


SHL Online Verify Instructions

The following instructions are for the SHL Verify Online Ability tests:

- These ability tests can be completed online in your own time.
- These assessments have a time limit and it is best you make sure you will be uninterrupted when completing these.
- If you are completing an numerical reasoning test, then you can use a calculator.
- **VERY IMPORTANT:** There are very specific computer and browser specifications that you need to follow to ensure the test will operate properly on your computer.
- Check the tables below and proceed through each requirement to ensure you comply or follow instructions to change settings. Some of these settings may be set on your computer already, however it is best to check prior to starting the test.

Requirement	YES	NO	I Don't Know or I Don't Know How
Operating system is Windows 95/98/200/NT/XP	Proceed to next requirement	You cannot use this site on Apple Macintosh	You cannot use this site on Apple Macintosh
Connection Speed of 56 kbps (minimum) or faster	Proceed to next requirement	You cannot use this site on low dial-up speeds – find new computer or better connection	Hover your mouse over the computer connection icon at the bottom right hand of your screen in the toolbar - this should then display your speed 
Screen Display Resolution – set at 800 X 600 or higher	Proceed to next requirement	Change it	See below for instructions
Browser is Internet Explorer version 5, 6 or 7	Proceed to next requirement	This programme will not run on version 4 or below Will not run on Apple Macs, Netscape nor AOL	See below for instructions
Browser is Internet Explorer version 6	See below for instructions	Proceed to next requirement	See below for instructions
Temporary Internet files are NOT set to “every visit to page” update	Proceed to next requirement	Change temporary file settings	See below for instructions
Cookies are enabled	Proceed to next requirement	Enable Cookies	See below for instructions
Macromedia Flash is installed	Proceed to next requirement	Click here to Install	See below for instructions



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Pop-ups are NOT blocked	Proceed to next requirement	Turn pop up blocker off	See below for instructions
Active Controls and Active Scripting (or JavaScript) should be enabled	Proceed to next requirement	Install or enable Javascript	See below for instructions

You can check your settings on this link:

<http://test.shlsolutions.com/browsercheck.html>

(NOTE sometimes it does not display the first time - click on refresh once or twice and page may display)

Click on each of the four different tests and find out if you computer set up is correctly

Internet Browser Configuration Page should look like the following and all the 'True' and 'False' that are circled in **Red** need to match exactly:

Browser Configuration Detection

Java
 Java Installed : True
 Java Enabled : True
 Java Vendor : Sun Microsystems Inc.
 Java Version : 1.5.0_04
 Java Plugin Version : 1.4+
 MSJVM Build : 5.0.5000.0

Flash
 Flash Plugin Installed : True
 Flash Plugin Version : 7.0.0.0

Scripts
 VBScript Enabled : True
 JavaScript Enabled : True

Others
 ActiveX Enabled : True
 Plugin Director : True
 Browser Build : IE 6.0 (WinXP)
 Pop-up Blocked : False
 Connection Speed : 0
 Cookies Enabled : True

Do each of the following Checks on the above link also:

- Java Check Page
- Flash Check Page
- Pop-up Check Page

If you have followed all of the above instructions and still are having issues with the site -

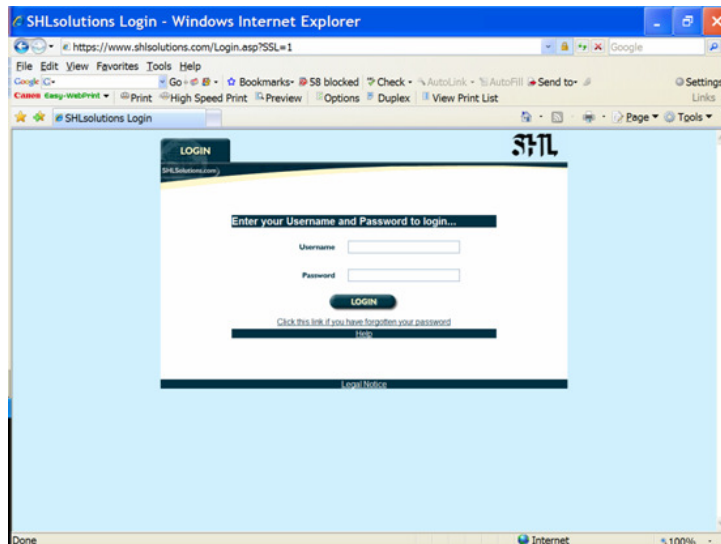
ON-LINE INSTRUCTIONS (For the above assessments)

When you click on the link at the end of these instructions, you will need to follow these instructions:

1. Enter your login: (sent in an email sent to you)
2. Enter your password: (sent in an email sent to you)
3. Follow the instructions on the website
4. **CLICK HERE TO START THE ASSESSMENT**

Website: <http://www.shlsolutions.com/login.asp>

The screen should look like the one below:



Computer Display Resolution

The site will display "properly" at a resolution of 800 x 600 pixels or higher. To check your resolution - on your desktop screen right click and select 'Properties' – you will get a 'Display Properties' screen and select 'Settings'. In the Screen Resolution settings set to 800 x 600 pixels or more.

Enabling Cookies

When the Internet connection is lost during an ability test, the test will continue to run as normal. If the connection has not been re-established, the computer saves the scores in what is known as a **Cookie** and this cookie is saved on the computer.

To enable the computer to save cookies in Explorer go to the Menu Tools>Internet Options>Privacy. The setting should be **Medium** or lower. **Accept all Cookies** will also work well.

Temporary Internet Files

To check temporary file set-up in Explorer – go to the menu Internet Options>General Tab>Browsing History>Temporary Internet Files>Settings>Check for newer versions of stored pages 'Automatically' - **DO NOT** set to "Every visit to the page".

Web Browser Configuration



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Go to: <http://test.shlsolutions.com/browsercheck.html>

Click on Web Browser Configuration Page to check that your configuration is correct. You should see something like the below List and all the 'True' and 'False' that are circled in Red need to match exactly:

Browser Configuration Detection

Java
Java Installed : True
Java Enabled : True
Java Vendor : Sun Microsystems Inc.
Java Version : 1.5.0_04
Java Plugin Version : 1.4+
MSJVM Build : 5.0.5000.0

Flash
Flash Plugin Installed : True
Flash Plugin Version : 7.0.0.0

Scripts
VBScript Enabled : True
JavaScript Enabled : True

Others
ActiveX Enabled : True
Plugin Director : True
Browser Build : IE 6.0 (WinXP)
Pop-up Blocked : False
Connection Speed : 0
Cookies Enabled : True

If Java is not installed the go to the following link and download

<http://www.java.com/en/download/index.jsp>

If Java is not enabled - using Internet Explorer, go to Tools>Internet Options>Security>Custom Level>Active Script and Plug-Ins>select enabled for all appropriate.

Active Controls /JavaScript Enabled

If JavaScript is not enabled - using Internet Explorer, go to Tools>Internet Options>Security>Custom Level>Active Script and Plug-Ins>select enabled for all appropriate.

Internet Explorer Version

To check the version of Internet Explorer you are on go to the Help Menu in Internet Explorer Help>About Internet Explorer>Version. Versions 5.xx and 6.xx and 7.xx are supported (the xx number does not matter)

Enabling Adobe Flash

Candidates completing the unsupervised SHL tests need to have Macromedia Flash installed on their computers.



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- Macromedia Flash must be installed. This is available as a free download from the supplier's website:

Download FLASH

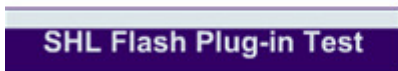
If you get a message saying Flash 6 is installed but not supported you will need to uninstall it from the Adobe website and reinstall Flash.

Please note: Please ensure that you install Flash Player **WITHOUT** the Yahoo toolbar. Otherwise the Pop-up Blocker in the Yahoo! Toolbar will prevent the test window from appearing.

Then click on Flash Check Page to make sure you have Flash installed. You should see something like this:

Flash Plug-in Test

If you are able to see the movie, that means flash player is installed.



Pop-up Blockers OFF

Click on Pop-up Check page from <http://test.shlsolutions.com/browsercheck.html> to check that you do not have pop-up blockers. You should see a separate window appear:



Disabling Pop-up Blockers

The tests run in a separate pop-up test window. If you have pop-ups blocked on your computer, the test window will not appear and you will not be able to complete the assessments. Below is a list of the most common pop-up blockers. Please ensure all pop-up blockers are disabled before attempting the tests. Remember to enable them after you have completed the assessments. **There are instructions below for XP, MSN, Yahoo, Google and Norton pop-up blockers.**

XP Service Pack 2 – Pop-up Blocker

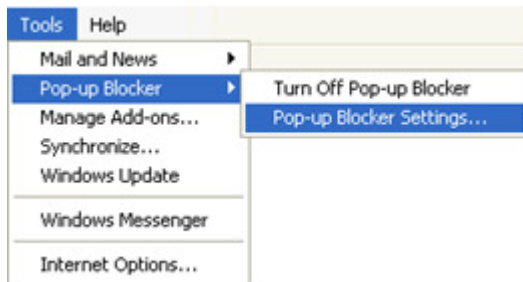
Ph: (64) 9 377 1760 Fax: (64) 9 377 1761 www.nicheconsulting.co.nz
PO Box 8123, Symonds Street, Grafton, Auckland, New Zealand

When you install SP2, Pop-up Blocker is turned on in Internet Explorer and set to the medium setting, which means it will block most automatic pop-ups. The default settings for the pop-up blocker allow you to see pop-ups that are opened when you click a link or button on a website. Pop-up Blocker will also play a sound and show the Information Bar when a pop-up is blocked.

To Turn Off Pop-up Blocker settings:

Open Internet Explorer.

On the Tools menu, point to Pop-up Blocker and then click ***Turn Off Pop-up Blocker***.



Once the tests have been completed, this can be switched back on as follows:

Open Internet Explorer.

On the Tools menu, point to Pop-up Blocker and then click Turn On Pop-up Blocker.

Please note: To confirm these changes you will need to close down Internet Explorer and re-open it.

Norton Internet Security – Pop-up Blocker

To disable Pop-up blocking:

Open Norton Internet Security.

Double-click 'Ad Blocking'.

Disable 'Turn on Pop-up Window Blocking'.

Click 'OK'.

Restart your computer.

To enable Pop-up blocking after test:

Open Norton Internet Security.

Double-click 'Ad Blocking'.

Enable 'Turn on Pop-up Window Blocking'.

Click 'OK'.

Restart your computer.



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Google Toolbar Pop-up Blocker

If you have the Google Search toolbar installed on your machine, you will need to switch the pop-up blocking off.

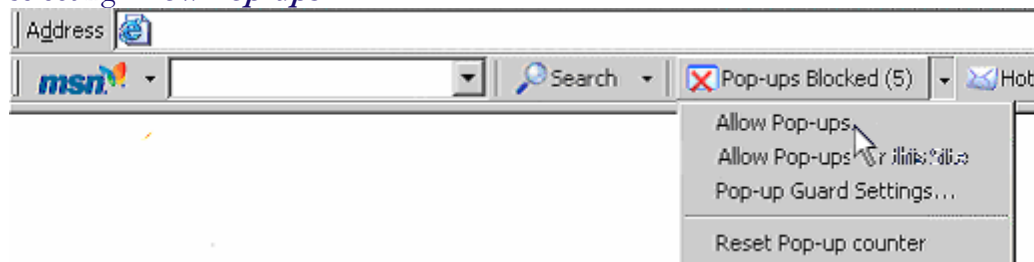
To switch this on or off you will need to click on the options button on the Google toolbar and check or uncheck the **Popup Blocker** check box under the **Accessories** Section.

Please note: To confirm these changes, you will need to close down Internet Explorer and re-open it.

MSN Pop-up Guard

MSN Pop-up Guard is part of the MSN Toolbar. By default it blocks all pop-ups. If you have the MSN Toolbar installed you will need to allow Pop-ups.

This can be done by **clicking on the down arrow** next to the pop-up blocker counter and selecting **Allow Pop-ups**.

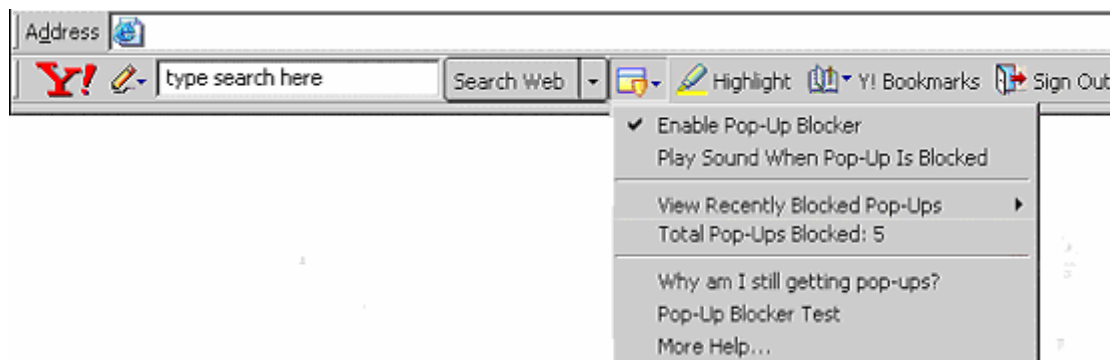


Please Note: To confirm these changes, you will need to close down Internet Explorer and re-open it.

Yahoo! Toolbar

The pop-up blocker in the Yahoo! Toolbar by default blocks all pop-ups.

To disable Pop-up blocking click on the icon as in the picture below and **un-check Enable Pop-Up Blocker**.





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To enable Pop-Up blocking after the test, click on the icon as in the picture above and **check *Enable Pop-Up Blocker***.

Internet Explorer Version 6 settings

Go to the Tools>Options>***Advanced*** tab, uncheck ***Enable Image Toolbar***. This will disable the Image Toolbar from appearing during the ability test when you move the mouse over a graph or picture (this only occurs with Internet Explorer 6).