CLERICAL SKILLS TEST REPORT

Aptitude-test.com

CANDIDATE INFORMATION

Name:	Lisa Sample
Date of Test:	02-25-2021
Position:	Bank Clerk
Your Ref.:	Bank Clerk Batch 2

OVERALL RESULTS

Total Raw Score	Average Percentile
115	**78**

TEST REPORT NORMS

The norm group of this test consists of more than 2000 individuals. Occupations represented in the norm group: Bank Clerks, Secretaries, Accountants, Receptionists and more.

Lisa Sample achieved a total raw score of 115. This corresponds to a average percentile rank of 78, review the scores of the sub-tests for more details.

RESULTS BY SUB-TEST

Filing — 81%

He/She scored a percentile rank of 81 in Alphabetic & Numerical Filing, meaning a score equal to or higher than 81% of persons in the norm group. He/She gave 13 correct inputs and 1 incorrect equalling an accuracy of 93%.

Attention to Detail — 92%

He/She scored a percentile rank of 92 in Attention to Detail, meaning a score equal to or higher than 92% of persons in the norm group. He/She gave 19 correct inputs and 4 incorrect equalling an accuracy of 83%.

Math Skills — 65%

He/She scored a percentile rank of 65 in Mathematical Skills, meaning a score equal to or higher than 65% of persons in the norm group. He/She gave 28 correct inputs and 2 incorrect equalling an accuracy of 93%.

Workload/Concentration — 98%

He/She scored a percentile rank of 98 in Workload/Concentration, meaning a score equal to or higher than 98% of persons in the norm group. He/She gave 36 correct inputs and 0 incorrect equalling an accuracy of 100%.

Data Checking — 56%

He/She scored a percentile rank of 56 in Data Checking, meaning a score equal to or higher than 56% of persons in the norm group. He/She gave 12 correct inputs and 4 incorrect equalling an accuracy of 75%.

Verbal Skills — 76%

He/She scored a percentile rank of 76 in Verbal Skills, meaning a score equal to or higher than 76% of persons in the norm group. He/She gave 18 correct inputs and 12 incorrect equalling an accuracy of 60%.

Lisa Sample

Sample Clerical Test Spreadsheet

HOWARD COPELAND HILL

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The Verbal Reasoning Test Workbook Mike Bryon,2008 Containing 700 practice questions with full explanations and answers The Verbal Reasoning Test Workbook also includes a full length mock test and interpretations of scores Source inconnue **The Aptitude Test Workbook** Jim Barrett,2008 Many organizations use psychometric testing to uncover candidates abilities and assess their potential This workbook contains 16 tests with more than 400 questions that test verbal numerical perceptual and spatial aptitude **Comprehending Test Manuals** Ann Silverlake,2016-09-13 Your students will get valuable practice in interpreting actual excerpts from published test manuals Each of the 39 exercises begins with a guideline that helps students review the measurement concepts they will need in order to complete the exercise Background notes on each exercise describe the purpose of the test from which the excerpt was drawn Students answer questions that require them to locate and interpret important points in the excerpt The excerpts are largely unabridged so that students practice interpreting material as it is actually presented by test makers The skills they learn with this book can be easily transferred to other test manuals they may be using in the future Students have an ethical responsibility to be thoroughly familiar with the technical characteristics of the tests they will use This book prepares them for this responsibility All major topics are covered including validity reliability standard error of measurement norm group composition derived scores scales to detect faking item analysis cultural bias The excerpts are drawn from tests such as Wechsler Intelligence Scale for Children Peabody Picture Vocabulary Test 16PF Stanford Binet Intelligence Scale MMPI Beck Depression Inventory Stanford Achievement Test Series KeyMath and many others Statistics for Business with Spreadsheets Peter C. Bell,E. F. Peter Newson,1992 This text allows students to use the powerful and familiar Lotus or Quattro Pro software to learn statistics hands on The SAM software included with the text makes spreadsheets into a powerful statistical package with the authors using them to demonstrate statistical theory empirically as well as addressing real world problems The book includes 308 cases which serve not only to show how statistical techniques work but also to give students practice in deciding which statistical tools should be applied **Interior Design Practicum Exam Workbook** Pamela Elizabeth Blandin Henley,1995 The current NCIDQ exam includes one Design Practicum problem administered over 8 hours in two parts This is a challenging problem but it doesn t have to stand in the way of your success The Interior Design Practicum Exam Workbook is the only complete preparation tool available for this part of the exam and it has used effectively by thousands of NCIDQ candidates The exam workbook offers A realistic practice problem for each of the Practicum s two parts Step by step descriptions showing how to design passing solutions Exam tested tips on how to approach the Practicum efficiently Drawing presentation techniques to improve your performance Review of design principles Time management worksheets to let you track and improve your speed Barrier free design guidelines to ensure your work complies with code 11 x 17 sheets of paper for your design exercises *Introduction to Industrial/Organizational Psychology* Ronald E. Riggio,2017-09-19 Introduction

to Industrial Organizational Psychology provides an accessible approach to psychological theory and its applications to the world of work Using both classic theories and research along with the latest developments and innovations this student centered text shows practical applications of theoretical concepts using examples from work situations that students may be familiar with such as service industries internet companies and startups in addition to traditional office and factory work settings Each chapter includes key terms and review questions and the text features special sections highlighting applications of I O psychology theories psychological approaches to everyday work situations and current areas of research and practice The seventh edition is thoroughly updated to include the latest research on each key topic It also includes expanded coverage of international issues job engagement and emerging topics in the field such as workplace bullying virtual teams and organizations agile organization structures and web based training and assessment The book will be of interest to undergraduate students in introductory I O psychology or psychology of work behavior courses For additional resources please consult the Companion Website at www routledge com cw riggio where instructors will find an expanded instructor s manual test bank and lecture slides and students will find chapter summaries and learning objectives Ronald E Riggio is the Henry R Kravis Professor of Leadership and Organizational Psychology at Claremont McKenna College He has published nearly two dozen authored or edited books and more than 150 articles and book chapters **Introduction to Industrial and Organizational Psychology** Ronald E. Riggio,2015-07-17 Demonstrates the connection between psychological theory and application in the field of Industrial Organizational Psychology Introduction to Industrial Organizational Psychology is a student centered real world driven program designed and written with the student in mind giving examples and illustrations relevant to their world of work The sixth edition continues to be accessible to students while maintaining a comprehensive coverage of the classical and new topics With more student oriented features instructors will find this the most thoroughly referenced I O psychology and student accessible text on the market Learning Goals Upon completing this book readers will be able to Connect psychological theory in the field of industrial organizational psychology and apply the concepts to their everyday world of work Be familiar with classic theories and research along with the latest developments and innovations in the field Understand the overview of the world of work **Field Manuals** United States. War Department,1947
Commissioned Reviews of 250 Psychological Tests John Maltby,Christopher Alan Lewis,Andrew Hill,2000 This volume is part of a two volume set which provides an overview of psychological tests developed during the 1990s Over 250 academics provide 300 reviews of tests that cover areas of psychology from health to cognitive offering information on reliabilty and validity and evaluative comments *Medical Practice Business Plan Workbook* Peter D. Lucash,Robert D. Bassetti,John Magee,W.H.C. Bassetti,2011-10-17 How does a medical practice thrive in a business environment where the margin of management error has all but disappeared Profit margins are being squeezed by declining reimbursement rates capitation plans gamesmanship on the part of the payors and increasing operating costs Addressing the specific needs of today s

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  The Burroughs Clearing House ,1919   *Personality and Psychometric Testing For Business Resource Manual* Jimmy Petruzzi,2013-12-11 Personality and Psychometric testing in business Learning Resource Manual by Jimmy Petruzzi is widely recognised as being one of the leading practical resources on psychometric and personality testing for business The resource manual sheds light on the importance of using psychometric and personality tests in the field of business providing employers potentially a better way of recruiting and ensuring that potential employees are suitable for certain positions It also includes real life examples that can be used to measure the effectiveness of psychometric and personality tests in order to analyse and evaluate the capability and personality of candidates In this resource manual you will find valuable information regarding various personal assessment instruments There are sample tests based on various personality assessment models to help you understand the kind of questions that are asked in such personality tests and the elements they aim to explore of a candidate s personality and capabilities In addition to that the importance benefits and limitations of such testing in the workplace has been explained point by point for your information This guide will help you know more about workplace testing and its various elements   A PURE'S WORKBOOK FOR THE STUDY OF VOCATIONAL LIFE HOWARD COPELAND HILL,1930   **Kinn's The Medical Assistant - E-Book** Deborah B. Proctor,Alexandra Patricia Adams,2014-03-27 The most comprehensive medical assisting resource available Kinn s The Medical Assistant 11th Edition provides unparalleled coverage of the practical real world administrative and clinical skills essential to your success in health care Kinn s 11th Edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today s competitive job market Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Apply what you learn to realistic administrative and clinical situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Master key skills and clinical procedures through step by step instructions and full color illustrations that clarify techniques Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Sharpen your analytical skills and test your understanding of key concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record Confidently prepare for certification exams with online practice exams and an online appendix that mirrors the exam outlines and provides fast efficient access to related content Enhance your value to employers with an essential understanding of emerging disciplines and growing specialty areas Find information quickly and

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