

Data Entry Alphanumeric Split Screen

Assessment Fact Sheet

Overview

The Data Entry Alphanumeric Split Screen test assesses a candidate's ability to enter alphabetical and numerical information into a table in a word processing document using a keyboard. The text original information is displayed directly above the area in which the candidate responds. The information includes business-related text and numbers such as office number, company name, address, mail code, item number, model number, and billing code. Candidates will be scored on speed and accuracy.

Details

Allowed Time (minutes)	5 minute time limit (timer stops between records). The candidate is not expected to complete all records.
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Alphanumeric
Product Category	Administrative – Clerical

Knowledge, Skills, Abilities and Competencies Measured

Measures ability to enter information into fields.

Example Question

http://content.previsor.com/default?action=test&testid=6488&testseq=-1&displayedintro=1 - Microsoft Internet Explorer

Invoice#:	707859734216	Date:	2/23/2001
Last Name:	Singleton	First Name:	Lorren
Street Address:	2571 North Wilson Street	City:	Decatur
State:	GA	Zip Code:	24589
Product:	TG18560C	Amount:	2745.83

Enter the data from the image above into the fields below:

Invoice#:	<input type="text"/>	Date:	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Street Address:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Product:	<input type="text"/>	Amount:	<input type="text"/>

PREVISOR Time Remaining: 0h : 0m : 13s Question 1 of 20 Exit

POWERED BY PREVISOR

Done Internet

Example Report

<i>Score Summary</i>	
Total Number of Questions:	20
Score	3.01
Proficiency Level:	Proficient(2.50 - 3.50)
Gross Number of Keystrokes:	589.0
Gross Number of Keystrokes per Hour:	6830.0
Gross Number of Keystrokes per Minute:	114.0
Accuracy Adjusted Keystrokes per Hour:	6520.0
Error Rate:	5.0
Gross Number of Words	88.0
Number of Correct Words	84.0
Number of Incorrect Words	4.0
<i>Time Summary:</i>	
Time Taken (mm:ss):	05:00
Started on:	8/22/07 8:25 AM
Completed on:	8/22/07 8:31 AM