



CLERICAL MODULE

This module is designed to test a candidate's ability to complete administrative tasks quickly and efficiently within a professional setting.



SPEED TYPING

Designed to assess an individual's ability to read and type a given passage of text provided either on-screen or from a printed document, quickly and accurately. Candidates are measured on their speed and accuracy when transcribing the given text into the text box provided.



AUDIO TYPING

Designed to assess an individual's ability to transcribe a given recording quickly and accurately. Candidates are presented with a spoken passage of text with audio controls and a text box. Candidates are measured on their speed and accuracy when transcribing the recording into the text box.



DATA ENTRY

Designed to assess an individual's ability to quickly and accurately input data from an on-screen source for the completion of forms or digital address books. Candidates are measured on their speed and accuracy when transposing this data.



FILING

Designed to assess an individual's ability to recognise and organise data in alphabetical, chronological or numerical order. The method of filing required can be chosen upon test assignment. Candidates are presented with a variety of question styles including ranking, fill in the blanks and multiple choice question styles.



IN-TRAY EXERCISE

This test simulates an everyday working environment by testing an individual's ability to recognise priority tasks and organise their workload and work-flow accordingly. Candidates are required to multitask by prioritising the correspondences, writing a free text draft response and providing reasoning for their response. This assessment contains open questions and is manually marked by the administrator.



MATCHING

Designed to assess an individual's ability to recognise differences and match information across a range of number and letter sequences. Candidates are required to identify the matching value presented in a multiple choice question style.



SORTING & CODING

Designed to assess an individual's ability to analyse different product codes and act according to the information presented within the code. Candidates are presented with a coded message in a multiple choice question style.



SPEED TYPING TEST

OVERVIEW

Designed to test an individual's ability to read and type a given passage of text provided either on-screen or from a printed document, quickly and accurately. Candidates are measured on their typing speed by characters and words per minute as well as their accuracy typing the text provided.

Candidates are presented with 1 question to complete in 5 minutes. The candidate's responses are automatically marked. An error when typing will result in no point being awarded for the whole word containing the error.

TEST DETAILS



PRACTICE TEST AVAILABLE



FIXED QUESTION ORDER



4 SUBJECTS AVAILABLE



5 MINUTES ALLOWED



5 MINS AVERAGE COMPLETION TIME



1 QUESTION PRESENTED

COMPLEMENTARY TESTS: AUDIO TYPING | DATA ENTRY | PROOFREADING | SPELLING

SAMPLE QUESTION

Q1: PROOFREADING (QID: 01260)

RESULTS KEY

CORRECT: 2 PARTIAL: 1 INCORRECT: -1 MISSED

Q. Jitesh, in the text shown below please identify all the spelling, grammatical and punctuation errors by highlighting the errors with your mouse and typing a correction to the error in the text box provided.

If you require any additional help, please click on the instructions box above.

Company: God¹ afternoon, sorry abuo² the wait³? You real⁴ speaking to mark⁵. I will be your sup assistant today, and how cn⁶ I help you?

Customer: I have a problem⁷ with the product that your⁸ have sold me?⁹

Company: Ok. Would it be possible for your¹⁰ to give me your name and policie¹¹ number?

Customer: Yes, my name is Mis¹² Elizabeth Kenton, policie¹³ number 17038115.

Company: Ok, I can see all your details up on the sitem¹⁴ now. Would you¹⁵ like to see?

SKILLS MEASURED

- Typing Speed
- Typing Accuracy
- Transcribing Competency



AUDIO TYPING TEST



OVERVIEW

Designed to test an individual's ability to transcribe a given recording quickly and accurately. Candidates are presented with a spoken passage of text with audio controls and a text box. Candidates are measured on their typing speed by characters and words per minute as well as their accuracy typing the audio provided.

Candidates are presented with 1 question to complete in 5 minutes. The candidate's responses are automatically marked. An error when typing will result in no point being awarded for the whole word containing the error.

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



4 SUBJECTS AVAILABLE



5 MINUTES ALLOWED



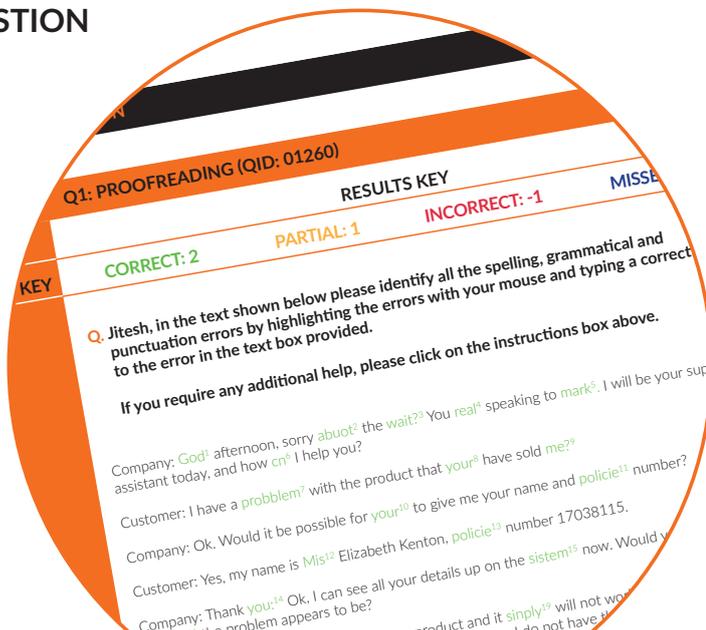
5 MINS AVERAGE COMPLETION TIME



5 QUESTIONS PRESENTED

COMPLEMENTARY TESTS: DATA ENTRY | PROOFREADING | SPELLING | SPEED TYPING

SAMPLE QUESTION



SKILLS MEASURED

- Typing Speed
- Typing Accuracy
- Transcribing Competency
- Listening



DATA ENTRY



OVERVIEW

Designed to test an individual's ability to input data with speed and accuracy. The candidate must continually input the data presented to them on screen into the system until the timer runs out.

Candidates are presented with various fields to complete within the allocated time of 5 minutes. Candidates responses are automatically marked. An error when typing will result in a point being deducted from the final score.

SKILLS MEASURED: ACCURACY | ATTENTION TO DETAIL | SPEED OF TYPING

TEST DETAILS



PRACTICE
TEST AVAILABLE



5 MINUTES
ALLOWED



1 QUESTION
PRESENTED



10 SUBJECT
OPTIONS

COMPLEMENTARY TESTS: SPEED TYPING | AUDIO TYPING | FILING | IN-TRAY EXERCISE | SORTING & CODING | MATCHING

There are 10 different subjects available as a Data Entry test, choose from:

- Business
- Charity
- Housing Association
- NHS
- Parcel Depot
- Call Centre
- Factory Data
- Legal
- Online Retailer
- Warehouse



FILING TEST

OVERVIEW

Designed to assess an individual's ability to recognise and organise data in alphabetical, chronological or numerical order. Candidates are presented with a variety of question styles including ranking, fill in the blanks and multiple choice question styles. Three subject areas are available these are alphabetical only, numerical only and comprehensive which is a combined test for alphabetical, chronological and numerical filing.

Candidates are presented with 15 questions to complete in 15 minutes. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. For some questions multiple answers may be required, the sum of these answers will result in one point awarded for the question. Skipped questions or those that are not taken will result in no point being awarded.

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



15 MINUTES ALLOWED



3 SUBJECTS AVAILABLE



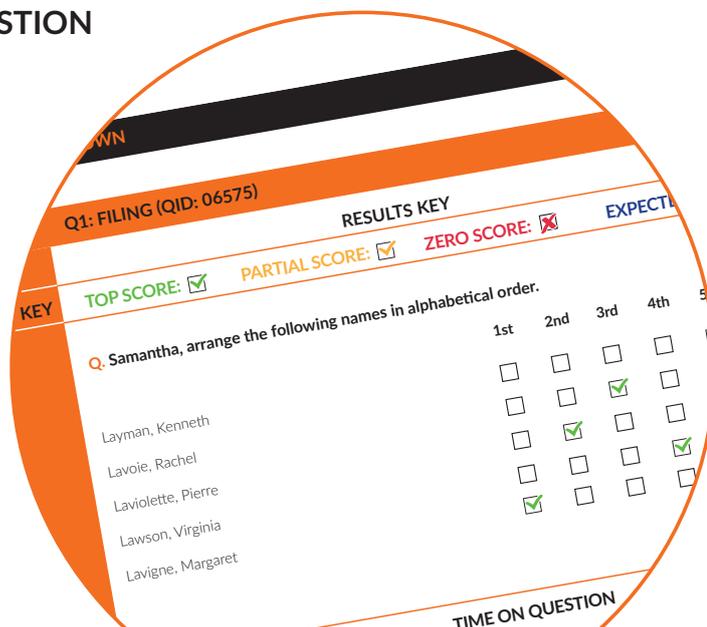
15 QUESTIONS PRESENTED



90 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MATCHING | SORTING & CODING | DATA ENTRY

SAMPLE QUESTION



Q1: FILING (QID: 06575)

RESULTS KEY

TOP SCORE: PARTIAL SCORE: ZERO SCORE: EXPECTED

Q. Samantha, arrange the following names in alphabetical order.

	1st	2nd	3rd	4th
Layman, Kenneth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lavoie, Rachel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laviolette, Pierre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lawson, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lavigne, Margaret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TIME ON QUESTION

SKILLS MEASURED

- Literacy
- Numeracy
- Reasoning
- Filing proficiency
- Attention to detail



IN-TRAY EXERCISE



OVERVIEW

Candidate's answers are subjective to an organisations requirements. Each question is marked by an administrator in context. You have the control as to what constitutes an appropriate response and score to each scenario.

This test simulates an everyday working environment by testing an individual's ability to recognise priority tasks and organise their workload. Candidates are required to multitask by prioritising the correspondences, writing a free text draft response and provide reasoning for prioritising the tasks in their respective positions. At Professional level the difficulty of the task is raised by increasing the complexity of the scenario presented, the quantity of text presented and language used.

Candidates are presented with either 6 questions (Core) or 8 questions (Professional) to complete within 45 minutes (Core) or 60 minutes (Professional). Skipped questions or those that are not taken will result in no points being awarded.

Sample question
Core level



SKILLS MEASURED: PLANNING | ORGANISING | PERSUASIVE WRITING | DEDUCTION | COMMUNICATION SKILLS

TEST DETAILS



PRACTICE TEST AVAILABLE



QUESTION REVIEW ENABLED



INTERACTIVE MARKING



FIXED QUESTION ORDER



60 MINUTES ALLOWED



45 MINS AVERAGE COMPLETION TIME

COMPLEMENTARY TESTS: VERBAL REASONING | READING COMPREHENSION | MICROSOFT OUTLOOK



CORE

In this test candidates are required to demonstrate the ability to allocate time appropriately by prioritising a set of 5 short correspondences and drafting a reply.

A candidate taking the Core level of a test is expected to have subject knowledge aligned to a higher level GCSE graduate.



PROFESSIONAL

In this test candidates are required to demonstrate the ability to allocate time appropriately by prioritising a set of 7 long correspondences and drafting a reply to each correspondence. The Professional level builds on Core by increasing the number of questions asked, the complexity of the scenario, time pressure and the length of the correspondences.

A candidate taking the Professional level of a test is expected to have subject knowledge aligned to an A-Level graduate.



MATCHING TEST



OVERVIEW

Designed to assess an individual's ability to recognise differences and match information across a range of number and letter sequences. Candidates are required to identify the matching value presented in a multiple choice question style.

Candidates are presented with 30 questions to complete in 15 minutes. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. For some questions multiple answers may be required, the sum of these answers will result in one point awarded for the question. Skipped questions or those that are not taken will result in no point being awarded.

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



15 MINUTES ALLOWED



13 MINS AVERAGE COMPLETION TIME



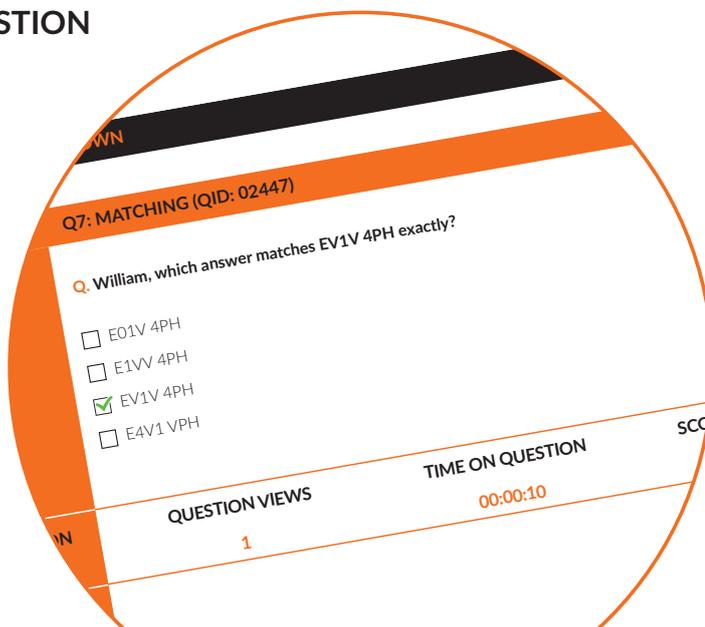
30 QUESTIONS PRESENTED



60 QUESTIONS IN POOL

COMPLEMENTARY TESTS: SORTING & CODING | FILING | DATA ENTRY

SAMPLE QUESTION



SKILLS MEASURED

- Observation
- Concentration
- Reasoning
- Attention to detail



SORTING & CODING TEST



OVERVIEW

Designed to assess an individual's ability to analyse different product codes and act according to the information presented within the code. Candidates are presented with a coded message in a multiple choice question style.

Candidates are presented with 15 questions to complete in 15 minutes. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. For some questions multiple answers may be required, the sum of these answers will result in one point awarded for the question. Skipped questions or those that are not taken will result in no point being awarded.

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



15 MINUTES ALLOWED



9 MINS AVERAGE COMPLETION TIME



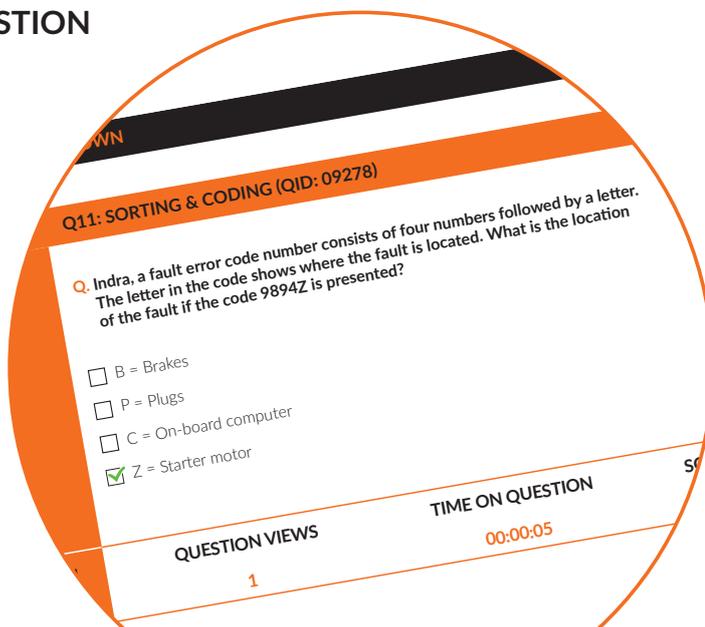
15 QUESTIONS PRESENTED



30 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MATCHING | FILING | DATA ENTRY

SAMPLE QUESTION



SKILLS MEASURED

- Observation
- Concentration
- Reasoning
- Attention to detail