



## SKILL TESTING RESULTS

The following is an example of how to interpret a SkillCheck Online Testing Service score report for an application. In this example, a real candidate had completed an online test for Word 2003 – Standard. The candidate name in the report which follows has been changed for privacy purposes.

The test contains 35 questions across a range of beginning, intermediate and advanced topics.

See report which follows.

### **Performance Overview:**

**Score: 57% (20/35)**

This is the result for this particular person on this specific test.

This person got 57% of the tasks (questions) correct or, conversely, 43% of the tasks were either done incorrectly – bearing in mind the test allows for any correct method to be used to complete a task – or were skipped (noted as “Incomplete” in the report).

**Percentile Ranking: 24**

This candidate demonstrated better skills in this test than 23% of people who have done this particular test and not as well as 76%.

**This Account's scores:**

**Number of scores: 278**

This is the number of tests done via the SkillCheck Online Testing Service customer's account (on an Internet-connected PC in their offices or via an eTicket sent to the candidate) for this particular test over the preceding 2 years.

The customer has done many times this number of tests over the past 2 years however the Word 2003 – Standard test has been completed by 278 people.

**Average score: 69%**

This is the average score of the 278 complete tests and can be directly compared to the score of 57% above.

**All Recorded Scores:**

**Number of Scores: 169,770**

This is the number of Word 2003 – Standard tests that have been done globally for this particular test over the last 2 years.

Please bear in mind the annual global testing volumes for all tests worldwide would easily exceed 3,000,000 per year.

**Average Score: 68%**

This is the average of 169,770 completed Word 2003 – Standard tests worldwide in the past 2 years. This can be directly compared to the local average of 69% and this candidate's score of 57%

**Scores by level and topic:**

These are self-explanatory; 10/14 for beginner level tasks = 71% correct; 8/11 for intermediate level task = 73% correct, etc.

Similarly, scores are shown for each topic such as formatting, printing, etc.

**Questions:**

This section shows each question and whether the candidate got the question correct, incorrect or skipped (incomplete).

It also shows elapsed time taken to answer the question (e.g. 70 seconds to “copy text” which is a beginning level task).

**Testing Method:**

For each question, the candidate may use any correct method. The candidate is allowed two tries per question and, if wrong after two attempts, they are automatically moved to the next question.

At each attempt, the candidate is given feedback on their effort; “Correct” or “Incorrect – Try Again”.

The candidate may elect to skip questions. Any skipped questions are scored “Incomplete” and added to the “Incorrect” total.



## Test Information

### WORD 2003 - STANDARD

**Name:** Cherie Candidate  
**ID:** 1649  
**E-mail:** [ccandidate@great-isp.com.au](mailto:ccandidate@great-isp.com.au)  
**Telephone #** 03 9555-4200  
**Own transport Y/N?** Y  
**Date:** 21/1/2009  
**Time:** 03:16  
**Time Taken:** 26 minute(s)



## Performance Overview

**SCORE:** 57% (20/35)  
**Percentile ranking:** 24

#### This account's scores:

Number of scores: 278  
 Average score: 69%

#### All recorded scores:

Number of scores: 169,770  
 Average score: 68%



## Performance Analysis

### LEVELS

	Score	Correct	Total
BEGINNER:	71%	10	14
INTERMEDIATE:	73%	8	11
ADVANCED:	20%	2	10

### TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	50%	3	6
TOOLS AND AUTOMATION:	100%	2	2
EDITING:	86%	6	7
FORMATTING:	50%	6	12
TABLES AND GRAPHICS:	33%	1	3
PRINTING:	40%	2	5

## QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
6	EDITING	Copy Text	Correct	70	BEG
7	EDITING	Paste Text	Correct	51	BEG
8	EDITING	Undo	Correct	37	BEG
9	EDITING	Find Text	Correct	54	INT
10	EDITING	Go To	Correct	30	INT
14	EDITING	Symbols	Incomplete	13	ADV
29	EDITING	Spellcheck	Correct	48	INT
1	FILE MANAGEMENT	Create New Document - Template	Incorrect	97	BEG
2	FILE MANAGEMENT	Open Document	Correct	23	BEG
3	FILE MANAGEMENT	Save Document	Correct	38	BEG
4	FILE MANAGEMENT	Save As - Location	Incorrect	93	INT
25	FILE MANAGEMENT	Track Changes	Correct	13	ADV
26	FILE MANAGEMENT	Protection	Incomplete	20	ADV
12	FORMATTING	Line Spacing	Correct	16	INT
13	FORMATTING	Text - Format	Incorrect	40	BEG
15	FORMATTING	Tabs - Set	Correct	44	BEG
16	FORMATTING	Page Break	Correct	27	INT
17	FORMATTING	Bullets - Change Type	Incorrect	52	INT
18	FORMATTING	Apply a Theme	Incorrect	36	ADV
19	FORMATTING	Columns	Correct	74	ADV
20	FORMATTING	Page Numbers	Correct	26	INT
22	FORMATTING	Style - Create	Incomplete	50	ADV
30	FORMATTING	Margins	Correct	38	BEG
31	FORMATTING	Paper Size	Incorrect	48	BEG
32	FORMATTING	Orientation	Incomplete	29	BEG
27	PRINTING	Merge - Create Form	Incomplete	46	ADV
28	PRINTING	Merge - Edit Data	Incomplete	39	ADV
33	PRINTING	Print Preview	Correct	14	BEG
34	PRINTING	Print in Reverse	Incorrect	52	ADV
35	PRINTING	Print Document	Correct	25	BEG
21	TABLES AND GRAPHICS	Picture - Insert	Incomplete	41	INT
23	TABLES AND GRAPHICS	Table - Insert	Correct	44	INT
24	TABLES AND GRAPHICS	Table - Borders	Incorrect	111	ADV
5	TOOLS AND AUTOMATION	Help - Display Document	Correct	55	BEG
11	TOOLS AND AUTOMATION	Zoom	Correct	12	INT