

## Assessment Tests

Quay People will ensure all candidates are evaluated in line with job requirements. We have the latest software, which enables us to test and train within the branch; tests are printed out and kept within the candidate's application. The list is extensive and the tests recommended for each role are tailored to the specific needs of the job.

### ***MS OFFICE 2003***

**Word Basic** - This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.

[\(10 Minutes Time Limit\)](#)

**Word Intermediate** - This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.

[\(10 Minutes Time Limit\)](#)

**Word Advanced** - This is an interactive assessment in a simulation of Microsoft Word 2003. There is the ability to use all shortcut methods that you can use in Word.

[\(10 Minutes Time Limit\)](#)

**Excel Basic** - This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.

[\(10 Minutes Time Limit\)](#)

**Excel Intermediate** - This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.

[\(10 Minutes Time Limit\)](#)

**Excel Advanced** - This is an interactive assessment in a simulation of Microsoft Excel 2003. There is the ability to use all shortcut methods that you can use in Excel.

[\(10 Minutes Time Limit\)](#)

### ***MS OFFICE 2000***

**Word** - This is an interactive assessment in a simulation of Microsoft Word 2000. There is the ability to use all shortcut methods that you can use in Word.

[\(30 Minutes Time Limit\)](#)

**Excel** - This is an interactive assessment in a simulation of Microsoft Excel 2000. There is the ability to use all shortcut methods that you can use in Excel.

[\(30 Minutes Time Limit\)](#)

**PowerPoint** - This is an interactive assessment in a simulation of Microsoft PowerPoint 2000. There is the ability to use all shortcut methods that you can use in PowerPoint.

[\(30 Minutes Time Limit\)](#)

### ***MS OFFICE 97***

**Word** - This is an interactive assessment in a simulation of Microsoft Word 97. There is the ability to use all shortcut methods that you can use in Word.

[\(30 Minutes Time Limit\)](#)

**Excel** - This is an interactive assessment in a simulation of Microsoft Excel 97. There is the ability to use all shortcut methods that you can use in Excel.

[\(30 Minutes Time Limit\)](#)

**PowerPoint** - This is an interactive assessment in a simulation of Microsoft PowerPoint 97. There is the ability to use all shortcut methods that you can use in PowerPoint.

[\(30 Minutes Time Limit\)](#)

**Access** - This is an interactive assessment in a simulation of Microsoft Access 97. There is the ability to use all shortcut methods that you can use in Access.

[\(30 Minutes Time Limit\)](#)

## ***LOTUS SMARTSUITE***

**Lotus 123** - This is an interactive assessment in a simulation of Lotus 123.  
(30 Minutes Time Limit)

## ***WORD PERFECT***

**Word Perfect V8** - This is an interactive assessment in a simulation of Word Perfect v8.  
(30 Minutes Time Limit)

## ***SAGE LINE 50***

**Sage Line 50 Accounts** - This is an interactive assessment in a simulation of Sage Line 50 Accounts.  
(30 Minutes Time Limit)

## ***SECRETARIAL***

**Advanced Copy Typing** - This assessment measures the candidate's ability to enter data and lay it out accurately from an advanced script.  
(5 Minutes Time Limit)

**Basic Copy Typing** - This assessment measures the candidate's ability to enter data and lay it out accurately from a basic script.  
(5 Minutes Time Limit)

**Letter Layout** - This assessment measures the candidate's ability to enter and layout a hand written script into a formal letter layout.  
(5 Minutes Time Limit)

**Tabulation** - This assessment measures the candidate's ability to enter data and lay it out accurately from a columned script using the tab key between the columns.  
(5 Minutes Time Limit)

## ***AUDIO TYPING***

**Legal Audio PC 100wpm** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Legal terminology.  
(5 Minutes Time Limit)

**Legal Audio PC 90wpm** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Legal terminology.  
(5 Minutes Time Limit)

**Legal Audio PC 80wpm** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Legal terminology.  
(5 Minutes Time Limit)

**Medical Audio PC 100wpm** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is spoken at 100wpm and concentrates on Medical terminology.  
(5 Minutes Time Limit)

**Medical Audio PC 90wpm** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is spoken at 90wpm and concentrates on Medical terminology.  
(5 Minutes Time Limit)

**Medical Audio PC 80wpm** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is spoken at 80wpm and concentrates on Medical terminology.  
(5 Minutes Time Limit)

**Standard Audio PC** - This assessment measures the candidate's ability to key information as it is spoken through the headset. The audio is a standard secretarial audio.  
(5 Minutes Time Limit)

## **SHORTHAND**

**Legal Shorthand 100wpm** - This assessment measures the candidate's ability to take shorthand notes from a legal piece of audio spoken at 100wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Legal Shorthand 90wpm** - This assessment measures the candidate's ability to take shorthand notes from a legal piece of audio spoken at 90wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Legal Shorthand 80wpm** - This assessment measures the candidate's ability to take shorthand notes from a legal piece of audio spoken at 80wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Medical Shorthand 100wpm** - This assessment measures the candidate's ability to take shorthand notes from a medical piece of audio spoken at 100wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Medical Shorthand 90wpm** - This assessment measures the candidate's ability to take shorthand notes from a medical piece of audio spoken at 90wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Medical Shorthand 80wpm** - This assessment measures the candidate's ability to take shorthand notes from a medical piece of audio spoken at 80wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 120wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 120wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 110wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 110wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 100wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 100wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 90wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 90wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 80wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 80wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 70wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 70wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 60wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 60wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

**Shorthand 50wpm** - This assessment measures the candidate's ability to take shorthand notes from a piece of audio spoken at 50wpm and then key in the information from their shorthand onto the screen.

[\(30 Minutes Time Limit\)](#)

## ***EMAIL / INTERNET ADDRESS TYPING***

**Email addresses** - This assessment measures the candidate's ability to listen to information through a headset and then key in the email address on the screen.

(No Time Limit)

**Web addresses** - This assessment measures the candidate's ability to listen to information through a headset and then key in the web address on the screen.

(No Time Limit)

## ***SPELLING***

**Basic 01** – This assessment measures the candidate's spelling ability and consists of ten basic words spoken through the headphones.

(5 Minutes Time Limit)

**Basic 02** - This assessment measures the candidate's spelling ability and consists of ten basic words spoken through the headphones.

(5 Minutes Time Limit)

**Intermediate** - This assessment measures the candidate's spelling ability and consists of ten intermediate words spoken through the headphones.

(5 Minutes Time Limit)

**Advanced** - This assessment measures the candidate's spelling ability and consists of ten advanced words spoken through the headphones.

(5 Minutes Time Limit)

**Geographical** - This assessment measures the candidate's spelling ability and consists of fifty geographical place names in the UK spoken through the headphones.

(No Time Limit)

**Legal** - This assessment measures the candidate's spelling ability and consists of ten legal words spoken through the headphones.

(5 Minutes Time Limit)

**Medical** - This assessment measures the candidate's spelling ability and consists of ten medical words spoken through the headphones.

(5 Minutes Time Limit)

## ***PHONETIC ALPHABET***

**Phonetic Alphabet Test** - This will assessment measures the candidate's knowledge of the Phonetic Alphabet.

(No Time Limit)

## ***CALL CENTRE – FOREIGN LANGUAGE***

**French to English** - This course measures your ability to listen to a simulated call in French and then to translate the data into English.

(5 Minutes Time Limit)

**German to English** - This course measures your ability to listen to a simulated call in German and then to translate the data into English.

(5 Minutes Time Limit)

**Spanish to English** - This course measures your ability to listen to a simulated call in Spanish and then to translate the data into English.

(5 Minutes Time Limit)

**Italian to English** - This course measures your ability to listen to a simulated call in Italian and then to translate the data into English.

(5 Minutes Time Limit)

**Dutch to English** - This course measures your ability to listen to a simulated call in Dutch and then to translate the data into English.

(5 Minutes Time Limit)

## **CALL CENTRE – LISTENING & KEYING**

**Financial** - This assessment measures the candidate's ability to listen to information through a headset and then key in the name, address and financial data on the screen.

(5 Minutes Time Limit)

**Home Shopping** - This assessment measures the candidate's ability to listen to information through a headset and then key in the name and address data on the screen.

(5 Minutes Time Limit)

**Retail** - This assessment measures the candidate's ability to listen to information through a headset and then key in the name and address data on the screen.

(5 Minutes Time Limit)

**Travel** - This assessment measures the candidate's ability to listen to information through a headset and then key in the name and address data on the screen.

(5 Minutes Time Limit)

**Insurance** - This assessment measures the candidate's ability to listen to information through a headset and then key in the name, address insurance data on the screen.

(5 Minutes Time Limit)

## **BASIC SKILLS**

**Qwerty Keyboard** - This assessment will test a candidate on touch-type on the QWERTY keyboard.

(No Time Limit)

**Numeric Keypad** - This assessment will test a candidate on touch-type on the Numeric keypad.

(No Time Limit)

## **DATA ENTRY**

**TenKey** – This assessment measures the candidate's speed at keying columns of numbers into a simulated adding machine.

(5 Minutes Time Limit)

**Alphanumeric** – This assessment measures the candidate's speed and accuracy at keying in both Alpha and Numeric data.

(5 Minutes Time Limit)

**Numeric** – This assessment measures the candidate's speed and accuracy at keying in numeric data.

(5 Minutes Time Limit)

## **GENERAL ASSESSMENTS**

**Aptitude** (Fill in the blanks) - This assessment measures the candidate's general skills including literacy, numeracy and visual comparisons.

(15 Minutes Time Limit)

**Numeric** (Fill in the blanks) – This assessment measures the candidate's speed at answering basic mathematical questions.

(5 Minutes Time Limit)

**Numeric Multi Choice** - This assessment measures the candidate's speed at answering basic mathematical questions with a multiple-choice answer.

(5 Minutes Time Limit)

**Synonyms Multiple Choice** - This assessment will ask a candidate to determine the meaning of a word from a number of possible options.

(5 Minutes Time Limit)

**Clerical Multiple Choice** - This assessment measures the candidate's speed at answering basic literacy odd one out questions.

(5 Minutes Time Limit)

## ***HEALTH AND SAFETY***

**Food Hygiene Assessment** - This assessment measures the candidate's knowledge of general food hygiene.

(No Time Limit)

**Health and Safety – VDU** - This assessment measures the candidate's knowledge of general health and safety while in front of a VDU.

(No Time Limit)