

Basic Computer Literacy

Assessment Fact Sheet

Overview

The Basic Computer Literacy assessment evaluates a candidate's knowledge of general computer terms. It also determines a candidate's ability to manage files, work with a Windows operating system and application software, as well as access the Internet. It consists of both multiple choice and simulation items.

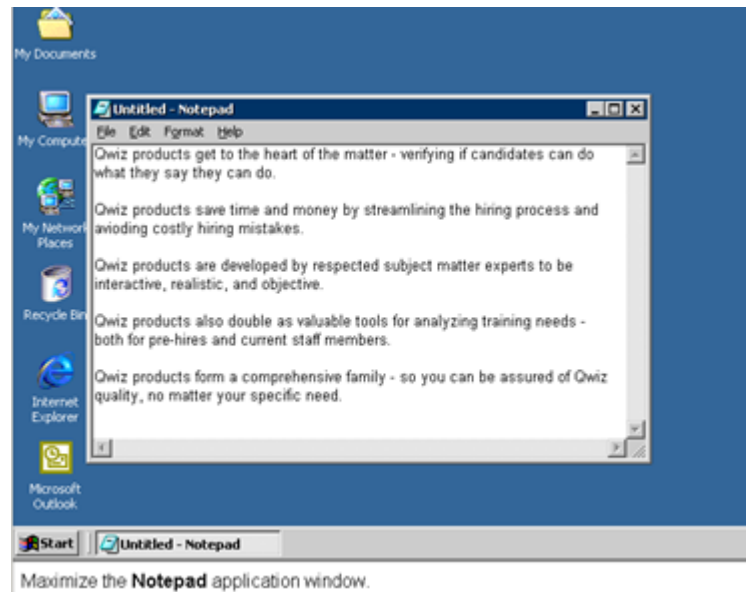
Details

Allowed Time (minutes)	35 minutes
Number of Questions	30 questions (16 simulation, 14 multiple choice)
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Questions per Skill Level	15 Beginning, 11 Intermediate, 4 Advanced
Question Format	Simulation, Multiple Choice
Product Category	Software Skill

Knowledge, Skills, Abilities and Competencies Measured

Measures proficiency in using a computer.

Example Questions



What is the general term for programs used to operate a computer?

a) ☐ memory

b) ☐ hardware

c) ☐ software

d) ☐ documents

Example Reports

Score Summary: 90.0 -- Percentile: 60				
Total Number of Questions:	30			
Number Correct:	27			
Number Incorrect:	3			
Number left Blank:	0			
Analysis By Skill Level:				
Basic	15 of 15 Correct (100%)			
Intermediate	9 of 11 Correct (81%)			
Advanced	3 of 4 Correct (75%)			
Overall Score	27 of 30 Correct (90%)			
Score Comparison:				
Company Wide Comparison:		16 Scores.		
	Average	High	Low	
Score	91.5	100.0	80.0	
Time (mm:ss)	07:41	13:57	04:11	
System Wide Comparison:		215 Scores.		
	Average	High	Low	
Score	86.5	100.0	46.7	
Time (mm:ss)	08:37	27:36	03:26	
Time Summary:				
Time Taken (mm:ss):	05:28			
Started on:	1/19/05 6:58 PM			
Completed on:	1/19/05 7:05 PM			
Analysis By Job Skill:				
Computer Terms	6 of 6 Correct (100%)			
Managing Files	4 of 6 Correct (66%)			
Parts of the Computer	5 of 5 Correct (100%)			
Internet and E-mail	4 of 5 Correct (80%)			
Operating System	4 of 4 Correct (100%)			
Application Software	4 of 4 Correct (100%)			