

General Clerical Spelling

Assessment Fact Sheet

Overview

The General Clerical Spelling test is designed to assess knowledge of plurals, prefixes, suffixes, abbreviations, and common errors. It is available as a multiple choice or a short answer assessment.

Details

Time Allowed (minutes)	10 minutes
Number of Questions (questions)	30 questions
Number of Forms Available	2
Designed for Unproctored Environment	Yes
Questions per Skill Level	Beginning: 10 questions Intermediate: 10 questions Advanced: 10 questions
Question Format	Short Answer Multiple Choice
Product Category	Administrative - Clerical

Knowledge, Skills, Abilities and Competencies Measured

Measures the ability to identify correctly spelled words in written communication.

Measures the ability to spell words in written communication.

Example Questions

Which spelling is correct?

a) management
b) managemnt
c) managment
d) manegement

Type the correct spelling of the word in the space below.

abreivation

Example Reports

Score Summary: 96.7 -- Percentile: 90				
Total Number of Questions:	30			
Number Correct:	29			
Number Incorrect:	1			
Number left Blank:	0			
Analysis By Skill Level:				
Basic	10 of 10 Correct (100%)			
Intermediate	9 of 10 Correct (90%)			
Advanced	10 of 10 Correct (100%)			
Overall Score	29 of 30 Correct (96%)			
Score Comparison:				
Company Wide Comparison:		0 Scores.		
	Average	High	Low	
Score	0.0	0.0	0.0	
Time (mm:ss)	00:00	00:00	00:00	
System Wide Comparison:		0 Scores.		
	Average	High	Low	
Score	0.0	0.0	0.0	
Time (mm:ss)	00:00	00:00	00:00	
Time Summary:				
Time Taken (mm:ss):	04:00			
Started on:	2/28/05 2:37 PM			
Completed on:	2/28/05 2:41 PM			