



ENGLISH LANGUAGE & LITERACY MODULE

This module is designed to test a candidate's ability to use British English in a professional setting.



FUNDAMENTAL LEVEL ALIGNED TO:

- Foundation Level GCSE
- CSE (prior to 1988)
- Foundation Diploma



CORE LEVEL ALIGNED TO:

- Higher Level GCSE
- O-Level (prior to 1988)
- Higher Diploma



PROFESSIONAL LEVEL ALIGNED TO:

- A-Level
- Advanced Diploma
- BTEC National Diploma



SPELLING

Designed to test an individual's ability to recognise the correct spelling. Candidates are required to identify the correct spelling presented in a multiple choice question style. The difficulty through Core and Professional levels, are increased by the rarity of the word being spelled and the legibility of the incorrect options available.



GRAMMAR

Designed to test an individual's ability to recognise and utilise correct grammatical form. Candidates are presented with a variety of question styles including true or false statements and multiple choice questions. The Fundamental level tests a candidate's ability to create a sentence and spot errors. At Core and Professional levels, the difficulty is increased by raising the complexity and rarity of grammatical errors.



VOCABULARY

Designed to test an individual's ability to utilise a wide range of vocabulary. Candidates are required to identify antonyms, synonyms, definitions and rhyming pairs. Questions are presented in a multiple choice question style. The difficulty level is increased from Fundamental to the Core and Professional levels by the obscurity of the given words and the relevance of the options to the given word.



READING COMPREHENSION

Designed to test an individual's ability to extract key information from a sample of text. Candidates are shown a variety of question styles including true or false statements and multiple choice questions. At all levels, candidates are required to read the text and answer questions. At Core and Professional levels, the text length and complexity of the language used is increased.



PROOFREADING

Designed to test an individual's ability to recognise spelling and grammar errors from a sample of text. Candidates are shown a sample of text selected by the administrator (4 subjects are available). At Fundamental level candidates are required to highlight only the spelling and grammar errors. At Core and Professional levels candidates are also required to type corrections for the errors identified.



VERBAL REASONING

Designed to test an individual's ability to utilise a wide range of verbal reasoning skills. Candidates are required to answer questions on the following areas: letter sequences, deductive reasoning dilemmas, reading comprehension and analogy questions. This test has progressive difficulty, with the questions becoming harder as a candidate progresses through the test.



GRAMMAR TEST



OVERVIEW

Designed to test an individual's ability to recognise and utilise correct grammatical form. Candidates are presented with a variety of question styles including true or false statements and multiple choice questions. The Fundamental level, tests a candidate's ability to create a sentence and spot errors. At Core and Professional levels, the difficulty is increased by raising the complexity and rarity of grammatical errors.

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.

Sample question
Core level



SKILLS MEASURED: COMMUNICATION SKILLS | BRITISH ENGLISH | ARTICULATION | REASONING

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



15 MINUTES ALLOWED



12 MINS AVERAGE COMPLETION TIME



30 QUESTIONS PRESENTED



240 QUESTIONS IN POOL

COMPLEMENTARY TESTS: READING COMPREHENSION | VERBAL REASONING | PROOFREADING | VOCABULARY | SPELLING



FUNDAMENTAL

In this test candidates are required to understand the principles of grammar and demonstrate they are able to effectively communicate in written form.

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



CORE

In this test candidates are required to understand the principles of correct grammatical form and that they are able to recognise the correct word usage to complete phrases and form complex sentences.

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 understand advanced grammatical constructs such as mixed past, present and future tenses. This test builds on Core by increasing the legibility of the sentences and increasing the complexity of the vocabulary used.

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



PROOFREADING TEST



OVERVIEW

Designed to test an individual's ability to recognise spelling and grammar errors from a sample of text. Candidates are shown a sample of text selected by the administrator (four subjects are available). At Fundamental level candidates are required to highlight only the spelling and grammar errors. At Core and Professional levels candidates are also required to type corrections for the errors identified.

Candidates are presented with 1 question to complete within 15 minutes. The candidate's responses are automatically marked. A point is awarded for each correct highlight and an additional point is available for corrections in the Core and Professional levels. In all levels incorrect selections will result in a minus point being subtracted from the total score and missed errors will result in no point being awarded.

Sample question
Core level



SKILLS MEASURED: BRITISH ENGLISH | PUNCTUATION | REASONING | GRAMMAR | SPELLING

TEST DETAILS



PRACTICE TEST AVAILABLE



4 SUBJECTS AVAILABLE



15 MINUTES ALLOWED



12 MINS AVERAGE COMPLETION TIME



1 QUESTION PRESENTED



16 QUESTIONS IN POOL

COMPLEMENTARY TESTS: READING COMPREHENSION | VERBAL REASONING | VOCABULARY | GRAMMAR | SPELLING



FUNDAMENTAL

In this test candidates are required to only highlight the errors within the text provided. No justification for the errors is required. 30 errors are contained within the text for candidates to identify and highlight.

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



CORE

In this test candidates are to highlight and provide corrections to spelling and grammatical errors in the text provided. 40 errors are contained within the text for candidates to identify, highlight and correct.

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 to highlight and provide corrections to spelling and grammatical errors in the text provided. This test builds on Core by increasing the quantity of text provided for checking, the speed in which a candidate has to identify errors and the complexity of the vocabulary used. 50 errors are contained within the text for candidates to identify, highlight and correct.

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



READING COMPREHENSION TEST

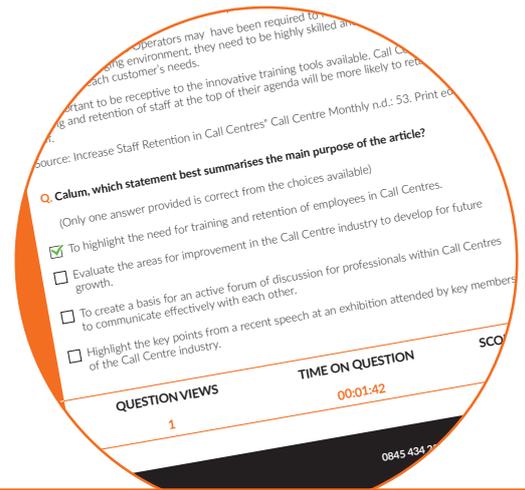


OVERVIEW

Designed to test an individual's ability to extract key information from a sample of text. Candidates are shown a variety of question styles including true or false statements and multiple choice questions. At all levels, candidates are required to read the text and answer questions. At Core and Professional levels, the text length and complexity of the language used is increased.

Candidates are presented with 6 questions to complete within 15 minutes. The candidate's responses are automatically marked. 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.

Sample question
Core level



SKILLS MEASURED: COMMUNICATION SKILLS | BRITISH ENGLISH | ARTICULATION | REASONING

TEST DETAILS



PRACTICE TEST AVAILABLE



4 SUBJECTS AVAILABLE



15 MINUTES ALLOWED



10 MINS AVERAGE COMPLETION TIME



6 QUESTIONS PRESENTED



120 QUESTIONS IN POOL

COMPLEMENTARY TESTS: VERBAL REASONING | PROOFREADING | GRAMMAR | VOCABULARY | SPELLING



FUNDAMENTAL

In this test candidates are required to read the text and then answer the questions by directly referencing information from within the text.

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



CORE

In this test candidates are required to lookup key information from multiple paragraphs across the text and candidates may be required to make inferences from analysing the written text as a whole.

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 answer questions from analysing the text as a whole and making conclusions based on that analysis. This test builds on Core by increasing the quantity of text provided and increasing the complexity of the vocabulary used.

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



SPELLING TEST



OVERVIEW

Sample question
Core level

Designed to test an individual's ability to recognise the correct spelling. Candidates are required to identify the correct spelling presented in a multiple choice question style. The difficulty through Core and Professional levels, are increased by the rarity of the word being spelled and the legibility of the incorrect options available.

Candidates are presented with 30 questions to complete within 15 minutes. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.



SKILLS MEASURED: BRITISH ENGLISH | ARTICULATION | REASONING | GRAMMAR

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



15 MINUTES ALLOWED



10 MINS AVERAGE COMPLETION TIME



30 QUESTIONS PRESENTED



240 QUESTIONS IN POOL

COMPLEMENTARY TESTS: READING COMPREHENSION | VERBAL REASONING | PROOFREADING | VOCABULARY | GRAMMAR



FUNDAMENTAL

In this test candidates are required to select the correct spelling from a selection of misspelled words. The words presented at this level are frequently misspelled words which are used daily by individuals within the workplace.

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



CORE

In this test candidates are required to select the correct spelling from a selection of misspelled words. The words presented at this level are commonly misspelled words which are used frequently in informal professional writing.

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 select the correct spelling from a selection of misspelled words. The words presented at this level are commonly misspelled words which are used in formal writing and can have repercussions if spelt incorrectly.

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



VOCABULARY TEST



OVERVIEW

Designed to test an individual's ability to utilise a wide range of vocabulary. Candidates are required to identify antonyms, synonyms, definitions and rhyming pairs. Questions are presented in a multiple choice question style. The difficulty level is increased from Fundamental to the Core and Professional levels by the obscurity of the given words and the relevance of the options to the given word.

Candidates are presented with 30 questions to complete within 15 minutes. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Core level



SKILLS MEASURED: BRITISH ENGLISH | ARTICULATION | REASONING | ELOQUENCE | GRAMMAR

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



15 MINUTES ALLOWED



10 MINS AVERAGE COMPLETION TIME



30 QUESTIONS PRESENTED



240 QUESTIONS IN POOL

COMPLEMENTARY TESTS: READING COMPREHENSION | VERBAL REASONING | PROOFREADING | GRAMMAR | SPELLING



FUNDAMENTAL

In this test candidates are required to demonstrate a vocabulary that spans the words used daily within the workplace. The candidates are not expected to answer questions for advanced or obscure words.

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



CORE

In this test candidates are required to demonstrate a vocabulary that spans the words used commonly in professional writing.

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 a vocabulary that spans the words used in formal writing and can have repercussions if incorrectly used. This test builds on the Core level by including words of cultural significance which may be encountered in a diverse work environment.

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



VERBAL REASONING TEST

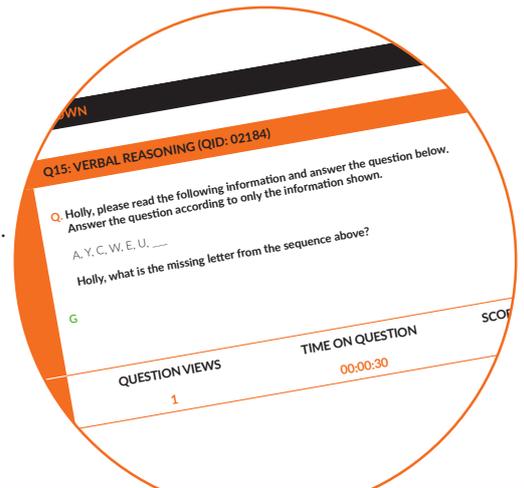


OVERVIEW

Designed to test an individual's ability to utilise a wide range of verbal reasoning skills. Candidates are required to answer questions on the following areas: letter sequences, deductive reasoning dilemmas, reading comprehension and analogy. Questions are presented in a variety of formats including: true or false statements, multiple choice questions and questions with manual entry answers. This test has progressive difficulty, with questions becoming harder as a candidate progresses through the test.

Candidates are presented with 30 questions to complete in 15 minutes. The first 10 questions are at Fundamental level, questions 11 to 20 are at Core level and the final 10 questions are at Professional level. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Core level



SKILLS MEASURED: MENTAL AGILITY | DEDUCTION | LATERAL THINKING | LOGIC & REASONING | VERBAL COMPREHENSION

TEST DETAILS



PRACTICE TEST AVAILABLE



PROGRESSIVE DIFFICULTY



FIXED QUESTION ORDER



30 MINUTES ALLOWED



30 QUESTIONS PRESENTED



30 QUESTIONS IN POOL

COMPLEMENTARY TESTS: READING COMPREHENSION | NUMERICAL REASONING | VOCABULARY



FUNDAMENTAL
Questions 1-10

At this level candidates are required to deduce from the information shown, an answer from the multiple choice selections available.

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



CORE
Questions 11-20

At this level candidates are required to solve more complex problems and are given an answer box to manually enter an answer.

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



PROFESSIONAL
Questions 21-30

At this level candidates are required to solve problems which require advanced logic and deduction abilities and are given an answer box to manually enter an answer.

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