

Basic Computer Literacy

Overview

The Basic Computer Literacy assessment evaluates a candidate's knowledge of general computer terms. It also determines a candidate's ability to manage files, work with a Windows operating system and application software, as well as access the Internet. It consists of both multiple choice and simulation items.

Localizations Available: US English, French

Details

Time Allowed: 35 minute time limit

Number of Questions: 30 (16 Simulation| 14 Multiple Choice)

Number of Sitzings: One

Designed for Unproctored Environment: Yes

Questions per Skill Level: 15 Beginning, 11 Intermediate, 4 Advanced

Question Format: Simulation, Multiple Choice

Product Category: Software Skills

Knowledge, Skills, Abilities, and Competencies Measured

Measures proficiency in using a computer.

Sample Questions

The screenshot shows a Windows desktop environment. A Notepad window is open with the following text:

Qwiz products get to the heart of the matter - verifying if candidates can do what they say they can do.

Qwiz products save time and money by streamlining the hiring process and avoiding costly hiring mistakes.

Qwiz products are developed by respected subject matter experts to be interactive, realistic, and objective.

Qwiz products also double as valuable tools for analyzing training needs - both for pre-hires and current staff members.

Qwiz products form a comprehensive family - so you can be assured of Qwiz quality, no matter your specific need.

Below the Notepad window, a taskbar shows the Start button and the Notepad application. A tooltip for the Notepad icon reads: "Maximize the Notepad application window."

To the right of the desktop screenshot is a separate box containing a question and four multiple-choice options:

What is the general term for programs used to operate a computer?

a) memory
 b) hardware
 c) software
 d) documents

Sample Reports

Score Summary: 90.0 -- Percentile: 60			
Total Number of Questions:	30		
Number Correct:	27		
Number Incorrect:	3		
Number left Blank:	0		
Analysis By Skill Level:			
Basic	15 of 15 Correct (100%)		
Intermediate	9 of 11 Correct (81%)		
Advanced	3 of 4 Correct (75%)		
Overall Score	27 of 30 Correct (90%)		
Score Comparison:			
Company Wide Comparison: 16 Scores.			
	Average	High	Low
Score	91.5	100.0	80.0
Time (mm:ss)	07:41	13:57	04:11
System Wide Comparison: 215 Scores.			
	Average	High	Low
Score	86.5	100.0	46.7
Time (mm:ss)	08:37	27:36	03:26
Time Summary:			
Time Taken (mm:ss):	05:28		
Started on:	1/19/05 6:58 PM		
Completed on:	1/19/05 7:05 PM		
Analysis By Job Skill:			
Computer Terms	6 of 6 Correct (100%)		
Managing Files	4 of 6 Correct (66%)		
Parts of the Computer	5 of 5 Correct (100%)		
Internet and E-mail	4 of 5 Correct (80%)		
Operating System	4 of 4 Correct (100%)		
Application Software	4 of 4 Correct (100%)		