enterprise, but can be purchased as an add-on for any package. Also, choosing a color scheme is no longer available. You can only upload logo.

11.3. GLOBAL SCORE NOTIFICATIONS

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

11.4. CUSTOMIZE EMAIL TEMPLATES

Allows you to customize 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 eSkill representative for further details.

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