



SKILLS ASSESSMENTS SUMMARY

Currently available tests from the Skillsarena Test Bank

This document summarises the suites of tests to which access can be purchased.

- **Suite Names** are for categorisation and ease of administration purposes.
- **Test Names** indicate the actual test type or general skill.

When reviewing this document you should review the “skills” / “measure” of each of the tests to ensure the appropriate skill is being tested.

- Skillsarena provide advice and guidance on test selection.
- All tests have a “Fact File” that provides detailed information about the test.

SKILLSARENA ASSESSMENTS OVERVIEW

The tables below outline the attributes of each of the tests we offer.

Category	Skills	Summary
Verbal	Verbal Usage	Basic word skills including spelling, grammar and choice of words.
	Verbal Comprehension	The ability to understand the meaning of written information and to make correct inferences with this information.
Numerical	Numerical Computation	Basic arithmetical operations of addition, subtraction, multiplication and division. Decimals and percentages are included while more complex mathematical areas such as geometry and algebra have been avoided.
	Numerical Reasoning	Calculators can be used at the administrator's discretion, to permit greater flexibility to reflect diversity and the appropriateness for the job role. Simple reasoning skills involving percentages, decimals and graphs. Content has a commercial bias and calculators are permitted to be used at the administrator's discretion.
Checking	Clerical Checking	Checking correct transference of words, numbers and letters to detect any errors.
Classification	Classification	The ability to understand and use simple rules in order to file information in a uniform procedure.
Psychometrics	Personality Traits	Assessments designed to provide a snapshot of the Candidate's preferred way of working and likely performance potential.
		Dexterity, concentration, conscientiousness.

TEST BREAKDOWN

- All tests have practice versions and questions. *(These are not detailed separately below as individual tests)*. This allows candidates to become familiar with the test platform and environment before taking the test.
- Tests are randomised (where appropriate) and the number of questions presented, are called from a larger pool.
- Many tests have versions, levels or variations that are not detailed in this summary. For example:
 1. **Microsoft Simulations** are available in Basic Intermediate, Advanced or a combination.
 2. **Typing tests** have a number of available subject matters such as legal, medical and others.
 3. **Timings** are shown as a guideline to the limits not how long the test will actually take.

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Clerical Suite			
123 Filing	30	30	Classification
ABC Filing	30	30	Checking
Audio Typing	n/a	5	Reasoning
Audio Typing - Legal	n/a	5	Accuracy
Data Entry	n/a	5-30	Speed
Data Entry - Legal	n/a	5-30	Attention to detail
Numeric Entry	n/a	5-30	Keyboard skills
IT Literacy	30	30	Listening
Filing Test	15	15	Computer Competencies

Matching	40	30	Communication
Sorting & Coding	30	30	Mathematics
Speed Typing	n/a	5	Adaptability
Speed Typing – Legal	n/a	5	
Spelling & Grammar - Legal	n/a	5	
Spelling & Grammar	n/a	5	
MS Office Suites			
Word 2007 (Simulated)	15	5	Computer literacy
Excel 2007 (Simulated)	15	5	Keyboard skills
Word 2007 (Multi-Choice)	30	30	Attention to Detail
Excel 2007 (Multi-Choice)	30	30	Level of competency
Powerpoint 2007 (Multi-Choice)	30	30	Accuracy
Outlook 2007 (Multi-Choice)	30	30	Speed
Word 2003 (Simulated)	15	5	Checking
Excel 2003 (Simulated)	15	5	Adaptability
Powerpoint 2003 (Simulated)	15	5	Proficiency
Adv. Excel 2003 (Multi-Choice)	15	5	
Access XP (Simulated)	15	5	
Word XP (Simulated)	15	5	
Outlook XP (Simulated)	15	5	
Excel XP (Simulated)	15	5	
Powerpoint XP (02) (Simulated)	15	5	
Sage Line 50	15	5	
Literacy			
Grammar & Punctuation			Classification

Advanced	40	30	Checking
Synonyms & Antonyms	30	30	Reasoning
Basic Spelling	30	30	Accuracy
Advanced Literacy	40	60	Speed
Reading Comprehension	20	30	Attention to detail
Verbal Reasoning – General	30	30	Keyboard skills
Verbal Reasoning – H & S	20	30	Listening
Verbal Reasoning – Legal	20	30	Communication
Basic Spelling & Grammar	18	10	
Grammar & Punctuation	20	30	
Call Centre			
Call Centre Advanced	N/A	15	Listening
Call Centre Basic		5	Keyboard skills
Customer Services		10	Speed
Phonetic Alphabet		10	Accuracy
Town Names		5	Attention to detail
Numeracy			
Numeracy Level 1	40	30	Classification
Numeracy Level 2	30	30	Checking
Maths Level 1	40	30	Reasoning
Maths Level 2	30	30	Mathematics
Basic Maths & Numeracy	30	10	Numeracy
Numeric Reasoning	28	30	Accuracy
			Speed
			Attention to detail

			Keyboard skills
			Adaptability
Finance			
Financial Accounting	28	30	Reasoning
Accounting Standards	28	30	Accuracy
General Book Keeping	28	30	Speed
Purchase Ledger	28	30	Mathematics
Payroll	28	30	Numeracy
Sales Ledger	35	30	Attention to detail
			Keyboard skills
Health & Safety			
Accident Prevention	8	5	Classification
Safety, Signs & Signals	18	15	Checking
Office Safety	26	15	Reasoning
General Health & Safety	15	15	Accuracy, Speed
Food Hygiene	24	15	Attention to detail
Personal Protective Equip.	20	15	Keyboard skills
Health & Hygiene	8	8	Listening
First Aid	15	15	Communication
			Adaptability
Logistics			
Driver Hours	11	7	Regulation knowledge
Hiab Lorry Loader	10	7	Safe procedures
Manual Tachograph	12	15	Lawful conduct
Daily Vehicle Checks	7	7	Good practice

Fork Lift Truck	10	7	Practical awareness
Load Safety	6	7	
ADR	10	8	
Psychometrics			
Sales Predictor	120	n/a	Reasoning
Customer Service Profiler	140	n/a	Multi Tasking
Attention Skills Test	n/a	5	Keyboard Skills
Personality Inventory	n/a	n/a	Attention to detail
Cognitive Aptitude	n/a	5	Problem Solving
Rapid Response Test	n/a	5	Team Player
International			
French Speed Typing	n/a	5	Classification
French Spelling	n/a	5	Checking
French Data Entry	n/a	5	Accuracy
French Audio Typing	n/a	5	Speed
Spanish Speed Typing	n/a	5	Attention to detail
Spanish Spelling	n/a	5	Keyboard skills
Spanish Data Entry	n/a	5	Listening
Spanish Audio Typing	n/a	5	Communication
German Speed Typing	n/a	5	Adaptability
German Spelling	n/a	5	Languages
German Data Entry	n/a	5	
German Audio Typing	n/a	5	
Dutch Speed Typing	n/a	5	
Dutch Spelling	n/a	5	

Dutch Data Entry	n/a	5	
Dutch Audio Typing	n/a	5	
IT Operating Systems	No.	Time	Core Skills
Solaris 8 Sys. Admin.	25	25	Tests solid background in installation, configuration, troubleshooting and system management.
Sharepoint Server 2007	27	30	
Red Hat Enterprise 5	30	30	
BEA Weblogic Server 9.0	35	35	
IT Systems Admin.			
Win 2003 Server Admin	30	30	Tests knowledge of systems management, data management, performance and optimisation as well as scripting and dynamic reporting.
Win 2000 Sys. Admin	25	25	
Crystal Reports 10	35	35	
Oracle 10G DB-Admin	30	30	Tests knowledge of systems management, data management, performance and optimization as well as scripting and dynamic reporting.
SQL 2005 Development	30	30	
SQL 2005 Reporting	35	35	
SQL Server 2000 Dev	25	25	
UNIX K-Shell Scripting	30	30	
Win 2003 Active Dir	25	25	
ASP. Net 2.0 Sys Architect	30	30	
Biztalk 2004 Environment	30	30	
Oracle 10G Programming	30	30	
SQL 2005 New Features	10	10	
SQL Server 2000 Admin	25	25	
UNIX Bourne Shell Script	30	30	
IT Programming			
ADO 2.0 Data Layer	15	20	Language elements, class

AJAX Net 2.0	15	20	design, frameworks, collection interfaces, types, arrays, operator logic, some algebraic and web programming.
ANSI C Programming	30	30	
ASP.Net 2.0 Developer Architect	40	40	
	25	25	
C# Net 1.1 Programming	24	30	
C# Net 2.0 Programming	30	30	
C# Net 3.0 Programming	25	25	
COM+ Programming	30	30	
ISO C++ Programming	30	30	
Java 1.1 Programming	35	35	
Java 2 SE Programming	35	35	
Java EE 5 Programming	30	60	
Javascript 1.2 Programming	25	25	
LINQ Programming	25	25	
MFC Programming	30	30	
Perl Programming	30	30	
PHP Programming	30	30	
Ruby on Rails V2.0	20	20	
Series 60 C++ Programming	28	8	
Silverlight Developer 1.0 – 2.0	25	25	
SQL -92 Query Development	15	15	
UML 2.0	25	25	
Visual Basic 2003	30	30	
Visual Basic 2005	10	10	
Visual Basic 2008	5	5	
Visual C# 2.0 New Features			

Visual C# 3.0 New Features	10	10	
Visual FoxPro 9.0 Development	25	25	
W3C XML 1.0 DOM	20	20	
Web Presentation Developer	25	30	
Win32 Programming	25	25	