



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

Accounting & Finance

Test Name	Items	Description
Accounting –Accountant*	40	This test contains questions on common knowledge and skills required by an accountant, including standard accounting concepts, procedures and calculations.
Accounting and Bookkeeping (Canada)*	44	This test contains questions on common knowledge and skills required by an accountant or bookkeeper working under Canadian rules and procedures for accounting.
Accounting –Accounts Payable*	35	This test contains questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.
Accounting –Accounts Receivable*	45	This test contains questions on common knowledge and skills required by someone managing accounts receivable including standard accounts receivable concepts, procedures and calculations including proper posting to A/R accounts.
Accounting –Advanced Accounting*	30	This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.
Accounting –Bookkeeper*	45	This test contains questions on common knowledge and skills required by a bookkeeper, including basic accounting concepts and bookkeeping calculations, filing procedures and knowledge of financial statements.
Accounting –Business Documents*	35	This test contains questions on understanding business documents, such as checks, invoices, and bank statements.
Accounting –Credits and Debits*	40	This test contains questions how various items would be classified when posted to an account, as a credit or a debit.
Accounting –Cost Accounting*	30	This test contains questions on cost accounting principles, procedures and calculations.
Accounting –Math Skills*	30	This test contains questions on the most commonly used accounting math skills, such as calculations requiring addition, subtraction, multiplication, division, and percentages.
Accounting –Payroll*	40	This test contains questions on payroll skills including preparing and filing tax forms, calculating salaries, calculating employer contributions, and journal entries.
Accounting –Taxes*	30	This test contains questions on the most commonly used accounting tax skills, such as payroll form identification, tax law, Medicare and Social Security withholding, and capital gains.
Accounting –Terminology*	35	This test contains questions on common terminology used in all aspects of bookkeeping and accounting.
Peachtree Accounting	35	This test contains questions on the most



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		commonly used Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.
QuickBooks Accounting	35	This test contains questions on the most commonly used QuickBooks Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.
Typing Test - Accounting	5 minutes	Examinees type a document that contains accounting terminology. Scores measure typing speed and accuracy.
Typing Test – Banking and Finance	5 minutes	Examinees are asked to type numbers that include terminology related to banking and finance. Scores measure typing speed and accuracy.
Data Entry - Checks	5 minutes	Examinees are asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.
Data Entry - Decimals)	5 minutes	Examinees are asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.
Spelling – Accounting-Bookkeeping	20	The applicant is asked to select the correct spelling of words specific to accounting environments.
Transcription - Accounting	5 minutes	Examinees type a document that contains accounting terminology as it is read aloud. Scores measure typing speed and accuracy.
Shorthand - Accounting	5 minutes	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen
Read Response - Accounting	5 minutes + reading	Shorthand test in which examinees hear a document read aloud, transcribe it into shorthand, then show or read their shorthand notes to an administrator for personal grading.
Bank Teller – Teller Knowledge	35	This test contains questions on common skills required by bank tellers, such as knowledge of banking products, proper banking procedures and issues related to security and fraud.
Bank Teller – Money Handling	30	This test contains questions related to working with currency, checks and other items related to duties as a bank teller. Questions include interactive exercises in cashing checks, handling deposits, spotting fraudulent items and reconciling a cash drawer.
Finance - Consumer Finance	35	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.
Finance - Credit and Collections	35	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.
Finance - Financial Analysis	35	Assesses an understanding of financial analysis procedures and techniques including investment and analysis



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		concepts, financial statements and financial data resources.
Finance - Financial Management	35	Assesses an understanding of financial management knowledge and skill including financial management concepts and calculations, debt and debt restructuring, financial reorganization and Sarbanes-Oxley issues.
Finance - Financial Knowledge	35	Assesses foundational knowledge of financial issues including financial markets and business structures, financial management and analysis concepts, currency markets, business ethics and law.
Finance - Insurance	45	Assesses a broad understanding of insurance issues including auto, business, health, life and property insurance.
Finance - Insurance – Health	30	Assesses an understanding of various aspects of health insurance including employer-related insurance, elements of health insurance plans, insurance billing and coding.



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Behavioral - Identity

Test Name	# of Items	Description
Identity -Cognitive	40	Test measures verbal reasoning as well as logical and mathematical reasoning.
Identity - Risk-Free	80	Test measures trustworthiness, rules compliance, attitudes toward drug use and violence, as well as reliability and candidness.
Identity -Sales	95	Test measures ambition, self-confidence, assertiveness, stress management, helping disposition, reliability and candidness.
Identity -Service	65	Test measures helping disposition, team player orientation, stress management, reliability and candidness.
Identity - Workplace Skills	80	Test measures mathematical and verbal reasoning, language skills, attention to detail and analyzing skills.
Identity - Workplace Personality	140	Test measures ambition, self-confidence, assertiveness, flexibility, helping disposition, reliability, team player orientation, trustworthiness, stress management and candidness.
Identity - Healthcare	40	Test measures compassion, service, patient relations, tolerance, and team relations.
Identity – Industrial Skills		This test measures skills needed for light industrial jobs including math, inspection and assembly skills, as well as reliability, trustworthiness, attitude toward drug use, and candidness.



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Call Center

Test Name	Time/Items	Description
Audio Data Entry	5 minutes	Examinees enter data into online forms from audio input
Audio Data Entry - Call Center	10 minutes	Listening to a simulated marketing call, examinees are asked to type the required information into an on-screen form.
Call Center - Coding	24	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.
Call Center - Data Analysis	20	Examinees are shown various price charts and asked to determine which price would be charged for different scenarios.
Call Center - Sales	26	Call Center - Sales questions on topics such as sales strategies, features vs. benefits, needs vs. desires, closing a sale as well as effective sales techniques
Call Center - Service	16	Call Center - Sales questions on topics such as how best to deal with dissatisfied customers, proper telephone skills as well as Call Center - Service techniques.
Call Center - Telephone Skills	30	Call Center – Telephone Skills questions on topics such as holding and forwarding calls, taking and leaving messages, telephone etiquette as well as telephone terminology.
Call Center Customer Service Scenarios	Scenarios	This test places a candidate in a simulation of a call center customer service environment and asks the candidate to interact with a customer to solve problems and provide information.
Call Center Sales Scenarios	Scenarios	This test places a candidate in a simulation of a call center sales environment and asks the candidate to interact with contacts and prospects at different stages of the sales cycle (prospecting, information gathering/controlling the sale, dealing with objections and closing).
Data Entry - Checks	5 minutes	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.
Data Entry - Decimals	5 minutes	The applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.
Data Entry - Sales (Leads)	5 minutes	The applicant is asked to type details from a business card into an on-screen form.
Data Entry - Sales (Orders)	5	The applicant is asked to type information from a sales order into an on-screen form.
Postal Codes	40	Examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.



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Postal Codes (Audio)	35	Listening to an audiotape, examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.
Spelling - (Audio)	30	Listening to an audiotape, examinees are asked to type the correct spelling for various words.
Spelling - Geography	40	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.
Spelling - International Geography (Audio)	40	Listening to an audiotape, examinees are asked to type the correct spelling of countries as well international cities and states.
Spelling - US Geography (Audio)	40	Listening to an audiotape, examinees are asked to type the correct spelling of US cities and states.



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Clerical Office

Test Name	Items	Description
Audio Transcription	5 minutes	Examinees type a document that is read aloud
Checking - Standard	30	Examinees are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not.
Checking - Names	20	Examinees are asked to compare 2 sets of names and mark if they match or not.
Checking - Numbers	30	Examinees are asked to compare 2 sets of numbers and mark if they match or not.
Coding - Standard	30	Examinees are asked to select the correct abbreviation from a list of extensions, departments, names, colors, cities and chemicals.
Coding - Letters	30	Examinees are asked to select the correct abbreviation from a list of names, colors, departments, cities and chemicals.
Coding - Numbers	30	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.
Customer Service	32	Customer Service questions on topics such as how best to deal with dissatisfied customers, proper telephone skills as well as Customer Service techniques.
Data Entry Test - Alphanumeric	5 minutes	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.
Data Entry Test - Numeric	5 minutes	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.
Data Entry - Checks	5 minutes	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.
Data Entry - Decimals	5 minutes	The applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy
Filing - Standard	30	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.
Filing - Names	30	Examinees must select the correct location for filing documents based on names and companies.
Filing - Numbers	38	Examinees must select the correct location for filing documents based on dates and numbers.
Grammar - Business	20	Examinees are asked to select grammatically correct sentences specific to business environments.
Grammar - General	20	Examinees are asked to select grammatically correct sentences.
Letter Setup - Alternative Block	3	Examinees are asked to set up a standard letter in the alternative block format.
Letter Setup - Block	3	Examinees are asked to set up a standard letter in the standard block format.



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Letter Setup - Letter Head Block	3	Examinees are asked to set up a standard letter in the letter head block format.
Letter Setup - Semi Block	3	Examinees are asked to set up a standard letter in the semi-block format.
Math - General	30	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages.
Office Manager	30	Examinees are asked questions relating to managing staff, measuring employee performance and productivity, and recommending raises and promotions.
Proofreading	5	Examinees must find and highlight 20 errors found in on-screen text.
Reading Comprehension	43	This test measures basic reading comprehension abilities, asking the candidate to answer questions based on text in a reading passage.
Receptionist Skills	34	This test contains questions relating to receptionist skills such as recognizing names and faces, taking messages and forwarding calls.
Secretarial Skills	34	This test contains questions relating to secretarial skills such as recognizing names and faces, taking messages, and using judgment and discretion.
Shorthand (Audio)	5 minutes	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen.
Spelling - Business	20	Examinees select the correct spelling of words specific to business environments.
Spelling - General	20	Examinees select the correct spelling of words in general use.
Spelling - Accounting	20	Examinees select the correct spelling of words specific to accounting environments.
Spelling - Geography	40	Examinees select the correct spelling of countries as well as US and international cities and states.
Spelling - Legal	20	Examinees select the correct spelling of words specific to legal environments.
Spelling - Medical	40	Examinees select the correct spelling of words specific to medical environments.
Telephone Skills	32	This test contains questions relating to basic telephone techniques, manners, judgment and discretion as well as message taking.
Telephone Message Taking	35	Examinees see a telephone message displayed briefly and are then asked 5 questions relating to the message.
Ten Key	3 minutes	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.
Typing Test	5 minutes	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.
Typing Test - Banking and Finance	5	Examinees are asked to type a document



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	minutes	that includes terminology related to banking and finance. Scores measure typing speed and accuracy.
Typing Test - Technical	5 minutes	Examinees are asked to type a document that includes terminology related to technology. Scores measure typing speed and accuracy.
Vocabulary - Business	20	Examinees are asked to select the correct meaning of words specific to business environments.
Vocabulary - General	20	Examinees are asked to select the correct meaning of words in general use.
Vocabulary - Accounting	20	Examinees are asked to select the correct meaning of words specific to accounting environments.
Vocabulary - Legal	20	Examinees are asked to select the correct meaning of words specific to legal environments.
Vocabulary - Medical	20	Examinees are asked to select the correct meaning of words specific to medical environments.



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Data Entry/ Audio Transcription/ Typing/ Keyboarding

Test Name	Time/Items	Description
Audio Data Entry	5 minutes	Examinees enter data into online forms from audio input.
Audio Transcription	5 minutes	Examinees type a document that is read aloud.
Read Response	5 minutes + reading	Examinees transcribe a document that is read aloud into shorthand, then show or read their shorthand notes to an administrator for personal grading.
Standard Shorthand	5 minutes + typing	Examinees transcribe a document that is read aloud into shorthand, then type the document from their shorthand notes into the computer for automatic grading
Typing Test	5 minutes	Tests typing speed and error rate while copying a text.
Typing Test - Testmaking	N/A	Create and modify custom typing tests with your own text and test settings.
Data Entry -Alphanumeric	5 minutes	Examinees are asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.
Data Entry - Checks	5 minutes	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.
Data Entry - Decimals	4 minutes	The applicant is asked to type a document that includes terminology related to technology. Scores measure typing speed and accuracy.
Data Entry - Numeric	5 minutes	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.
Data Entry Testmaking	N/A	Create and modify custom data entry tests with your own data and test settings.



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Digital Literacy

Test Name	# of Items	Description
Digital Literacy - Computing	40	Questions covering topics such as PC components (mouse, monitor, printers), data storage devices (floppy disks, CDs, tapes), ports (keyboard, monitor, phone, printer) and storage capacity.
Digital Literacy - Internet	35	Questions covering topics such as applications (internet browsing, sending and receiving email, FTP clients) as well as terminology and general computing concepts.
Digital Literacy - Software Skills	30	Questions covering topics such as file management, system maintenance, commonly used features of Windows and Windows-based applications as well as terminology and general computing concepts.



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Essentials

Test Name	Time/Items	Description
Essentials - Grammar	20	This test measures basic level language skills including the ability to identify statements that are grammatically correct based on sentence structure, punctuation, and parts of speech.
Essentials - Math	20	This test measures basic level math skills including addition, subtraction, multiplication, division, fractions, decimals and percents.
Essentials - Spelling	20	This test measures basic level spelling skills including the ability to identify correctly/incorrectly spelled words used in general and business environments.
Essentials - Vocabulary	20	This test measures basic level vocabulary skills including the ability to identify general and business terms.
Essentials – Word 2003, 2002 and 2000 versions	25	This test measures ability to use the most common and frequently used features of Microsoft Word including the file management, editing, formatting and printing functions used every day by Word users.
Essentials – Excel 2003, 2002 and 2000 versions	25	This test measures ability to use the most common and frequently used features of Microsoft Excel including the file management, editing, formatting, analysis and printing functions used every day by Excel users.
Essentials – PowerPoint 2003, 2002 and 2000 versions	25	This test measures ability to use the most common and frequently used features of Microsoft PowerPoint including file management, use of text and graphics, slide formatting and the creation of presentation output.
Essentials – Access 2003, 2002 and 2000 versions	33	This test measures ability to use the most common and frequently used features of Microsoft Access including the creation of tables, forms, queries and reports to perform basic level database functions.
Essentials – Computer Literacy	40	This test measures ability to utilize computer hardware and software including the ability to identify important hardware components, use of the computer operating system, perform common application functions, and use electronic mail and browsing applications to communicate and find information.



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Food Services

Test Name	# of Items	Description
FoodServices - General Knowledge	40	Questions cover topics such as basic hygiene, sanitation, preparation, wait service, & nutrition
FoodServices - Safety and Sanitation	35	Questions cover topics such as food storage and handling, disease prevention and personnel hygiene
FoodServices - Nutrition	35	Questions cover topics such as food sources of minerals and vitamins, caloric intake, diets, health and the food pyramid
FoodServices - Food Preparation	35	Questions cover topics such as types of cuisines, ingredients, cooking basics, measurement, utensils and equipment



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Industrial

Test Name	# Items	Description
Industrial Skills - Automotive	30	Questions cover topics such as internal combustion engines, auto body, tools and automotive systems
Industrial Skills - Basic Math Skills*	40	This test measures skills in basic mathematics commonly used in a light industrial environment including addition, subtraction, multiplication and division of whole numbers, fractions, decimals and time. Includes both numeric and word problems.
Industrial Skills - Construction	40	Questions cover topics such as woodworking, electrical and plumbing
Industrial Skills - Count and Stack*	20	This test measures the ability to identify by sight the number of boxes or other items in a stack, some of which are viewable, some hidden from view.
Industrial Skills - Fire/Personnel	30	Questions cover topics such as fire prevention and industrial safety equipment
Industrial Skills - Forklift	30	This test measures understanding of operations and safety issues related to the use of a fork lift in an industrial environment such as a warehouse.
Industrial Skills - HAZMAT (US)	30	Questions cover topics such as standard handling and disposal of hazardous materials in the United States
Industrial Skills - HAZMAT (Canada)	30	Questions cover topics such as standard handling and disposal of hazardous materials in Canada
Industrial Skills - Industrial Math	30	Questions cover industrial math skills such as calculations and conversions of distance, area and volume, fractions and decimals.
Industrial Skills - Language Skills*	30	This test measures basic level skills in spelling, grammar and vocabulary related to terminology often used in a light industrial environment.
Industrial Skills - Machines	55	Questions covering topics such as metalworking, automotive and basic machine concepts
Industrial Skills - Metalworking	30	Questions covering topics such as metal properties, tools and fabrication principles
Industrial Skills - Pick and Pack*	35	This test measures the ability to identify and cross reference information found on common warehouse documents such as product or package labels, inventory forms, bills of lading and shipping documents.
Industrial Skills - Plumbing	30	Questions covering topics such as types of piping/materials, techniques, tools and basic regulations
Industrial Skills - Reading Comprehension	43	This test measures basic reading comprehension abilities, asking the candidate to answer questions based on text in a reading passage.
	20	This test assesses the ability to measure



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Industrial Skills - Ruler – English Units*		or identify the measurement of objects using a ruler with English measurement units.
Industrial Skills - Ruler – Metric Units*	20	This test assesses the ability to measure or identify the measurement of objects using a ruler with metric measurement units.
Industrial Skills - Safety*	30	This test measures understanding of practical safety considerations for a warehouse or industrial environment including use of hazardous materials, prevention of accidents and emergency procedures.
Industrial Skills - Shipping and Receiving*	30	This test measures understanding of operations and safety issues related to shipping and receiving, including basic warehouse safety and procedures, proper stacking, storage and transport of material and the ability to identify information in common shipping forms.
Industrial Skills - Shop Math*	30	This test measures mathematical skill related to typical industrial situations and diagram, including basic mathematics and geometry, the ability to identify dimensions of common objects, and reading diagrams.
Industrial Skills - Quick Assessment - Electrical	25	Questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations
Industrial Skills - Quick Assessment - Woodworking	25	Questions covering topics such as tools, materials and basic techniques
Industrial Skills - Units and Conversions*	25	This test measures the ability to identify and perform calculations on units, including English and metric units of length, area and volume.



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Internet Literacy

Test Name	# of Items	Description
Internet Literacy (with Explorer)	48	Internet Explorer browser simulation questions and multiple-choice Internet literacy questions covering topics such as displaying, retrieving, sending and printing Web pages, and browser text, navigation and security options.
Internet Literacy (with Netscape)	48	Netscape Navigator browser simulation questions and multiple-choice Internet literacy questions on topics such as displaying, retrieving, sending and printing Web pages, and browser text, navigation and security options.
Microsoft Outlook – Standard	35	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.



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IT Skills

Test Name	# of Items	Description
ITSkills - C - Entry Level	24	Questions covering beginner tasks using the programming language C using a simulated programming environment.
ITSkills - C++ - Entry Level	22	Questions covering beginner tasks using the programming language C++ using a simulated programming environment.
ITSkills - PERL - Entry Level	23	Questions covering beginner tasks using the PERL programming language using a simulated programming environment.
ITSkills - Java - Entry Level	24	Questions covering beginner tasks the Java programming language using a simulated programming environment.
ITSkills - HTML - Entry Level	20	Questions covering beginner tasks using HTML programming language using a simulated programming environment.
ITSkills - Lotus Notes - Administrator	44	Questions covering the administration component of Lotus Notes, topics such as agents, groups, database maintenance, domino security and implementation, domino and client configuration, troubleshooting domino server, registering users and templates.
ITSkills - Lotus Notes - End User	30	Questions covering the end user component of Lotus Notes, topics such as browser features, calendar and scheduling, databases and documents, email as well as notes terminology.



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Legal

Test Name	# of Items	Description
Advanced Legal Terminology	45	This test measures a candidate's ability to understand and apply advanced legal terminology, with questions covering corporate structures and processes, Latin phrases and terms commonly used in legal environments, contract terms and sections, and trial procedures
General Legal Concepts	45	This test measures a candidate's general knowledge of administrative law, legal foundations, jurisdiction, types of law and legal practice, government and governmental regulations, charges and complaints, major legal cases, court structures, court orders and warrants, issues of representation, agencies and administrative bodies, constitutional law, trial procedures and phases, and other general legal principles.
Legal Documents	45	This test assesses the ability to apply legal document production standards, as well as recognize business organization documents, legal consent and capacity issues, contracts and commercial transaction documents, statements, oaths, affirmations, probate and estate documents.
Legal Research	45	This test measures the ability to recognize and use all types of legal documents, including standard legal references, legal publications and periodicals and legal briefs. The test also assesses understanding of legal foundations and principles, legal authority, research methods, administrative procedures, statutes and regulations, case citation and citation tools, and on-line research tools.
Litigation	45	This test focuses on litigation terminology and procedures, including liability, jurisdiction issues, evidence and testimony, trial procedures, court orders and verdicts, alternative dispute resolution methods, litigation preparation, work product, appellate process, causes of action, motions, and filing procedures.
Commercial Law	40	This test examines knowledge of contracts, business torts, negligence and due diligence, bankruptcy, intellectual property, codes and regulations, business organization, consumer protection, fraud and general property rights.
Criminal Law	45	This test assesses knowledge of felonies and misdemeanors, legal defenses, police procedures, evidence and warrants, civil rights, law enforcement and jurisdiction.



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Labor Law	45	This test focuses on employer-employee relationships, including safety and work conditions, sexual harassment issues, wages and benefits, alternative dispute resolution, employee classification, workplace discrimination, hiring and screening, unions and collective bargaining, and employee privacy.
Legal Assistant	45	This test measures a job candidate's ability to work as a legal assistant, with an emphasis on the research and preparation of legal documents and other resources. Topics covered include legal terminology, research and document preparation, and fundamentals of general law and litigation.
Legal Assistant (Advanced)	45	This test measures advanced skills related to working as a legal assistant. Topics covered include legal terminology, research and document preparation, the fundamentals of general and commercial law, and principles related to litigation and court procedures.
Medical Law	50	This test measure knowledge of medical records, patient privacy and confidentiality, HIPAA, payment and credit procedures, drug administration and control, medical negligence and malpractice, standards of care, standards of practice, government regulations and licensing, advanced directives, consent, safety and work conditions.
Paralegal	55	This test measures a job candidate's ability to understand the legal principles and procedures required when working in a paralegal position. Topics covered include legal research and document preparation, the fundamentals of general, commercial and criminal law, the basics of litigation and other subjects an employee may encounter when working as a paralegal.
Paralegal (Advanced)	55	This test assesses subjects on the legal principle and procedures required when working as a paralegal, especially in environments where a paralegal is working on cases that may end up in court. Topics covered include researching and preparing legal documents, general, commercial and criminal law, litigation and court procedures.
Property Law	45	This test focuses on landlord-tenant relations, real estate, real estate finance, land use and rights of way, probate and estates, general property concepts, property and negligence, personal property, intellectual property, and property divisions.
Typing – Legal	5	This test assesses typing speed and



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	minutes	accuracy when typing a document specific to work in a legal environment.
Audio Transcription – Legal	5 minutes	This test measures an applicant's typing speed and accuracy when typing from a legal document that is read aloud.
Shorthand – Legal	5 minutes plus typing time	Examinees are asked to transcribe into shorthand a legal document that is read aloud, then type the document from their shorthand notes into the computer for automatic grading.
Audio Transcription – Read Response	5 minutes plus reading time	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the testing computer.
Spelling – Legal	20	This test asks examinees to select the correct spelling of words specific to legal environments.
Vocabulary – Legal	20	Examinees select the correct meaning of words specific to legal environments.
DeltaView	28	This test assesses an examinees skill with the DeltaView document management application.



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Medical Office

Test Name	# of Items	Description
Medical Billing - Entry Level	35	Multiple-choice beginner questions on medical billings topics such as claims procedures, rejections and forms identification.
Medical Billing - Standard	45	Questions covering standard medical billing practices in the United States
Medical Billing Forms	45	Questions covering standard health insurance billing forms in the United States
Medical Coding – Standard	30	Questions covering ICD-9-CM Coding
Medical Secretary Test	30	Questions covering basic medical secretary knowledge and skills
Medical Test - Abbreviations	20	Questions covering knowledge of standard medical and health insurance abbreviations
Medical Test - Cardiovascular	20	Questions covering basic knowledge of the cardiovascular system
Medical Test - Dental	20	Questions covering basic knowledge of human dentition and dental practices
Medical Test - Endocrine	20	Questions covering basic knowledge of the endocrine system
Medical Test - Gastrointestinal	20	Questions covering basic knowledge of the gastrointestinal system
Medical Test - Integumentary	20	Questions covering basic knowledge of the integumentary system
Medical Test - Medical Insurance	20	Questions covering basic knowledge of U.S. medical insurance practices
Medical Test - Musculoskeletal	20	Questions covering basic knowledge of the musculoskeletal system
Medical Test - Neurological	20	Questions covering basic knowledge of the nervous system
Medical Test - Oncological	20	Questions covering basic knowledge of human oncology
Medical Test - Ophthalmological	20	Questions covering basic knowledge of ophthalmology
Medical Test - Otolaryngology	20	Questions covering basic knowledge of otolaryngology
Medical Test - Pediatric	20	Questions covering basic knowledge of pediatrics
Medical Test - Pharmacological	20	Questions covering basic knowledge of pharmacology
Medical Test - Prefixes and Suffixes	40	Questions covering basic knowledge of prefixes and suffixes used in medical terminology
Medical Test - Psychiatric	20	Questions covering basic knowledge of psychiatry
Medical Test - Respiratory	20	Questions covering basic knowledge of the human respiratory system
Medical Test - Urinogenital	20	Questions covering basic knowledge of the human urinogenital
Shorthand - Medical	5 minutes + typing	Examinees transcribe into shorthand a document containing medical terminology that is read aloud, then type the document from their shorthand notes into the computer for automatic grading.
Shorthand (Read Response) - Medical	5 minutes	Using pen and paper, examinees transcribe audio text into shorthand.



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		Examinees then type their shorthand notes into the space provided on the computer screen.
Spelling - Medical	40	Examinees are asked to select the correct spelling of words specific to medical environments.
Transcription - Medical	5 minutes	Examinees type a medical document that is read aloud.
Typing Test - Medical	5 minutes	Tests typing speed and error rate while copying a text specific to medical environments.
Vocabulary - Medical	20	The applicant is asked to select the correct meaning of words specific to medical environments.
HIPAA Compliance	20	This test assesses examinees understanding of national standard to protect the privacy of personal health information as specified in the US Health Insurance Portability and Accountability Act (HIPAA)



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Nursing

SkillCheck Nursing Test	Time	Description
Nursing Skills – Medical Surgical Tests A& B	25/25*	These two tests assess examinees' knowledge of medical surgical nursing, including patient assessment, a full range of systems disorders, and pediatric, cancer, perioperative and geriatric nursing.
Nursing Skills – Emergency Nursing Tests A& B	25/25*	These two tests assess examinees' knowledge of emergency nursing, including triage, patient assessment, a full range of systems disorders, transfer/transport, disaster, legal/ethical issues, research and education.
Nursing Skills – Critical Care Tests A& B	25/25*	These two tests assess examinees' knowledge of critical care nursing, including cardio-vascular, respiratory, neurological, abdominal, renal, endocrine, and hematologic systems, shock, legal/ethical issues, caring practice, diversity, and collaboration.
Nursing Skills – Critical Care Scenarios Tests A& B	30/30*	These two tests measure how successfully examinees can apply critical care nursing knowledge and skills across a variety of disciplines including cardio-vascular, respiratory, neurological, abdominal, renal, endocrine, and hematologic systems, shock, legal/ethical issues, caring practice, diversity, and collaboration.
Nursing Skills – Dosage Calculation Tests A& B	30/30*	This test measures examinees' ability to calculate dosages required for the directed administration of medications.
Nursing Skills – Medication Scenarios Tests A&B	30/30*	This test measures examinees' ability to perform standard calculations required for the directed administration of medications, as well as knowledge of safe and effective medication procedures.
Nursing Skills – Psychiatric Nursing Tests A& B	25/25*	These two tests assess examinees' knowledge of psychiatric nursing, including diagnostics, early disorders, delirium, substances, schizophrenia; anxiety, sleep, somatoform, dissociative, sexual, eating, and personality disorders; abuse factors, impulse control, psychotropic medications, and defense mechanisms.
Nursing Skills – Pediatric Nursing Tests A& B	25/25*	These two tests assess examinees' knowledge of pediatric nursing, including childhood, infant, newborn, toddler, preschooler, school age and adolescent norms and disorders, a full range of systems disorders, disability and cultural issues.
Nursing Skills – Neonatal ICU Nursing Tests A& B	25/25*	These two tests assess examinees' knowledge of neonatal intensive care nursing, including fetal and extra uterine assessment and development, a full



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		range of neonatal systems disorders, nutrition and feeding, and genetic and legal/ethical issues.
Nursing Skills - Labor & Delivery Nursing	30	This test assesses examinees' knowledge of labor and delivery nursing, including Apgar scores, fetal positioning, labor stages, newborn norms and disorders, diagnostics, and delivery and post-delivery procedures.
ICD-9-CM Coding (without manual)	20	This test allows examinees' knowledge of ICD-9-CM coding, including classification, forms, index, conventions and coding.
ICD-9-CM Coding (with manual)	26	This test assesses examinees' ability to use ICD-9-CM codes, from 001 to 899, as well as E,V and M codes, procedure codes, and late-effect codes.
Clinical Radiology Tests A& B	25/25*	These two tests assess examinees' knowledge of clinical radiology, including chest, abdominal, spinal and limb radiographs, non-traumatic skeletal, and CT head scan radiographs, and radiographic diagnostics.
HIPAA Compliance	20	This test assesses examinees understanding of national standard to protect the privacy of personal health information as specified in the US Health Insurance Portability and Accountability Act (HIPAA)

* Two complete tests are included, allowing test administrators to test and retest or test more exhaustively. Custom tests can also be created, using questions from either of the two tests or from any Professional Plus product.



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National League for Nursing (NLN) Tests

NLN Nursing Test	Time	Description
Basic Proficiency in Medication Administration - PN	80 minutes	Measures the knowledge and abilities necessary for licensed practical nurses to safely administer medication to a general adult patient population. Test covers dosage calculations, principles of medication administration, and effects of commonly used medications.
Basic Proficiency in Medication Administration - RN	80 minutes	Measures the knowledge and abilities necessary for registered nurses to safely administer medication to a general adult patient population. Test covers dosage calculations, principles of medication administration, and effects of commonly used medications.
Care of the High-Risk Newborn	80 minutes	Measures the knowledge and abilities necessary for registered nurses to provide safe care to the high-risk newborn from delivery through discharge from a healthcare facility. Test covers common problems, high-risk conditions, and teaching caregivers about the high-risk newborn.
Care of the Low-Risk Newborn	80 minutes	Measures the knowledge and abilities necessary for registered nurses to provide safe care to the low-risk newborn from delivery through discharge from a healthcare facility. Test covers assessment, immediate post-delivery care, and teaching caregivers about the low-risk newborn.
Care of the Postpartum Client	80 minutes	Measures the knowledge and abilities necessary for registered nurses to provide safe care to the postpartum client from delivery through discharge from a healthcare facility. Test covers physiological and psychological changes, health promotion, and prevention and treatment of complications in the postpartum period.
Coronary Care Medication Administration	80 minutes	Measures the knowledge and abilities necessary for registered nurses to safely administer medication to an adult patient population in coronary practice settings. Test covers dosage calculations, principles of medication administration, and effects of commonly used medications.
Emergency Department Medications	80 minutes	Measures the knowledge and abilities necessary for registered nurses to safely administer medication to an adult patient population in emergency department practice settings. Test covers dosage calculations, principles of medication administration, and effects of commonly used medications.
Critical Thinking in Nursing Practice – PN	80 minutes	Measures the critical thinking abilities needed for licensed practical nurses to provide safe, effective care for clients in



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		adult, women's, children's, and mental health practice areas. Measures critical thinking skills required in nursing practice, including interpretation, analysis, evaluation, inference, and explanation.
Critical Thinking in Nursing Practice - RN	80 minutes	Measures the critical thinking abilities needed for registered nurses to provide safe, effective care for clients in adult, women's, children's, and mental health practice areas. Measures critical thinking skills required in nursing practice, including interpretation, analysis, evaluation, inference, and explanation.
Home Health Aide Skills	80 minutes	Measures the home health aide's knowledge and ability to apply basic principles necessary for providing safe patient care in the home environment. The test measures home health aide's communications skills and risk management abilities, as well as competencies with clinical and technical skills, and personal care of the client.
Home Health Nursing Core RN	80 minutes Two part exam: multiple choice and case studies	Measures a generalist staff nurse's knowledge of community based home health nursing, with specific emphasis on the care requirements of adult clients in the home environment. In addition to critical thinking, the test measures cognitive/mental, social/economical, risk management, and physical abilities. The test also evaluates a candidate's technical skills, clinical management of disease, and abilities with documentation and administration.
Home Health Nursing Geriatric RN	80 minutes Two part exam: multiple choice and case studies	Measures a generalist staff nurse's knowledge of community based home health nursing, with specific emphasis on the care requirements of geriatric clients in the home environment. In addition to critical thinking, the test measures knowledge of normal parameters in aging, protective issues, and physical assessment.
Home Health Nursing Pediatric RN	80 minutes Two part exam: multiple choice and case studies	Measures a generalist staff nurse's knowledge of community based home health nursing, with specific emphasis on the care requirements of pediatric clients in the home environment. In addition to critical thinking, the test measures knowledge of normal parameters, protective issues, and physical assessment.
Intravenous Therapy	80 minutes	Measures the knowledge and abilities necessary for registered nurses to safely administer intravenous therapy. Test covers types of intravenous therapy, quality assurance, and technical applications.



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

Labor and Delivery	80 minutes	Measures the knowledge and abilities necessary for registered nurses to provide safe care to clients in the labor and delivery setting. The test content covers client situations from the onset of labor through the immediate postpartum period.
Nursing Assistants in Acute Care Settings	80 minutes	Measures a nursing assistant's knowledge and ability to apply the basic principles necessary to provide safe care to patients in the acute care environment. Test covers knowledge and application.
Pediatric Medication Administration	80 minutes	Measures the knowledge and abilities necessary for registered nurses to administer medications accurately and safely to a general pediatric patient population. Test covers dosage calculations, principles of medication administration, and effects of commonly used medications.
Pediatric Problems	80 minutes	Measures the knowledge and ability necessary for registered nurses to provide safe care for pediatric patients and their families. Test covers acute and chronic care of the patient, and growth and development/health promotion.
Psychiatric Problems	80 minutes	Measures the knowledge and abilities necessary for registered nurses to provide safe care for clients who have acute and chronic psychiatric problems. Test covers assessment and analysis/evaluation of psychiatric problems, and planning/implementation of activities.
Psychotropic Drug Administration	80 minutes	Measures the knowledge and abilities necessary for registered nurses to safely administer psychotropic medication to a general adult patient population. Test covers dosage calculations, principles of medication administration, and effects of commonly used medications.



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Retail Sales

Test Name	# of Items	Description
RetailSales - Customer Service	20	Questions covering such topics such as dealing with angry and waiting customers, customer and company errors, reading body language and effective sales techniques
RetailSales - Learning Products	36	Questions covering the ability to learn new product features, prices and selling points
RetailSales - Sales & Promotion	22	Questions covering such topics such as sales and promotion techniques
RetailSales - Store Security	10	Questions covering such topics such as shoplifting and inventory loss prevention
RetailSales - Inventory Coding	20	Questions covering the ability to perform standard inventory coding
RetailSales - Inventory Sorting	10	Questions covering the ability to perform standard inventory sorting
RetailSales - Retail Reading	20	Questions covering the ability to read and comprehend retail literature
RetailSales - Retail Math	15	Questions covering the ability to perform basic math related to retail sales
RetailSales - Employee Teamwork	10	Questions covering the ability to work cooperatively with other employees and administrators



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

Software Skills

Test Name	# of Items	Description
Access 2 - Advanced Skills	28	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2 - Basic Skills	32	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2 - Standard	30	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2000 – Advanced Skills	33	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.
Access 2000 – Basic Skills	37	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2000 – Standard	35	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.
Access 2000 – TimerSolver	Between 10 - 40	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
Access 2002 – Advanced Skills	33	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the Internet.
Access 2002 – Basic Skills	37	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2002 – Standard	35	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the Internet.
Access 2003 – Advanced Skills	33	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the Internet.
Access 2003 – Basic Skills	37	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2003 - Standard	35	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

		Access and the Internet.
Access 2007 – Standard	35	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the Internet.
Access 2003 - TimeSolver	Between 10 - 40	An adaptive test that measures examinees’ skill level with the fewest possible questions in the shortest possible time.
Access 97 – Advanced Skills	33	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 97 – Basic Skills	37	Questions for the beginner user of the Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 97 – Standard	35	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 97 – TimerSolver	Between 10 - 40	An adaptive test that measures examinees’ skill level with fewest possible questions in the shortest possible time.
Excel 2000 - Advanced Skills	35	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the internet.
Excel 2000 - Basic Skills	32	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and Customizing Excel.
Excel 2000 - Standard	35	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2000 – Time Solver	NA	An adaptive test that measures examinees’ skill level with the fewest possible questions in the shortest possible time.
Excel 2002 - Advanced Skills	34	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2002 - Basic Skills	32	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 2002 - Standard	34	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2002 – Time Solver	N/A	Questions for the advanced user of Excel features such as file management, editing, formatting,



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		analysis, customizing Excel and Excel and the Internet.
Excel 2003 - Advanced Skills	34	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2003 - Basic Skills	32	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 2003- Standard	35	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2003 – Time Solver	N/A	Questions for the advanced user of Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2007 – Standard	35	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 5 - Advanced Skills	32	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing and Excel and the Internet.
Excel 5 - Basic Skills	33	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 5 - Standard	30	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 7 - Advanced Skills	32	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing and Excel and the Internet.
Excel 7 - Basic Skills	32	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 7 - Standard	30	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 97 - Advanced Skills	35	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing and Excel and the Internet.
Excel 97 - Basic Skills	32	Questions for the beginner user of Microsoft Excel features such as file



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		management, editing, formatting, analysis and customizing Excel.
Excel 97 - Standard	35	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 97/2000 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
Excel Functions - Standard	30	Thirty questions covering basic, intermediate and advanced worksheet functions common to all versions of Excel.
Frontpage 2002 - Standard	35	Questions on the most commonly used FrontPage features such as creating and modifying web sites, formatting web pages, inserting graphics and dynamic elements as well as managing and organizing web sites.
Frontpage 2003 - Standard	35	Questions on the most commonly used FrontPage features such as creating and modifying web sites, formatting web pages, inserting graphics and dynamic elements as well as managing and organizing web sites.
Internet Explorer 4.0 - Standard	30	Questions on the most commonly used Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.
Internet Explorer 5.0 - Standard	30	Questions on the most commonly used Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.
Internet Explorer 6.0 - Standard	30	Questions on the most commonly used Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the Internet.
Lotus 1-2-3 3.4 for DOS - Standard	30	Questions on the most commonly used Lotus 1-2-3 features such as customizing, analyzing and editing data, file management and formatting.
Lotus 1-2-3 5.0 - Advanced Skills	32	Questions for the advanced user of Lotus 1-2-3 features such as customizing, analyzing and editing data, file management and formatting.
Lotus 1-2-3 5.0 - Basic Skills	32	Beginner questions on Excel features such as customizing, analyzing and editing data, file management and formatting.
Lotus 1-2-3 5.0 - Standard	30	Questions on the most commonly used Lotus 1-2-3 features such as customizing, analyzing and editing data, file management and formatting.
Lotus 1-2-3 97 - Advanced	32	Questions for the advanced user of Lotus 1-2-3 features such as customizing, analyzing and editing data, file management and formatting.



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

Lotus 1-2-3 97 - Basic Skills	32	Beginner questions on Excel features such as customizing, analyzing and editing data, file management and formatting.
Lotus 1-2-3 97 - Standard	30	Questions on the most commonly used Lotus 1-2-3 features such as customizing, analyzing and editing data, file management and formatting.
Lotus 1-2-3 Millennium - Standard	30	Questions on the most commonly used Lotus 1-2-3 features such as customizing, analyzing and editing data, file management and formatting.
Lotus AmiPro 3.0 - Standard	25	Questions on the most commonly used AmiPro features such as customizing, file management as well as editing and formatting documents.
Lotus Freelance 2.1 - Standard	30	Questions on the most commonly used Freelance features such as creating and modifying slide shows, formatting presentations, inserting and editing graphics, as well as formatting text.
Lotus Freelance 97 - Standard	30	Questions on the most commonly used Freelance features such as creating and modifying slide shows, formatting presentations, inserting and editing graphics, as well as formatting text.
Lotus WordPro - Advanced Skills	39	Questions for the advanced user of Lotus WordPro features such as file management, editing, formatting, printing and customizing WordPro.
Lotus WordPro - Basic Skills	31	Questions for the beginner user of Lotus WordPro features such as file management, editing, formatting, printing and customizing WordPro.
Lotus WordPro - Standard	30	Questions covering the most important and frequently used WordPro features such as file management, editing, formatting, printing and customizing WordPro.
Lotus WordPro 97 - Standard	30	Questions covering the most important and frequently used WordPro features such as file management, editing, formatting, printing and customizing WordPro.
Lotus WordPro Millennium - Standard	30	Questions covering the most important and frequently used WordPro features such as file management, editing, formatting, printing and customizing WordPro.
Netscape Navigator 4.5 - Standard	30	Questions on the most commonly used Netscape Navigator features such as customizing Netscape Navigator, file management, browsing web pages and searching the Internet.
Outlook 2000 - Standard	25	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
Outlook 2002 - Standard	25	Questions on the most commonly used Microsoft Outlook features such as



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		managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
Outlook 2003 - Standard	25	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
Outlook 97 - Standard	25	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
PowerPoint 2000 - Advanced Skills	33	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2000 - Basic Skills	29	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2000 - Standard	35	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2000 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
PowerPoint 2002 - Advanced Skills	33	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2002 - Basic Skills	29	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2002 - Standard	35	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2002 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest



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		possible questions in the shortest possible time.
PowerPoint 2003 - Advanced Skills	33	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2003 - Basic Skills	29	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2003 - Standard	35	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 2003 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
PowerPoint 2007 - Standard	35	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 4 - Advanced Skills	23	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
PowerPoint 4 - Basic Skills	27	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
PowerPoint 4 - Standard	30	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
PowerPoint 7 - Advanced Skills	25	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
PowerPoint 7 - Basic Skills	27	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing



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		presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
PowerPoint 7 - Standard	30	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
PowerPoint 97 - Advanced Skills	33	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 97 - Basic Skills	29	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 97 - Standard	35	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.
PowerPoint 97 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
Project 2002 - Standard	30	Questions covering the most important and frequently used features of Microsoft Project 2002 such as creating projects, adding tasks, resources, noting milestones, entering relationships, costs, status, and editing Gantt.
Project 2003 - Standard	30	Questions covering the most important and frequently used features of Microsoft Project 2003 such as creating projects, adding tasks, resources, noting milestones, entering relationships, costs, status, and editing Gantt.
Publisher 2003 - Standard	25	Questions covering the most important and frequently used features of Microsoft Publisher 2003 such as creating and applying master pages, creating tables, picture frames and text boxes, embedding and updating pictures and converting and previewing for the web.
Software Productivity	20	An assessment that measures skill level with the features of Microsoft Office that enhance the productive use of Office applications (such as shortcut keys and macros).



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Windows 2000 - Advanced	12	Questions for the advanced user of Microsoft Windows 2000 features such as file and disk management, printing, running applications and system management.
Windows 2000 - Basic Skills	33	Questions for the beginner user of Microsoft Windows 2000 features such as file and disk management, printing, running applications and system management.
Windows 2000 - Standard	35	Questions covering the most important and frequently used features of the Microsoft Windows 2000 features such as file and disk management, printing, running applications and system management.
Windows 3.1 - Advanced Skills	24	Questions for the advanced user of Microsoft Windows 3.1 features such as file and disk management, printing, running applications and system management.
Windows 3.1 - Basic Skills	22	Questions for the beginner user of Microsoft Windows 3.1 features such as file and disk management, printing, running applications and system management.
Windows 3.1 - Standard	30	Questions covering the most important and frequently used features of Microsoft Windows 3.1 such as file and disk management, printing, running applications and system management.
Windows 95 - Advanced Skills	12	Questions for the advanced user of Microsoft Windows 95 features such as file and disk management, printing, running applications and system management.
Windows 95 - Basic Skills	29	Questions for the beginner user of Microsoft Windows 95 features such as file and disk management, printing, running applications and system management.
Windows 95 - Standard	30	Questions covering the most important and frequently used features of Microsoft Windows 95 such as cover file and disk management, printing, running applications and system management.
Windows 98 - Advanced	12	Questions for the advanced user of Microsoft Windows 98 features such as file and disk management, printing, running applications and system management.
Windows 98 - Basic Skills	29	Questions for the beginner user of Microsoft Windows 98 features such as file and disk management, printing, running applications and system management.
Windows 98 - Standard	35	Questions covering the most important and frequently used features of the Microsoft Windows 98 such as file and disk management, printing, running



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		applications and system management.
Windows ME - Advanced	12	Questions for the advanced user of Microsoft Windows ME features such as file and disk management, printing, running applications and system management.
Windows ME - Basic Skills	33	Questions for the beginner user of Microsoft Windows ME features such as file and disk management, printing, running applications and system management.
Windows ME - Standard	35	Questions covering the most important and frequently used features of the Microsoft Windows ME such as file and disk management, printing, running applications and system management.
Windows XP - Advanced	12	Questions for the advanced user of Microsoft Windows XP features such as file and disk management, printing, running applications and system management.
Windows XP - Basic Skills	33	Questions for the beginner user of Microsoft Windows XP features such as file and disk management, printing, running applications and system management.
Windows XP - Standard	35	Questions covering the most important and frequently used features of Microsoft Windows XP such as file and disk management, printing, running applications and system management.
Word 2000 - Advanced Skills	37	Questions for the advanced user of Microsoft Word 2000 features such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2000 - Basic Skills	30	Questions for the beginner user of Microsoft Word 2000 word features such as file and disk management, printing, running applications and system management.
Word 2000 - Standard	35	Questions covering the most important and frequently used features of Microsoft Word such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2000 - TimeSolver	N/A	An adaptive test that measures examinee's skill level with the fewest possible questions in the shortest possible time.
Word 2002 - Advanced Skills	37	Questions for the advanced user of Microsoft Word 2002 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2002 - Basic Skills	30	Questions for the beginner user of Microsoft Word 2002 features such as file and disk management, printing, running applications and system management.



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Word 2002 - Standard	35	Questions covering the most important and frequently used features of Microsoft Word 2002 such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2002 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
Word 2003 - Advanced Skills	37	Questions for the advanced user of Microsoft Word 2003 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2003 - Basic Skills	30	Questions for the beginner user of Microsoft Word 2003 features such as file and disk management, printing, running applications and system management.
Word 2003 - Standard	35	Questions covering the most important and frequently used features of Microsoft Word 2003 such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2003 - TimeSolver	N/A	An adaptive test that measures examinees' skill level with the fewest possible questions in the shortest possible time.
Word 2007 - Standard	35	Questions covering the most important and frequently used features of Microsoft Word 2007 such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 6 - Advanced Skills	37	Questions for the advanced user of Microsoft Word 6 features such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 6 - Basic Skills	30	Questions for the beginner user of Microsoft Word 6 features such as file and disk management, printing, running applications and system management.
Word 6 - Standard	30	Questions covering the most important and frequently used features of Microsoft Word 6 such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 7 - Advanced Skills	37	Questions for the advanced user of Microsoft Word 7 features such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 7 - Basic Skills	29	Questions for the beginner user of Microsoft Word 7 features such as file and disk management, printing, running applications and system



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		management.
Word 7 - Standard	30	Questions covering the most important and frequently used features of the Microsoft Word 7 such file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 97 - Advanced Skills	37	Questions for the advanced user of Microsoft Word 97 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 97 - Basic Skills	30	Questions for the beginner user of Microsoft Word 97 features such as file and disk management, printing, running applications and system management.
Word 97 - Standard	35	Questions covering the most important and frequently used features of Microsoft Word 97 such as file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 97 – TimeSolver	N/A	An adaptive test that measures examinees’ skill level with the fewest possible questions in the shortest possible time.
WordPerfect 12 - Standard	30	Covers the most important and frequently used features of the WordPerfect 12 such as editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 2000 - Standard	30	Covers the most important and frequently used features of the WordPerfect 2000 such as editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 5.1 for DOS - Standard	30	Questions covering the most important and frequently used features of WordPerfect 5.1 for DOS such as file management, editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 6.1 - Advanced Skills	37	Questions for the advanced user of WordPerfect 6.1 features such as cover file management, editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 6.1 - Basic Skills	27	Questions for the advanced user of WordPerfect 6.1 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
WordPerfect 6.1 - Standard	30	Questions covering the most important and frequently used features of WordPerfect 6.1 Word-processing such as file management, editing, formatting, printing, desktop publishing and customizing



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

		WordPerfect.
WordPerfect 7 - Advanced Skills	36	Questions for the advanced user of WordPerfect 7 features such as cover file management, editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 7 - Basic Skills	28	Questions for the advanced user of WordPerfect 7 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
WordPerfect 7 - Standard	30	Questions covering the most important and frequently used features of WordPerfect 7 such as file management, editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 8 - Advanced Skills	36	Questions for the advanced user of WordPerfect 8 features such as file management, editing, formatting, printing, desktop publishing and customizing WordPerfect.
WordPerfect 8 - Basic Skills	28	Questions for the advanced user of WordPerfect 8 features such as file management, editing, formatting, printing, desktop publishing and customizing Word.
WordPerfect 8 - Standard	30	Questions covering the most important and frequently used features of WordPerfect 8 such as file management, editing, formatting, printing, desktop publishing and customizing WordPerfect.



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

Staffing Services Management

Test Name	# of Items	Description
Staffing - Benefits and Eligibility	40	An assessment on issues and regulations concerning benefits and eligibility, including questions on applicant screening, discrimination laws and compensation management.
Staffing - CPC Certification Prep	130	An assessment to prepare a candidate for CPC certification, including questions on employee relationships, discrimination laws, applicant screening, the hiring process, contracts, case law regarding staffing issues, and other issues covered in the CPC curriculum.
Staffing - HR Legal Quick Assessment	30	An abbreviated assessment covering the most critical issues regarding HR employment law, including questions on discrimination law, hiring processes, contracts, and staffing industry case law.
Staffing - HR Generalist	50	An assessment covering general issues (including legal issues and hiring processes) for the HR professional, including questions on discrimination law, applicant screening, hiring processes, discrimination and benefits.
Staffing - HR Legal	50	An assessment covering legal issues in HR, including questions on discrimination law, hiring processes, contracts, and staffing industry case law.
Staffing - HR Generalist Quick Assessment	30	An abbreviated assessment covering general issues (including legal issues and hiring processes) for the HR professional, including questions on discrimination law, applicant screening, hiring processes, discrimination and benefits.
Staffing - Interviewing Quick Assessment	30	An abbreviated assessment covering the most critical issues of interviewing, including questions on applicant screening and hiring processes.
Staffing - Interview and Screening	50	An assessment covering issues and laws regarding the interview and screening process, including questions on applicant screening, hiring processes and discrimination.
Staffing - Benefits Quick Assessment	25	An abbreviated assessment covering the most critical issues concerning benefits and eligibility, including questions on applicant screening, discrimination laws and compensation management.
Staffing - CTS Certification Prep	130	An assessment to prepare a candidate for CTS certification, including questions on employee relationships, discrimination laws, applicant screening, the hiring process, contracts, case law regarding staffing



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

		issues, and other issues covered in the CTS curriculum.
Staffing - Temp Services Legal Quick Assessment	30	An abbreviated assessment covering critical legal issues concerning hiring and employment in a temporary staffing service, including questions on employee relationships, hiring processes, standards and ethics, contracts and the hiring process.
Staffing - Operations Quick Assessment	30	An abbreviated assessment covering operational issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, benefits, compensation and the hiring process.
Staffing - Temp Services Legal	60	An assessment covering legal issues concerning hiring and employment in a temporary staffing service, including questions on employee relationships, discrimination law, hiring processes, standards and ethics, contracts and candidate screening.
Staffing - Temp Services Operations	55	An assessment covering operational issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, benefits, compensation and the hiring process.
Staffing - Temp Services Quick Assessment	30	An abbreviated assessment covering operational and legal issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, and applicant screening.
Staffing - Temp Services Generalist	50	An assessment covering operational and legal issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, applicant screening and other topics.



Test Descriptions for SkillCheck, Identity and TalentScout Assessments

TalentScout Time-Adaptive Tests

Test Name	Time/Items	Description
TalentScout – Accounting/Bookkeeping	N/A	This test measures accounting knowledge, spreadsheet skills, and verbal and mathematical reasoning.
TalentScout – Call Center	N/A	This test measures customer service orientation, speed and accuracy of audio data entry, and how well a candidate performs in various customer service scenarios.
TalentScout – Clerical	N/A	This test measures spelling, grammar, typing speed and accuracy, word processing skills and verbal and mathematical reasoning.
TalentScout – Computer and Internet User	N/A	This test contains questions about computer concepts, operating systems and software, and electronic communication.
TalentScout – Legal Office	N/A	This test measures skills necessary for work in a legal office environment including legal office knowledge, legal spelling and grammar, legal office typing speed and accuracy, and general word processing skills.
TalentScout – Light Industrial	N/A	This test measures skills needed for light industrial jobs including math, inspection and assembly skills, as well as reliability, trustworthiness, attitude toward drug use, and candidness.
TalentScout – Medical Office-	N/A	This test measures medical office knowledge, medical office typing speed and accuracy, general word processing skills and medical office service orientation.
TalentScout – Office 2000 User	N/A	This test measures a candidate's competencies with Microsoft Office 2000 Word, Excel, PowerPoint and common functions.
TalentScout – Office 2000 Power User	N/A	This test measures a candidate's competencies with Microsoft Office 2000 Word, Excel, PowerPoint, Access and common functions.
TalentScout – Office XP/2002 User	N/A	This test measures a candidate's competencies with Microsoft Office XP/2002 Word, Excel, PowerPoint and common functions.
TalentScout – Office XP/2002 Power User	N/A	This test measures a candidate's competencies with Microsoft Office XP/2002 Word, Excel, PowerPoint, Access and common functions.
TalentScout – Office 2003 User	N/A	This test measures a candidate's competencies with Microsoft Office 2003 Word, Excel, PowerPoint and common functions.
TalentScout – Office 2003 Power User	N/A	This test measures a candidate's competencies with Microsoft Office 2003 Word, Excel, PowerPoint, Access and common functions.