

## GUIDELINES FOR REVIEWING CANDIDATE'S SKILLS ASSESSMENT RESULTS

**Test Name:** Microsoft Excel 2007 -

**Test Date:** 5/22/2008

**Elapsed Time:** 00:14:29

**Questions Correct:** 26 out of 30

**Percent Correct:** 87%

**Percentile Ranking:** 80

**Global Average:** 67%

The Global Average is specific to each individual skills assessment and is calculated across the entire skills assessment system. For example, every time someone takes the Prove It! Skills assessment that person's score is grouped with the score of every other person who has ever taken the skills assessment on [www.proveit.com](http://www.proveit.com). All of those scores are then added together and averaged out, resulting in a Global Average. The Global Average is not representative of only SMU Applicants.

The Percentile Ranking reports exactly where a test taker fits in the realm of all of the other individuals who have taken the test in question. If a test taker scores in the 80<sup>th</sup> percentile, it means that he or she scored higher than 79% of the norm group. The 50<sup>th</sup> percentile is considered average, and the largest percentile of test takers is clustered between the 40<sup>th</sup> and 60<sup>th</sup> percentiles.

### Detail Score Report

Status	Topic	Type	Level	Time
Correct	Open a Workbook	Application Basics	Basic	00:00:12
Correct	Insert a Row	Home Ribbon	Basic	00:01:17
Correct	Insert Column	Home Ribbon	Basic	00:00:07
Incorrect	Use AVERAGE Function	Formulas Ribbon	Advanced	

For example in the detailed score report to the left, the incorrect question is a question about using the average function and is of an advanced level.

Consider the topic and the level of the question.

### Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	18	17	94%
Intermediate	8	7	88%
Advanced	4	2	50%

### Total

Generally, a score of 60%-80% indicates a basic knowledge of the subject being tested with scores above 80% indicating an advanced knowledge of the subject being tested. However, simply because a candidate scores less than 60%, it does not follow that the score is unacceptable. A score of less than 60% may be acceptable if the candidate is not required to have mastered all of the material tested; for example, most legal secretaries do not use the mail merge feature of WordPerfect in their job duties and tend to answer these questions incorrectly. Hence, an overall lower score resulting from incorrect answers to mail merge questions does not indicate that the candidate does not have those skills required by the position. For this reason, you should look at the detailed score report and the question level statistics.