

Reviewing Forms

Assessment Fact Sheet

Overview

The Reviewing Forms test measures a candidate's ability to detect errors in forms by comparing text in a form to text in a paragraph format. Based on the information in the paragraph, the candidate must select the answer that indicates the incorrect information.

Details

Speeded and Timed (minutes)	5 minute time limit. Candidate not expected to complete all questions.
Maximum Number of Questions	40 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 knowledge of HIPAA standards for privacy. The following topics are covered:

- General Knowledge
- Impacted Areas
- Implementation
- Interactions with External Parties
- Regulatory Environment
- Workplace Privacy

Example Question

On August 19, 2002, John Vega, a Sr. Engineer, requested 40 hours of sick leave for outpatient surgery starting August 26, 2002 until August 30. John works in the Engineering department, which is managed by James Moore. The Human Resource department received the request on August 20 and recorded in John's record on August 21. John was hired on May 15, 1998.

SICK LEAVE FORM		
Employee Name:	John Vega	(1)
Employee Position:	Sr. Engineer	(2)
Department:	Engineering	(3)
Manager Name:	James Smith	(4)
Hire Date:	4/15/98	(5)
Sick Leave Start Date:	8/26/02	(6)
Sick Leave End Date:	8/30/02	(7)
Reason for Sick Leave:	Outpatient surgery	(8)
Amount of Time Taken (Hrs):	32	(9)
Date of Request:	8/19/02	(10)
(For Human Resources Use Only)		
8/20/02	(11)	Date Received in Human Resources
8/21/02	(12)	Date Recorded in Associate's Record

According to the information in the paragraph, which of these fields on the form is **INCORRECT**?

a) ☐ 1
b) ☐ 5
c) ☐ 10
d) ☐ 12

PREVISOR Time Remaining: 0h : 4m : 54s Question 1 of 40

Next First Back Next Last Exit

Done Internet | Protected Mode: Off 100%

Example Report

Score Summary: 13.7 -- Percentile: 80				
Total Number of Questions:	40			
Number Correct:	15			
Number Incorrect:	4			
Number left Blank:	21			
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):	04:59			
Started on:	5/30/06 1:27 PM			
Completed on:	5/30/06 1:32 PM			
Analysis By Job Skill:				
Registration Receipt Form	3 of 4 Correct (75%)			
Payment Form	2 of 4 Correct (50%)			
Order Form	0 of 7 Correct (0%)			
Personnel Data Form	0 of 6 Correct (0%)			
Timesheet Form	3 of 4 Correct (75%)			
Report Form	2 of 2 Correct (100%)			
Human Resources Form	5 of 13 Correct (38%)			