

# Proofreading

## Assessment Fact Sheet

### Overview

The Proofreading assessment measures a candidate's ability to identify and correct errors involving spelling, punctuation, grammar, and word choice. The candidate is presented with passages that contain multiple errors. Multiple test questions refer to the same passage. Candidates are asked to determine correct answers for highlighted portions of the passages. This test is written at an 8th grade reading level.

### Details

Speeded and Timed	6 minute time limit. Candidate not expected to complete all questions.
Number of Questions	60 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice
Product Category	Qwiz Primary Skills

### Knowledge, Skills, Abilities and Competencies Measured

Measures the candidate's ability to identify and correct for errors involving spelling, punctuation, grammar, and word choice.

## Example Questions

Review the passage below.

The salespeople in each department submits their reports to the sales manager every friday. The sales manager Mr. John Moore compiles the reports; then, he selects the salesperson of the week. The salesperson of the week, **that is the person who generates the most revenue**, receives a gift certificate to Dominick's restaurant.

Select the correct replacement for the text in blue.

- a)  that is the person who generates more revenue
- b)  that is the person who generates the most revenue
- c)  that is the person whom generates the most revenue,
- d)  which is the person who generates the most revenue,

## Example Reports

<b>Score Summary: 10.7 -- Percentile: 40</b>				
Total Number of Questions:	60			
Number Correct:	23			
Number Incorrect:	37			
Number left Blank:	0			
<b>Score Comparison:</b>				
<b>Company Wide Comparison:</b>		<b>0 Scores.</b>		
		Average	High	Low
	Score	0.0	0.0	0.0
	Time (mm:ss)	00:00	00:00	00:00
<b>System Wide Comparison:</b>		<b>6144 Scores.</b>		
		Average	High	Low
	Score	13.8	54.7	0.0
	Time (mm:ss)	05:57	06:00	00:32
<b>Time Summary:</b>				
Time Taken (mm:ss):	03:18			
Started on:	7/8/05 11:01 AM			
Completed on:	7/8/05 11:04 AM			
<b>Analysis By Job Skill:</b>				
Commas	3 of 11 Correct (27%)			
Quotations and Parenthesis	2 of 4 Correct (50%)			
Subject/Verb agreement	4 of 7 Correct (57%)			
Appositives	0 of 1 Correct (0%)			
Capitalization	0 of 2 Correct (0%)			
Abbreviations	1 of 1 Correct (100%)			
Spelling	4 of 10 Correct (40%)			
Article	1 of 1 Correct (100%)			
Verb Tense	1 of 3 Correct (33%)			
Commonly Misused Words	6 of 11 Correct (54%)			
Apostrophe, Colon, Hyphen	1 of 3 Correct (33%)			
End punctuation	0 of 2 Correct (0%)			
Superlatives and Comparatives	0 of 2 Correct (0%)			
Possessive Form	0 of 2 Correct (0%)			