

Assessment Catalog

Category	Name	Description	Language
Software Skills	Access 2007 - Advanced Skills	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.	English
Software Skills	Access 2007 - Advanced Skills (timed 30min)	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.	English
Software Skills	Access 2007 - Basic Skills	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.	English
Software Skills	Access 2007 - Basic Skills (timed 30min)	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.	English
Software Skills	Access 2007 - 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.	English
Software Skills	Access 2007 - Standard (timed 30min)	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.	English
Software Skills	Access 2010 - Advanced Skills	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.	English
Software Skills	Access 2010 - Advanced Skills (No Review)	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English
Software Skills	Access 2010 - Advanced Skills (timed 30min)	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English
Software Skills	Access 2010 - Basic Skills	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.	English
Software Skills	Access 2010 - Basic Skills (No Review)	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.	English

Software Skills	Access 2010 - Basic Skills (timed 30min)	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.	English
Software Skills	Access 2010 - Standard	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.	English
Software Skills	Access 2010 - Standard (No Review)	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English
Software Skills	Access 2010 - Standard (timed 30min)	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English
Software Skills	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.	English
Software Skills	Access 2013 - Intermediate (timed 30min)	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. This version is timed at 30 minutes, and includes end-of-test review feature.	English
Software Skills	Access 2013 Advanced	Questions for the advanced user of Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.	English
Software Skills	Access 2013 Advanced (Timed 30 minutes)	Questions for the advanced user of Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.	English
Software Skills	Access 2013 Beginner	Questions for the beginner user of the Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English
Software Skills	Access 2013 Beginner (Timed 30 minutes)	Questions for the beginner user of the Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English
Software Skills	Access 2013 Table Module	Questions on Microsoft Access 2013 Tables	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	Accounting - Advanced Accounting	This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.	English

Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	Accounting - Cost Accounting	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Accounting Knowledge	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.	English
Accounting & Finance - Banking	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.	English
Accounting & Finance - Banking	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.	English
Digital Literacy	Basic Computer Literacy	This test measures ability to use basic computer skills such as Editing, Passwords, Mousing, Printing, Navigation, Typing, and Windows.	English
Clerical Office	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.	English
Clerical Office	Basic Office Manager Skills	Examinees are asked questions relating to managing staff, measuring employee performance and productivity, and recommending raises and promotions.	English
Call Center	Call Center - Coding Skills	Examinees are given 4 minutes to correctly locate as many correct codes as possible from a list of extensions, country codes and departments.	English

Call Center	Call Center - Data Analysis Skills	Examinees are shown various price charts and asked to determine which price should be charged for different scenarios.	English
Call Center	Call Center - Inbound Sales	Examinees answer questions on topics such as sales strategies, features vs. benefits, needs vs. desires, closing a sale as well as effective sales techniques.	English
Call Center	Call Center - Outbound Sales	Examinees answer questions on topics such as prospecting, features and benefits, needs versus desires, sales strategy, cold call tactics and closing techniques.	English
Call Center	Call Center - Service Skills	Examinees answer questions on topics such as how best to deal with dissatisfied customers, proper telephone skills and communication techniques.	English
Call Center	Call Center - Telephone Skills	Examinees answer questions on topics such as holding and forwarding calls, taking and leaving messages, telephone etiquette as well as telephone terminology.	English
Call Center	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.	English
Clerical Office	Checking - Names (3min)	Examinees are asked to compare 2 sets of names and mark if they match or not.	English
Clerical Office	Checking - Numbers (3min)	Examinees are asked to compare 2 sets of numbers and mark if they match or not.	English
Clerical Office	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.	English
Software Skills	Chrome	Questions on the most commonly used Google Chrome features such as customizing Chrome, file management, browsing web pages and searching the internet. Includes end-of-test review feature. Released in 2018.	English
Clerical Office	Coding - Letters (3min)	Examinees are asked to select the correct abbreviation from a list of names, colors, departments, cities and chemicals.	English
Clerical Office	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.	English
Clerical Office	Coding - Standard (3min)	Examinees are asked to select the correct abbreviation from a list of extensions, departments, names, colors, cities and chemicals.	English
Clerical Office	Data Entry - Alphanumeric (F)	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	English
Call Center	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.	English
Accounting & Finance - Banking	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.	English
Accounting & Finance - Banking	Data Entry - Decimals	The applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.	English

Clerical Office	Data Entry - Numeric (F)	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	English
Call Center	Data Entry - Sales (Leads)	The applicant is asked to type details from a business card into an on-screen form.	English
Call Center	Data Entry - Sales (Orders)	The applicant is asked to type details from a sales order into an on-screen form.	English
Call Center	Data Entry - Standard (Audio)	Examinees enter data into online forms from audio input.	English
Digital 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.	English
Digital 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.	English
Digital Literacy	Digital Literacy - Internet	Questions covering topics such as applications (internet browsing, sending and receiving email) as well as terminology and general computing concepts.	English
Digital 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.	English
Digital Literacy	Digital Literacy 2014 - Computing	This test covers topics such as networks/internet, applications, hardware, and software. Test takers will also solve simple, common computer problems or issues. Includes MS Office 2013 and Windows 8 simulations.	English
Digital Literacy	Digital Literacy 2014 - Essentials	This test measures the ability to identify important hardware components, operating system requirements, common application functions, and email and browsing applications. Includes MS Office 2013, Windows 8 and Internet Explorer 10 simulations.	English
Digital Literacy	Digital Literacy 2014 - Internet	This test covers topics such as internet browsing, sending and receiving email, data security, and basic terminology and concepts of internet usage. Includes Internet Explorer 10 simulations.	English
Digital Literacy	Digital Literacy 2014 - Software Skills	This test covers topics such as file management, editing, shortcuts, system maintenance, commonly used features of Windows and Windows-based applications and software functions. Includes MS Office 2013 and Windows 8 simulations.	English
Software Skills	Excel 2007 - Advanced Skills	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English
Software Skills	Excel 2007 - Advanced Skills (timed 30min)	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English
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.	English

Software Skills	Excel 2007 - Basic Skills (timed 30min)	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.	English
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.	English
Software Skills	Excel 2007 - Standard (timed 30min)	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English
Software Skills	Excel 2010 - Advanced Skills	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.	English
Software Skills	Excel 2010 - Advanced Skills (No Review)	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English
Software Skills	Excel 2010 - Advanced Skills (timed 30min)	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English
Software Skills	Excel 2010 - Basic Skills	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.	English
Software Skills	Excel 2010 - Basic Skills (No Review)	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English
Software Skills	Excel 2010 - Basic Skills (timed 30min)	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English
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.	English
Software Skills	Excel 2010 - Standard (No Review)	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English
Software Skills	Excel 2010 - Standard (timed 30min)	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English
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.	English
Software Skills	Excel 2013 - Intermediate (timed 30min)	Questions on the most commonly used Microsoft Excel 2013 features such as file management, editing, formatting, analysis, and tools and automation. This version is timed at 30 minutes, and includes end-of-test review feature.	English
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.	English
Software Skills	Excel 2013 Advanced (Timed 30 minutes)	Questions for the advanced user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English

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.	English
Software Skills	Excel 2013 Beginner Timed (30 minutes)	Questions for the beginner user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis and customizing Excel.	English
Software Skills	Excel 2013 Function Module	Questions on Microsoft Excel 2013 functions and formulas.	English
Software Skills	Excel 2013 Pivot Module	Questions on Microsoft Excel Pivot Tables and Pivot Charts	English
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.	English
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.	English
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.	English
Clerical Office	Filing - Names (4min)	Examinees must select the correct location for filing documents based on names and companies.	English
Clerical Office	Filing - Numbers (4min)	Examinees must select the correct location for filing documents based on dates and numbers.	English
Clerical Office	Filing - Standard (4min)	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.	English
Accounting & Finance - Banking	Finance - Consumer Finance	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.	English
Accounting & Finance - Banking	Finance - Credit and Collections	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.	English
Accounting & Finance - Banking	Finance - Financial Analysis	Assesses an understanding of financial analysis procedures and techniques including investment and analysis concepts, financial statements and financial data resources.	English
Accounting & Finance - Banking	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.	English
Accounting & Finance - Banking	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.	English
Accounting & Finance - Banking	Finance - Insurance	Assesses a broad understanding of insurance issues including auto, business, health, life and property insurance.	English
Accounting & Finance - Banking	Finance - Insurance - Health	Assesses an understanding of various aspects of health insurance including employer-related insurance, elements of health insurance plans, insurance billing and coding.	English

Food Services	Food Service - Bar Manager/ Bartender	Questions covering topics such as glassware, beer, cocktails, whiskey, wine, non-alcoholic beverages, and bar terminology.	English
Food Services	Food Service - Food Safety	Questions covering topics such as food storage and handling, disease prevention and personal hygiene.	English
Food Services	Food Service - General Knowledge	Questions cover topics such as basic hygiene, food safety, preparation, wait service.	English
Food Services	Food Service - Preparation	Questions covering topics such as types of cuisines, ingredients, cooking basics, measurement, utensils and equipment.	English
Food Services	Food Service - Wait Staff	Questions covering topics such as food service staff, serving & clearing, food identification, cooking techniques, wine terminology, wine recognition, and non-alcoholic beverages.	English
Food Services	Food Service - Wine Terminology	This test measures knowledge of Wine Terminology, Wine Recognition, Glassware, and Serving & Clearing.	English
Gaming	Gaming - Blackjack	Test takers are required to apply knowledge of blackjack rules to determine the value of hands composed of different combinations of cards.	English
Gaming	Gaming - Chip Counting	Test takers are required to correctly count and determine the value of gaming chips.	English
Clerical Office	Grammar - Business	Examinees are asked to select grammatically correct sentences specific to business environments.	English
Clerical Office	Grammar - General	Examinees are asked to select grammatically correct sentences.	English
Medical Office	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).	English
Medical Office	ICD-10-CM	This test assesses examinees' knowledge of ICD-10-CM coding, including features, code sets and code structure.	English
Medical Office	ICD-10-CM (Requires Manual)	This test assesses examinees' ability to use ICD-10-CM codes by referencing the manual to properly code a diagnosis.	English
Industrial	Industrial Safety - Fire/Safety	Questions cover topics such as fire prevention and industrial safety equipment.	English
Industrial	Industrial Safety - HAZMAT	Questions cover topics such as standard handling and disposal of hazardous materials in the United States.	English
Industrial	Industrial Safety - HAZMAT (English for CA)	Questions cover topics such as standard handling and disposal of hazardous materials in Canada.	English
Industrial	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.	English

Industrial	Industrial Skills - Automotive	Questions cover topics such as internal combustion engines, auto body, tools and automotive systems.	English
Industrial	Industrial Skills - Basic Machine	Questions covering topics such as metalworking, automotive and basic machine concepts.	English
Industrial	Industrial Skills - Construction	Questions cover topics such as woodworking, electrical and plumbing.	English
Industrial	Industrial Skills - Electrical	Questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations.	English
Industrial	Industrial Skills - Industrial Math	Questions cover industrial math skills such as calculations and conversions of distance, area and volume, fractions and decimals.	English
Industrial	Industrial Skills - Metalworking	Questions covering topics such as metal properties, tools and fabrication principles.	English
Industrial	Industrial Skills - Plumbing Standard	Questions covering topics such as types of piping/materials, techniques, tools and basic regulations.	English
Industrial	Industrial Skills - Woodworking	Questions covering topics such as tools, materials and basic techniques.	English
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.	English
Software Skills	Internet Explorer 10 - Intermediate (timed 30min)	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. This version is timed at 30 minutes, and includes end-of-test review feature.	English
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.	English
Software Skills	Internet Explorer 11 - Intermediate (timed 30min)	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. This version is timed for 30 minutes and includes the test review feature if there is still time left in the test.	English
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.	English
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.	English

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.	English
Legal	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.	English
Legal	Legal - Criminal Law	This test assesses knowledge of felonies and misdemeanors, legal defenses, police procedures, evidence and warrants, civil rights, law enforcement and jurisdiction.	English
Legal	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.	English
Legal	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.	English
Legal	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.	English
Legal	Legal - Legal Assistant	This test measures knowledge of Legal Terminology, Commercial Law, Legal Documents, General Law, Labor Law, Litigation, Property, Research (US based).	English
Legal	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).	English
Legal	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.	English
Legal	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.	English
Legal	Legal - Paralegal	This test measures knowledge of Legal Terminology, Commercial Law, Criminal Law, Legal Documents, Litigation, Property, Research (US based).	English
Legal	Legal - Paralegal (Advanced)	This test measures knowledge of Legal Terminology, Commercial Law, Legal Documents, General Law, Litigation, Research, Criminal Law (US based).	English
Legal	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.	English

Legal	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.	English
Legal	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.	English
Clerical Office	Letter Setup - Alternative Block	Examinees are asked to set up a standard letter in the alternative block format.	English
Clerical Office	Letter Setup - Block	Examinees are asked to set up a standard letter in the standard block format.	English
Clerical Office	Letter Setup - Letter Head Block	Examinees are asked to set up a standard letter in the letter head block format.	English
Clerical Office	Letter Setup - Semi Block	Examinees are asked to set up a standard letter in the semi-block format.	English
Industrial	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.	English
Industrial	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.	English
Industrial	Light Industrial - Forklift Operation	This test measures understanding of operations and safety issues related to the use of a forklift in an industrial environment such as a warehouse.	English
Industrial	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.	English
Industrial	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.	English
Industrial	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.	English
Industrial	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.	English
Industrial	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.	English
Industrial	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.	English

Industrial	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.	English
Industrial	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.	English
Software Skills	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.	English
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.	English
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.	English
Clerical Office	Math - General	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages. Uses fill-in-the-blank item format.	English
Clerical Office	Math - General (form B)	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages. Uses "Multiple-Choice" item format.	English
Clerical Office	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.	English
Medical Office	Medical Billing - Basic Skills	Multiple-choice beginner questions on medical billings topics such as claims procedures, rejections and forms identification.	English
Medical Office	Medical Billing - Forms	Questions covering standard health insurance billing forms in the United States.	English
Medical Office	Medical Billing - Standard	Questions covering standard medical billing practices in the United States.	English
Medical Office	Medical Coding	This test measures examinees' knowledge and skill of medical coding in the U.S.	English
Medical Office	Medical Records Administrator	This test measures knowledge of Records, Analysis, Environment, Systems & Technology, and Organization & Management.	English
Medical Office	Medical Secretary Test	This test assesses examinees' basic medical secretary knowledge and skills such as billing & insurance, filing & paperwork, phone & messaging, and scheduling.	English
Medical Knowledge	Medical Test - Abbreviations	Questions covering knowledge of standard medical and health insurance abbreviations.	English
Medical Knowledge	Medical Test - Cardiovascular	Questions covering basic knowledge of the cardiovascular system.	English
Medical Knowledge	Medical Test - Dental	Questions covering basic knowledge of human dentition and dental practices.	English
Medical Knowledge	Medical Test - Endocrine	Questions covering basic knowledge of the endocrine system.	English

Medical Knowledge	Medical Test - Gastrointestinal	Questions covering basic knowledge of the gastrointestinal system.	English
Medical Knowledge	Medical Test - Integumentary	Questions covering basic knowledge of the integumentary system.	English
Medical Office	Medical Test - Medical Insurance	This test assesses examinees' basic knowledge of U.S. medical insurance practices.	English
Medical Knowledge	Medical Test - Musculoskeletal	Questions covering basic knowledge of the musculoskeletal system.	English
Medical Knowledge	Medical Test - Neurological	Questions covering basic knowledge of the nervous system.	English
Medical Knowledge	Medical Test - Oncological	Questions covering basic knowledge of human oncology.	English
Medical Knowledge	Medical Test - Ophthalmological	Questions covering basic knowledge of ophthalmology.	English
Medical Knowledge	Medical Test - Otolaryngology	Questions covering basic knowledge of otolaryngology.	English
Medical Knowledge	Medical Test - Pediatric	Questions covering basic knowledge of pediatrics.	English
Medical Office	Medical Test - Prefixes and Suffixes	Questions covering basic knowledge of prefixes and suffixes used in medical terminology.	English
Medical Knowledge	Medical Test - Psychiatric	Questions covering basic knowledge of psychiatry.	English
Medical Knowledge	Medical Test - Respiratory	Questions covering basic knowledge of the human respiratory system.	English
Medical Knowledge	Medical Test - Urogenital	Questions covering basic knowledge of the human urinogenital system.	English
Medical Knowledge	Medical Test -Pharmacological	Questions covering basic knowledge of pharmacology.	English
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).	English
Nursing	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 CNA certification.	English
Nursing	Nursing - Critical Care (form A)	This test assesses examinees' knowledge of critical care nursing, including cardiovascular, respiratory, neurological, abdominal, renal, endocrine, and hematologic systems, shock, legal/ethical issues, caring practice, diversity, and collaboration.	English
Nursing	Nursing - Critical Care (form B)	This test assesses examinees' knowledge of critical care nursing, including cardiovascular, respiratory, neurological, abdominal, renal, endocrine, and hematologic systems, shock, legal/ethical issues, caring practice, diversity, and collaboration.	English

Nursing	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.	English
Nursing	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.	English
Nursing	Nursing - Dosage Calculation (form A)	This test measures examinees' ability to calculate dosages required for the directed administration of medications.	English
Nursing	Nursing - Dosage Calculation (form B)	This test measures examinees' ability to calculate dosages required for the directed administration of medications.	English
Nursing	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.	English
Nursing	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.	English
Nursing	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).	English
Nursing	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.	English
Nursing	Nursing - Medical Surgical (form A)	This test assesses examinees' knowledge of medical surgical nursing, including patient assessment, a full range of systems disorders, and pediatric, cancer, perioperative and geriatric nursing.	English
Nursing	Nursing - Medical Surgical (form B)	This test assesses examinees' knowledge of medical surgical nursing, including patient assessment, a full range of systems disorders, and pediatric, cancer, perioperative and geriatric nursing.	English
Nursing	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.	English
Nursing	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.	English
Nursing	Nursing - Neonatal ICU (form A)	This test assesses examinees' knowledge of neonatal intensive care nursing, including fetal and extrauterine assessment and development, a full range of neonatal systems disorders, nutrition and feeding, and genetic and legal/ethical issues.	English

Nursing	Nursing - Neonatal ICU (form B)	This test assesses examinees' knowledge of neonatal intensive care nursing, including fetal and extrauterine assessment and development, a full range of neonatal systems disorders, nutrition and feeding, and genetic and legal/ethical issues.	English
Nursing	Nursing - Osteoporosis Terminology	This test measure knowledge of key terminology in the areas of Treatment, Diagnosis, and Bone Structure.	English
Nursing	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.	English
Nursing	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.	English
Nursing	Nursing - Psychiatric	These two tests assess examinees' knowledge of psychiatric nursing, including diagnostics, early disorders, delirium, substances, schizophrenia; anxiety, sleep, somataform, dissociative, sexual, eating, and personality disorders.	English
Nursing	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.	English
Nursing	Nursing - Radiology (form 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.	English
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.	English
Software Skills	Outlook 2010 - Standard (Review)	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	English
Software Skills	Outlook 2010 (No Review)	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	English
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 feature.	English
Software Skills	Outlook 2013 - Intermediate (timed 30min)	Questions on the most commonly used Microsoft Outlook 2013 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. This version is timed at 30 minutes, and includes end-of-test review feature.	English
Software Skills	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.	English

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.	English
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.	English
Clerical Office	Postal Codes	Examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.	English
Call Center	Postal Codes (Audio)	Listening to audio, examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.	English
Software Skills	PowerPoint 2007 - Advanced Skills	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.	English
Software Skills	PowerPoint 2007 - Advanced Skills (timed 30min)	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.	English
Software Skills	PowerPoint 2007 - Basic Skills	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.	English
Software Skills	PowerPoint 2007 - Basic Skills (timed 30min)	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.	English
Software Skills	PowerPoint 2007 - 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.	English
Software Skills	PowerPoint 2007 - Standard (timed 30min)	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.	English
Software Skills	PowerPoint 2010 - Advanced Skills	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.	English
Software Skills	PowerPoint 2010 - Advanced Skills (No Review)	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.	English
Software Skills	PowerPoint 2010 - Advanced Skills (timed 30 min)	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.	English

Software Skills	PowerPoint 2010 - Basic Skills	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.	English
Software Skills	PowerPoint 2010 - Basic Skills (No Review)	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.	English
Software Skills	PowerPoint 2010 - Basic Skills (timed 30min)	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.	English
Software Skills	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 tools and automation. Includes end-of-test review feature.	English
Software Skills	PowerPoint 2010 - Standard (No Review)	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.	English
Software Skills	PowerPoint 2010 - Standard (timed 30min)	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.	English
Software Skills	PowerPoint 2013 - Intermediate	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.	English
Software Skills	PowerPoint 2013 - Intermediate (timed 30min)	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. This version is timed at 30 minutes, and includes end-of-test review feature.	English
Software Skills	PowerPoint 2013 Advanced	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.	English
Software Skills	PowerPoint 2013 Advanced (Timed 30 minutes)	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.	English
Software Skills	PowerPoint 2013 Beginner	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.	English
Software Skills	PowerPoint 2013 Beginner (Timed 30 minutes)	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.	English

Software Skills	PowerPoint 2016 - Beginner	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.	English
Software Skills	PowerPoint 2016 - Intermediate	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.	English
Cognitive Test	Profile - Core Abilities	This test measures fundamental cognitive competencies that are important for individual contributor roles. Specifically, this assessment focuses on following procedures; using information, basic math and reading, and reasoning; using tables, graphics and charts; writing and proofing skills; and detail-oriented skills related to grammar, punctuation and business language use.	English
Behavioral Profile	Profile - Customer Service Success	This test measures several critical competencies that drive success in front line customer-facing roles, including demonstrating respect, self-management, conscientiousness, maintaining composure, and service orientation.	English
Behavioral Profile	Profile - Customer Service Success + Sales	This short form of the Customer Service Profile measures several critical competencies that drive success in front line customer-facing roles, including self-management, conscientiousness, service orientation, and customer focus and influence.	English
Behavioral Profile	Profile - Customer Service Success + Turnover Risk	This test measures several critical competencies that drive success in front line customer-facing roles, including demonstrating respect, self-management, conscientiousness, maintaining composure, service orientation, and attendance/turnover risk.	English
Behavioral Profile	Profile - Employee Retention	This test measures front line candidates' likelihood of avoiding withdrawal behaviors such as unexcused absence and turnover by assessing their conscientiousness, integration with career and organization, their perceived fit with job and organization/task-relevant confidence, their intentions to stay if hired, the perceived availability of other work alternatives, and their level of risk taking versus risk aversion.	English
Behavioral Profile	Profile - Employee Risk	This test measures several critical competencies that indicate risk taking avoidance by employees in front line roles, including conscientiousness, demonstrating respect, and candidness. As employee risk can be interpreted so broadly, it is strongly recommend that this test be applied in the context of a local validation study. Contact your Findly SkillCheck representative directly for more information.	English
Behavioral Profile	Profile - Global Competency	This test measures several critical competencies that drive success in front line roles, including adaptability, influence, achievement orientation, self management, team orientation, conscientiousness, service orientation, maintaining composure, and candidness.	English
Behavioral Profile	Profile - Guest Service	This test measures several critical competencies that drive success in hospitality and gaming roles including Achievement Orientation, Attendance/Turnover Risk, Conscientiousness, Demonstrates Respect, Quality Orientation, and Service Orientation.	English

Behavioral Profile	Profile - Healthcare Service - Clinical Roles	This test measures several critical competencies that drive success in clinical healthcare roles including Demonstrates Respect, Interpersonal Communication, Patient Centricity, Quality Orientation, Service Orientation. This test aligns to HCAHPS patient satisfaction survey metrics.	English
Behavioral Profile	Profile - Healthcare Service - Support Roles	This testlet measures several critical competencies that drive success in healthcare support roles including Demonstrates Respect, Interpersonal Communication, Patient Centricity, Quality Orientation, Service Orientation. This test aligns to HCAHPS patient satisfaction survey metrics.	English
Behavioral Profile	Profile - Industrial Success	This test measures several critical competencies that drive success in industrial and manufacturing roles, including achievement orientation, conscientiousness, interpersonal communication, quality orientation, safety, self-management, team orientation, and time management.	English
Behavioral Profile	Profile - Management Success	This test measures supervisor and management candidates' ability to Demonstrate Interpersonal Effectiveness, Demonstrate Performance Orientation and Drive, Influences Others, Manage Business Complexity, and Manage People and Resources.	English
Behavioral Profile	Profile - Management Success + Applied Reasoning	This test measures supervisor and management candidates' ability to Demonstrate Interpersonal Effectiveness, Demonstrate Performance Orientation and Drive, Influences Others, Manage Business Complexity, and Manage People and Resources, along with cognitive capacity and applied reasoning using biodata items that have been shown to related to cognitive ability.	English
Behavioral + Cognitive Profile	Profile - Management Success + Applied Reasoning (for proctored use)	This test measures supervisor and management candidates' ability to Demonstrate Interpersonal Effectiveness, Demonstrate Performance Orientation and Drive, Influences Others, Manage Business Complexity, and Manage People and Resources, along with cognitive ability in the areas quantitative reasoning and applied reasoning.	English
Behavioral Profile	Profile - Professional Sales	This test measures sales candidates' Achievement Orientation and Drive, Customer Focus and Influence, Reliability and Decision Making, and Sales Ability and Fit.	English
Behavioral Profile	Profile - Professional Sales + Applied Reasoning	This test measures sales candidates' Achievement Orientation and Drive, Customer Focus and Influence, Reliability and Decision Making, and Sales Ability and Fit, along with cognitive capacity and applied reasoning using biodata items that have been shown to related to cognitive ability.	English
Behavioral + Cognitive Profile	Profile - Professional Sales + Applied Reasoning (for proctored use)	This test measures sales candidates' Achievement Orientation and Drive, Customer Focus and Influence, Reliability and Decision Making, and Sales Ability and Fit, along with cognitive ability in the areas quantitative reasoning and applied reasoning.	English
Behavioral Profile	Profile - Professional Success	This test measures professional level candidates' ability to Adapt and Lead in Change, Develop Customer Focused Solutions, Demonstrate Interpersonal Effectiveness, Demonstrate Performance Orientation and Drive, and Influences Others.	English

Behavioral Profile	Profile - Professional Success + Applied Reasoning	This test measures professional level candidates' ability to Adapt and Lead in Change, Develop Customer Focused Solutions, Demonstrate Interpersonal Effectiveness, Demonstrate Performance Orientation and Drive, and Influences Others, along with cognitive capacity and applied reasoning using biodata items that have been shown to related to cognitive ability.	English
Behavioral + Cognitive Profile	Profile - Professional Success + Applied Reasoning (for proctored use)	This test measures professional level candidates' ability to Adapt and Lead in Change, Develop Customer Focused Solutions, Demonstrate Interpersonal Effectiveness, Demonstrate Performance Orientation and Drive, and Influences Others, along with cognitive ability in the areas quantitative reasoning and applied reasoning.	English
Behavioral Profile	Profile - Workplace Success Profile	This test measures several critical competencies that drive success in front line, entry-level roles, including dependability, rule-following, teamwork and work ethic.	English
Software Skills	Project 2007	Questions covering the most important and frequently used features of Microsoft Project 2007 such as creating projects, adding tasks, resources, noting milestones, entering relationships, costs, status, and editing Gantt.	English
Clerical Office	Proofreading - Error Detection	Examinees must find and highlight 20 errors found in on-screen text.	English
Clerical Office	Proofreading - Error Detection (form B)	Examinees must find and highlight 20 errors found in on-screen text.	English
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.	Spanish
Clerical Office	Prueba De Matematicas	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages.	Spanish
Clerical Office	Prueba de mecanografía	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	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.	Spanish
Software Skills	QuickBooks 2010	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.	English
Clerical Office	Reading Comprehension - Basic Skills	This test requires test takers to read passages and answer questions that require applying understanding of what they have read.	English
Clerical Office	Reading Comprehension - General	This test requires test takers to read passages and answer questions that require applying understanding of what they have read.	English
Industrial	Reading Comprehension - Industrial	This test measures basic reading comprehension abilities, asking the candidate to answer questions based on text in a reading passage.	English
Clerical Office	Receptionist Skills	This test contains questions relating to receptionist skills such as recognizing names and faces, taking messages and forwarding calls.	English

Retail Sales	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.	English
Retail Sales	Retail Sales - Employee Teamwork	Questions covering the ability to work cooperatively with other employees and administrators.	English
Retail Sales	Retail Sales - Inventory Coding	Questions covering the ability to perform standard inventory coding.	English
Retail Sales	Retail Sales - Inventory Sorting	Questions covering the ability to perform standard inventory sorting.	English
Retail Sales	Retail Sales - Learning Products	Questions covering the ability to learn new product features, prices and selling points.	English
Retail Sales	Retail Sales - Retail Math	Questions covering the ability to perform basic math related to retail sales.	English
Retail Sales	Retail Sales - Retail Reading	Questions covering the ability to read and comprehend retail literature.	English
Retail Sales	Retail Sales - Sales and Promotion	Questions covering such topics such as sales and promotion techniques.	English
Retail Sales	Retail Sales - Store Security	Questions covering such topics such as shoplifting and inventory loss prevention.	English
Clerical Office	Secretarial Skills	This test contains questions relating to secretarial skills such as recognizing names and faces, taking messages, and using judgment and discretion.	English
Accounting & Finance - Accounting Office	Shorthand - Accounting (Audio)	Using pen and paper, examinees transcribe audio into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen.	English
Clerical Office	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.	English
Legal	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.	English
Medical Office	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.	English
Clerical Office	SP - Gramática - General	Examinees are asked to select grammatically correct sentences.	Spanish
Call Center	SP - Ortografía - Audio	Listening to an audio, examinees are asked to type the correct spelling for various words.	Spanish
Clerical Office	SP - Ortografía - General	Examinees select the correct spelling of words in general use.	Spanish
Clerical Office	SP - Translation (Audio)	Listening to audio, examinees are asked to type the correct English spelling for various Spanish words.	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.	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.	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.	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.	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.	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.	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.	Spanish
Clerical Office	SP Vocabulario - General	Examinees are asked to select the correct meaning of words in general use.	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.	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.	Spanish
Clerical Office	Spelling	Examinees select the correct spelling of words in general use.	English
Accounting & Finance - Accounting Office	Spelling - Accounting	The applicant is asked to select the correct spelling of words specific to accounting environments.	English
Clerical Office	Spelling - Business	Examinees select the correct spelling of words specific to business environments.	English
Clerical Office	Spelling - Geography	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.	English
Call Center	Spelling - International Geography (Audio)	Listening to audio, examinees are asked to type the correct spelling of countries as well international cities and states.	English
Legal	Spelling - Legal	Examinees select the correct spelling of words specific to legal environments.	English
Medical Office	Spelling - Medical	Examinees select the correct spelling of words specific to medical environments.	English

Call Center	Spelling - US Geography (Audio)	Listening to audio, examinees are asked to type the correct spelling of US cities and states.	English
Call Center	Spelling (Audio)	Listening to audio, examinees are asked to type the correct spelling for various words.	English
Staffing Services management	Staffing - Benefits and Eligibility	An assessment on issues and regulations concerning benefits and eligibility, including questions on applicant screening, discrimination laws and compensation management.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	Staffing - HR Legal	An assessment covering legal issues in HR, including questions on discrimination law, hiring processes, contracts, and staffing industry case law.	English
Staffing Services management	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.	English
Staffing Services management	Staffing - Interview and Screening Quick Assessment	An abbreviated assessment covering the most critical issues of interviewing, including questions on applicant screening and hiring processes.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	Staffing - Temp Services Generalist	An assessment covering operational and legal issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, applicant screening and other topics.	English

Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
Staffing Services management	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.	English
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.	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.	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.	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.	Spanish for North America
Industrial	SU Industrial Safety - Fire/Personnel	Questions covering topics such as fire prevention and industrial safety equipment.	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.	Spanish for North America
Industrial	SU Industrial Skills - Automotive Standard	Questions covering topics such as internal combustion engines, auto body, tools and automotive systems.	Spanish for North America
Industrial	SU Industrial Skills - Construction Standard	Questions covering topics such as woodworking, electrical and plumbing.	Spanish for North America

Industrial	SU Industrial Skills - Electrical	Questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations.	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.	Spanish for North America
Industrial	SU Industrial Skills - Machine Standard	Questions covering topics such as metalworking, automotive and basic machine concepts.	Spanish for North America
Industrial	SU Industrial Skills - Metalworking Standard	Questions covering topics such as metal properties, tools and fabrication principles.	Spanish for North America
Industrial	SU Industrial Skills - Plumbing Standard	Questions covering topics such as types of piping/materials, techniques, tools and basic regulations.	Spanish for North America
Industrial	SU Industrial Skills - Woodworking	Questions covering topics such as tools, materials and basic techniques.	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.	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.	Spanish for North America
Industrial	SU Light Industrial - Forklift	This test measures understanding of operations and safety issues related to the use of a forklift in an industrial environment such as a warehouse.	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.	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.	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.	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.	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.	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.	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.	Spanish for North America
Clerical Office	Telephone Message Taking Skills	Examinees see a telephone message displayed briefly and are then asked 5 questions relating to the message.	English
Clerical Office	Telephone Skills	This test contains questions relating to basic telephone techniques, manners, judgment and discretion as well as message taking.	English
Clerical Office	Ten Key Test	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.	English
Accounting & Finance - Accounting Office	Transcription - Accounting	Examinees type a document that is read aloud.	English
Clerical Office	Transcription - Business	Examinees type a document that is read aloud.	English
Legal	Transcription - Legal	This test measures an applicant's typing speed and accuracy when typing from a legal document that is read aloud.	English
Medical Office	Transcription - Medical	Examinees type a medical document that is read aloud.	English
Clerical Office	Typing Test	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	English
Clerical Office	Typing Test - 3min	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	English
Accounting & Finance - Accounting Office	Typing Test - Accounting	Tests typing speed and error rate while copying a text.	English
Accounting & Finance - Banking	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.	English
Legal	Typing Test - Legal	This test assesses typing speed and accuracy when typing a document specific to work in a legal environment.	English
Medical Office	Typing Test - Medical	Tests typing speed and error rate while copying a text specific to medical environments.	English

Clerical Office	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.	English
Clerical Office	Typing Test - Technical	Examinees are asked to type a document that includes terminology related to technology. Scores measure typing speed and accuracy.	English
Clerical Office	Vocabulary	Examinees are asked to select the correct meaning of words in general use.	English
Accounting & Finance - Accounting Office	Vocabulary - Accounting/Bookkeeping	The applicant is asked to select the correct meaning of words specific to accounting environments.	English
Clerical Office	Vocabulary - Business	Examinees are asked to select the correct meaning of words specific to business environments.	English
Legal	Vocabulary - Legal	Examinees are asked to select the correct meaning of words specific to legal environments.	English
Medical Office	Vocabulary - Medical	Examinees are asked to select the correct meaning of words specific to medical environments.	English
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.	English
Software Skills	Windows 7 - Intermediate	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.	English
Software Skills	Windows 7 - Intermediate (No Review)	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.	English
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.	English
Software Skills	Windows 8 - Intermediate (timed 30min)	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. This version is timed at 30 minutes, and includes end-of-test review feature.	English
Software Skills	Windows Vista	Questions on the most commonly used Windows Vista features such as creating, deleting and arranging desktop elements, searching, renaming and deleting files using Windows Explorer, launching programs, specifying printers and using Help.	English
Software Skills	Word 2007 - Advanced Skills	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.	English

Software Skills	Word 2007 - Advanced Skills (timed 30min)	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.	English
Software Skills	Word 2007 - Basic Skills	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.	English
Software Skills	Word 2007 - Basic Skills (timed 30min)	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.	English
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.	English
Software Skills	Word 2007 - Standard (timed 30min)	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.	English
Software Skills	Word 2010 - Advanced Skills	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.	English
Software Skills	Word 2010 - Advanced Skills (No Review)	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2010 - Advanced Skills (timed 30min)	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2010 - Basic Skills	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.	English
Software Skills	Word 2010 - Basic Skills (No Review)	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2010 - Basic Skills (timed 30min)	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2010 - Standard	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.	English
Software Skills	Word 2010 - Standard (No Review)	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.	English
Software Skills	Word 2010 - Standard (timed 30min)	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.	English
Software Skills	Word 2013 - Intermediate	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.	English

Software Skills	Word 2013 - Intermediate (timed 30min)	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. This version is timed at 30 minutes, and includes end-of-test review feature.	English
Software Skills	Word 2013 Advanced	Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2013 Advanced (Timed 30 minutes)	Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2013 Beginner	Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2013 Beginner (Timed 30 min)	Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.	English
Software Skills	Word 2013 Table Module	Questions on Microsoft Word 2013 Tables	English
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.	English
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.	English
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.	English
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.	Spanish for North America
Cognitive Test	Workplace Reasoning	Questions testing general cognitive skills required by most positions from entry level through supervisor levels, including, understanding numerical data, reading comprehension, understanding charts, diagrams and graphs and the ability to reason logically.	English