



## TOTAL TESTING CATALOG

2019

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Test Name	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Accounting &amp; Finance - Accounting Knowledge</b>						
Accounting - Accountant Knowledge	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.	40	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Accounts Payable	This test contains questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.	35	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Accounts Receivable	This test contains questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts as well as terminology and general accounting practices.	23	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Advanced Accounting	This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Bookkeeper Knowledge	This test contains questions on bookkeeping skills, such as identifying statement debits and credits, reasonable recording, journal identification, disbursements, assets and liabilities, posting, terminology, and general accounting practices.	45	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Business Documents	This test contains questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.	35	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Cost Accounting	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.	12	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Name	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Accounting &amp; Finance - Accounting Knowledge</b>						
Accounting - Credits and Debits	This test contains questions how various items would be classified when posted to an account, as a credit or a debit.	40	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Financial Statements	This test contains questions on Financial Statements including calculating ratios, return on investments, net worth, profitability, gearing as well as relevant terminology.	25	20 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Math Skills	This test contains questions on the most commonly used accounting math skills, such as calculations requiring addition, subtraction, multiplication, division, and percentages.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Payroll	This test contains questions on Payroll skills including preparing and filing tax forms, calculating salaries, calculating employer contributions, journal entries as well as relevant terminology.	35	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Taxes	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Accounting - Terminology	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.	35	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Name	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Accounting &amp; Finance - Accounting Office</b>						
Spelling - Accounting	The applicant is asked to select the correct spelling of words specific to accounting environments.	20	15 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Transcription - Accounting	Examinees type a document that is read aloud.	Time-Based	5 minutes	N	Simulation	Clerical
Typing Test - Accounting	Tests typing speed and error rate while copying a text.	Time-Based	5 minutes	N	Simulation	Clerical
Vocabulary - Accounting/ Bookkeeping	The applicant is asked to select the correct meaning of words specific to accounting environments.	20	15 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab

Test Name	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Accounting &amp; Finance - Banking</b>						
Bank Teller - Money Handling	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.	30	15 minutes	Y	Skill/ Knowledge	Role-Specific
Bank Teller - Teller Knowledge	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.	35	15 minutes	Y	Skill/ Knowledge	Role-Specific
Data Entry - Checks	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.	Time-Based	5 minutes	N	Simulation	Clerical
Data Entry - Decimals	The applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.	Time-Based	5 minutes	N	Simulation	Clerical
Finance - Consumer Finance	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Finance - Credit and Collections	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Finance - Financial Analysis	Assesses an understanding of financial analysis procedures and techniques including investment and analysis concepts, financial statements and financial data resources.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Finance - Financial Knowledge	Assesses foundational knowledge of financial issues including financial markets and business structures, financial management and analysis concepts, currency markets, business ethics and law.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific

Test Name	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Accounting &amp; Finance - Banking</b>						
Finance - Financial Management	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.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Finance - Insurance	Assesses an understanding of various aspects of health insurance including employer-related insurance, elements of health insurance plans, insurance billing and coding.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Finance - Insurance - Health	Assesses a broad understanding of insurance issues including auto, business, health, life and property insurance.	45	20 minutes	Y	Skill/ Knowledge	Role-Specific
Typing Test - Banking and Finance	Examinees are asked to type numbers that include terminology related to banking and finance. Scores measure typing speed and accuracy.	Time Based	5 minutes	N	Simulation	Clerical

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Call Center</b>						
Call Center - Coding Skills	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.	24	10 minutes	Y	Skill/ Knowledge	Role-Specific
Call Center - Data Analysis Skills	Examinees are shown various price charts and asked to determine which price would be charged for different scenarios.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Call Center - Sales Skills	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.	26	15 minutes	Y	Skill/ Knowledge	Role-Specific
Call Center - Service Skills	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.	16	15 minutes	Y	Skill/ Knowledge	Role-Specific
Call Center - Telephone Skills	Call Center – Telephone Skills questions on topics such as holding and forwarding calls, taking and leaving messages, telephone etiquette as well as telephone terminology.	30	15 minutes	Y	Skill/ Knowledge	Role-Specific
Call Center Customer Service Simulation	This multimedia assessment measures key customer service competencies in a simulated call center scenario. Test takers must decide how to effectively respond to callers while dealing with distractions and generating the best outcome across a variety of scenarios. Test measures customer service, rules adherence, multitasking, keyboarding and call management.	Time-Based	35-50 minutes	N	Simulation	Role-Specific
Data Entry - Call Center (Audio) (F)	Listening to a simulated marketing call, examinees are asked to type the required information into an on-screen form.	Time-Based	10 minutes	N	Simulation	Clerical
Data Entry - Sales (Leads)	The applicant is asked to type details from a business card into an on-screen form.	Time-Based	5 minutes	N	Simulation	Clerical



Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Call Center</b>						
Data Entry - Sales (Orders)	The applicant is asked to type details from a sales order into an on-screen form.	Time-Based	5 minutes	N	Simulation	Clerical
Data Entry - Standard (Audio)	Examinees enter data into online forms from audio input.	Time-Based	5 minutes	N	Simulation	Clerical
Telemarketing Skills	This multiple choice test measures an examinee's knowledge of customer service, features and benefits, needs versus desires, sales strategy and closing techniques.	35	20 minutes	Y	Skill/ Knowledge	Clerical

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Clerical Office</b>						
Basic Customer Service Skills	Customer Service questions on topics such as how best to deal with dissatisfied customers, proper telephone skills as well as Customer Service techniques.	32	15 minutes	Y	Skill/ Knowledge	Clerical
Basic Office Manager Skills	Examinees are asked questions relating to managing staff, measuring employee performance and productivity, and recommending raises and promotions.	30	20 minutes	Y	Skill/ Knowledge	Clerical
Checking - Names (3min)	Examinees are asked to compare 2 sets of names and mark if they match or not.	Time-Based	3 minutes	Y	Skill/ Knowledge	Clerical
Checking - Numbers (3min)	Examinees are asked to compare 2 sets of numbers and mark if they match or not.	Time-Based	3 minutes	Y	Skill/ Knowledge	Clerical
Checking - Standard (3min)	Examinees are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not.	Time-Based	3 minutes	Y	Skill/ Knowledge	Clerical
Coding - Letters (3min)	Examinees are asked to select the correct abbreviation from a list of names, colors, departments, cities and chemicals.	Time-Based	3 minutes	Y	Skill/ Knowledge	Clerical
Coding - Numbers (3min)	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.	Time-Based	3 minutes	N	Simulation	Clerical
Coding - Standard (3min)	Examinees are asked to select the correct abbreviation from a list of extensions, departments, names, colors, cities and chemicals.	Time-Based	3 minutes	N	Simulation	Clerical
Data Entry - Alphanumeric	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical
Data Entry - Numeric	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Clerical Office</b>						
Filing - Names (4min)	Examinees must select the correct location for filing documents based on names and companies.	Time-Based	4 minutes	Y	Skill/ Knowledge	Clerical
Filing - Numbers (4min)	Examinees must select the correct location for filing documents based on dates and numbers.	Time-Based	4 minutes	Y	Skill/ Knowledge	Clerical
Filing - Standard (4min)	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.	Time-Based	4 minutes	Y	Skill/ Knowledge	Clerical
Grammar - Business	Examinees are asked to select grammatically correct sentences specific to business environments.	20	10 minutes	N	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Grammar - General	Examinees are asked to select grammatically correct sentences.	20	10 minutes	N	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Math - General	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages.	30	20 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Math - General (form B)	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages.	30	20 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Math - General (timed 20min)	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages. Timed 20 minutes maximum.	Time-Based	20 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Clerical Office</b>						
Postal Codes	Examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.	40	15 minutes	Y	Skill/ Knowledge	Clerical
Proofreading - Error Detection	Examinees must find and highlight 20 errors found in on-screen text.	NA	10 minutes	Y	Skill/ Knowledge	Clerical
Proofreading - Error Detection (form B)	Examinees must find and highlight 20 errors found in on-screen text.	NA	10 minutes	Y	Skill/ Knowledge	Clerical
Reading Comprehension - Basic Skills	This test requires test takers to read passages and answer questions that require applying understanding of what they have read.	18	25 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Reading Comprehension - General	This test requires test takers to read passages and answer questions that require applying understanding of what they have read.	23	30 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Receptionist Skills	This test contains questions relating to receptionist skills such as recognizing names and faces, taking messages and forwarding calls.	34	35 minutes	Y	Skill/ Knowledge	Clerical
Secretarial Skills	This test contains questions relating to secretarial skills such as recognizing names and faces, taking messages, and using judgment and discretion.	34	30 minutes	Y	Skill/ Knowledge	Clerical
Spelling	Examinees select the correct spelling of words in general use.	20	15 minutes	N	Simulation	Math/Reading/ Spelling/Vocab
Spelling - Business	Examinees select the correct spelling of words specific to business environments.	20	15 minutes	N	Simulation	Math/Reading/ Spelling/Vocab

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Clerical Office</b>						
Spelling - Geography	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.	40	30 minutes	N	Simulation	Math/Reading/Spelling/Vocab
Telephone Message Taking Skills	Examinees see a telephone message displayed briefly and are then asked 5 questions relating to the message.	35	20 minutes	Y	Skill/Knowledge	Clerical
Telephone Skills	This test contains questions relating to basic telephone techniques, manners, judgment and discretion as well as message taking.	32	20 minutes	N	Skill/Knowledge	Clerical
Ten Key Test	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.	Time-Based	3 minutes	N	Simulation	Clerical
Transcription - Business	Examinees type a document that is read aloud.	Time-Based	5 minutes	N	Combination	Clerical
Typing Test	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	5 minutes	N	Combination	Clerical
Typing Test - 3min	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	3 minutes	N	Combination	Clerical
Typing Test - One Space Version	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	Time-Based	5 minutes	N	Combination	Clerical

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Clerical Office</b>						
Typing Test - Technical	Examinees are asked to type a document that includes terminology related to technology. Scores measure typing speed and accuracy.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical
Vocabulary	Examinees are asked to select the correct meaning of words in general use.	20	10 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Vocabulary - Business	Examinees are asked to select the correct meaning of words specific to business environments.	20	10 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Digital Literacy</b>						
Basic Computer Literacy	This test measures ability to use basic computer skills such as Editing, Passwords, Mouse Usage, Printing, Navigation, Typing, and Windows.	25	15 minutes	Y	Skill/ Knowledge	Computer Literacy
Digital Literacy - Computing	Questions covering topics such as PC components (mouse, monitor, printers), data storage devices (DVD, CD, Flash drives), ports (keyboard, monitor, printer) and general operation of operating systems and software. Includes MS Office 2010 and Windows 7 simulations.	34	20 minutes	Y	Skill/ Knowledge	Computer Literacy
Digital Literacy - Essentials	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 email and browsing applications.	40	20 minutes	Y	Skill/ Knowledge	Computer Literacy
Digital Literacy - Internet	Questions covering topics such as applications (internet browsing, sending and receiving email) as well as terminology and general computing concepts.	34	25 minutes	Y	Skill/ Knowledge	Computer Literacy
Digital Literacy - Software Skills	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. Includes MS Office 2010 and Windows 7 simulations.	28	15 minutes	Y	Skill/ Knowledge	Computer Literacy

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Food Services</b>						
Food Service - Bar Manager/Bartender	This test measures knowledge of Glassware, Beer/Ale, Cocktails, Whiskey, Wine Recognition, Non-alcoholic Beverages, and Bar Terminology.	25	20 minutes	Y	Skill/ Knowledge	Role-Specific
Food Service - General Knowledge	Questions cover topics such as basic hygiene, sanitation, preparation, wait service, & nutrition.	40	20 minutes	Y	Skill/ Knowledge	Role-Specific
Food Service - Nutrition	Questions cover topics such as food sources of minerals and vitamins, caloric intake, diets, health and the food pyramid.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Food Service - Preparation	Questions cover topics such as types of cuisines, ingredients, cooking basics, measurement, utensils and equipment.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Food Service - Sanitation	Questions cover topics such as food storage and handling, disease prevention and personnel hygiene.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Food Service - Wait Staff	This test measures knowledge of Food Service Staff, Serving & Clearing, Nutrition, Food Identification, Cooking Techniques, Wine Terminology, Wine Recognition, and Non-alcoholic Beverages.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Food Service - Wine Terminology	This test measures knowledge of Wine Terminology, Wine Recognition, Glassware, and Serving & Clearing.	26	20 minutes	Y	Skill/ Knowledge	Role-Specific



Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Gaming</b>						
Gaming - Blackjack	Test takers are required to apply knowledge of blackjack rules to determine the value of hands composed of different combinations of cards.	25	20 minutes	Y	Skill/ Knowledge	Role-Specific
Gaming - Chip Counting	Test takers are required to correctly count and determine the value of gaming chips.	25	20 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Human Resources &amp; Staffing Services Management</b>						
Staffing - Benefits and Eligibility	An assessment on issues and regulations concerning benefits and eligibility, including questions on applicant screening, discrimination laws and compensation management.	40	25 minutes	Y	Skill/ Knowledge	Role-Specific
Staffing - Benefits Quick Assessment	An abbreviated assessment covering the most critical issues concerning benefits and eligibility, including questions on applicant screening, discrimination laws and compensation management.	25	20 minutes	Y	Skill/ Knowledge	Role-Specific
Staffing - CPC Certification Prep	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.	130	60 minutes	Y	Skill/ Knowledge	Role-Specific
Staffing - CTS Certification Prep	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 issues, and other issues covered in the CTS curriculum.	130	60 minutes	Y	Skill/ Knowledge	Role-Specific
Staffing - HR Generalist	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.	50	45 minutes	Y	Skill/ Knowledge	Role-Specific
Staffing - HR Generalist Quick Assessment	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Human Resources &amp; Staffing Services Management</b>						
Staffing - HR Legal	An assessment covering legal issues in HR, including questions on discrimination law, hiring processes, contracts, and staffing industry case law.	50	45 minutes	N	Behavioral/ Cognitive	Role-Specific
Staffing - HR Legal Quick Assessment	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.	30	20 minutes	N P-	Behavioral/ Cognitive	Role-Specific
Staffing - Interview and Screening Quick Assessment	An abbreviated assessment covering the most critical issues of interviewing, including questions on applicant screening and hiring processes.	30	20 minutes	N	Behavioral/ Cognitive	Role-Specific
Staffing - Interviewing and Screening	An assessment covering issues and laws regarding the interview and screening process, including questions on applicant screening, hiring processes and discrimination.	50	45 minutes	N	Behavioral/ Cognitive	Role-Specific
Staffing - Operations Quick Assessment	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.	30	20 minutes	N	Behavioral/ Cognitive	Role-Specific
Staffing - Temp Services Legal	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.	60	50 minutes	N	Behavioral/ Cognitive	Role-Specific
Staffing - Temp Services Legal Quick Assessment	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.	30	20 minutes	N	Behavioral/ Cognitive	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Human Resources &amp; Staffing Services Management</b>						
Staffing - Temp Services Operations	An assessment covering operational issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, benefits, compensation and the hiring process.	55	45 minutes	N	Behavioral/Cognitive	Role-Specific
Staffing - Temp Services Quick Assessment	An abbreviated assessment covering operational and legal issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, and applicant screening.	30	20 minutes	N	Behavioral/Cognitive	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Industrial</b>						
Industrial Safety - Fire/Safety	Questions cover topics such as fire prevention and industrial safety equipment.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Safety - HAZMAT	Questions cover topics such as standard handling and disposal of hazardous materials in the United States.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Safety - Warehouse/Vehicles	This test measures knowledge of US Safety Law, Personal Safety, Personnel Safety, Environmental Safety, Fire Safety, Hazardous Materials, Materials Handling, and Workplace Vehicles.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Skills - Automotive	Questions cover topics such as internal combustion engines, auto body, tools and automotive systems.	30	20 minutes	N	Skill/ Knowledge	Role-Specific
Industrial Skills - Basic Machine	Questions covering topics such as metalworking, automotive and basic machine concepts.	55	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Skills - Construction	Questions cover topics such as woodworking, electrical and plumbing.	40	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Skills - Electrical	Questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations.	25	20 minutes	N	Skill/ Knowledge	Role-Specific
Industrial Skills - Industrial Math	Questions cover industrial math skills such as calculations and conversions of distance, area and volume, fractions and decimals.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Industrial</b>						
Industrial Skills - Metalworking	Questions covering topics such as metal properties, tools and fabrication principles.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Skills - Plumbing	Questions covering topics such as types of piping/materials, techniques, tools and basic regulations.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Industrial Skills - Woodworking	Questions covering topics such as tools, materials and basic techniques.	25	20 minutes	N	Skill/ Knowledge	Role-Specific
Light Industrial - Basic Math Skills	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.	40	25 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Count and Stack	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 of which are hidden from view.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Forklift Operation	This test measures understanding of operations and safety issues related to the use of a fork life in an industrial environment such as a warehouse.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Language Skills	This test measures basic level skills in spelling, grammar and vocabulary related to terminology often used in a light industrial environment.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Pick and Pack	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.	35	20 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Industrial</b>						
Light Industrial - Ruler - English Units	This test assesses the ability to measure or identify the measurement of objects using a ruler with English measurement units.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Ruler - Metric Units	This test assesses the ability to measure or identify the measurement of objects using a ruler with metric measurement units.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Safety	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.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Shipping and Receiving	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 and receiving documentation.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Shop Math	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.	30	20 minutes	Y	Skill/ Knowledge	Role-Specific
Light Industrial - Units and Conversion	This test measures the ability to identify and perform calculations on units, including English and metric units of length, area and volume.	25	20 minutes	Y	Skill/ Knowledge	Role-Specific
Reading Comprehension - Industrial	This test measures basic reading comprehension abilities, asking the candidate to answer questions based on text in a reading passage.	43	35 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Legal</b>						
Legal - Commercial Law	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.	40	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Criminal Law	This test assesses knowledge of felonies and misdemeanors, legal defenses, police procedures, evidence and warrants, civil rights, law enforcement and jurisdiction.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Documents	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, and probate.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - General Law	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, and court orders.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Labor Law	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, and hiring and screening.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Legal Assistant	This test measures knowledge of Legal Terminology, Commercial Law, Legal Documents, General Law, Labor Law, Litigation, Property, Research (US based).	45	20 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Legal Assistant (Advanced)	This test measures more in-depth knowledge of Legal Terminology, Commercial Law, Legal Documents, General Law, Labor Law, Litigation, Property, Research (US based).	45	30 minutes	N	Simulation	Role-Specific



Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Legal</b>						
Legal - Litigation	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, motions and court filings, and cause of action.	45	30 minutes	N	Simulation	Role-Specific
Legal - Medical Law	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, and government regulation.	50	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Paralegal	This test measures knowledge of Legal Terminology, Commercial Law, Criminal Law, Legal Documents, Litigation, Property, Research (US based).	55	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Paralegal (Advanced)	This test measures knowledge of Legal Terminology, Commercial Law, Legal Documents, General Law, Litigation, Research, Criminal Law (US based).	55	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Property Law	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.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific
Legal - Research	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.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Legal</b>						
Legal - Terminology	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 and contracts.	45	30 minutes	Y	Skill/ Knowledge	Role-Specific
Spelling - Legal	Examinees select the correct spelling of words specific to legal environments.	20	15 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Transcription - Legal	This test measures an applicant's typing speed and accuracy when typing from a legal document that is read aloud.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical
Typing Test - Legal	This test assesses typing speed and accuracy when typing a document specific to work in a legal environment.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical
Vocabulary - Legal	Examinees are asked to select the correct meaning of words specific to legal environments.	20	10 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Medical Knowledge</b>						
Medical Test - Abbreviations	Questions covering knowledge of standard medical and health insurance abbreviations.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Cardiovascular	Questions covering basic knowledge of the cardiovascular system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Dental	Questions covering basic knowledge of human dentition and dental practices.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Endocrine	Questions covering basic knowledge of the endocrine system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Gastrointestinal	Questions covering basic knowledge of the gastrointestinal system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Integumentary	Questions covering basic knowledge of the integumentary system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Musculoskeletal	Questions covering basic knowledge of the musculoskeletal system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Neurological	Questions covering basic knowledge of the nervous system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Oncological	Questions covering basic knowledge of human oncology.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Medical Knowledge</b>						
Medical Test - Ophthalmological	Questions covering basic knowledge of ophthalmology.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Otolaryngology	Questions covering basic knowledge of otolaryngology.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Pediatric	Questions covering basic knowledge of pediatrics.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Psychiatric	Questions covering basic knowledge of psychiatry.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Respiratory	Questions covering basic knowledge of the human respiratory system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Urogenital	Questions covering basic knowledge of the human urogenital system.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Pharmacological	Questions covering basic knowledge of pharmacology.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Medical Office</b>						
HIPAA - Standard	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).	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Billing - Basic Skills	Multiple-choice beginner questions on medical billings topics such as claims procedures, rejections and forms identification.	35	30 minutes	N	Simulation	Role-Specific
Medical Billing - Forms	Questions covering standard health insurance billing forms in the United States.	45	35 minutes	N	Simulation	Role-Specific
Medical Billing - Standard	Questions covering standard medical billing practices in the United States.	45	35 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Coding	Questions covering ICD-9-CM Coding.	30	30 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Records Administrator	This test measures knowledge of Records, Analysis, Environment, Systems/Technology, Organization/Management.	40	35 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Secretary Test	Questions covering basic medical secretary knowledge and skills.	30	30 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Medical Insurance	Questions covering basic knowledge of U.S. medical insurance practices.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Medical Test - Prefixes and Suffixes	Questions covering basic knowledge of prefixes and suffixes used in medical terminology.	40	35 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Medical Office</b>						
Spelling - Medical	Examinees select the correct spelling of words specific to medical environments.	40	30 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab
Transcription - Medical	Examinees type a medical document that is read aloud.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical
Typing Test - Medical	Tests typing speed and error rate while copying a text specific to medical environments.	Time-Based	5 minutes	Y	Skill/ Knowledge	Clerical
Vocabulary - Medical	Examinees are asked to select the correct meaning of words specific to medical environments.	20	15 minutes	Y	Skill/ Knowledge	Math/Reading/ Spelling/Vocab

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Nursing</b>						
Nursing - Certified Nurse Assistant (CNA)	This test assesses understanding and application of core resident care principles including how to recognize physical issues, how to attend to residents, and how to maintain CAN certification.	30	30 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Critical Care (form A)	This test assesses 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.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Critical Care (form B)	This test assesses 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.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Critical Care Scenarios (form A)	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Critical Care Scenarios (form B)	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Dosage Calculation (form A)	This test measures examinees' ability to calculate dosages required for the directed administration of medications.	30	30 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Dosage Calculation (form B)	This test measures examinees' ability to calculate dosages required for the directed administration of medications.	30	30 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Nursing</b>						
Nursing - Emergency (form A)	This test assesses examinees' knowledge of emergency nursing, including triage, patient assessment, a full range of systems disorders, transfer/transport, disaster, legal/ethical issues, research and education.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Emergency (form B)	This test assesses examinees' knowledge of emergency nursing, including triage, patient assessment, a full range of systems disorders, transfer/transport, disaster, legal/ethical issues, research and education.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - HIPAA	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).	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - ICD-9-CM	This test allows examinees' knowledge of ICD-9-CM coding, including classification, forms, index, conventions and coding.	20	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Labor and Delivery	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Medical Surgical (form A)	This test assess examinees' knowledge of medical surgical nursing, including patient assessment, a full range of systems disorders, and pediatric, cancer, perioperative and geriatric nursing.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Medical Surgical (form B)	This test assess examinees' knowledge of medical surgical nursing, including patient assessment, a full range of systems disorders, and pediatric, cancer, perioperative and geriatric nursing.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific



Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Nursing</b>						
Nursing - Medication Scenarios (form A)	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Medication Scenarios (form B)	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.	30	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Neonatal ICU (form A)	This test assesses examinees' knowledge of neonatal intensive care nursing, including fetal and extra uterine assessment and development, a full range of neonatal systems disorders, nutrition and feeding, and genetic and legal/ethical issues.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Neonatal ICU (form B)	This test assesses examinees' knowledge of neonatal intensive care nursing, including fetal and extra uterine assessment and development, a full range of neonatal systems disorders, nutrition and feeding, and genetic and legal/ethical issues.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Osteoporosis Terminology	This test measure knowledge of key terminology in the areas of Treatment, Diagnosis, and Bone Structure.	20	20 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Pediatric (form A)	This test 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.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Pediatric (form B)	This test 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.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Nursing</b>						
Nursing - Psychiatric	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.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Nursing - Radiology (form A)	This test assess examinees' knowledge of clinical radiology, including chest, abdominal, spinal and limb radiographs, non-traumatic skeletal, and CT head scan radiographs, and radiographic diagnostics.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific
Radiology Test B	This test assess examinees' knowledge of clinical radiology, including chest, abdominal, spinal and limb radiographs, non-traumatic skeletal, and CT head scan radiographs, and radiographic diagnostics.	25	25 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Elite - Banking Profile	The Elite Banking Profile is a general indicator of the individual's ability to perform the basic functions of the most common banking positions (e.g., tellers, customer service). This battery is appropriate for most banking jobs involving customer service and the handling of money. The test measures the following scales: <b>Attention to Detail, Math Skills, Helping Disposition, Reliability, Stress Management, Team Player, Trustworthiness, Candidness</b>	105	33 minutes	N	Behavioral/ Cognitive
Elite - Business Profile	Based on scientific research with elite athletes, Elite Business Profile helps organizations quickly identify those individuals who possess five critical behavioral characteristics that have been linked to the mental toughness, drive, preparation, teamwork and competitiveness necessary for athletic success. These five dimensions have direct transferability to what it takes to succeed in today's competitive business environment. This test measures the following scales: <b>Commitment, Conscientiousness, Cooperativeness, Control, Competitiveness</b>	51	15 minutes	N	Behavioral/ Cognitive
Elite - Call Center Sales Profile	The Elite Call Center - Sales Profile is a general indicator of the individual's ability to persuade prospects and existing customers to purchase specific products and/or services within a call center environment. This test measures the following scales: <b>Achievement Drive, Assertiveness, Positive Attitude, Reliability, Service Ability, Self Confidence and Candidness</b>	65	15 minutes	N	Behavioral/ Cognitive
Elite - Call Center Service Profile	The Elite Call Center - Service Profile is a general indicator of the individual's ability to provide excellent customer service to customers within a call center environment. This test measures the following scales: <b>Willingness to Help, Customer Relations, Stress Management, Team Player, Candidness</b>	45	12 minutes	N	Behavioral/ Cognitive
Elite - Character Profile	The Elite Character Profile is a general indicator of the individual's ability to refrain from participating in counterproductive behaviors by being trustworthy, drug-free, non-violent and compliant. This battery is appropriate for most jobs. This test measures the following scales: <b>Drug Free Attitudes, Non-Violence, Rules Compliance, Trustworthiness, Responsibility, Candidness</b>	80	18 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Elite – Grit Profile	The Elite Grit Profile is a general indicator of the individual's ability to work hard and persevere even in the face of setbacks and to stay focused on set goals regardless of any interference they may encounter. The six areas assessed by the Elite Grit Profile are: <b>Achievement Drive, Goal Focus, Work Ethic, Can-Do Attitude, Self Confidence</b>	65	15 minutes	N	Behavioral/ Cognitive
Elite - Healthcare Profile	The Elite Healthcare Profile is a general indicator of the individual's ability to engage in service-oriented behaviors within the Healthcare environment. This profile is appropriate for healthcare professionals who interact with patients (e.g., nurses, doctors, therapists, healthcare technicians, etc.). This test measures the following scales: <b>Compassion, Patient Relations, Stress Tolerance, Team Player, Candidness</b>	45	12 minutes	N	Behavioral/ Cognitive
Elite - Hospitality Profile	The Elite Hospitality Profile is a general indicator of the individual's ability to perform the basic functions of entry-level, customer facing hospitality jobs (e.g., front desk personnel, bell hops, food servers, customer service). This test measures the following scales: <b>Math Skills, Helping Disposition, Self Confidence, Flexibility, Responsibility, Reliability, Rules Compliance, Candidness</b>	115	30 minutes	N	Behavioral/ Cognitive
Elite - Industrial Profile	The Elite Industrial Profile is a general indicator of the individual's ability to perform the basic skills that underlie most entry-level through supervisory positions within a manufacturing or light industrial setting, such as basic math, assembly, and inspection. This test measures the following scales: <b>Spatial Reasoning, Inspection, Light Industrial math, Reliability, Responsibility, Safety, Candidness</b>	100	34 minutes	N	Behavioral/ Cognitive
Elite - Innovation Profile	The Elite Innovation Profile is a general indicator of the individual's ability to be creative and open minded in his/her thought process. It also assesses the degree to which the individual has an interest in problem solving and has the initiative and dedication to carry out his or her ideas. This profile is ideal for jobs requiring the generation and implementation of creative and original thoughts and ideas. This test measures the following scales: <b>Creativity, Dedication, Initiative, Open Mindedness, Optimism, Problem Solving, Candidness</b>	75	15 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Elite - Intellect Profile	Research from the testing literature regarding intelligence consistently shows that cognitive ability is a valid predictor of job performance, learning ability and training success, across most, if not all, jobs. The Elite Intellect Profile helps employers accurately test a candidate's level of general cognitive ability. More specifically, the test measures the individual's potential to be trained, to effectively and efficiently solve problems, to communicate clearly and to comprehend complex relationships. This test measures the following scales: <b>Mathematical and Logical Reasoning, Verbal Reasoning</b>	40	12 minutes	N	Behavioral/ Cognitive
Elite - Manager Profile	The Elite Management Profile is a general indicator of the individual's ability to lead and manage others. Adding the Elite Intellect Profile helps identify those who can also problem solve, learn and think quickly. This test measures the following scales: <b>Leadership, Supervision, Stress Management, Achievement Drive, Self Confidence, Assertiveness, Candidness</b>	95	21 minutes	N	Behavioral/ Cognitive
Elite - Personality Profile	The Elite Personality Profile is a general indicator of the individual's strength or weakness on ten personality dimensions generally perceived to be important for a wide range of occupations. The individual scale scores offer detailed insights with respect to the applicant's personality and potential job fit. This test measures the following scales: <b>Achievement Drive, Assertiveness, Flexibility, Helping Disposition, Leadership, Reliability, Self Confidence, Stress Management, Team Player, Trustworthiness, Candidness</b>	155	32 minutes	N	Behavioral/ Cognitive
Elite - Positive Attitude Profile	Employing individuals with a positive attitude is as critical to your business as the quality of your product or the effectiveness of your services. A positive employee mindset promotes a better working environment, increases customer loyalty and is repeatedly ranked as one of the most important traits by employers worldwide. The Positive Attitude Profile was developed to quickly help organizations identify those individuals who possess four critical behavioral characteristics associated with a positive disposition. This test measures the following scales: <b>Optimism, Dedication, Initiative, Open Mindedness, Candidness</b>	45	10 minutes	N	Behavioral/ Cognitive
Elite - Safety Profile	The Elite Safety Profile is a general indicator of the individual's ability to behave responsibly, be safety conscious and follow rules and procedures. This profile is ideal for jobs where safety is a top priority. This test measures the following scales: <b>Reliability, Responsibility, Rules Compliance, Safety</b>	65	12 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Elite - Sales Profile	The Elite Sales Profile is a general indicator of the individual's ability to persuade prospects and existing customers to purchase specific products and/or services. This battery is appropriate for most sales-related jobs. This test measures the following scales: <b>Achievement Drive, Assertiveness, Self Confidence, Extraversion, Candidness</b>	65	15 minutes	N	Behavioral/ Cognitive
Elite - Situational Judgment Test - Management	Situational Judgement - Manager consists of attitudinal, behavioral and situational questions aimed at assessing the candidate's ability to problem solve and use appropriate judgment while performing the manager function. The test provides an opportunity to objectively assess the management skills of job candidates. It was developed to identify those applicants best able to handle the daily challenges encountered by most managers and supervisors. This test measures the following scales: <b>Communication, Delegation, Decision Making, Employee Relations, Candidness</b>	35	10 minutes	N	Behavioral/ Cognitive
Elite - Situational Judgment Test - Sales	Situational Judgment Test - Sales consists of attitudinal, behavioral and situational questions aimed at assessing the candidate's ability to problem solve and use appropriate judgment while performing the sales function. The test is a general indicator of the individual's ability to persuade prospects and existing customers to purchase specific products and/or services. This test measures the following scales: <b>Customer Focus, Drive and Persistence, Listening Skills, Sales Strategies, Candidness</b>	35	10 minutes	N	Behavioral/ Cognitive
Elite - Situational Judgment Test - Service	This test consists of attitudinal, behavioral and situational questions aimed at assessing the candidate's ability to problem solve and use appropriate judgment while performing in a service function. The test was developed to assist organizations in identifying those who have a strong service orientation, meaning individuals who possess and demonstrate those skills necessary for providing excellent service. This test measures the following scales: <b>Conscientiousness, Interpersonal Skills, Listening Skills, Service Orientation, Candidness</b>	35	10 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Elite - Situational Judgment Test - Supervisor	PsyMetrics' Situational Judgment Test (SJT) - Supervisor consists of attitudinal, behavioral and situational questions aimed at assessing the candidate's ability to problem solve and use appropriate judgment while performing the supervisory function. The test is designed to help your business succeed by identifying those individuals with strong supervisory skills, as well as identifying potential areas for development among your management staff. This test measures the following scales: <b>Communication, Conscientiousness, Motivation, Team Orientation</b>	30	25 minutes	N	Behavioral/ Cognitive
Elite - Situational Judgment Test - Teams	Situation Judgment Test - Teams consists of attitudinal, behavioral and situational questions aimed at assessing the candidate's ability to problem solve and use appropriate judgment in team environments. The test is designed to help identify those individuals who are more likely to be productive in work environments where teamwork is critical for success. This test measures the following scales: <b>Team Spirit, Flexibility, Trust, Confidence, Candidness</b>	35	10 minutes	N	Behavioral/ Cognitive
Elite - Skills Profile	The Elite Skills Profile is a general indicator of the individual's ability to perform the basic skills that underlie most entry-level through supervisory positions (i.e., math skills, attention to detail, grammar and basic writing ability). This test measures the following scales: <b>Analyzing Tables, Attention to Detail, Language Skills, Math Skills</b>	80	29 minutes	N	Behavioral/ Cognitive
Elite - Staffing Profile	The Elite Staffing Profile is a general indicator of the individual's ability to perform basic skills required of most entry-level through supervisory jobs along with the ability to be hard working, responsible and trustworthy. This test measures the following scales: <b>Math, Attention to Detail, Reliability, Responsibility, Rules Compliance, Trustworthiness, Candidness</b>	105	15 minutes	N	Behavioral/ Cognitive
Elite - Supervision Profile	The Elite Supervision Profile is a general indicator of the individual's ability to mentor and supervise others. Adding the Reasoning component helps identify those who have the ability to learn quickly and problem solve. This test measures the following scales: <b>Supervision, Helping Disposition, Self Confidence, Reliability, Team Player, Candidness</b>	80	18 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Elite - Transportation Profile	The Elite Transportation Profile is a general indicator of the individual's ability to behave responsibly, be safety conscious and follow rules and procedures. This profile is ideal for drivers and warehouse packers and shippers. This test measures: <b>Reliability, Responsibility, Rules Compliance, Trustworthiness, Safety, Candidness</b>	80	18 minutes	N	Behavioral/ Cognitive
Elite - Work Skills	The Elite Work Skills Profile is a general indicator of the individual's ability to perform the basic skills that underlie most entry-level through supervisory positions (i.e., trouble shooting, attention to detail, and grammar). This test measures the following scales: <b>Analyzing, Language Skills, Attention to Details and Reasoning</b>	80	29 minutes	N	Behavioral/ Cognitive
Elite Retail Profile	The Elite Retail Profile is a general indicator of the individual's ability to perform the basic functions of entry-level retail jobs including cashier, stock and customer service personnel. If the job requires sales, additional sales-related scales can be incorporated. This test measures the following scales: <b>Math Skills, Responsibility, Reliability, Flexibility, Helping Disposition, Trustworthiness, Candidness</b>	90	33 minutes	N	Behavioral/ Cognitive
Elite Service Profile	The Elite Service Profile is a general indicator of the individual's ability to engage in service-oriented behaviors as defined by the scales in this battery. This battery is appropriate for all jobs that require service-related interaction with prospects and/or customers. This test measures the following scales: <b>Helping Disposition, Flexibility, Stress Management, Team Player, Candidness</b>	65	15 minutes	N	Behavioral/ Cognitive
Mechanical Aptitude Test	When selecting employees who will be performing jobs that involve mechanical or equipment repair, general building maintenance, knowledge of tools and/or general mechanical concepts, it is important to assess such skills objectively. Failure to do so could result in hiring individuals who could cause harm to themselves and those around them. <b>Measures Basic Electrical Concepts, Measurement and Math, Effects of Moving Objects, Effects of Weight Distribution, Assembly, &amp; Tools</b>	30	15 minutes	N	Behavioral/ Cognitive



Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
<b>PsyMetrics Behavioral and Cognitive</b>					
Ocean Profile - Big 5 Personality	The OCEAN Profile was developed to quickly help organizations identify an individual's five (5) key personality dimensions. The Profile scores can then be compared to specific job attributes requiring the dimensions assessed to ensure you are obtaining the best person/job fit. The five areas assessed by the OCEAN Profile are: <b>Openness, Conscientiousness, Extraversion, Agreeableness, &amp; Non-Negativity</b>	55	15 minutes	N	Behavioral/ Cognitive
Sales Hunter Profile	The PsyMetrics' Sales Hunter Profile is a general indicator of the individual's ability and desire to be achievement driven, outgoing, confident and an overall go-getter. These characteristics have been scientifically proven to be predictive of top sales and management performance. The six areas assessed by the Sales Hunter Profile are: <b>Achievement Drive, Assertiveness, Extraversion, Go-Getter Attitude, Self Confidence, Work Ethic</b>	80	15 minutes	N	Behavioral/ Cognitive
Quick Screen	Sometimes your candidate selection process needs to be streamlined. And you only have a few minutes to assess job applicants. PsyMetrics' Quick Screen was specifically developed for these situations. Utilizing proven test content, Quick Screen assesses your candidates on 3 critical job attributes in less than 10 minutes. If further screening is needed later in the application process, additional PsyMetrics' assessments can be administered for further insight. The 3 critical attributes assessed by Quick Screen are: Smarts, Drive, Work Ethic.  <b>Quick Screen predicts: Achievement Drive, Dependability, Hard Working Attitude, Problem Solving Ability, Reasoning Skills, Overall Job Performance</b>	50	10 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
PsyMetrics Behavioral and Cognitive					
Workplace Aptitude Test	<p>Workplace Aptitude Test (WAT) was designed to help companies select individuals who are quick and logical thinkers. The WAT measures your applicants' ability to solve work-related problems and to think clearly and logically in an efficient and effective manner. Individuals who score high on this test have been identified by their supervisors as employees who follow instructions and complete the task at hand with little supervision. These individuals are also able to learn new ideas/materials with ease.</p> <p>This test is ideal for identifying individuals who can learn quickly, problem solve successfully and perform work tasks involving math, verbal comprehension and spatial reasoning (which has been linked to creativity and innovation). Areas assessed include: <b>Mathematical Ability, Logical Reasoning, Spatial Reasoning, Business Vocabulary</b></p>	30	12 minutes	N	Behavioral/ Cognitive

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Retail Sales</b>						
Retail Sales – Customer Service	Questions covering such topics such as dealing with angry and waiting customers, customer and company errors, reading body language and effective sales techniques.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Employee Teamwork	Questions covering the ability to work cooperatively with other employees and administrators.	10	10 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Inventory Coding	Questions covering the ability to perform standard inventory coding.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Inventory Sorting	Questions covering the ability to perform standard inventory sorting.	10	10 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Learning Products	Questions covering the ability to learn new product features, prices and selling points.	36	20 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Retail Math	Questions covering the ability to perform basic math related to retail sales.	15	15 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Retail Reading	Questions covering the ability to read and comprehend retail literature.	20	15 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Retail Sales</b>						
Retail Sales – Sales and Promotion	Questions covering such topics such as sales and promotion techniques.	22	15 minutes	Y	Skill/ Knowledge	Role-Specific
Retail Sales – Store Security	Questions covering such topics such as shoplifting and inventory loss prevention.	10	15 minutes	Y	Skill/ Knowledge	Role-Specific

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
Access 2007 - Advanced	<p>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.</p> <p>*Test options include Timed and Untimed tests.</p>	34	30 minutes	N	Simulation	Software Skills
Access 2007 - Beginner	<p>Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.</p> <p>*Test options include Timed and Untimed tests.</p>	34	30 minutes	N	Simulation	Software Skills
Access 2007 – Standard	<p>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. <b>Test includes basic, intermediate and advanced questions.</b></p> <p>*Test options include Timed and Untimed tests.</p>	35	30 minutes	N	Simulation	Software Skills
Access 2010 - Advanced	<p>Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature (optional).</p> <p>*Test options include Timed and Untimed tests.</p>	32	30 minutes	N	Simulation	Software Skills
Access 2010 - Beginner	<p>Questions for the beginner user of the Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature (optional).</p> <p>*Test options include Timed and Untimed tests.</p>	32	30 minutes	N	Simulation	Software Skills
Access 2010 - Standard	<p>Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b></p>	35	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
	*Test options include Timed and Untimed tests.					
Access 2013 - Intermediate	Questions on the most commonly used Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b>  *Test options include Timed and Untimed tests.	37	30 minutes	N	Simulation	Software Skills
Excel 2007 - Advanced	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.  *Test options include Timed and Untimed tests.	34	30 minutes	N	Simulation	Software Skills
Excel 2007 - Basic Skills	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.  *Test options include Timed and Untimed tests.	32	30 minutes	N	Simulation	Software Skills
Excel 2007 - Standard	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet. <b>Test includes basic, intermediate and advanced questions.</b>  *Test options include Timed and Untimed tests.	35	30 minutes	N	Simulation	Software Skills
Excel 2010 - Advanced	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature (optional).  *Test options include Timed and Untimed tests.	34	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
Excel 2010 - Beginner	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature (optional).  *Test options include Timed and Untimed tests.	32	30 minutes	N	Simulation	Software Skills
Excel 2010 - Standard	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b>  *Test options include Timed and Untimed tests.	35	30 minutes	N	Simulation	Software Skills
Excel 2013 - Advanced	Questions for the advanced user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.  *Test options include Timed and Untimed tests.	33	30 minutes	N	Simulation	Software Skills
Excel 2013 - Beginner	Questions for the beginner user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis and customizing Excel. *Test options include Timed and Untimed tests.	32	30 minutes	N	Simulation	Software Skills
Excel 2013 - Intermediate	Questions on the most commonly used Microsoft Excel 2013 features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b>  *Test options include Timed and Untimed tests.	36	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
Excel Functions - Standard	Thirty questions covering advanced worksheet functions common to all versions of Excel.	30	30 minutes	N	Simulation	Software Skills
Excel 2013 - Pivot Module	Questions on Microsoft Excel Pivot Tables and Pivot Charts	15	30 minutes	N	Simulation	Software Skills
Excel 2016 - Advanced	Questions on the most commonly used Microsoft Excel 2016 features such as analysis, editing, file management, formatting, graphics, printing, and tools and automation. Includes end-of-test review feature.	30	30 minutes	N	Simulation	Software Skills
Excel 2016 – Beginner	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, and printing. Includes end-of-test review feature.	32	30 minutes	N	Simulation	Software Skills
Excel 2016 – Intermediate	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, analysis, graphics, printing and tools and automation. Includes end-of-test review feature. <b>Test includes basic, intermediate and advanced questions.</b>	36	30 minutes	N	Simulation	Software Skills
G Suite - Beginner	Questions for the beginner user of Google Suite features such as file management, editing, formatting, printing, as well as tools and automation.	36	30 minutes	N	Simulation	Software Skills



Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
G Suite - Transition from MS Office	Questions for the beginner user Comparing Microsoft Office with Google Suite features such as file management, editing, formatting, printing, as well as tools and automation.	36	30 minutes	Y	Skill/ Knowledge	Software Skills
Internet Explorer 11 – Intermediate	Questions on the most commonly used Microsoft Internet Explorer 11 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet. Includes end-of-test review feature.  *Test options include Timed and Untimed tests	30	30 minutes	N	Simulation	Software Skills
Internet Explorer 10 – Intermediate	Questions on the most commonly used Microsoft Internet Explorer 10 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet. Includes end-of-test review feature.  *Test options include Timed and Untimed tests.	30	31 minutes	N	Simulation	Software Skills
Internet Explorer 7.0	Questions on the most commonly used Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.	30	30 minutes	N	Simulation	Software Skills
Internet Explorer 8.0	Questions on the most commonly used Microsoft Internet Explorer 8 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.	30	30 minutes	N	Simulation	Software Skills
Internet Explorer 9.0	Questions on the most commonly used Microsoft Internet Explorer 9 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.	30	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
Lotus Notes 8.5	Questions covering the end user component of Lotus Notes 8.5, topics such as browser features, calendar and scheduling, databases and documents, email as well as notes terminology.	43	35 minutes	N	Simulation	Software Skills
Lotus Notes Admin	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.	44	35 minutes	N	Simulation	Software Skills
Lotus Notes End-User	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.	30	35 minutes	N	Simulation	Software Skills
MS Office Productivity	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 productivity functions such as macros).	20	20 minutes	N	Simulation	Software Skills
Outlook 2007	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. <b>Test includes basic, intermediate and advanced questions.</b>	25	30 minutes	N	Simulation	Software Skills
Outlook 2010 – Standard	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b>	25	30 minutes	N	Simulation	Software Skills
Outlook 2013 – Intermediate	Questions on the most commonly used Microsoft Outlook 2013 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. Includes end-of-test review	35	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
	feature. <b>Test includes basic, intermediate and advanced questions.</b>  *Test options include Timed and Untimed tests.					
Outlook 2016 - Intermediate	Questions on the most commonly used Microsoft Outlook 2016 features such as Calendars, Contacts, Mail, and Tools. Includes end-of-test review feature. <b>Test includes basic, intermediate and advanced questions.</b>	35	30 minutes	N	Simulation	Software Skills
Peachtree 8.0	This test contains questions on the most commonly used Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.	35	30 minutes	N	Simulation	Software Skills
Peachtree 9.0	This test contains questions on the most commonly used Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.	35	30 minutes	N	Simulation	Software Skills
PowerPoint 2007 - Advanced	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.  *Test options include Timed and Untimed tests.	33	30 minutes	N	Simulation	Software Skills
PowerPoint 2007 - Beginner	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.  *Test options include Timed and Untimed tests.	29	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
PowerPoint 2007 - Standard	<p>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. <b>Test includes basic, intermediate and advanced questions.</b></p> <p>*Test options include Timed and Untimed tests.</p>	35	30 minutes	N	Simulation	Software Skills
PowerPoint 2010 - Advanced	<p>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 tools and automation. Includes end-of-test review feature (optional).</p> <p>*Test options include Timed and Untimed tests.</p>	26	30 minutes	N	Simulation	Software Skills
PowerPoint 2010 - Beginner	<p>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 tools and automation. Includes end-of-test review feature (optional).</p> <p>*Test options include Timed and Untimed tests.</p>	24	30 minutes	N	Simulation	Software Skills
PowerPoint 2010 - Standard	<p>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 tools and automation. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b></p> <p>*Test options include Timed and Untimed tests.</p>	35	30 minutes	N	Simulation	Software Skills
PowerPoint 2013 - Advanced	<p>Questions for the advanced user of Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.</p> <p>*Test options include Timed and Untimed tests.</p>	26	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
PowerPoint 2013 - Beginner	<p>Questions for the beginner user of Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.</p> <p>*Test options include Timed and Untimed tests.</p>	24	30 minutes	N	Simulation	Software Skills
PowerPoint 2013 - Intermediate	<p>Questions on the most commonly used Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature. <b>Test includes basic, intermediate and advanced questions.</b></p> <p>*Test options include Timed and Untimed tests.</p>	33	30 minutes	N	Simulation	Software Skills
PowerPoint 2016 – Beginner	<p>Questions on the most commonly used Microsoft PowerPoint 2016 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.</p>	24	30 minutes	N	Simulation	Software Skills
PowerPoint 2016 - Intermediate	<p>Questions on the most commonly used Microsoft PowerPoint 2016 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature. <b>Test includes basic, intermediate and advanced questions.</b></p>	34	30 minutes	N	Simulation	Software Skills
QuickBooks 2010	<p>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.</p>	35	30 minutes	N	Simulation	Software Skills
QuickBooks 2019	<p>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.</p>	34	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
Windows 7	Questions covering the most important and frequently used features of Microsoft Windows 7 such as file and disk management, desktop management, printing, running applications system management, as well as tools and help. Includes end-of-test review feature (optional).	34	30 minutes	N	Simulation	Software Skills
Windows 8 – Intermediate	Questions covering the most important and frequently used features of Microsoft Windows 8 such as file and disk management, desktop management, printing, running applications system management, as well as tools and help. Includes end-of-test review feature.  *Test options include Timed and Untimed tests.	38	30 minutes	N	Simulation	Software Skills
Windows 10 – Intermediate	Questions covering the most important and frequently used features of Microsoft Windows 10 such as file and disk management, desktop management, networks and internet, running applications system management, and tools. Includes end-of-test review feature.	35	35 minutes	N	Simulation	Software Skills
Word 2007 - Advanced	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.  *Test options include Timed and Untimed tests.	37	30 minutes	N	Simulation	Software Skills
Word 2007 - Beginner	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.  *Test options include Timed and Untimed tests.	30	30 minutes	N	Simulation	Software Skills
Word 2007 - Standard	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. <b>Test includes basic, intermediate and advanced questions.</b>  *Test options include Timed and Untimed tests.	35	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
<b>Software Skills</b>						
Word 2010 - Advanced	<p>Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature (optional).</p> <p>*Test options include Timed and Untimed tests.</p>	37	30 minutes	N	Simulation	Software Skills
Word 2010 - Beginner	<p>Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature (optional).</p> <p>*Test options include Timed and Untimed tests.</p>	30	30 minutes	N	Simulation	Software Skills
Word 2010 - Standard	<p>Questions covering the most important and frequently used features of Microsoft Word such as file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature (optional). <b>Test includes basic, intermediate and advanced questions.</b></p> <p>*Test options include Timed and Untimed tests.</p>	35	30 minutes	N	Simulation	Software Skills
Word 2013 - Advanced	<p>Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.</p> <p>*Test options include Timed and Untimed tests.</p>	37	30 minutes	N	Simulation	Software Skills
Word 2013 - Beginner	<p>Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.</p> <p>*Test options include Timed and Untimed tests.</p>	30	30 minutes	N	Simulation	Software Skills
Word 2013 - Intermediate	<p>Questions covering the most important and frequently used features of Microsoft Word 2013 such as file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature.</p>	37	30 minutes	N	Simulation	Software Skills

Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type	Online Testing System Category
Software Skills						
	*Test options include Timed and Untimed tests.					
Word 2013 Table Module	Questions on Microsoft Word 2013 Tables	15	30 minutes	N	Simulation	Software Skills
Word 2016 - Advanced	Questions for the advanced user of Microsoft Word 2016 features such as file management, editing, formatting, printing, tables and graphics as well as tools and automation. Includes end-of-test review feature.	35	30 minutes	N	Simulation	Software Skills
Word 2016 - Beginner	Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test review feature.	30	30 minutes	N	Simulation	Software Skills
Word 2016 - Intermediate	Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature. <b>Test includes basic, intermediate and advanced questions.</b>	37	30 minutes	N	Simulation	Software Skills



Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	International Tests, Titles by Language						
Dutch	Call Center	NL Call Center - Sales	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.	26	20 - 35 minutes	Y	Skill/ Knowledge
Dutch	Clerical Office	Data invultest - Cijfers	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
Dutch	Clerical Office	Data invultest - Letters en Cijfers	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
Dutch	Clerical Office	NL Typtest	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	5 minutes	N	Simulation
Dutch	Clerical Office	NL Typetest - enkele spatie	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	Time-Based	3 minutes	N	Simulation
Dutch	Software Skills	NL Excel 2016 – Intermediate	Dutch-based version of Excel 2016 Intermediate simulation. Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, graphics, printing, and tools. Includes end-of-test review feature.	36	30 minutes	N	Simulation
Dutch	Software Skills	NL Word 2016 - Intermediate	Dutch-based version of Word 2016 Intermediate simulation. Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test review feature.	37	30 minutes	N	Simulation
English for Australia	Accounting & Finance - Accounting Knowledge	Accounting - Accounts Payable (Aust)	This test contains questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.	35	25 minutes	Y	Skill/ Knowledge
English for Australia	Accounting & Finance -	Accounting - Accountant (Aust)	This test contains questions on common skills required by an accountant, such as accounts payable, accounts	40	25 minutes	Y	Skill/ Knowledge

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
	Accounting Knowledge		receivable, depreciation, inventory, terminology, and general accounting practices.				
English for Australia	Accounting & Finance - Accounting Knowledge	Accounting - Accounts Receivable (Aust)	This test contains questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts as well as terminology and general accounting practices.	23	25 minutes	Y	Skill/ Knowledge
English for Australia	Accounting & Finance - Accounting Knowledge	Accounting - Business Documents (Aust)	This test contains questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.	35	25 minutes	Y	Skill/ Knowledge
English for Australia	Accounting & Finance - Accounting Knowledge	Accounting - Cost Accounting (Aust)	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.	12	25 minutes	Y	Skill/ Knowledge
English for Australia	Accounting & Finance - Accounting Knowledge	Accounting - Terminology (Aust)	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.	35	25 minutes	Y	Skill/ Knowledge
English for Australia	Accounting & Finance - Accounting Knowledge	MYOB - Advanced (English for AU)	This test contains questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms.	25	30 minutes	N	Simulation
English for Australia	Accounting & Finance - Accounting Knowledge	MYOB - Beginner (English for AU)	This test contains questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms, Cheque Book, and Maintenance.	25	30 minutes	N	Simulation
English for Australia	Accounting & Finance - Accounting Knowledge	MYOB Standard (Australia)	This test contains questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms.	40	30 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for Australia	Accounting & Finance - Accounting Office	AU Typing Test - Accounting (F)	Tests typing speed and error rate while copying a text specific to accounting environments.	Time-Based	5 minutes	N	Simulation
English for Australia	Accounting & Finance - Banking	AU Typing Test - Banking and Finance (F)	Tests typing speed and error rate while copying a text specific to banking and finance environments.	Time-Based	5 minutes	N	Simulation
English for Australia	Call Center	Spelling - Int Geography (Audio) (Aust)	Listening to audio, examinees are asked to type the correct spelling of countries as well international cities and states.	40	30 minutes	N	Skill/ Knowledge
English for Australia	Call Center	Spelling (Audio) (Aust)	Listening to audio, examinees are asked to type the correct spelling for various words.	30	20 minutes	N	Skill/ Knowledge
English for Australia	Clerical Office	AU Data Entry Test - Alphanumeric (F)	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
English for Australia	Clerical Office	AU Typing Test - Medical (F)	Tests typing speed and error rate while copying a text specific to medical environments.	Time-Based	5 minutes	N	Simulation
English for Australia	Clerical Office	AU Typing Test - Technical (F)	Tests typing speed and error rate while copying a text specific to technical environments.	Time-Based	5 minutes	N	Simulation
English for Australia	Clerical Office	Filing - Names (Aust)	Examinees must select the correct location for filing documents based on names and companies.	30	10 minutes	Y	Skill/ Knowledge
English for Australia	Clerical Office	Filing - Numbers (Aust)	Examinees must select the correct location for filing documents based on dates and numbers.	38	15 minutes	Y	Skill/ Knowledge
English for Australia	Clerical Office	Filing - Standard (Aust)	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.	30	15 minutes	Y	Skill/ Knowledge
English for Australia	Clerical Office	Spelling - Geography (Aust)	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.	40	30 minutes	Y	Skill/ Knowledge

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for Australia	Clerical Office	Telephone Skills (Aust)	This test contains questions relating to basic telephone techniques, manners, judgment and discretion as well as message taking.	32	20 minutes	Y	Skill/ Knowledge
English for Australia	Industrial	Industrial Safety - Fire/Personnel Std (Aust)	Questions cover topics such as fire prevention and industrial safety equipment.	30	20 minutes	Y	Skill/ Knowledge
English for Australia	Industrial	Industrial Safety - Warehouse/Vehicles Std (Aust)	This test measures knowledge of Aust. Safety Law, Personal Safety, Personnel Safety, Environmental Safety, Fire Safety, Hazardous Materials, Materials Handling, and Workplace Vehicles.	35	20 minutes	Y	Skill/ Knowledge
English for Canada	Accounting & Finance - Accounting Knowledge	Accounting - Accounting and Bookkeeping (Canada)	This test contains questions on common knowledge and skills required by an accountant or bookkeeper working under Canadian rules and procedures for accounting.	44	25 minutes	Y	Skill/ Knowledge
English for Canada	Clerical Office	Canadian Data Entry Test - Alphanumeric (F)	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
English for Canada	Clerical Office	Canadian Data Entry Test - Numeric (F)	The applicant is asked to type numbers using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
English for New Zealand	Clerical Office	NZ Data Entry Test - Alphanumeric (F)	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
English for South Africa	Clerical Office	SA Data Entry - Alphanumeric	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
English for UK	Accounting & Finance - Accounting Office	UK Shorthand - Accounting (Audio)	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.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Call Center	UK Data Entry - Call Centre (Audio) (F)	Listening to a simulated marketing call, examinees are asked to type the required information into an on-screen form.	Time-Based	10 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for UK	Call Center	UK Data Entry - Sales (Orders) (F)	The applicant is asked to type details from a business card into an on-screen form.	Time-Based	5 minutes	N	Simulation
English for UK	Clerical Office	UK Call Center - Data Analysis	Examinees are shown various price charts and asked to determine which price would be charged for different scenarios.	20	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Checking - Names	Examinees are asked to compare 2 sets of names and mark if they match or not.	Time-Based	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Checking - Numbers	Examinees are asked to compare 2 sets of numbers and mark if they match or not.	Time-Based	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Checking - Standard	Examinees are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not.	Time-Based	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Coding - Letters	Examinees are asked to select the correct abbreviation from a list of names, colors, departments, cities and chemicals.	30	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Coding - Numbers	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.	30	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Coding - Standard	Examinees are asked to select the correct abbreviation from a list of extensions, departments, names, colors, cities and chemicals.	30	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Customer Service	Customer Service questions on topics such as how best to deal with dissatisfied customers, proper telephone skills as well as Customer Service techniques.	32	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Data Entry Test - Alphanumeric (F)	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
English for UK	Clerical Office	UK Data Entry Test - Numeric (F)	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for UK	Clerical Office	UK Filing - Names	Examinees must select the correct location for filing documents based on names and companies.	30	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Filing - Numbers	Examinees must select the correct location for filing documents based on dates and numbers.	38	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Filing - Standard	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.	30	15 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Flash Data Entry - Standard (Audio)	Examinees enter data into online forms from audio input.	Time-Based	5 minutes	N	Simulation
English for UK	Clerical Office	UK Flash Transcription - Accounting (Audio)	Examinees type a document that is read aloud.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Clerical Office	UK Flash Transcription - Business (Audio)	Examinees type a document that is read aloud.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Clerical Office	UK Flash Transcription - Legal (Audio)	Examinees type a document that is read aloud.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Clerical Office	UK Flash Transcription - Medical (Audio)	Examinees type a document that is read aloud.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Clerical Office	UK Grammar - Business	Examinees are asked to select grammatically correct sentences specific to business environments.	20	10 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Grammar - General	Examinees are asked to select grammatically correct sentences.	20	10 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Letter Setup - Alternative Block	Examinees are asked to set up a standard letter in the alternative block format.	3	15 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for UK	Clerical Office	UK Letter Setup - Block	Examinees are asked to set up a standard letter in the standard block format.	3	15 minutes	N	Simulation
English for UK	Clerical Office	UK Letter Setup - Letter Head Block	Examinees are asked to set up a standard letter in the letter head block format.	3	15 minutes	N	Simulation
English for UK	Clerical Office	UK Letter Setup - Semi Block	Examinees are asked to set up a standard letter in the semi-block format.	3	15 minutes	N	Simulation
English for UK	Clerical Office	UK Math - General	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages.	30	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Office Manager Skills	Examinees are asked questions relating to managing staff, measuring employee performance and productivity, and recommending raises and promotions.	30	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Phone Message Taking	Examinees see a telephone message displayed briefly and are then asked 5 questions relating to the message.	35	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Proofreading - Error Detection	Examinees must find and highlight 20 errors found in on-screen text.	NA	10 minutes	N	Skill/ Knowledge
English for UK	Clerical Office	UK Receptionist Skills	This test contains questions relating to receptionist skills such as recognizing names and faces, taking messages and forwarding calls.	34	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Secretarial Skills	This test contains questions relating to secretarial skills such as recognizing names and faces, taking messages, and using judgment and discretion.	34	25 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Shorthand - Business (Audio)	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.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Clerical Office	UK Spelling - Business	Examinees select the correct spelling of words specific to business environments.	20	10 minutes	Y	Skill/ Knowledge

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for UK	Clerical Office	UK Spelling - General	Examinees select the correct spelling of words in general use.	20	10 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Spelling - Geography	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.	40	20 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Ten Key Test - Standard	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.	Time-Based	3 minutes	N	Simulation
English for UK	Clerical Office	UK Typing Test 1 (F)	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	5 minutes	N	Simulation
English for UK	Clerical Office	UK Vocabulary - Business	Examinees are asked to select the correct meaning of words specific to business environments.	20	10 minutes	Y	Skill/ Knowledge
English for UK	Clerical Office	UK Vocabulary - General	Examinees are asked to select the correct meaning of words in general use.	20	10 minutes	Y	Skill/ Knowledge
English for UK	Legal	UK Shorthand - Legal (Audio)	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.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Medical Office	UK Shorthand - Medical (Audio)	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.	Time-Based	5 minutes	N	Skill/ Knowledge
English for UK	Retail Sales	UK Retail Sales - Learning Products	Questions covering the ability to learn new product features, prices and selling points.	36	20 minutes	Y	Skill/ Knowledge
English for UK	Retail Sales	UK Retail Sales - Retail Math	Questions covering the ability to perform basic math related to retail sales.	15	10 minutes	Y	Skill/ Knowledge



Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
English for UK	Retail Sales	UK Retail Sales - Sales and Promotion	Questions covering such topics such as sales and promotion techniques.	22	15 minutes	Y	Skill/ Knowledge
English for UK	Retail Sales	UK Retail Sales - Store Security	Questions covering such topics such as shoplifting and inventory loss prevention.	10	5 minutes	Y	Skill/ Knowledge
French	Clerical Office	Test de dactylographie	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	5 minutes	N	Simulation
French	Clerical Office	Test de Dactylographie - Version Espace Simple	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	Time-Based	3 minutes	N	Simulation
French	Clerical Office	Test Entrée de Données	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
French	Clerical Office	Test Entrée de Données - Num	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
French	Software Skills	FR Access 2007 - Test Standard	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.	35	30 minutes	N	Simulation
French	Software Skills	FR Access 2010 - Standard	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.	35	30 minutes	N	Simulation
French	Software Skills	FR Excel 2007 - Test Standard	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	34	30 minutes	N	Simulation
French	Software Skills	FR Excel 2010 - Standard	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	34	30 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	International Tests, Titles by Language						
French	Software Skills	FR Excel 2016 - Intermediate	French-based version of Excel 2016 Intermediate simulation. Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, graphics, printing, and tools. Includes end-of-test review feature.	36	30 minutes	N	Simulation
French	Software Skills	FR Outlook 2010 - Standard	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	25	30 minutes	N	Simulation
French	Software Skills	FR PowerPoint 2007 - Test Standard	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.	35	30 minutes	N	Simulation
French	Software Skills	FR PowerPoint 2010 - Standard	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.	35	30 minutes	N	Simulation
French	Software Skills	FR Word 2007 - Test Standard	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.	35	30 minutes	N	Simulation
French	Software Skills	FR Word 2010 - Standard	Questions covering the most important and frequently used features of Microsoft Word 2010 such as file management, editing, formatting, printing, desktop publishing and customizing Word.	35	30 minutes	N	Simulation
French	Software Skills	FR Word 2016 - Intermediate	French-based version of Word 2016 Intermediate simulation. Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test review feature.	37	30 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
International Tests, Titles by Language							
French Canadian	Clerical Office	FC Essentials - Grammar	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.	20	10 minutes	Y	Skill/ Knowledge
French Canadian	Clerical Office	FC Essentials - Math	This test measures basic level math skills including addition, subtraction, multiplication, division, fractions, decimals and percents.	20	10 minutes	Y	Skill/ Knowledge
French Canadian	Clerical Office	FC Essentials - Spelling	This test measures basic level spelling skills including the ability to identify correctly/incorrectly spelled words used in general and business environments.	20	10 minutes	Y	Skill/ Knowledge
French Canadian	Clerical Office	FC Essentials - Vocabulary	This test measures basic level vocabulary skills including the ability to identify general and business terms.	20	10 minutes	Y	Skill/ Knowledge
German	Clerical Office	Dateneingabetest - Alphanumerisch	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
German	Clerical Office	Dateneingabetest - Numerisch	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
German	Clerical Office	Maschinenschreibtest - Version Einzellerzeichen	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	Time-Based	3 minutes	N	Simulation
German	Clerical Office	Schreibmaschinen-Test	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	5 minutes	N	Simulation
German	Software Skills	DE Access 2007 - Normaler Test	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.	35	30 minutes	N	Simulation
German	Software Skills	DE Excel 2007 - Normaler Test	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	35	30 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	International Tests, Titles by Language						
German	Software Skills	DE Excel 2016 - Intermediate	German-based version of Excel 2016 Intermediate simulation. Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, graphics, printing, and tools. Includes end-of-test review feature.	36	30 minutes	N	Simulation
German	Software Skills	DE PowerPoint 2007 - Normaler Test	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.	35	30 minutes	N	Simulation
German	Software Skills	DE Word 2007 - Normaler Test	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.	35	30 minutes	N	Simulation
German	Software Skills	DE Word 2016 - Intermediate	German-based version of Word 2016 Intermediate simulation. Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test review feature.	37	30 minutes	N	Simulation
Spanish	Call Center	SP - Ortografía - Audio	Listening to an audio, examinees are asked to type the correct spelling for various words.	30	25 minutes	N	Simulation
Spanish	Clerical Office	Prueba alfanumérica	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
Spanish	Clerical Office	Prueba De Matematicas	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages.	30	20 minutes	Y	Skill/ Knowledge
Spanish	Clerical Office	Prueba de mecanografía	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	Time-Based	5 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	International Tests, Titles by Language						
Spanish	Clerical Office	Prueba de Mecanografía - Versión Espacio Simple	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	Time-Based	3 minutes	N	Simulation
Spanish	Clerical Office	Prueba numérica	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	Time-Based	5 minutes	N	Simulation
Spanish	Clerical Office	SP - Gramática - General	Examinees are asked to select grammatically correct sentences.	20	10 minutes	Y	Skill/ Knowledge
Spanish	Clerical Office	SP - Ortografía - General	Examinees select the correct spelling of words in general use.	20	20 minutes	N	Simulation
Spanish	Clerical Office	SP - Translation (Audio)	Listening to audio, examinees are asked to type the correct English spelling for various Spanish words.	35	30 minutes	N	Skill/ Knowledge
Spanish	Clerical Office	SP Vocabulario - General	Examinees are asked to select the correct meaning of words in general use.	20	20 minutes	Y	Skill/ Knowledge
Spanish	Software Skills	SP Access 2007 - Prueba Estándar	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.	35	30 minutes	N	Simulation
Spanish	Software Skills	SP Access 2010 - Prueba Estándar	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.	35	30 minutes	N	Simulation
Spanish	Software Skills	SP Excel 2007 - Prueba Estándar	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	35	30 minutes	N	Simulation
Spanish	Software Skills	SP Excel 2010 - Prueba Estándar	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	35	30 minutes	N	Simulation

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	International Tests, Titles by Language						
Spanish	Software Skills	SP Outlook 2010 - Prueba estándar	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	25	30 minutes	N	Simulation
Spanish	Software Skills	SP PowerPoint 2007 - Prueba Estándar	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.	35	30 minutes	N	Simulation
Spanish	Software Skills	SP PowerPoint 2010 - Prueba Estándar	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.	35	30 minutes	N	Simulation
Spanish	Software Skills	SP Word 2007 - Prueba Estándar	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.	35	30 minutes	N	Simulation
Spanish	Software Skills	SP Word 2010 - Prueba Estándar	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.	35	30 minutes	N	Simulation
Spanish for North America	Clerical Office	SU Essentials - Grammar	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.	20	15 minutes	Y	Skill/ Knowledge
Spanish for North America	Clerical Office	SU Essentials - Math	This test measures basic level math skills including addition, subtraction, multiplication, division, fractions, decimals and percents.	20	15 minutes	Y	Skill/ Knowledge
Spanish for North America	Clerical Office	SU Essentials - Spelling	This test measures basic level spelling skills including the ability to identify correctly/incorrectly spelled words used in general and business environments.	20	15 minutes	Y	Skill/ Knowledge

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
Spanish for North America	Clerical Office	SU Essentials - Vocabulary	This test measures basic level vocabulary skills including the ability to identify general and business terms.	20	15 minutes	Y	Skill/ Knowledge
Spanish for North America	Clerical Office	Workplace English for Spanish Speakers	This Spanish-language assessment asks examinees about the meaning and proper usage of English-language words and phrases.	30	20 minutes	N	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Safety - Fire/Personnel Standard	Questions covering topics such as fire prevention and industrial safety equipment.	30	25 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Safety - HAZMAT (US) Standard	Questions covering topics such as standard handling and disposal of hazardous materials in the United States.	30	25 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Automotive Standard	Questions covering topics such as internal combustion engines, auto body, tools and automotive systems.	30	25 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Construction Standard	Questions covering topics such as woodworking, electrical and plumbing.	40	30 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Electrical	Questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations.	25	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Industrial Math	Questions covering industrial math skills such as calculations and conversions of distance, area and volume, fractions and decimals.	30	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Machine Standard	Questions covering topics such as metalworking, automotive and basic machine concepts.	55	40 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Metalworking Standard	Questions covering topics such as metal properties, tools and fabrication principles.	30	20 minutes	Y	Skill/ Knowledge

Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	<b>International Tests, Titles by Language</b>						
Spanish for North America	Industrial	SU Industrial Skills - Plumbing Standard	Questions covering topics such as types of piping/materials, techniques, tools and basic regulations.	30	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Industrial Skills - Woodworking	Questions covering topics such as tools, materials and basic techniques.	25	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Basic Math Skills	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.	40	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Count and Stack	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 of which are hidden from view.	20	10 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Forklift	This test measures understanding of operations and safety issues related to the use of a fork life in an industrial environment such as a warehouse.	30	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Pick and Pack - (2011)	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.	35	25 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Ruler - English Units	This test assesses the ability to measure or identify the measurement of objects using a ruler with English measurement units.	20	10 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Ruler - Metric Units	This test assesses the ability to measure or identify the measurement of objects using a ruler with metric measurement units.	20	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Safety	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.	30	20 minutes	Y	Skill/ Knowledge



Test Language	Test Category	Test Title	Test Description	Item Count	Est. Admin Time	Mobile Enabled?	Test Type
	International Tests, Titles by Language						
Spanish for North America	Industrial	SU Light Industrial - Shipping and Receiving	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.	30	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Shop Math	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.	30	20 minutes	Y	Skill/ Knowledge
Spanish for North America	Industrial	SU Light Industrial - Units and Conversion	This test measures the ability to identify and perform calculations on units, including metric units of length, area and volume.	25	20 minutes	Y	Skill/ Knowledge