

Test&Train Setup Check List

This checklist will provide our Test&Train support team with the necessary information to customize the Test&Train system to meet your requirements. When completed, please fax the form to: 858-270-2027

Contact Information

Contact Name: _____ Title: _____

Business Name: _____

Address: _____

City: _____ State/Province _____

Zip/Postal Code: _____

Phone: _____

Fax: _____

E-mail: _____

Test Information

How Many Questions Will Be On Your Test? _____

Will The Test(s) Be Timed Or Un-Timed? Timed Un-timed

If Timed, What Is The Test Time Limit Minutes

Will Test-Takers Be Allowed To Take The Test More Than Once? Yes No

Number Of Test Attempts Allowed: _____

Do You Require a Waiting Period Before Retaking The Test? Yes No

If Yes, How Long Before Retake Allowed? _____(Days)

Percentage Required To Pass? Per Cent **OR** Points Required to Pass? _____Points

Email Notification: Notification when test has been taken? Yes No

Is there a contact at your organization that needs to be notified each time a test has been completed? If so enter their email address here: _____

The Test&Train System Offers Several Options For Instructions and Messages:

- Each client can have customized instructions for their testing candidates
- Each client can have a customized message on the student log in page
- Each Client can have a customized message on the student's test center page
- Clients can have customized messages to the test taker for the following conditions:
 - Passed the test: i.e., "Congratulations, you passed..."
 - Failed the test: i.e., "Sorry, but your score was not high enough..."
 - Confirmation only: i.e. "Thank you for taking the _____ Test..."

Test Instructions: _____

Student Login Page _____

Student Test Center Page _____

Customized Pass/Fail/Confirmation Messages

Note: You can have both a pass and a fail message. If you don't wish to inform students of scores or pass/fail, you can present a confirmation message.

Pass Message: _____

Fail Message: _____

Confirmation message: _____

Administrative Setup

1. Enter administrator information (If different from contact information above)

First Name: _____

Last Name: _____

Email: [someone@someplace.com] _____

Administrator accounts require a log in name and password.

Login Name: _____

Password: _____

Student Registration

Because every test-taker must have their own secure account on the Test&Train system, they must have a log in ID and password. The system provides four ways to establish student accounts:

- Students/test candidates can establish their own accounts online. However, anyone who finds the site can establish an account and take a test.
- The client can pre-establish student accounts by submitting an electronic file and Chariot will upload the information.
- If the client has a web site that requires secure student log in, students can be automatically referred to the Test&Train site
- The client can create an account online for each student

What process will be used to authenticate students?

Self-register Refer from current website Other