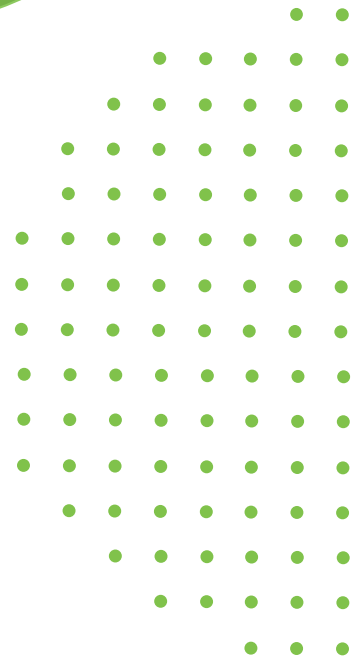




# Hire with confidence

## K<sup>X</sup> Assessment Collection

Product catalog



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Businesses that use pre-hire assessments are **36% more likely** than all others to be satisfied with their new hires.

*Pre-Hire Assessments: An Asset for HR in the Age of the Candidate*  
Zach Lahey, Aberdeen 2015



**1,500+**

off-the-shelf mobile responsive assessments

**44+**

languages

**40 million+**

assessments administered annually

**40+ years**

of behavioral science expertise backed by I/O psychologists

K<sup>x</sup> Skills Collection use behavioral science techniques to measure traits, skills, and fit of candidates and/or employees. A team of I/O psychologists and 40+ years of behavioral science expertise have ensured the portfolio – which can easily complement your existing assessments solutions – includes, but is not limited to:

- Job evaluation tools to help predict executive performance
- Functional behavior assessments to find the best fit for hourly employees
- Skills assessments to help you sift through talent pools
- Proven, valid, and legally defensible assessments

# Assess the candidate to predict fit and performance.

Click the labels below to see details.

## WHAT KIND OF JOB ARE YOU TRYING TO FILL?

Accounting/ Finance	Administrative	Call Center/ Customer Service	Cyber Security	Healthcare	Hospitality
Industrial/ Warehouse	IT/Technical	Legal	Management	Sales	Software IT

## LEARN MORE ABOUT THE TYPES OF INSIGHTS WE PROVIDE

Abilities	Behavior & Personality	Fit	Skills	Specialty Offerings
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## LEARN MORE ABOUT OUR TEST EXPERIENCE OPTIONS

Computer Adaptive	Data Entry	Fill-in-the-blank	Fit	Likert	Multiple Choice
Open Response	Proofreading	Simulation	Spelling	Typing	

# What kind of job are you trying to fill?

Job Function	Description	Highlights
Accounting/Finance	When a position is critical to your finances, a hiring mistake can have a serious impact on your business. Increase your organization's revenue and your clients' portfolios by hiring skilled accounting, banking, and financial personnel.	<ul style="list-style-type: none"> <li>Accounting Terminology - Advanced</li> <li>Accounting Terminology - Basic</li> <li>Accounts Payable</li> <li>Accounts Receivable</li> <li>ACCPAC Pro Series</li> <li>Administrative Selector</li> <li>ADP - Payroll</li> <li>Advanced Accounting</li> <li>Auditing</li> <li>AUS Bookkeeping</li> </ul> <p><a href="#">View all accounting/finance assessments</a> →</p>
Administrative	An amazing administrative hire can change the way your team operates. Our assessments measure a wide range of general clerical proficiencies and specialized skills used in today's work environment.	<ul style="list-style-type: none"> <li>Advanced Spelling</li> <li>Algebra</li> <li>Analytical Skills</li> <li>Arithmetic [Fill-in-the-blank]</li> <li>Audio Typing [5 Minutes]</li> <li>AUS-NZ Advanced Spelling</li> <li>AUS-NZ Analytical Skills</li> <li>AUS-NZ Basic Computer Terminology</li> <li>AUS-NZ Basic Office Skills</li> <li>AUS-NZ Basic Office Skills [No Math]</li> </ul> <p><a href="#">View all administrative assessments</a> →</p>
Call Center/Customer Service	Your organization's reputation is at stake with every service interaction. Ensure your representatives are qualified in assessing customers' needs and processing information professionally and efficiently.	<ul style="list-style-type: none"> <li>AUS-NZ Call Centre Customer Service Survey</li> <li>AUS-NZ Call Centre Environment [audio]</li> <li>AUS-NZ Call Centre Inbound Sales Skills</li> <li>AUS-NZ Call Centre Outbound Sales Skills</li> <li>AUS-NZ Call Centre World Geography</li> <li>Call Center 911 Operators</li> <li>Call Center Advanced Spelling [Audio]</li> <li>Call Center Basic Spelling [audio]</li> <li>Call Center Consumer Collections</li> <li>Call Center Customer Service Scenarios</li> </ul> <p><a href="#">View all call center/customer service assessments</a> →</p>

Job Function	Description	Highlights
Cyber Security	Cyber Security Aptitude Tests identify talent with the ability to support efforts to counter cyber threats. By assessing the behavioral attributes and cognitive aptitude required for success in cyber roles, the tests focus on identifying latent ability – traits that are hidden and not yet developed – in cyber roles rather than existing skill.	<ul style="list-style-type: none"> <li>• Commercial Cyber Aptitude Test (CCAT)</li> <li>• Commercial Cyber Aptitude Test (CCAT) - Timed Version</li> </ul> <p><a href="#">View all cyber security assessments →</a></p>
Healthcare	The healthcare industry is growing at a rapid rate and our assessments employ extensive research techniques to meet the industry's testing demands. Our assessments effectively identify a variety of skill sets ranging from medical records and billing to administrative and clinical personnel.	<ul style="list-style-type: none"> <li>• Age Appropriate Testing</li> <li>• AUS-NZ Medical Spelling</li> <li>• AUS-NZ Medical Terminology - General</li> <li>• AUS-NZ Typing - Medical [1 Minute Onscreen]</li> <li>• AUS-NZ Typing - Medical [3 Minute Onscreen]</li> <li>• AUS-NZ Typing - Medical [5 Minutes Onscreen]</li> <li>• Bloodborne Pathogens - Infection Control</li> <li>• Canadian Medical Spelling</li> <li>• Cultural Diversity</li> <li>• Dental Assistant</li> </ul> <p><a href="#">View all healthcare assessments →</a></p>
Hospitality	Hiring for the numerous positions within the hospitality industry can be daunting. But while the range of positions is vast, they have one thing in common: front-of-house positions can be the determining factor in brand loyalty. Assess which candidates will be the best and brightest representatives for your organization.	<ul style="list-style-type: none"> <li>• <a href="#">Hospitality Associate Selector Assessment</a></li> <li>• <a href="#">Hotel Manager Selector</a></li> </ul> <p><a href="#">View all hospitality assessments →</a></p>
Industrial/Warehouse	With a severe shortage of skilled workers for industrial jobs and continued growth in the industry, it's imperative to find skilled candidates with the aptitude to fill open jobs. Select the right candidates with an assortment of assessments measuring positions ranging from an apprentice to master level.	<ul style="list-style-type: none"> <li>• Arithmetic</li> <li>• Assembly and Matching</li> <li>• AUS-NZ Basic Arithmetic</li> <li>• AUS-NZ Basic Industrial Skills</li> <li>• AUS-NZ Blue Collar OH&amp;S</li> <li>• AUS-NZ White Collar OH&amp;S</li> <li>• AUS-NZ Entry Level Industrial Skills</li> <li>• AutoCAD 2004</li> <li>• AutoCAD 2006</li> <li>• AutoCAD 2007</li> </ul> <p><a href="#">View all industrial/warehouse assessments →</a></p>

Job Function	Description	Highlights
<b>IT/Technical</b>	<p>Technical assessments can be a critical element of the interviewing process, providing essential information about the actual skill set of any candidate. Keep up with the pace of change in technology by evaluating your applicants' IT capabilities, from hundreds of assessments covering basic computer knowledge to advanced programming.</p>	<ul style="list-style-type: none"> <li>• .NET Framework 2.0</li> <li>• .NET Framework 3.0</li> <li>• .NET Framework 4.0</li> <li>• .NET Framework 4.5</li> <li>• .NET Framework 4.7</li> <li>• .NET Programming - ASP 2.0</li> <li>• .NET Programming - ASP 3.5</li> <li>• .NET Programming - ASP 4.0</li> <li>• .NET Programming - ASP 4.5</li> <li>• .NET Programming - ASP 5.0</li> </ul> <p><a href="#">View all IT/technical assessments →</a></p>
<b>Legal</b>	<p>Employment in the legal industry has fluctuated, but despite the recent uptick in legal employment, there are still a disproportionate number of applicants for the number of positions. Using assessments will help narrow down your large applicant pool to candidates that have the essential expertise for a variety of legal positions.</p>	<ul style="list-style-type: none"> <li>• AUS-NZ Legal Assistant</li> <li>• AUS-NZ Legal Spelling</li> <li>• AUS-NZ Legal Vocabulary</li> <li>• Basic Litigation Knowledge</li> <li>• Canadian Legal Assistant</li> <li>• Canadian Legal Spelling</li> <li>• Canadian Legal Vocabulary</li> <li>• Canadian Paralegal Skills</li> <li>• Concordance</li> <li>• Concordance 10</li> </ul> <p><a href="#">View all legal assessments →</a></p>
<b>Management</b>	<p>Selecting and developing the next generation of leaders has significant consequences to the future growth of your organization. Designed for selection and development in upper mid-level and executive roles, this family of assessments ranges from fully automated to Consultant-driven and can even incorporate an interview.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Leadership Behaviors Assessment</a></li> <li>• <a href="#">Leadership Preference</a></li> <li>• <a href="#">Manager Selector</a></li> </ul> <p><a href="#">View all management assessments →</a></p>
<b>Sales</b>	<p>Rarely do organizations question the importance of hiring a great sales person. Our assessments provide a way to accurately measure the skills, fit, and behaviors of getting in the door, demonstrating value to the prospect, presentation, and closing the deal. Directly impact your business by hiring people that bring in the money!</p>	<ul style="list-style-type: none"> <li>• Advanced Sales Questionnaire (ASQ)</li> <li>• Logical Reasoning Practice Test</li> <li>• Numerical Reasoning Practice Test</li> </ul> <p><a href="#">View all sales assessments →</a></p>

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**Job Function****Description****Highlights**

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**Software**

Software applications have become essential to everyday business needs. Our Microsoft assessments provide full program simulations and we have partnered with Microsoft to provide accessible solutions to those with disabilities. Our simulations require the test taker to complete an actual software task in a fully functional software environment. To provide the utmost reliability, our simulations support a variety of ways to answer questions, including menus, icons, double-clicking, single clicking, right-clicking, and short-cut keys without any need for a plug-in.

- Adobe Acrobat 7.0 Standard
- Adobe Acrobat 8.0 Standard
- Adobe Acrobat 9.0 Standard
- Adobe Acrobat X
- Adobe Acrobat XI
- Adobe Dreamweaver - Creative Cloud
- Adobe Flash CS3 Professional
- Adobe Flash Professional CS5
- Adobe Flex 3
- Adobe Illustrator - Creative Cloud

[View all software assessments](#) →

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# Learn more about the types of insights we provide

## Abilities

Reasoning assessments designed to identify individuals' capacity to evaluate, analyze, approach problems, and find resolutions.

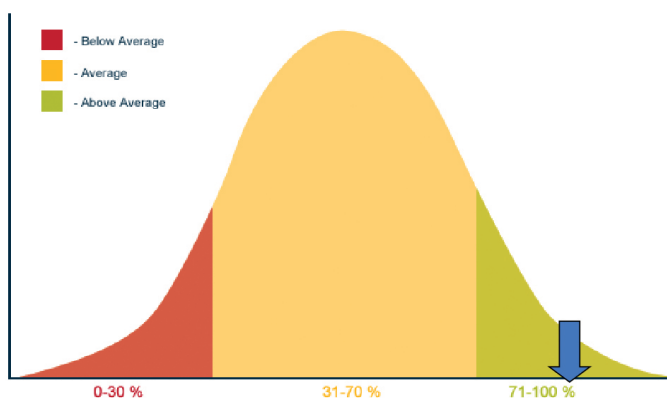
## Highlights

- CAT Logical Reasoning Test
- CAT Numerical Reasoning Test
- CAT Verbal Reasoning Test

You recently completed a verbal ability test. This online test is designed to provide a fair, objective, rapid and practical measure of your skills in evaluating verbal information, skills that are relevant in many roles.

To give meaning to your scores, they have been compared to a group of comparable participants. When interpreting the test scores it is important to remember that all scores are relative to this group.

Remember too that while verbal ability is important for many jobs, it is only part of the picture.



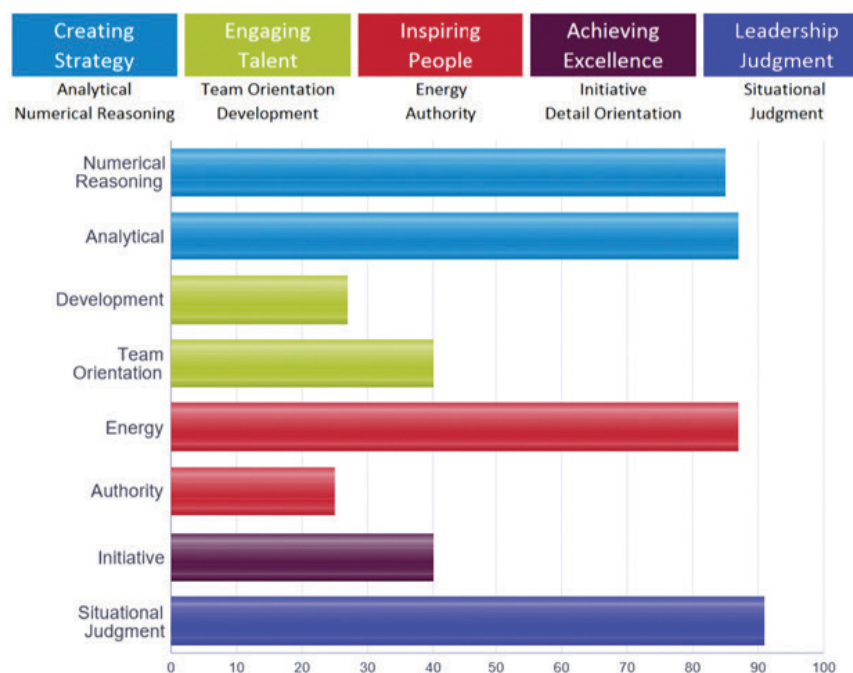
Your overall score is 85 percentile. This means you scored better than 85% of the comparison group participants

## Behavior & Personality

Assessments tailored to individual positions at various levels and industries. We combine predictive personality traits with position-appropriate situational judgment items and reasoning ability where fitting.

## Highlights

- Selectors for Professional and/or Manager roles
- Performance Indicators
- Selectors for Hourly Roles





## Fit

Comprised of our Cultural Match and Job Fit offerings, this family of assessments is designed to meet many needs, including selection across multiple positions, and identifying candidates whose values best match those of your organization and the job in question.

## Highlights

- Job Fit Bank Teller
- Job Fit Call Center
- Job Fit Hospitality Associate
- Job Fit Industrial Warehouse Worker
- Job Fit Retail Associate
- Job Fit Sales
- Organizational Culture Match

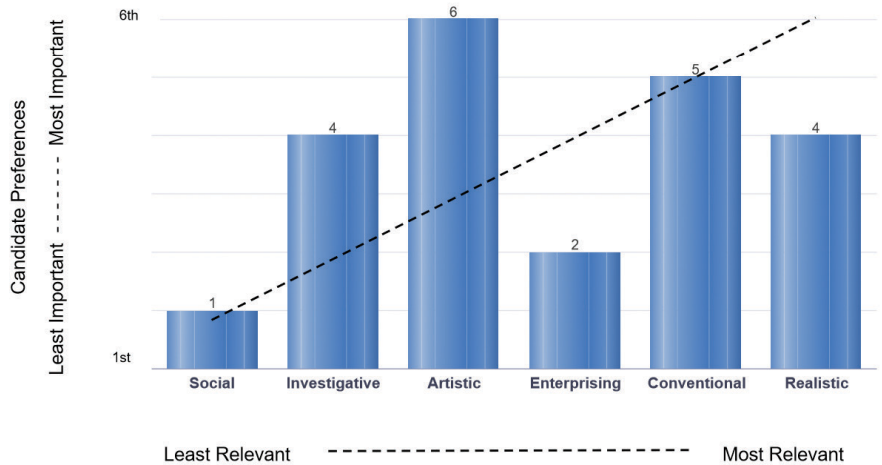
### What the overall score means:

This person fits the Call Center Representative job profile better than 87 percent of candidates.



### How the candidate compares to the job profile:

This chart compares the candidate's work preferences to the job profile. The bars display how strongly the candidate preferred each work dimension. The black dotted line is the Ideal Job Profile, and displays the relevance of each work dimension to the job. The candidate is a good fit if the bars are close to the dotted line. If a candidate scored the same (tied) on multiple work dimensions, they were given the same ranking.



## Skills

Content validated assessments measure specific skills or knowledge in accounting, administrative, call center, financial, healthcare, industrial, legal, software, and IT/technical positions.

## Highlights

- Basic Office Skills
- Call Center Environment
- Data Entry
- Microsoft Office
- Typing

### Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	Define Accounts Receivable	A/R Principles	Basic	00:00:04
2	Correct	Creating an A/R	A/R Principles	Basic	00:00:02
3	Correct	What is an A/R	A/R Principles	Basic	00:00:03
4	Correct	Internal Controls	A/R Principles	Basic	00:01:00
5	Correct	Payment Terms	Credit to Customer	Intermediate	00:00:06
6	Correct	Terms	Credit to Customer	Basic	00:00:16
7	Correct	Open Account	Credit to Customer	Basic	00:00:07
8	Correct	Credit Account	Credit to Customer	Basic	00:00:02
9	Correct	Credit Level	Credit to Customer	Basic	00:00:03
10	Correct	Define Terms	Credit to Customer	Intermediate	00:00:02
11	Correct	Recording Sale	Invoice/Billing Concepts	Basic	00:00:42

### Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	26	18	69%
Intermediate	10	7	70%
Advanced	7	4	57%
<b>Total</b>	<b>43</b>	<b>29</b>	<b>67%</b>

### Question Type Statistics

Type	Number of Questions	Number Correct	Total Percentage
A/R Principles	11	7	64%
Credit to Customer	6	6	100%
Invoice/Billing Concepts	10	8	80%
Journal Entries	5	2	40%
Cash Flow	4	3	75%
Collections	7	3	43%
<b>Total</b>	<b>43</b>	<b>29</b>	<b>67%</b>

### Test Description

The Accounts Receivable assessment is designed for an Accounts Receivable Clerk Position. Topics include A/R Principles, Credit to Customer, Invoice/Billing Concepts, Journal Entries, Cash Flow, Applying Payments, and Collections. Assessments for Accounts Payable and Bookkeeping are also available.

## Specialty Offerings

Comprised of our Cultural Match and Job Fit offerings, this family of assessments is designed to meet many needs, including selection across multiple positions, and identifying candidates whose values best match those of your organization and the job in question.

## Highlights

- Leadership Behavioral Assessment
- Leadership Preference
- Learning Styles Questionnaire
- Motivation Questionnaire
- Occupational Personality Inventory
- Onboarding Assessment

Inspiring People											
Easily convinced of others arguments Likely to back down in the face of opposition Views self as follower rather than leader	Assertiveness										Has strong views and is vocal with them Stands their ground when challenged Views self as a leader of others
	1	2	3	4	5	6	7	8	9	10	
Prefers to look to others for direction Avoids being in control of others Reserved and prefers a subordinate role	Authority										Takes charge and directs others Prefers a position of power and control Might appear as a dominant person
	1	2	3	4	5	6	7	8	9	10	
Uncomfortable with rapid decisions Discomfort with changing environments Overly considerate when drawing conclusions	Decisiveness										Easily makes rapid decisions Enjoys rapidly changing situations Likely impetuous and risk-oriented
	1	2	3	4	5	6	7	8	9	10	
Works best at a steady pace Prefers shorter, focused work activities Energy level stems from reaction to need	Energy										Thrives in fact paced environment Sustains activities for long periods of time Energy stems from the need for activity
	1	2	3	4	5	6	7	8	9	10	
Does not try to push own opinion Avoids debates and conflicts Open and willing to concede to others' ideas	Influence										Persuasive and convincing Likes opportunities to debate a point Shares reasoning to sell a point
	1	2	3	4	5	6	7	8	9	10	
Is reluctant to initiate conversations Nervous in the presence of others and social events Is reserved and seems to lack assurance	Social Assuredness										Very comfortable dealing with new people Takes charge in social meetings Successful giving presentations and public speaking
	1	2	3	4	5	6	7	8	9	10	
Achieving Excellence											
Demotivated by challenging targets Personal life comes before work "A successful career ≠ a successful life"	Achievement Orientation										Personal accomplishments are important Constantly searches for challenges "A successful career = a successful life"
	1	2	3	4	5	6	7	8	9	10	
Dislikes competitive environments Prefers to support and help others Avoids competitive situations	Competitiveness										Enjoys beating others Energized by competition Will seek out competition
	1	2	3	4	5	6	7	8	9	10	
Fails to deliver on commitments Less likely to take responsibility Lacks proactivity and structure	Dependability										Has high standards Manages multiple responsibilities Proactive and structured
	1	2	3	4	5	6	7	8	9	10	
Believes detail gets in the way Seen as expedient Tasks done quickly and much less precisely	Detail Orientation										High level of attention to detail Delivers extremely accurate and precise work Finds it difficult to see the bigger picture
	1	2	3	4	5	6	7	8	9	10	
Puts off unpleasant tasks Is less action-oriented than most Looks to others to lead the way	Initiative										Likes seeking ambitious challenges Takes action on job responsibilities Effectively starts tasks/projects from scratch
	1	2	3	4	5	6	7	8	9	10	
Tends to be very unstructured Can flex approach Does not value planning and organization	Organized										Highly methodical and organized Finds ambiguity difficult Needs a structured environment
	1	2	3	4	5	6	7	8	9	10	
Avoid situations that require taking chances Comfortable with minimal risk Highly uncomfortable taking risks	Risk Orientation										Seek and earn larger gains than most Likes high pressure situations Likes risky behavior far more than most
	1	2	3	4	5	6	7	8	9	10	
Tends to be very upfront Expresses emotions openly Places importance in showing their feelings	Self Control										Keeps emotion in check Rarely displays emotion openly Perceived as lacking emotional sensitivity
	1	2	3	4	5	6	7	8	9	10	

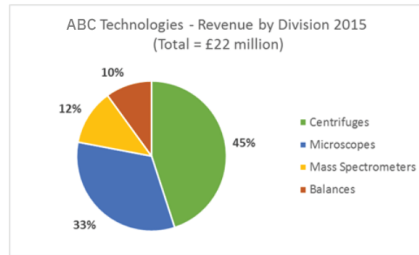
# Learn more about our test experience options

## Computer Adaptive

Computer Adaptive Testing (CAT) is designed to adjust the difficulty of the items administered based on the test taker's responses (success or failure), thereby minimizing seat time and increasing test security. As such, the items that test takers are presented vary depending on test taker behaviors. These assessments are designed to identify individuals' cognitive abilities including numerical, verbal, and logical reasoning.

## Section 2 Numerical Reasoning Practice Items

Overall Assessment Progress



### Question 9 of 9

If ABC Technologies' total revenue was £25 million dollars in 2016, and the Balances Division's revenue decreased by 20% (as a percentage of annual revenue). What is the Balances Division's annual revenue for 2016?

- £1,600,000
  £2,000,000
  £2,400,000
  £3,000,000
  £3,200,000

Correct. To determine the Balances Division's 2016 annual revenue, you must first determine their 2016 proportion of overall revenue. This can be done by taking the Balances Division's 2015 proportion of annual revenue (10%), and decreasing it by 20%, resulting in an 8% proportion of overall revenue for 2016. Then, you can multiply ABC Technologies' 2016 overall revenue (£25 million) by .08 in order to arrive at the answer.

[Submit](#) [Save and finish later](#)

## Data Entry

Data entry assessments require the test taker to type information into a simulation of a spreadsheet or form. The session consists of entering a series of numbers or characters. The results report indicates the speed, in keystrokes per hour, and accuracy of the data entry session. These assessments are available in audio, hardcopy, onscreen, one screen, or multiscreen formats.

## Data Entry

Type the information from the table to the corresponding table below it. Use the 'TAB' or 'Enter' key to advance to the next field or SHIFT+TAB to move backwards. The data you input will go ACROSS each column. Select the "Finish" button to complete this section.

Row 1	536873	58756	87530	2368	978241
Row 2	4391	103588	32561	2793	657109
Row 3	980615	41498	890155	4713	33159
Row 4	79056	32912	7315	901532	901573
Row 5	1025	63645	321919	2079	109753
Row 6	95785	2073	818753	80152	29345
Row 7	2431	543256	3236	321563	692145
Row 8	74103	36896	156377	745290	74209

Row 1					
Row 2					
Row 3					
Row 4					
Row 5					
Row 6					
Row 7					
Row 8					

[Finish](#)

## Fill-in-the-blank

A fill-in-the-blank question consists of a phrase, sentence, or paragraph with a blank space where the test taker types the appropriate answer.

### Fill-in-the-blank]

Overall Assessment Progress

#### Screen 1 of 5

Type the answer to the arithmetic question on the left to the corresponding field on the right. Do not use any symbols, such as currency, decimals, or periods in your response. Select the "Submit" button to go to the next Screen.

4 + 3 =

9 + 7 =

14 + 8 =

24 + 52 =

57 + 102 =

Submit

## Skills

Comprised of our Cultural Match and Job Fit offerings, these assessments are designed to meet many needs, including selection across multiple positions, career development, and identifying candidates whose values best match those of your organization and the job in question.

### Job Fit

#### Question 1 of 1

Select which of the following job characteristics are most important to you and least important to you by dragging and dropping each item into one of the boxes at the bottom of the screen. The text in the boxes will indicate how many items you need to add to each box in order to move forward to the next step. Once you have completed step 4, you will move to a final summary page (step 5) where you can review and make changes to your selections before submitting them.

Abide by policies/procedures	Create new designs or models	Maintain a work routine	Talk to others
Analyze data	Demonstrate originality	Make important decisions	Teach others
Be creative	Develop relationships	Operate equipment/machinery	Think critically
Be in a leadership position	Embrace the unconventional	Oversee business activities	Understand how things work
Be organized	Engage in manual labor	Pay attention to details	Use logic to develop solutions
Be thorough and/or precise	Evaluate complex concepts	Perform clerical duties	Use math or science
Be unique	Examine and work with ideas	Perform physical activities	Use my imagination
Build or repair things	Express myself artistically	Provide aid to those in need	Work collaboratively
Care for those around me	Find beauty in my work	Show concern for others' needs	Work with art or music
Coach/develop others	Follow directions exactly	Solve difficult problems	Work with my hands
Code/categorize information	Have the power to enact change	Solve practical problems	Work with plants or animals
Communicate my opinions/views	Identify new business ventures	Spend time outdoors	Work with powerful people
Conduct research	Keep and maintain records	Start up new projects	
Coordinate business operations	Learn new things	Take risks in order to succeed	

Extremely Important

Add 2 items

Extremely Unimportant

Add 2 items

Continue to step 2 of 5 [Start over](#)

## Likert

A response style that asks test takers to specify their level of agreement. It is the most widely used approach to scaling responses. A common Likert scale could include: Strongly Disagree, Disagree, Neither Agree Nor Disagree, Agree, and Strongly Agree.

### Section 1

Overall Assessment Progress

	Strongly Disagree	Slightly Disagree	Not sure/in between	Slightly Agree	Strongly Agree
1. I do not wait to be told what to do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Some people probably say that I am overachieving.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I struggle with work that involves adhering to a strict process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I set very high standards for myself.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I am deeply moved by the feelings of people around me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I do not stop until things are perfect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I sometimes sacrifice quality for the sake of speed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I hardly ever expect things to go my way.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I jump into action before others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I want to achieve the highest results.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

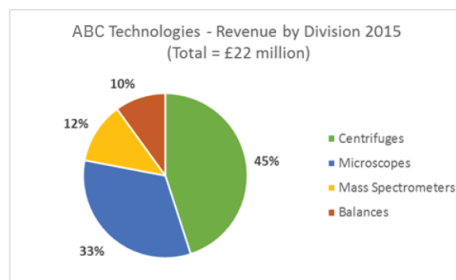
[Save and finish later](#)

## Multiple Choice

A response style that asks test takers to select an answer from a list.

### Section 2 Numerical Reasoning Practice Items

Overall Assessment Progress



#### Question 9 of 9

If ABC Technologies' total revenue was £25 million dollars in 2016, and the Balances Division's revenue decreased by 20% (as a percentage of annual revenue). What is the Balances Division's annual revenue for 2016?

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[Save and finish later](#)

## Open Response

These are unscored environments for Writing Samples, Reasoning, Translation Samples, and Code Samples. Gauging certain skills can be a highly subjective endeavor. While you may be able to write a grammatically correct sentence, it does not guarantee that you are a "good writer," so we leave it to you to determine the level of writing effectiveness represented by the candidate's sample. We do believe that providing a controlled, immediate writing environment helps to assess the skills of the writer, in context. It is for this reason that we provide this environment and encourage customers to use it, free of charge.

Time Remaining 00:29:41

Please read the following instructions carefully and begin writing in response to its hypothetical parameters.

### Question 1 of 1

You are the documentation writer for VegiVitaPhone, a company offering voicemail service to small businesses. Create instructional material that explains how to retrieve voicemail messages. You can make up any sequence of steps for users to get their messages. Explain how to retrieve messages from both a primary work phone and remotely. You can assume that some users are familiar with voicemail systems, however some may not have any familiarity with them.

- Give a brief overview of the task.
- Use a paragraph format to explain the sequence of steps.
- Use examples where appropriate.
- Offer users resources for further help, if needed.
- Present your ideas clearly and logically.
- Review your sample for any errors in spelling, punctuation, and capitalization.
- Feel free to create any details as if this were a real case scenario.

This is the text box

Finish

## Proofreading

Proofreading assessments present test takers with a text passage that contains spelling, grammar, and punctuation errors. These assessments measure a person's ability to recognize and correct the errors within the text passage.

Review the passage and correct, as appropriate. When you are finished making your edits, select the "Submit" button to score this assessment.

1. To modify a word, select the word you want to edit. After you have made your changes, select "Apply Changes". The changes you made will now be highlighted.
2. To correct punctuation errors, select the word closest to the punctuation and modify it and select "Apply Changes".
3. To undo any change that you've made, select the highlighted word. The original word will appear next to "Original Text:". Select the "Revert" link to replace your change with the original text and the word will no longer be highlighted.

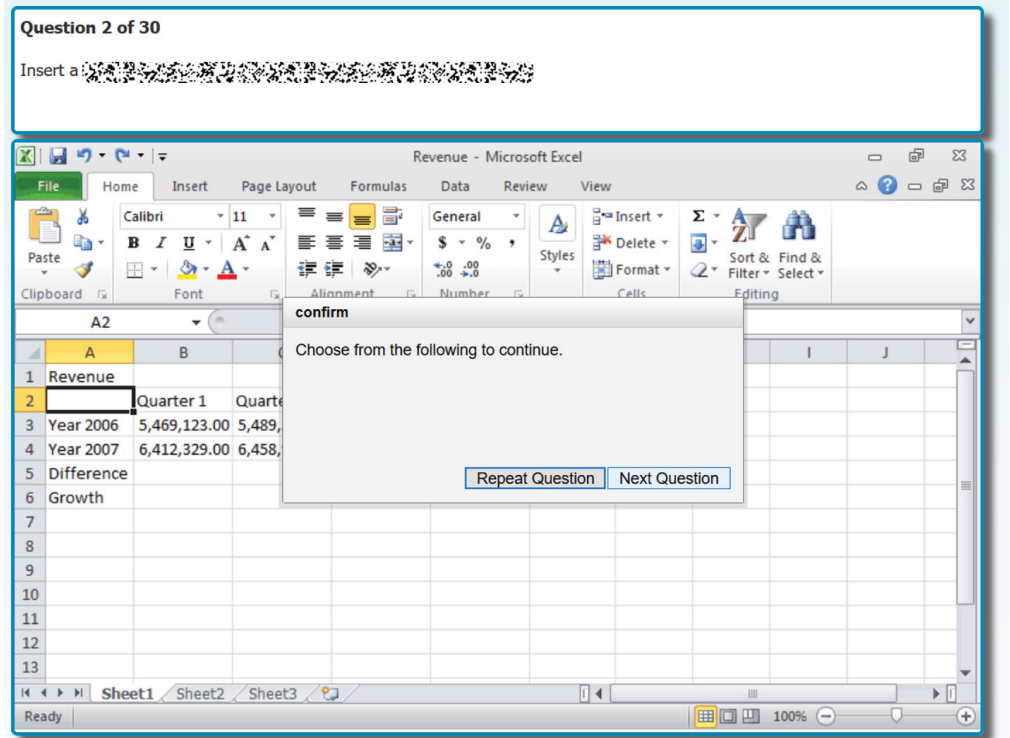
At Café Lucci, entrees were of mixed quality, but the nightly pasta special was a delight. saffron pasta was served with prawns, arugula, and fresh tomato. The saffron sauce was marvelous, and the dish didnt skimp on this luxurious spice. The prawns are of a generous size, and they mingled perfectly with the slightly tart arugula to from a Distinctive pasta dish worth reccommending. On the other hand, the risotto dish was disappointing. "Risotto con Salsicce" is a traditional rice dish cooked with fresh sausage, peppers, spinach, and parmesan. But once again, the chef had a heavy hand with the salt shaker, and the perfectly-cooked risotto was marred by the blandness of the accompanying sausage. Whatever you do, save room for desert, as that is where this restaurant truly shines. There version of tiramisu, the famous italian sweet, was rich and moist, and it's presentation on a plate dusted with chocolate made it a feast for the eyes as well as the taste buds. The "Crème Brulee" (a smooth cool custard encased in a crunchy shell of caramelized sugar was nothing short of divine!

You have 15 change(s) left to make.

Finish

## Simulation

These assessments simulate the environment of a Microsoft desktop application. On each question, test takers are presented with a task and must correctly perform a step or series of steps to complete the task. If the task is completed correctly, the question is scored as correct. These assessments support the vast majority of short cut keys; applicants will not be adversely scored for using the most efficient means possible to answer questions.



## Spelling

Spelling assessments measure the test taker's ability to spell correctly. The test taker is asked to identify whether a word is spelled correctly and, if this is not the case, they are tasked with correcting the spelling of the words via audio or onscreen formats.

### Spelling

Overall Assessment Progress

Decide if the displayed word below is spelled correctly. If the word is spelled correctly, you can proceed to the next question by selecting the "Submit" button. If the word is spelled incorrectly, make the necessary corrections and proceed to the next question by selecting the "Submit" button. If you need to revert back to how the word was originally presented, you can select Reset.

#### Question 1 of 50


## Typing

Typing assessments measure the speed and accuracy of a test taker's typing. The assessment presents the user with a passage he/she must type as accurately and quickly as he/she can. This assessment should be given to anyone whose typing speed needs to be measured. These assessments are available in audio, hardcopy, and onscreen formats.

## Typing

Time Remaining 00:00:58

Sudoku® is a Japanese puzzle game that has become extremely popular around the world. A basic Sudoku game is based on a 9 x 9 grid, where the player needs to add missing numbers so that each column and row is filled with the digits from 1 to 9. It is a great way for the young and old to challenge their minds and sharpen their deductive abilities. While the modern version of Sudoku was first introduced in 1970, the history of this deceptively simple game can be traced far into the past and it is certain to continue well into the future. Its position next to the crossword puzzle in newspapers across the country guarantees its place in puzzle game history.





# K<sup>x</sup> SKILLS COLLECTION

## Product catalog

Select a category to see full list of available assessments.

Accounting/Finance	Administrative	Call Center/Customer Service	Cyber Security
Healthcare	Industrial/Warehouse	Industrial/Warehouse	IT/Technical
Legal	Management	Sales	Software



## Job Function

## Assessments

Job Function	Assessments
Accounting/Finance	1. Accounting Terminology - Advanced
	2. Accounting Terminology - Basic
	3. Accounts Payable
	4. Accounts Receivable
	5. ACCPAC Pro Series
	6. <a href="#">Administrative Selector</a>
	7. ADP - Payroll
	8. Advanced Accounting
	9. Auditing
	10. AUS Bookkeeping
	11. AUS-NZ Accounts Payable
	12. AUS-NZ Accounts Receivable
	13. AUS-NZ Advanced Accounting
	14. AUS-NZ General Accounting
	15. AUS-NZ MYOB Accounting Plus
	16. AUS-NZ SAP for Users
	17. <a href="#">Bank Teller Selector</a>
	18. Bank Teller Skills
	19. Basic Bank Teller Skills
	20. Bookkeeping - Professional
	21. Budget Aide Skills
	22. Budget Officer Skills
	23. Business Income Tax
	24. BusinessObjects 5 - Client
	25. Canadian Accounts Payable
	26. Canadian Accounts Receivable
	27. Canadian Advanced Accounting
	28. Canadian Bookkeeping - Professional
	29. Canadian General Accounting
	30. Canadian Payroll
	31. Casualty Insurance - Automobile
	32. <a href="#">CAT Logical Reasoning Test</a>
	33. <a href="#">CAT Numerical Reasoning Test</a>
	34. <a href="#">CAT Verbal Reasoning Test</a>
	35. Commercial Banking Knowledge
	36. Commercial Collections
	37. Commercial Insurance Knowledge
	38. Corporate Tax Accounting
	39. Cost Accounting
	40. Credit Analyst
	41. Credit Management
	42. <a href="#">Engagement Indicator Assessment</a>
	43. Financial Analysis
	44. Financial Management
	45. Financial Math
	46. Financial Spelling
	47. Fixed Assets
	48. General Accounting
	49. General Ledger Knowledge
	50. Great Plains
	51. Individual Income Tax
	52. International Financial Reporting Standards
	53. Investment Management: US Equities and Equities Products
	54. JD Edwards
	55. <a href="#">Learning Styles Questionnaire</a>
	56. Loan Officer Skills
	57. Loan Processing
	58. Loan Underwriting Knowledge
	58. MAS 90 - Bookkeeping
	60. <a href="#">Motivation Questionnaire</a>
	61. MYOB Accounting Plus
	62. NZ Accounts Payable
	63. NZ Accounts Receivable
	64. NZ Bookkeeping
	65. NZ MYOB Accounting Plus
	66. NZ Payroll
	67. NZ Payroll Clerk
	68. NZ Payroll Management
	69. NZ Taxation Advanced
	70. NZ Taxation Basic-Intermediate
	71. <a href="#">Occupational Personality Inventory</a>
	72. <a href="#">Onboarding Assessment</a>
	73. Partnership Tax Accounting
	74. Payroll
	75. Payroll Clerk
	76. Payroll Management
	77. Peachtree 2007
	78. PeopleSoft Financials
	79. <a href="#">Performance Indicator Assessment: Customer Service and Teamwork</a>
	80. <a href="#">Performance Indicator Assessment: Customer Service, Engagement, Retention</a>
	81. <a href="#">Performance Indicator Assessment: Customer Service, Engagement, Sales, Teamwork</a>
	82. <a href="#">Performance Indicator Assessment: Customer Service, Engagement, Teamwork</a>

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## Job Function

## Assessments

Job Function	Assessments
Accounting/Finance, cont'd	83. Performance Indicator Assessment: Customer Service, Engagement, Teamwork
	84. Performance Indicator Assessment: Customer Service, Retention, Sales
	85. Performance Indicator Assessment: Engagement, Sales, Teamwork
	86. Performance Indicator Assessment: Engagement, Teamwork
	87. Property Insurance
	88. Property Management
	89. Purchasing Fundamentals
	90. QuickBooks Pro 2006
	91. QuickBooks Pro 2007
	92. QuickBooks Pro 2008
	93. QuickBooks Pro 2009
	94. QuickBooks Pro 2010
	95. QuickBooks Pro 2011
	96. QuickBooks Pro 2012
	97. QuickBooks Pro 2013
	98. QuickBooks Pro 2013 v2
	99. QuickBooks Pro 2015
	100. QuickBooks Pro 2017
	101. Quicken 2012
	102. Quicken 2013
	103. Reconciliation
104. Retention Indicator Assessment	
105. Sage Line 50	
106. Sage Line 50 v12	
107. Sage MAS 90/200	
108. Sage Peachtree Pro 2012	
109. Sage Simply Accounting Pro 2012	
110. SAP for Users	
111. Simply Accounting 2006	
112. Simply Accounting 2010	
113. South African Payroll	
114. Teamwork Indicator Assessment	
115. Title Insurance Knowledge	
116. U.K. Accounts Payable	
117. U.K. Accounts Receivable	
118. U.K. Advanced Accounting	
119. U.K. General Accounting	
120. U.K. Payroll	
121. U.K. Payroll Management	

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## Job Function

## Assessments

Job Function	Assessments
Administrative	1. Advanced Spelling
	2. Algebra
	3. Analytical Skills
	4. Arithmetic [Fill-in-the-blank]
	5. Audio Typing [5 Minutes]
	6. AUS-NZ Advanced Spelling
	7. AUS-NZ Analytical Skills
	8. AUS-NZ Basic Computer Terminology
	9. AUS-NZ Basic Office Skills
	10. AUS-NZ Basic Office Skills [No Math]
	11. AUS-NZ Basic Office Skills [No Verbal]
	12. AUS-NZ Basic Reading Comprehension
	13. AUS-NZ Basic Spelling
	14. AUS-NZ Clerical Proofreading
	15. AUS-NZ Computer Literacy
	16. AUS-NZ Data Entry 10 Key [Onscreen]
	17. AUS-NZ Data Entry 10 Key Quick Test [Onscreen]
	18. AUS-NZ Data Entry Alpha Numeric [Onscreen]
	19. AUS-NZ English as a Second Language
	20. AUS-NZ Internet Basics
	21. AUS-NZ Numeric Filing
	22. AUS-NZ Office Grammar and Spelling
	23. AUS-NZ Office Maths Skills
	24. AUS-NZ Shorthand
	25. AUS-NZ Typing - General [1 Minute Onscreen]
	26. AUS-NZ Typing - General [3 Minutes Onscreen]
	27. AUS-NZ Typing - General [5 Minutes Onscreen]
	28. AUS-NZ Vocabulary
	29. AUS-NZ Vocabulary - Homophone Usage
	30. Basic Arithmetic [Fill-in-the-blank]
	31. Basic English - Images
	32. Basic Numeric Conversion
	33. Basic Office Skills
	34. Basic Office Skills [No Math]
	35. Basic Office Skills [No Verbal]
	36. Basic Reading Comprehension
	37. Basic Spelling
	38. Bookkeeping
	39. Business Etiquette
	40. Business Systems Analyst
	41. Business Writing
	42. Canadian Advanced Spelling
	43. Canadian Basic Spelling
	44. Canadian Cash Handling
	45. Canadian Cash Handling [No Pennies]
	46. Canadian Data Entry Alpha Numeric [Onscreen - No French Characters]
	47. Canadian Data Entry Alpha Numeric [Onscreen]
	48. Canadian Human Resources Basics
	49. Canadian Office Grammar and Spelling
	50. Canadian Typing - General [5 Minutes Onscreen]
	51. Canadian Typing - General 2 [5 Minutes Onscreen]
	52. Canadian Typing - General 3 [5 Minutes Onscreen]
	53. Canadian Typing - General 4 [5 Minutes Onscreen]
	54. Cash Handling
	55. Clerical Proofreading
	56. Coding
	57. Comparison Skills
	58. Computer Literacy - Advanced
	59. Computer Literacy - Basic
	60. Corrective Proofreading - Independent Films
	61. Corrective Proofreading - Reply Letter
	62. Corrective Proofreading - Restaurant Review
	63. Customer Service Mindset Survey
	64. Data Entry 10 Key [Onscreen]
	65. Data Entry 10 Key Quick Test [Onscreen]
	66. Data Entry 10 Key with Decimals [Onscreen]
	67. Data Entry Alpha Numeric [Onscreen]
	68. Data Entry Check Number Database [Onscreen]
	69. Data Entry Inventory Database [Onscreen]
	70. Email Etiquette
	71. English as a Second Language

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## Job Function

## Assessments

Job Function	Assessments	
Administrative, cont'd	72. Entrée de Données À 10 Touches - Français Du Canada [À L'Écran]	100. German Typing - General [1 Minute Onscreen]
	73. Entrée De Données - Vérification De Base De Données De Nombres - Français Du Canada [À L'Écran]	101. German Typing - General [3 Minutes Onscreen]
	74. Filing by Name	102. German-English Bilingual
	75. Following Verbal Instructions [audio]	103. Haitian Creole-English Bilingual
	76. Following Written Instructions	104. Healthcare Benefits Knowledge
	77. Française Canadienne Examen d'entrée de données alphanumériques [Onscreen]	105. Human Resources Basics
	78. French Canadian Advanced Spelling	106. Human Resources Benefits Knowledge
	79. French Canadian Basic Office Skills	107. Internet Basics
	80. French Canadian Basic Office Skills [No Math]	108. Internet Research Skills
	81. French Canadian Basic Office Skills [No Verbal]	109. Interviewing and Hiring Concepts
	82. French Canadian Basic Reading Comprehension	110. Italian Typing - General [1 Minute Onscreen]
	83. French Canadian Basic Spelling	111. Italian-English Bilingual
	84. French Canadian Office Grammar and Spelling	112. Listening Skills [audio]
	85. French Canadian Typing - General [5 Minutes Onscreen]	113. Logical Reasoning - Classifying
	86. French Canadian Typing - General 2 [5 Minutes Onscreen]	114. Logical Reasoning - Decision Making
	87. French Canadian Typing - General 3 [5 Minutes Onscreen]	115. Logical Reasoning - Deduction
	88. French Canadian Typing - General 4 [5 Minutes Onscreen]	116. Logical Reasoning - Drawing Conclusions
	89. French Canadian Writing Sample - Customer Service	117. Logical Reasoning - Mathematical
	90. French Canadian Writing Sample - Email	118. Mailroom Management Skills
	91. French Canadian Writing Sample - Thank You Letter	119. Marketing Fundamentals
	92. French Typing - General [1 Minute Onscreen]	120. Matching - Addresses
	93. French-English Bilingual	121. Matching - Images
	94. French-English Bilingual (Intermediate)	122. Matching - Passage
	95. German Basic Office Skills	123. Math Word Problems
	96. German Basic Office Skills [No Math]	124. Numeric Filing
	97. German Basic Office Skills [No Verbal]	125. Numeric Proofreading
	98. German Data Entry 10 Key [Onscreen]	126. Office Abbreviations
	99. German Data Entry Alpha Numeric [Onscreen]	127. Office Filing Skills
		128. Office Grammar and Spelling
		129. Office Management Skills
		130. Office Math Skills
		131. Office Reasoning Sample - People Management
		132. Office Reasoning Sample - Problem Solving
		133. Office Reasoning Sample - Project Event Planning
		134. Office Reasoning Sample - Project Time Management
		135. Office Telephone Etiquette
	136. PeopleSoft HRMS	

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## Job Function

## Assessments

Job Function	Assessments
Administrative, cont'd	137. <b>Performance Indicator Assessment: Engagement, Safety, Teamwork</b>
	138. Portuguese Basic Office Skills Portuguese Basic Office Skills [No Math]
	139. Portuguese Basic Office Skills [No Verbal]
	140. Portuguese Basic Reading Comprehension
	141. Portuguese Data Entry 10 Key [Onscreen]
	142. Portuguese Data Entry 10 Key Quick Test [Onscreen]
	143. Portuguese Data Entry Alpha Numeric [Onscreen]
	144. Portuguese Office Grammar and Spelling
	145. Portuguese Typing - General [1 Minute Onscreen]
	146. Portuguese Typing - General [3 Minutes Onscreen]
	147. Portuguese Typing - General [5 Minutes Onscreen]
	148. Portuguese Writing Sample - Customer Service
	149. Portuguese Writing Sample - Email
	150. Portuguese Writing Sample - Thank You Letter
	151. Portuguese-English Bilingual
	152. Project Management for IT Professionals
	153. Project Management Fundamentals
	154. Proofreader Marks
	155. Punctuation
	156. Reading Comprehension
	157. Recruiting Fundamentals
	158. Retention
	159. Sales Concepts
	160. SAS 9 - Data Analyst
	161. Shorthand
	162. Software Quality Assurance
	163. Software Testing
	164. South African Data Entry Alpha Numeric [Onscreen]
	165. South African Human Resources Basics
	166. Spanish Basic Office Skills
	167. Spanish Basic Office Skills [No Math]
	168. Spanish Basic Office Skills [No Verbal]
	169. Spanish Basic Reading Comprehension
	170. Spanish Office Grammar and Spelling
	171. Spanish Typing - General [1 Minute Onscreen]
	172. Spanish Typing - General [3 Minutes Onscreen]
	173. Spanish Typing - General [5 Minutes Onscreen]
	174. Spanish Writing Sample - Customer Service
	175. Spanish Writing Sample - Email
	176. Spanish-English Bilingual Technical Terminology
	177. Translation Sample - English to French
	178. Translation Sample - English to Italian
	179. Translation Sample - English to Portuguese
	180. Translation Sample - English to Spanish
	181. Translation Sample - French Canadian to English
	182. Translation Sample - Italian to English
183. Translation Sample - Portuguese to English	
184. Translation Sample - Spanish to English	
185. Typing - General [1 Minute Onscreen]	
186. Typing - General [3 Minutes Onscreen]	
187. Typing - General [5 Minutes Onscreen]	
188. U.K. Advanced Spelling	
189. U.K. Analytical Skills	
190. U.K. Audio Typing [5 Minutes]	
191. U.K. Basic Computer Terminology	
192. U.K. Basic Office Skills	
193. U.K. Basic Office Skills [No Math]	
194. U.K. Basic Office Skills [No Verbal]	
195. U.K. Basic Reading Comprehension	
196. U.K. Basic Spelling	
197. U.K. Bookkeeping	
198. U.K. Business Writing	
199. U.K. Computer Literacy	
200. U.K. Data Entry 10 Key [Onscreen]	
201. U.K. Data Entry 10 Key Quick Test [Onscreen]	

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## Job Function

## Assessments

Administrative, cont'd	204.	U.K. Data Entry 10 Key with Decimals [Onscreen]	234.	Writing Sample - Market Research	
	205.	U.K. Data Entry Alpha Numeric [Onscreen]	235.	Writing Sample - Persuasive	
	206.	U.K. English as a Second Language	236.	Writing Sample - Sales Correspondence	
	207.	U.K. English Usage	237.	Writing Sample - Social Media (Blog)	
	208.	U.K. Maths and Reasoning Skills	238.	Writing Sample - Technical Writing [List Form]	
	209.	U.K. Maths Word Problems	239.	Writing Sample - Technical Writing [Paragraph Form]	
	210.	U.K. Office Grammar and Spelling	240.	Writing Sample - Thank You Letter	
	211.	U.K. Office Maths Skills			
	212.	U.K. Shorthand			
	213.	U.K. Towns Spelling			
	214.	U.K. Typing - General [1 Minute Onscreen]			
	215.	U.K. Typing - General [3 Minutes Onscreen]			
	216.	U.K. Typing - General [5 Minutes Onscreen]			
	217.	U.K. Writing Sample - Advertising/Marketing			
	218.	U.K. Writing Sample - Collection Letter			
	219.	U.K. Writing Sample - Customer Service			
	220.	U.K. Writing Sample - Email			
	221.	U.K. Writing Sample - Market Research			
	222.	U.K. Writing Sample - Persuasive			
	223.	U.K. Writing Sample - Sales Correspondence			
	224.	U.K. Writing Sample - Technical Writing			
	225.	U.K. Writing Sample - Thank You Letter			
	226.	U.S. Cities Spelling			
	227.	Vocabulary			
	228.	Vocabulary - Homonym Usage			
	229.	World Cities/Countries Spelling			
	230.	Writing Sample - Advertising/Marketing			
	231.	Writing Sample - Collection Letter			
	232.	Writing Sample - Customer Service			
	233.	Writing Sample - Email			
	Call Center/Customer Service	1.	AUS-NZ Call Centre Customer Service Survey	3.	AUS-NZ Call Centre Inbound Sales Skills
		2.	AUS-NZ Call Centre Environment [audio]	4.	AUS-NZ Call Centre Outbound Sales Skills

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## Job Function

## Assessments

Call Center/Customer Service, cont'd	5.	AUS-NZ Call Centre World Geography	36.	French Canadian Call Centre Data Entry [audio]	
	6.	Call Center 911 Operators	37.	French Canadian Call Centre Listening Skills [audio]	
	7.	Call Center Advanced Spelling [Audio]	38.	French Canadian Call Centre Telephone Etiquette	
	8.	Call Center Basic Spelling [audio]	39.	German Call Center Data Entry [audio]	
	9.	Call Center Consumer Collections	40.	German Call Center Listening Skills [audio]	
	10.	Call Center Customer Service Scenarios	41.	Inbound Call Center Selector	
	11.	Call Center Customer Service Scenarios [audio]	42.	K <sup>x</sup> Job Fit - Call Center	
	12.	Call Center Customer Service Survey	43.	K <sup>x</sup> Job Fit - Sales	
	13.	Call Center Data Entry [audio]	44.	K <sup>x</sup> Job Fit - Industrial - Warehouse Worker	
	14.	Call Center Environment [audio]	45.	K <sup>x</sup> Job Fit - Hospitality Associate	
	15.	Call Center German-English Bilingual [audio]	46.	K <sup>x</sup> Job Fit - Retail Associate	
	16.	Call Center Inbound Sales Skills	47.	K <sup>x</sup> Job Fit - Bank Teller	
	17.	Call Center Italian-English Bilingual [audio]	48.	Outbound Call Center Selector	
	18.	Call Center Listening Skills [audio]	49.	Portuguese Call Center Data Entry [audio]	
	19.	Call Center Manager Selector	50.	Portuguese Call Center Listening Skills [audio]	
	20.	Call Center Math	51.	Restaurant Manager Selector Assessment	
	21.	Call Center Outbound Sales Skills	52.	Retail Associate Selector	
	22.	Call Center Portuguese-English Bilingual [audio]	53.	Retail Manager Selector	
	23.	Call Center Reference Manual [audio]	54.	Sales Indicator Assessment	
	24.	Call Center Retention [audio]	55.	Sales Manager Selector	
	25.	Call Center Spanish-English Bilingual [audio]	56.	Sales Selector	
	26.	Call Center Technical Support	57.	Service Associate Selector	
	27.	Call Center Technical Support [audio]	58.	Spanish Call Center Customer Service Scenarios [audio]	
	28.	Call Center Telephone Etiquette	59.	Spanish Call Center Listening Skills [audio]	
	29.	Call Center U.S. Cities Spelling [audio]	60.	Spanish Call Center Telephone Etiquette	
	30.	Call Center U.S. Geographical Locations	61.	U.K. Call Centre Data Entry [audio]	
	31.	Call Center U.S. State Abbreviations [audio]	62.	U.K. Call Centre Maths	
	32.	Call Center World Geography	63.	U.K. Call Centre Telephone Etiquette	
	33.	Call Centre French Canadian-English Bilingual [audio]	64.	U.K. Call Centre Towns Spelling [audio]	
	34.	Canadian Call Centre Data Entry [audio]			
	35.	Customer Service Indicator Assessment			
	Cyber Security	1.	Commercial Cyber Aptitude Test (CCAT)		
		2.	Commercial Cyber Aptitude Test (CCAT) - Timed Version		

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## Job Function

## Assessments

Job Function	Assessments
Healthcare	1. Age Appropriate Testing
	2. AUS-NZ Medical Spelling
	3. AUS-NZ Medical Terminology - General
	4. AUS-NZ Typing - Medical [1 Minute Onscreen]
	5. AUS-NZ Typing - Medical [3 Minute Onscreen]
	6. AUS-NZ Typing - Medical [5 Minutes Onscreen]
	7. Bloodborne Pathogens - Infection Control
	8. Canadian Medical Spelling
	9. Cultural Diversity
	10. Dental Assistant
	11. Dental Hygienist
	12. Dosage Calculation
	13. French Canadian Medical Spelling
	14. General Pharmaceutical Knowledge
	15. HBV - Infection Control/Vaccination
	16. Healthcare Industry Terminology
	17. <a href="#">Healthcare Manager Selector</a>
	18. HIPAA - Clinical Staff
	19. HIPAA Administration
	20. Joint Commission
	21. LPN/LVN
	22. Medical Assistant - Advanced
	23. Medical Assistant - Basic
	24. Medical Billing (CMS-1500)
	25. Medical Billing (UB-04)
	26. Medical Billing Knowledge
	27. Medical Claims Processing
	28. Medical Collections
	29. Medical Office Personnel Skills
	30. Medical Receptionists
	31. Medical Records Coding [CPT]
	32. Medical Records Coding [ICD-10]
	33. Medical Records Coding [ICD-9]
	34. Medical Records Legal Issues
	35. Medical Spelling
	36. Medical Terminal Digit Filing
	37. Medical Terminology - Abbreviations
	38. Medical Terminology - Cardiovascular System
	39. Medical Terminology - Dental
40. Medical Terminology - ER	
41. Medical Terminology - Gastrointestinal	
42. Medical Terminology - General	
43. Medical Terminology - Integumentary System	
44. Medical Terminology - Musculoskeletal	
45. Medical Terminology - Nervous System	
46. Medical Terminology - Oncology	
47. Medical Terminology - Ophthalmology	
48. Medical Terminology - Pediatrics	
49. Medical Terminology - Pharmacology	
50. Medical Terminology - Prefixes/Suffixes/Combining Forms	
51. Medical Terminology - Psychiatry	
52. Medical Terminology - Radiology	
53. Medical Terminology - Reproduction	
54. Medical Terminology - Respiratory	
55. Medical Terminology - Root Words	
56. Nurse Practitioner	
57. <a href="#">Nurse Selector</a>	
58. Nursing - Critical Care	
59. Nursing - ER	
60. Nursing - OR	
61. Nursing Assistant	
62. Occupational Therapy	
63. OSHA	
64. Pharmaceutical Terminology	
65. Phlebotomy	
66. Physical Therapy	
67. Physician Assistant	
68. Radiologic Technologist	
69. Registered Nurse (RN)	
70. Respiratory Therapy	
71. <a href="#">Safety Indicator Assessment</a>	
72. Spanish Medical Terminology - General	
73. Spanish OSHA	
74. Surgical Technology	
75. Typing - Medical [1 Minute Onscreen]	
76. Typing - Medical [3 Minutes Onscreen]	
77. Typing - Medical [5 Minutes Onscreen]	
78. U.K. Medical Spelling	

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## Job Function

## Assessments

Healthcare, cont'd	79.	U.K. Typing - Medical [1 Minute Onscreen]		
	80.	U.K. Typing - Medical [3 Minutes Onscreen]		
	81.	U.K. Typing - Medical [5 Minutes Onscreen]		
Hospitality	1.	<a href="#">Hospitality Associate Selector Assessment</a>		
	2.	<a href="#">Hotel Manager Selector</a>		
Industrial/Warehouse	1.	Arithmetic	33.	Electrical Engineering: Electronics and Communications
	2.	Assembly and Matching	34.	Electrical Engineering: Power and Control
	3.	AUS-NZ Basic Arithmetic	35.	Electricians
	4.	AUS-NZ Basic Industrial Skills	36.	Electronic Schematics
	5.	AUS-NZ Blue Collar OH&S	37.	English Ruler Reading
	6.	AUS-NZ White Collar OH&S	38.	Entry Level Industrial Skills
	7.	AUS-NZ Entry Level Industrial Skills	39.	Finish Carpentry
	8.	AutoCAD 2004	40.	Flooring Skills
	9.	AutoCAD 2006	41.	Food Production
	10.	AutoCAD 2007	42.	Forklift Operation
	11.	AutoCAD 2009	43.	General Maintenance
	12.	AutoCAD 2010	44.	Hazardous Material Handling
	13.	AutoCAD 2013	45.	Home Inspection Skills
	14.	AutoCAD 2018	46.	HVAC
	15.	Basic Arithmetic	47.	Lathe Operator
	16.	Basic CNC	48.	Manufacturing Basics
	17.	Basic Electronics	49.	<a href="#">Manufacturing Manager Selector</a>
	18.	Basic Industrial Math	50.	Map Reading Skills
	19.	Basic Industrial Skills	51.	Masonry
	20.	Basic Injection Molding Skills	52.	Matching - Alphanumeric
	21.	Basic Reading Comprehension - Light Industrial	53.	Matching - Alphanumeric List
	22.	Basic Ruler Reading	54.	Matching - Digit Numeric
	23.	Basic Warehouse Knowledge	55.	Matching - Digit Numeric List
	24.	Basic Wireless Communication	56.	Matching - Industrial Images
	25.	Blueprint Basics	57.	Matching - Numeric
	26.	Blueprint Reading	58.	Matching - Numeric List
	27.	Canadian Pick/Pack	59.	Math and Reasoning Skills
	28.	Class [A] Automotive Mechanics	60.	Mechanical Engineering: Machine and Tool Design
	29.	Class [B] Automotive Mechanics	61.	Mechanical Engineering:
	30.	Class [C] Automotive Mechanics	62.	Thermodynamics Fundamentals
	31.	Color Identification	63.	Mechanical Reasoning
	32.	Counting		
	33.	<a href="#">Distribution Associate Selector</a>		

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## Job Function

## Assessments

Job Function	Assessments	
Industrial/Warehouse, cont'd	64. Metalworking Skills	
	65. Metric Ruler Reading	
	66. Micrometers and Calipers	
	67. MicroStation V8i	
	68. Milling Machine	
	69. Pick/Pack	
	70. Plastic Fabrication Skills	
	71. PLC Programming	
	72. Plumbing Quality	
	73. Press Brake Operation	
	74. Print Reading - Construction	
	75. Print Reading - Electrical	
	76. Print Reading - Manufacturing	
	77. Product Packaging Skills	
	78. Quality Assurance Inspection	
	79. Resistor Color Code	
	80. Revit Architecture 2013	
	81. Rough Carpentry	
	82. Safety in the Workplace	
	83. Shipping and Receiving Clerk Skills	
	84. Shop Math	
	85. Soldering	
	86. SolidWorks 2006	
	87. SolidWorks 2012	
	88. SolidWorks 2013	
	89. Spanish Basic Industrial Math	
	90. Spanish Basic Industrial Skills	
	91. Spanish Entry Level Industrial Skills	
	92. Spanish Forklift Operation	
	93. Spanish Mechanical Reasoning	
	94. Spanish Safety in the Workplace	
	95. Spatial Reasoning	
	96. Tools and Fasteners	
	97. U.K. Arithmetic	
	98. U.K. Basic Arithmetic	
	99. U.K. Basic Industrial Skills	
	100. U.K. Entry Level Industrial Skills	
	101. U.K. Matching - Alphanumeric	
	102. Unit Conversion	
	103. Warehouse Safety and Inventory Management	
	104. Weights and Measures [Standard and Metric]	
	105. Welding	
	106. Wholesale Distribution Knowledge	
		107. Woodworking
		108. Workplace Hazardous Materials Information System (WHMIS)

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## Job Function

## Assessments

Job Function	Assessments
IT/Technical	1. .NET Framework 2.0
	2. .NET Framework 3.0
	3. .NET Framework 4.0
	4. .NET Framework 4.5
	5. .NET Framework 4.7
	6. .NET Programming - ASP 2.0
	7. .NET Programming - ASP 3.5
	8. .NET Programming - ASP 4.0
	9. .NET Programming - ASP 4.5
	10. .NET Programming - ASP 5.0
	11. .NET Programming - C# 2.0
	12. .NET Programming - C# 3.0
	13. .NET Programming - C# 4.0
	14. .NET Programming - C# 5.0
	15. .NET Programming - C# 7.0
	16. .NET Programming - F# 4.5
	17. .NET Programming - MVC Framework (ASP 5)
	18. ABAP/4 for SAP
	19. ActionScript 3.0
	20. Active Directory Domain Services
	21. Active Server Pages
	22. Adabas DBA
	23. Adabas Natural
	24. Adabas Programming
	25. Adobe ColdFusion 10
	26. Adobe ColdFusion 8
	27. Adobe ColdFusion 9
	28. Adobe Dreamweaver CS5
	29. Adobe Dreamweaver CS6
	30. Agile Software Development
	31. AION Programming
	32. AJAX
	33. AngularJS 1.4
	34. AngularJS 1.6
	35. ANSI SQL
	36. Apache Hadoop 2.8
	37. Apache Struts 2.5
	38. Apache Web Server
	39. AS/400 Operations
	40. Assembler
	41. Assembler for K <sup>x</sup> Mainframe
	42. AUS-NZ Lotus Notes 5.0 for Developers
	43. AUS-NZ Lotus Notes 5.0 for Users
	44. Biztalk Server 2006
	45. BizTalk Server 2010
	46. Bootstrap 4
	47. Borland C++ Builder
	48. BroadVision
	49. BusinessObjects 5 - Designer
	50. BusinessObjects XI Release 2
	51. C Programming
	52. C++ Programming
	53. Cascading Style Sheets
	54. Cascading Style Sheets 2.1
	55. Cascading Style Sheets 3.1
	56. Cascading Style Sheets 4.0
	57. CGI Concepts
	58. CICS/COBOL
	59. Cisco Networking
	60. Cisco Router
	61. Citrix for Client Server Applications
	62. Citrix MetaFrame
	63. Citrix WinFrame
	64. Clipper
	65. Cloud Computing Core Concepts
	66. COBOL
	67. COBOL 400
	68. COBOL II
	69. Code Sample - ASP - File Operations
	70. Code Sample - ASP.NET - Date/Time Operations
	71. Code Sample - C Sharp - Date/Time Operations
	72. Code Sample - C Sharp - File Operations
	73. Code Sample - Java - Date/Time Operations
	74. Code Sample - Java - File Operations
	75. Code Sample - JavaScript - Date/Time Operations
	76. Code Sample - JavaScript - File Operations
	77. Code Sample - VB Script - Date/Time Operations
	78. Code Sample - VB.NET - Date/Time Operations
	79. Code Sample - Visual Basic - Date/Time Operations
	80. Code Sample - Visual Basic - File Operations

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## Job Function

## Assessments

Job Function	Assessments	
IT/Technical, cont'd	81. Cold Fusion 4	
	82. Cold Fusion MX 6.1	
	83. Cold Fusion Scripting and Development	
	84. ColdFusion MX 7	
	85. COM/DCOM Development in Delphi	
	86. COM/DCOM Development in Visual Basic	
	87. Computer Technician Skills	
	88. COOL: Gen	
	89. CORBA	
	90. Core Java	
	91. Crystal Reports 11.0	
	92. Crystal Reports 14.1	
	93. Crystal Reports 7.0	
	94. Crystal Reports 8.0	
	95. Crystal Reports 8.5 for Developers	
	96. Data Architecture	
	97. Data Mining Concepts	
	98. Data Modeling Concepts	
	99. Data Warehousing Concepts	
	100. DB2 5.x DBA	
	101. DB2 Developer	
	102. DB2 v.8 Mainframe DBA	
	103. DB2 v.8 UDB DBA	
	104. Delphi 3	
	105. Delphi 5	
	106. DHTML	
	107. DreamWeaver	
	108. Dreamweaver 8	
	109. E Commerce Concepts: Deployment	
	110. EDI (Electronic Data Interchange)	
	111. Enterprise JavaBeans [EJB]	
	112. Enterprise JavaBeans [EJB3]	
	113. Ethernet Networking	
	114. FORTRAN 77/90	
	115. Google Analytics	
	116. GroupWise 5.x	
	117. Gupta Centura	
	118. HTML 2.0/3.0	
	119. HTML 4.0	
	120. HTML 5.0	
	121. HTML Webmaster	
	122. K* AIX 5.1 Administrator	
	123. K* DB2 10.5	
		124. K* DB2 11.1
		125. IMS
		126. iNet+
		127. Informatica
		128. Informatica Cloud
		129. Informix
		130. Internet Security
		131. J2EE
		132. J2SE
		133. Java EE 6
		134. Java EE 7
		135. Java EE 8
		136. Java Entry Level
		137. Java Hibernate 3.3
		138. Java Hibernate 4.3
		139. Java SE 6
		140. Java SE 7
		141. Java SE 7 Swing
		142. Java SE 8
		143. Java Server Pages
		144. Java Servlets
		145. Java Servlets 3.0
		146. Java Swing
		147. JavaScript
		148. JavaScript 1.8
	149. JavaServer Faces 2.0	
	150. JCL	
	151. jQuery 1.7	
	152. LAN Concepts	
	153. Linux Administration	
	154. LoadRunner 11	
	155. LoadRunner 9	
	156. Lotus Domino 6 for Developers	
	157. Lotus Notes 4.0 for Developers	
	158. Lotus Notes 4.5 for Developers	
	159. Lotus Notes 5.0 for Developers	
	160. Lotus Notes Administration	
	161. Macintosh Technician OS 9	
	162. Macintosh Technician OS X	
	163. Macromedia Director MX 2004	
	164. Macromedia Flash 5	
	165. Macromedia Flash MX 2004	
	166. Macromedia Flash Professional 8	
	167. Microsoft Access 2000 for Developers	
	168. Microsoft Access 2002 for Developers	

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## Job Function

## Assessments

Job Function	Assessments	
IT/Technical, cont'd	169. Microsoft Access 2003 for Developers	202. Microsoft Windows 2000 Professional Installation
	170. Microsoft Access 2007 for Developers	203. Microsoft Windows 2000 Server Administration
	171. Microsoft Access 2013 for Developers	204. Microsoft Windows 2000 Server Installation
	172. Microsoft Dynamics GP 10	205. Microsoft Windows 2000 Server Installation Procedures
	173. Microsoft Exchange Server 2000 Administration	206. Microsoft Windows 2000 Technical Skills
	174. Microsoft Exchange Server 2003 Administration	207. Microsoft Windows 2003 Server Administration
	175. Microsoft Exchange Server 2007 Administration	208. Microsoft Windows 2003 Server Installation Procedures
	176. Microsoft Exchange Server 2010 Administration	209. Microsoft Windows 2008 Server Administration
	177. Microsoft Exchange Server 2013 Administration	210. Microsoft Windows 2012 Server Administration
	178. Microsoft Exchange Server 5.5	211. Microsoft Windows 7 Technical Skills
	179. Microsoft Internet Information Server [IIS] 4.0	212. Microsoft Windows 8 Technical Skills
	180. Microsoft Internet Information Services [IIS] 7.0	213. Microsoft Windows NT 4.0 Server Administration
	181. Microsoft Office 2003 Help Desk	214. Microsoft Windows NT 4.0 Server Installation
	182. Microsoft Office 2007 Help Desk	215. Microsoft Windows NT 4.0 Workstation Installation
	183. Microsoft Office 2010 Help Desk	216. Microsoft Windows Vista Technical Skills
	184. Microsoft Office 2013 Help Desk	217. Microsoft Windows XP Technical Skills
	185. Microsoft Office SharePoint Server 2007	218. Mobile Application Development - iOS (Objective-C)
	186. Microsoft Office XP Help Desk	219. Mobile Application Development - iOS (Swift)
	187. Microsoft SharePoint 2010 for Developers	220. MVS
	188. Microsoft SharePoint 2013 for Administrators	221. MVC Framework
	189. Microsoft SharePoint Server 2010 for Administrators	222. MySQL
	190. Microsoft Site Server 3.0	223. MySQL 5.7
	191. Microsoft Systems Management Server 2.0 [SMS]	224. Netscape Webserver
	192. Microsoft Transaction Server	225. Network Administration
	193. Microsoft Visio 2002	226. Network Security
	194. Microsoft Visio 2003	227. Network Virtualization
	195. Microsoft Visio 2007	228. Network-Attached Storage (NAS)
	196. Microsoft Visio 2010	229. Node.js 12
	197. Microsoft Visio 2013	230. Novell Directory Services
	198. Microsoft Visual Studio 2010	231. Novell NetWare 3.12
	199. Microsoft Visual Studio 2015	232. Novell NetWare 4.x
	200. Microsoft Windows 10 Technical Skills	233. Novell NetWare 5.x
	201. Microsoft Windows 2000 Data Center Administration	

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## Job Function

## Assessments

Job Function	Assessments	
IT/Technical, cont'd	234. Object Oriented Programming [OOP]	278. PowerBuilder 4.0
	235. Object PAL 5.0	279. PowerBuilder 5.0
	236. Objective-C 2.0	280. PowerBuilder 6.0
	237. OLAP Concepts	281. PowerBuilder 8.0
	238. Oracle 10g DBA	282. Programming Concepts
	239. Oracle 10g for Developers	283. Python 3.5
	240. Oracle 11g Release 2 DBA	284. Python 3.6
	241. Oracle 11g Release 2 for Developers	285. QuickTest Professional 9
	242. Oracle 11i DBA	286. Rational Rose
	243. Oracle 12c DBA	287. Relational Database Design [RDBMS]
	244. Oracle 12c for Developers	288. RPG III
	245. Oracle 7.3 DBA	289. RPG IV [RPG ILE]
	246. Oracle 7.3 Developer	290. Ruby 1.8
	247. Oracle 8 DBA	291. Ruby 1.9
	248. Oracle 8 Developer	292. Ruby 2.3
	249. Oracle 8.i	293. Ruby on Rails 3.0
	250. Oracle 9i DBA	294. Ruby on Rails 5
	251. Oracle 9i for Developers	295. SAP Database
	252. Oracle Applications DBA	296. SAS 6 - IT Professional
	253. Oracle Designer 2000	297. SAS 8.2
	254. Oracle Developer 2000	298. SAS 9.3
	255. Oracle E-Business Suite R12 - Technical	299. Service-Oriented Architecture
	256. Oracle Essbase 11	300. Siebel 7
	258. Oracle Financials 11	301. Smalltalk
	259. Oracle Forms 10g	302. Solaris 10 Administrator
	250. Paradox Application Language 4.0	303. Spring Framework 2.5
	260. Pascal	304. Spring Framework 4.0
	261. PeopleCode 8.5	305. SPSS
	262. PeopleSoft 7 DBA	306. SQA Robot
	263. PeopleSoft 7 Developer	307. SQL Entry Level
	264. PeopleSoft 8 DBA	308. SQL for Client-Server Applications
	265. PeopleSoft 8 Developer	309. SQL for Desktop Applications
	266. Peoplesoft 9 DBA	310. SQL Server 2000 DBA
	267. PeopleSoft 9 Developer	311. SQL Server 2000 for Developers
	268. Perl 5	312. SQL Server 2005 DBA
	269. Perl 5.28	313. SQL Server 2005 for Developers
	270. Perl 6	314. SQL Server 2008 DBA
	271. PHP 4	315. SQL Server 2008 for Developers
	272. PHP 5	316. SQL Server 2008 R2 Analysis Services
	273. PHP 5.3	317. SQL Server 2008 Reporting Services
	274. PHP 7.0	318. SQL Server 2012 DBA
	275. PL/SQL	319. SQL Server 2012 for Developers
	276. PowerBuilder 10	320. SQL Server 2012 Integration Services
	277. PowerBuilder 12.6	321. SQL Server 2012 Reporting Services
		322. SQL Server 2014 DBA

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## Job Function

## Assessments

Job Function	Assessments
IT/Technical, cont'd	323. SQL Server 2014 for Developers
	324. SQL Server 2014 Integration Services
	325. SQL Server 2014 Reporting Services
	326. SQL Server 6.5
	327. SQL Server 6.5 Developer
	328. SQL Server 7.0 DBA
	329. SQL Server 7.0 Developer
	330. SQL Server Integration Services
	331. SQL Server Reporting Services
	332. Storage Area Network (SAN)
	333. Sybase 11
	334. Sybase 12
	335. Sybase DBA
	336. Sybase Developer
	337. Technical Support - IT/Network
	338. Technical Support - MacOS (Mojave)
	339. Technical Support Processes
	340. Telecommunications
	341. TestDirector 8.0
	342. Transact SQL
	343. UML
	344. UNIX Administrator
	345. UNIX Programming
	346. UNIX Shell Programming
	347. UNIX Users
	348. VBScript
	349. Visual Basic 2010
	350. Visual Basic 2012
	351. Visual Basic 2017
	352. Visual Basic 4.0
	353. Visual Basic 5.0
	354. Visual Basic 6.0
	355. Visual Basic 6.0 for Applications (VBA)
	356. Visual Basic 9.0
	357. Visual C++ 2010
	358. Visual C++ 4.0
	359. Visual C++ 6.0
360. Visual FoxPro 3.0	
361. Visual FoxPro 6.0	
362. Visual FoxPro 8.0	
363. Visual Interdev 6.0	
364. Visual J++ 1.1	
365. Visual J++ 6.0	
366. VMware ESX 4.1	
367. VMware ESXi 6.0	
368. VMware Workstation 11	
369. VMware Workstation 7	
370. WAN Architecture	
371. Web Commerce Security	
372. WebLogic Portal 7.0	
373. WebLogic Server 12c	
374. WebLogic Server 7.0	
375. WebSphere 4.0	
376. WebSphere Application Server 7	
377. WebSphere MQ V5	
378. WinRunner 6.02	
379. WinRunner 7.6	
380. Wireless Networking	
381. XML	
382. XWindow Systems	

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## Job Function

## Assessments

Job Function	Assessments
Legal	1. AUS-NZ Legal Assistant
	2. AUS-NZ Legal Spelling
	3. AUS-NZ Legal Vocabulary
	4. Basic Litigation Knowledge
	5. Canadian Legal Assistant
	6. Canadian Legal Spelling
	7. Canadian Legal Vocabulary
	8. Canadian Paralegal Skills
	9. Concordance
	10. Concordance 10
	11. Court Reporting
	12. EEOC Compliance
	13. French Canadian Legal Spelling
	14. Legal Abbreviations
	15. Legal Assistant
	16. Legal Filing Skills
	17. Legal Spelling
	18. Legal Staff Skills
	19. Legal Vocabulary
	20. Paralegal Skills
	21. Patent Prosecution
	22. Sexual Harassment
	23. Typing - Legal [1 Minute Onscreen]
	24. Typing - Legal [3 Minutes Onscreen]
	25. Typing - Legal [5 Minutes Onscreen]
	26. U.K. Basic Litigation Knowledge
	27. U.K. Legal Spelling
	28. U.K. Legal Spelling Short
	29. U.K. Legal Staff Skills
	30. U.K. Legal Vocabulary
	31. U.K. Paralegal Skills
	32. U.K. Typing - Legal [1 Minute Onscreen]
	33. U.K. Typing - Legal [3 Minutes Onscreen]
	34. U.K. Typing - Legal [5 Minutes Onscreen]

Management	1. <a href="#">Leadership Behaviors Assessment</a>
	2. <a href="#">Leadership Preference</a>
	3. <a href="#">Manager Selector</a>

Sales	1. Advanced Sales Questionnaire (ASQ)
	2. Logical Reasoning Practice Test
	3. Numerical Reasoning Practice Test

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## Job Function

## Assessments

Job Function	Assessments
Software	1. Adobe Acrobat 7.0 Standard
	2. Adobe Acrobat 8.0 Standard
	3. Adobe Acrobat 9.0 Standard
	4. Adobe Acrobat X
	5. Adobe Acrobat XI
	6. Adobe Dreamweaver - Creative Cloud
	7. Adobe Flash CS3 Professional
	8. Adobe Flash Professional CS5
	9. Adobe Flex 3
	10. Adobe Illustrator - Creative Cloud
	11. Adobe Illustrator CS
	12. Adobe Illustrator CS2
	13. Adobe Illustrator CS3
	14. Adobe Illustrator CS4
	15. Adobe Illustrator CS5
	16. Adobe InDesign - Creative Cloud
	17. Adobe InDesign CS
	18. Adobe InDesign CS2
	19. Adobe InDesign CS3
	20. Adobe InDesign CS4
	21. Adobe InDesign CS5
	22. Adobe InDesign CS6
	23. Adobe PageMaker 7
	24. Adobe Photoshop - Creative Cloud
	25. Adobe Photoshop CS
	26. Adobe Photoshop CS2
	27. Adobe Photoshop CS3
	28. Adobe Photoshop CS4
	29. Adobe Photoshop CS5
	30. Adobe Photoshop CS6
	31. Corel WordPerfect X6
	32. Commercial Cyber Aptitude Test (CCAT)
	33. Commercial Cyber Aptitude Test (CCAT) - Timed Version
	34. Desktop Publishing Theory Skills
	35. Dutch Microsoft Excel 2013 - Normal User
	36. Dutch Microsoft Excel 2013 - Power User
	37. Dutch Microsoft Excel 2013 - Whole Test
	38. Dutch Microsoft Word 2013 - Normal User
	39. Dutch Microsoft Word 2013 - Power User
	40. Dutch Microsoft Word 2013 - Whole Test
	41. FileMaker Pro 6
	42. French Canadian Microsoft Access 2007
	43. French Canadian Microsoft Access 2010
	44. French Canadian Microsoft Access 2010 [Timed]
	45. French Canadian Microsoft Access 2013
	46. French Canadian Microsoft Access 2013 [Timed]
	47. French Canadian Microsoft Excel 2007 - Normal User
	48. French Canadian Microsoft Excel 2007 - Power User
	49. French Canadian Microsoft Excel 2007 - Whole Test
	50. French Canadian Microsoft Excel 2010 - Normal User [Timed]
	51. French Canadian Microsoft Excel 2010 - Power User [Timed]
	52. French Canadian Microsoft Excel 2010 - Whole Test
	53. French Canadian Microsoft Excel 2010 - Whole Test [Timed]
	54. French Canadian Microsoft Excel 2013 - Normal User
	55. French Canadian Microsoft Excel 2013 - Normal User [Timed]
	56. French Canadian Microsoft Excel 2013 - Power User
	57. French Canadian Microsoft Excel 2013 - Power User [Timed]
	58. French Canadian Microsoft Excel 2013 - Whole Test
	59. French Canadian Microsoft Excel 2013 - Whole Test [Timed]
	60. French Canadian Microsoft Excel 2016 - Normal User
	61. French Canadian Microsoft Excel 2016 - Normal User [Timed]
	62. French Canadian Microsoft Excel 2016 - Power User
	63. French Canadian Microsoft Excel 2016 - Power User [Timed]

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## Job Function

## Assessments

Job Function	Assessments
Software, cont'd	64. French Canadian Microsoft Excel 2016 - Whole Test
	65. French Canadian Microsoft Excel 2016 - Whole Test [Timed]
	66. French Canadian Microsoft Outlook 2007
	67. French Canadian Microsoft Outlook 2010
	68. French Canadian Microsoft Outlook 2010 [Timed]
	69. French Canadian Microsoft Outlook 2013
	70. French Canadian Microsoft Outlook 2013 [Timed]
	71. French Canadian Microsoft PowerPoint 2007 - Normal User
	72. French Canadian Microsoft PowerPoint 2007 - Power User
	73. French Canadian Microsoft PowerPoint 2007 - Whole Test
	74. French Canadian Microsoft PowerPoint 2010 - Normal User
	75. French Canadian Microsoft PowerPoint 2010 - Normal User [Timed]
	76. French Canadian Microsoft PowerPoint 2010 - Power User
	77. French Canadian Microsoft PowerPoint 2010 - Power User [Timed]
	78. French Canadian Microsoft PowerPoint 2010 - Whole Test
	79. French Canadian Microsoft PowerPoint 2010 - Whole Test [Timed]
	80. French Canadian Microsoft PowerPoint 2013 - Normal User
	81. French Canadian Microsoft PowerPoint 2013 - Normal User [Timed]
	82. French Canadian Microsoft PowerPoint 2013 - Power User
	83. French Canadian Microsoft PowerPoint 2013 - Power User [Timed]
	84. French Canadian Microsoft PowerPoint 2013 - Whole Test
	85. French Canadian Microsoft PowerPoint 2013 - Whole Test [Timed]
	86. French Canadian Microsoft Word 2007 - Normal User
	87. French Canadian Microsoft Word 2007 - Power User
	88. French Canadian Microsoft Word 2007 - Whole Test
	89. French Canadian Microsoft Word 2010 - Normal User
	90. French Canadian Microsoft Word 2010 - Normal User [Timed]
	91. French Canadian Microsoft Word 2010 - Power User
92. French Canadian Microsoft Word 2010 - Power User [Timed]	
93. French Canadian Microsoft Word 2010 - Whole Test	
94. French Canadian Microsoft Word 2010 - Whole Test [Timed]	
95. French Canadian Microsoft Word 2013 - Normal User	
96. French Canadian Microsoft Word 2013 - Normal User [Timed]	
97. French Canadian Microsoft Word 2013 - Power User	
98. French Canadian Microsoft Word 2013 - Power User [Timed]	
99. French Canadian Microsoft Word 2013 - Whole Test	
100. French Canadian Microsoft Word 2013 - Whole Test [Timed]	
101. French Canadian Microsoft Word 2016 - Normal User	
102. French Canadian Microsoft Word 2016 - Normal User [Timed]	
103. French Canadian Microsoft Word 2016 - Power User	
104. French Canadian Microsoft Word 2016 - Power User [Timed]	
105. French Canadian Microsoft Word 2016 - Whole Test	
106. French Canadian Microsoft Word 2016 - Whole Test [Timed]	
107. French Microsoft Excel 2013 - Normal User	
108. French Microsoft Excel 2013 - Power User	
109. French Microsoft Excel 2013 - Whole Test	
110. French Microsoft Word 2013 - Normal User	

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## Job Function

## Assessments

Job Function	Assessments
Software, cont'd	111. French Microsoft Word 2013 - Power User
	112. French Microsoft Word 2013 - Whole Test
	113. German Microsoft Excel 2013 - Normal User
	114. German Microsoft Excel 2013 - Power User
	115. German Microsoft Excel 2013 - Whole Test
	116. German Microsoft Word 2013 - Normal User
	117. German Microsoft Word 2013 - Power User
	118. German Microsoft Word 2013 - Whole Test
	119. Italian Microsoft Excel 2013 - Normal User
	120. Italian Microsoft Excel 2013 - Power User
	121. Italian Microsoft Excel 2013 - Whole Test
	122. Legal MacPac 2000
	123. Lotus Notes 4.5 for Users
	124. Lotus Notes 5.0 for Users
	125. Lotus Notes 6.5 for Users
	126. Lotus Notes 8.5 for Users
	127. Macintosh Basics OS 9
	128. Medisoft
	129. Microsoft Access 2007
	130. Microsoft Access 2010
	131. Microsoft Access 2010 [Timed]
	132. Microsoft Access 2013
	133. Microsoft Access 2013 [Timed]
	134. Microsoft Access 2013 Tutorial
	135. Microsoft Access 2016
	136. Microsoft Access 2016 [Timed]
	137. Microsoft Access 2016 Tutorial
	138. Microsoft Excel 2003 - Normal User
	139. Microsoft Excel 2003 - Power User
	140. Microsoft Excel 2003 - Whole Test
	141. Microsoft Excel 2007 - Normal User
	142. Microsoft Excel 2007 - Power User
	143. Microsoft Excel 2007 - Whole Test
	144. Microsoft Excel 2010 - Normal User
	145. Microsoft Excel 2010 - Normal User [Timed]
	146. Microsoft Excel 2010 - Power User
	147. Microsoft Excel 2010 - Power User [Timed]
	148. Microsoft Excel 2010 - Whole Test
	149. Microsoft Excel 2010 - Whole Test [Timed]
	150. Microsoft Excel 2010 - Francais Du Canada - Utilisateur Standard
	151. Microsoft Excel 2010 - Français Du Canada - Utilisateur Chevronné
	152. Microsoft Excel 2013 - Normal User
	153. Microsoft Excel 2013 - Normal User [Timed]
	154. Microsoft Excel 2013 - Power User
	155. Microsoft Excel 2013 - Power User [Timed]
156. Microsoft Excel 2013 - Whole Test	
157. Microsoft Excel 2013 - Whole Test [Timed]	
158. Microsoft Excel 2013 Tutorial	
159. Microsoft Excel 2016 - Normal User	
160. Microsoft Excel 2016 - Normal User [Timed]	
161. Microsoft Excel 2016 - Power User	
162. Microsoft Excel 2016 - Power User [Timed]	
163. Microsoft Excel 2016 - Whole Test	
164. Microsoft Excel 2016 - Whole Test [Timed]	
165. Microsoft Excel 2016 Tutorial	
166. Microsoft FrontPage 2003	
167. Microsoft Internet Explorer 10.0	
168. Microsoft Internet Explorer 10.0 [Timed]	
169. Microsoft Internet Explorer 10.0 Tutorial	
170. Microsoft Outlook 2007	
171. Microsoft Outlook 2010	
172. Microsoft Outlook 2010 [Timed]	
173. Microsoft Outlook 2013	
174. Microsoft Outlook 2013 [Timed]	
175. Microsoft Outlook 2013 Tutorial	
176. Microsoft Outlook 2016	
177. Microsoft Outlook 2016 [Timed]	
178. Microsoft Outlook 2016 Tutorial	
179. Microsoft PowerPoint 2007 - Normal User	

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## Job Function

## Assessments

Job Function	Assessments
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	181. Microsoft PowerPoint 2007 - Whole Test
	182. Microsoft PowerPoint 2010 - Normal User
	183. Microsoft PowerPoint 2010 - Normal User [Timed]
	184. Microsoft PowerPoint 2010 - Power User
	185. Microsoft PowerPoint 2010 - Power User [Timed]
	186. Microsoft PowerPoint 2010 - Whole Test
	187. Microsoft PowerPoint 2010 - Whole Test [Timed]
	188. Microsoft PowerPoint 2013 - Normal User
	189. Microsoft PowerPoint 2013 - Normal User [Timed]
	190. Microsoft PowerPoint 2013 - Power User
	191. Microsoft PowerPoint 2013 - Power User [Timed]
	192. Microsoft PowerPoint 2013 - Whole Test
	193. Microsoft PowerPoint 2013 - Whole Test [Timed]
	194. Microsoft PowerPoint 2013 Tutorial
	195. Microsoft PowerPoint 2016 - Normal User
	196. Microsoft PowerPoint 2016 - Normal User [Timed]
	197. Microsoft PowerPoint 2016 - Power User
	198. Microsoft PowerPoint 2016 - Power User [Timed]
	199. Microsoft PowerPoint 2016 - Whole Test
	200. Microsoft PowerPoint 2016 - Whole Test [Timed]
	201. Microsoft PowerPoint 2016 Tutorial
	202. Microsoft Project 2000
	203. Microsoft Project 2003
	204. Microsoft Project 2007
	205. Microsoft Project 2010 Professional
	206. Microsoft Project 2013
	207. Microsoft Publisher 2002
	208. Microsoft Publisher 2007
	209. Microsoft Publisher 2010
	210. Microsoft Publisher 2013
	211. Microsoft Windows 7
	212. Microsoft Windows 7 [Timed]
	213. Microsoft Windows 7 Tutorial
	214. Microsoft Windows XP
	215. Microsoft Word 2003 - Normal User
	216. Microsoft Word 2003 - Power User
	217. Microsoft Word 2003 - Whole Test
	218. Microsoft Word 2007 - Normal User
	219. Microsoft Word 2007 - Power User
	220. Microsoft Word 2007 - Whole Test
	221. Microsoft Word 2010 - Normal User
	222. Microsoft Word 2010 - Normal User [Timed]
	223. Microsoft Word 2010 - Power User
	224. Microsoft Word 2010 - Power User [Timed]
	225. Microsoft Word 2010 - Whole Test
	226. Microsoft Word 2010 - Whole Test [Timed]
227. Microsoft Word 2013 - Normal User	
228. Microsoft Word 2013 - Normal User [Timed]	
229. Microsoft Word 2013 - Power User	
230. Microsoft Word 2013 - Power User [Timed]	
231. Microsoft Word 2013 - Whole Test	
232. Microsoft Word 2013 - Whole Test [Timed]	
233. Microsoft Word 2013 Tutorial	
234. Microsoft Word 2016 - Normal User	
235. Microsoft Word 2016 - Normal User [Timed]	
236. Microsoft Word 2016 - Power User	
237. Microsoft Word 2016 - Power User [Timed]	
238. Microsoft Word 2016 - Whole Test	
239. Microsoft Word 2016 - Whole Test [Timed]	
240. Microsoft Word 2016 Tutorial	
241. Microsoft Word 2019 - Normal User	
242. Microsoft Word 2019 - Normal User [Timed]	
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## Job Function

## Assessments

Job Function	Assessments	
Software, cont'd	244. Microsoft Word 2019 - Power User [Timed]	276. U.K. Microsoft Excel 2016 - Whole Test
	245. Microsoft Word 2019 - Whole Test	277. U.K. Microsoft Outlook 2007
	246. Microsoft Word 2019 - Whole Test [Timed]	278. U.K. Microsoft Outlook 2010
	247. QuarkXPress 5 Advanced	279. U.K. Microsoft Outlook 2013
	248. QuarkXPress 5 Basics	280. U.K. Microsoft Outlook 2016
	249. QuarkXPress 6	281. U.K. Microsoft PowerPoint 2007 - Normal User
	250. QuarkXPress 9	282. U.K. Microsoft PowerPoint 2007 - Power User
	251. Spanish Microsoft Excel 2010 - Normal User	283. U.K. Microsoft PowerPoint 2007 - Whole Test
	252. Spanish Microsoft Excel 2010 - Power User	284. U.K. Microsoft PowerPoint 2010 - Normal User
	253. Spanish Microsoft Excel 2010 - Whole Test	285. U.K. Microsoft PowerPoint 2010 - Power User
	254. Spanish Microsoft Outlook 2010	286. U.K. Microsoft PowerPoint 2010 - Whole Test
	255. Spanish Microsoft PowerPoint 2010 - Normal User	287. U.K. Microsoft PowerPoint 2013 - Normal User
	256. Spanish Microsoft PowerPoint 2010 - Power User	288. U.K. Microsoft PowerPoint 2013 - Power User
	257. Spanish Microsoft PowerPoint 2010 - Whole Test	289. U.K. Microsoft PowerPoint 2013 - Whole Test
	258. Spanish Microsoft Word 2010 - Normal User	290. U.K. Microsoft PowerPoint 2016 - Normal User
	259. Spanish Microsoft Word 2010 - Power User	291. U.K. Microsoft PowerPoint 2016 - Power User
	260. Spanish Microsoft Word 2010 - Whole Test	292. U.K. Microsoft PowerPoint 2016 - Whole Test
	261. Summation iBlaze 3.0	293. U.K. Microsoft Windows 7
	262. U.K. Microsoft Access 2007	294. U.K. Microsoft Word 2007 - Normal User
	263. U.K. Microsoft Access 2010	295. U.K. Microsoft Word 2007 - Power User
	264. U.K. Microsoft Access 2013	296. U.K. Microsoft Word 2007 - Whole Test
	265. U.K. Microsoft Excel 2007 - Normal User	297. U.K. Microsoft Word 2010 - Normal User
	266. U.K. Microsoft Excel 2007 - Power User	298. U.K. Microsoft Word 2010 - Power User
	267. U.K. Microsoft Excel 2007 - Whole Test	299. U.K. Microsoft Word 2010 - Whole Test
	268. U.K. Microsoft Excel 2010 - Normal User	300. U.K. Microsoft Word 2013 - Normal User
	269. U.K. Microsoft Excel 2010 - Power User	301. U.K. Microsoft Word 2013 - Power User
	270. U.K. Microsoft Excel 2010 - Whole Test	302. U.K. Microsoft Word 2013 - Whole Test
	271. U.K. Microsoft Excel 2013 - Normal User	303. U.K. Microsoft Word 2016 - Normal User
	272. U.K. Microsoft Excel 2013 - Power User	304. U.K. Microsoft Word 2016 - Power User
	273. U.K. Microsoft Excel 2013 - Whole Test	305. U.K. Microsoft Word 2016 - Whole Test
	274. U.K. Microsoft Excel 2016 - Normal User	
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