Data Entry

Assessment Fact Sheet

SHL.

Overview	Simulated data entry test that measures the ability to accurately transcribe data from pre-filled forms and the ability to verify pre-filled data.
	Relevant Job Roles — Data Entry Operator, Data Entry Keyer, Customer Service Representative, Chat Executive

Details		
	Language	English (US)
	Average Testing Time (minutes)	04 minutes
	Allowed Time (minutes)	08 minutes
	Maximum Number of Questions	02 questions
	Number of Sittings	One
	Test Type	Simulation
	Sector	Clerical
	Scores Reported	• Overall Score • Data Entry Speed • Data Entry Accuracy • Data Verification Speed • Data Verification Accuracy
	O*NET Competency	Clerical

Knowledge, Skills, Abilities And Competencies Measured	The following areas are covered: • Enter data on to the system from filled forms • Compare the pre-filled forms with the source to identify and fix errors