Call today and ask about pricing on:

- Quantity Discounts
- PC, Network or Online Testing
- Test Development & Validation
- Optional Upgrade Plans
**SkillCheck® Assessments**

SkillCheck assessments measure a wide variety of knowledge, skills and aptitudes. Available in multiple languages, SkillCheck tests can be deployed on PCs, networks or the Internet. SkillCheck products feature a powerful combination of performance-based and knowledge-based skills testing, along with easy-to-use test-creation and advanced-reporting functionality.

**CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS**

These job aptitude tests assess critical office and clerical skills, including business English and math, typing, data entry, filing, coding, and telephone and office management skills.

- **Checking** - Standard
- **Checking** - Names
- **Checking** - Numbers
- **Coding** - Standard
- **Coding** - Letters
- **Coding** - Numbers
- **Customer Service**
  - **Data Entry Test** - Alphanumeric
  - **Data Entry** - Call Center (Audio)
  - **Data Entry** - Checks
  - **Data Entry** - Decimals
  - **Data Entry Test** - Numeric
  - **Data Entry** - Sales (Leads)
  - **Data Entry** - Sales (Orders)
  - **Data Entry** - Standard (Audio)
- **Digital Literacy 2008** - Computing
- **Digital Literacy 2008** - Internet
- **Digital Literacy 2008** - Software Skills
- **Digital Literacy 2006** - Computing
- **Digital Literacy 2006** - Internet
- **Digital Literacy** - Computing
- **Digital Literacy** - Internet
- **Digital Literacy** - Software Skills
- **Filing** - Standard
- **Filing** - Names
- **Filing** - Numbers
- **Grammar** - Business
- **Grammar** - General
- **Letter Setup** - Alternative Block
- **Letter Setup** - Block
- **Letter Setup** - Letter Head Block
- **Letter Setup** - Semi Block
- **Math** - General
- **Math** - General 2
- **Office Manager Skills**
  - **Proofreading** - Error Detection
  - **Proofreading** - Error Detection 2
- **Reading Comprehension** - Basic
- **Reading Comprehension** - General
- **Reading Comprehension** - Industrial
- **Receptionist Skills**
- **Secretarial Skills**
  - **Spelling** - General
  - **Spelling** - Geography
  - **Spelling** - Int Geography (Audio)
  - **Spelling** - Legal
  - **Spelling** - Medical
  - **Spelling** - US Geography (Audio)
- **Telephone Message Taking**
- **Telephone Skills**
- **Ten Key Test**
- **Ten Key Test** - 5 min
- **Transcription** - Accounting (Audio)
- **Transcription** - Business (Audio)
- **Transcription** - Legal (Audio)
- **Transcription** - Medical (Audio)
- **Typing Test**
- **Typing Test** - Accounting
- **Typing Test** - Banking and Finance
- **Typing Test** - Legal
- **Typing Test** - Medical
- **Typing Test** - Technical
- **Vocabulary** - Accounting/Bookkeeping
- **Vocabulary** - Business
- **Vocabulary** - General
- **Vocabulary** - Legal
- **Vocabulary** - Medical
### SOFTWARE SKILLS

Use state-of-the-art software simulations to test candidates on today’s top office software, including Word, Excel, PowerPoint and Access.

|----------|----------------|-------------------|----------------------|---------------|----------------------|---------------------|----------------|--------------------|----------------------|----------------------|------------------------|------------------------|----------------------|------------------------|------------------------|----------------------|------------------------|----------------------|
SkillCheck® Assessments

ESSENTIALS

SkillCheck Essentials assessments measure the essential workplace competencies that today’s employers view as the key to career success, including Microsoft Office, computer literacy, and basic grammar, math, spelling and vocabulary skills.

- Essentials - Excel 2003, 2002, or 2000 versions
- Essentials - Computer Literacy
- Essentials - Grammar
- Essentials - Math
- Essentials - Spelling
- Essentials - Vocabulary

PRODUCTIVITY TESTING SOLUTIONS

SkillCheck TimeSolver tests for computer software applications use Computer Adaptive Testing (CAT) technology to dramatically cut test time without sacrificing accuracy or test validity.

- Access 2003 - TimeSolver
- Access 2002 - TimeSolver
- Access 2000 - TimeSolver
- PowerPoint 2003 - TimeSolver
- PowerPoint 2002 - TimeSolver
- PowerPoint 2000 - TimeSolver
- PowerPoint 97 - TimeSolver
- Excel 2003 - TimeSolver
- Excel 2002 - TimeSolver
- Excel 2000 - TimeSolver
- Excel 97 - TimeSolver
- Word 2003 - TimeSolver
- Word 2002 - TimeSolver
- Word 2000 - TimeSolver
- Word 97 - TimeSolver

ACCOUNTING AND FINANCE

Our SkillCheck Accounting and Finance assessments enable you to evaluate key competencies in accounting and bookkeeping, bank teller skills, collections, financial management and more. Test knowledge of accounts receivable and accounts payable, as well as abilities with popular accounting software such as Peachtree and Quickbooks.

- Accounting - Accountant
- Accounting - Accounting and Bookkeeping
- Accounting - Accounting and Bookkeeping (Canada)
- Accounting - Accounts Payable
- Accounting - Accounts Receivable
- Accounting - Advanced Accounting
- Accounting - Bookkeeper
- Accounting - Business Documents
- Accounting - Cost Accounting
- Accounting - Credits and Debits
- Accounting - Financial Statements
- Accounting - Forms and Journal
- Accounting - Inventory Depreciation
- Accounting - Math Skills
- Accounting - Payroll
- Accounting - Taxes
- Accounting - Terminology
- Bank Teller - Money Handling
- Bank Teller - Teller Knowledge
- Data Entry - Checks
- Data Entry - Decimals
- Finance - Consumer Finance
- Finance - Credit and Collections
- Finance - Financial Analysis
- Finance - Financial Knowledge
- Finance - Financial Management
- Finance - Health Insurance
- Finance - Insurance
- Peachtree Accounting 8.0 - Standard
- Peachtree Accounting 9.0 - Standard
- QuickBooks Accounting 2006 - Standard
- QuickBooks Accounting 2005 - Standard
- QuickBooks Accounting 2003 - Standard
- QuickBooks Accounting 2001 - Standard
- Read Response - Accounting
- Shorthand - Accounting
- Spelling - Accounting/Bookkeeping
- Spelling - Business
- Transcription - Accounting
- Typing Test - Accounting
- Typing Test - Banking and Finance
SkillCheck® Assessments

CALL CENTER SKILLS

Assess customer service skills and sales ability using realistic simulations of call center scenarios with the Call Center job aptitude test battery. Assess other specific critical call center skills with audio scenarios, data entry, postal code and spelling tests.

- Call Center - Banking Scenarios
- Call Center - Coding
- Call Center - Customer Service Scenarios
- Call Center - Data Analysis
- Call Center - Sales
- Call Center - Sales Scenarios
- Call Center - Service
- Call Center - Telephone Skills

- Audio Data Entry - 5 Min.
- Data Entry - Sales (Leads)
- Data Entry - Sales (Orders)
- Postal Codes
- Postal Codes (Audio)
- Spelling (Audio)
- Spelling - Geography
- Spelling - Int Geography (Audio)
- Spelling - US Geography (Audio)

FOOD SERVICES SKILLS

Screen applicants on the basics of food hygiene, food storage and disease prevention, and test for specific knowledge of clinical nutrition, world cuisine and food preparation techniques.

- Food Service - Bar Manager/Bartender
- Food Service - General Knowledge
- Food Service - Nutrition
- Food Service - Preparation
- Food Service - Sanitation
- Food Service - Wait staff
- Food Service - Wine Terminology

GAMING SKILLS

Screen applicants on critical casino dealer gaming skills like Blackjack and chip counting.

- Gaming - Blackjack
- Gaming - Chip Counting

IT SKILLS

Measure critical skills for programmers and IT professionals in a real-world code-manipulating environment.

- C - Entry Level
- C++ - Entry Level
- HTML - Entry Level
- Java - Entry Level
- Lotus Notes - Administrator
- Lotus Notes - End User
- PERL - Entry Level
## SkillCheck® Assessments

### Industrial Skills

Test general knowledge and skills in machine skills and industrial mathematics as well as specific knowledge in a variety of disciplines, including construction, automotive, plumbing, electrical work and industrial safety with this industrial job aptitude test application.

- **Industrial Safety** - Fire/Personnel
- **Industrial Safety** - HAZMAT (Canada)
- **Industrial Safety** - HAZMAT (US)
- **Industrial Safety** - Warehouse/Vehicles
- **Industrial Skills** - Automotive
- **Industrial Skills** - Construction
- **Industrial Skills** - Industrial Math
- **Industrial Skills** - Machines
- **Industrial Skills** - Metalworking
- **Industrial Skills** - Plumbing
- **Industrial Skills** - Reading Comprehension
- **Industrial Skills Quick Assessment** - Electrical
- **Industrial Skills Quick Assessment** - Woodworking

- **Light Industrial** - Assembly
- **Light Industrial** - Basic Math
- **Light Industrial** - Count & Stack
- **Light Industrial** - Forklift
- **Light Industrial** - Inspection
- **Light Industrial** - Language Skills
- **Light Industrial** - Math and Reasoning
- **Light Industrial** - Pick and Pack
- **Light Industrial** - Ruler-English
- **Light Industrial** - Ruler-Metric
- **Light Industrial** - Safety
- **Light Industrial** - Shipping & Receiving
- **Light Industrial** - Shop Math
- **Light Industrial** - Units & Conversion

### Legal Office Skills

Evaluate important legal office skills, including typing, audio transcription, shorthand and language skills related to working in a legal environment.

- **Legal** - Commercial Law
- **Legal** - Criminal Law
- **Legal** - Documents
- **Legal** - General Law
- **Legal** - Labor Law
- **Legal** - Legal Assistant
- **Legal** - Legal Assistant (Advanced)
- **Legal** - Litigation
- **Legal** - Medical Law
- **Legal** - Property Law
- **Legal** - Research
- **Legal** - Terminology

- **Audio Transcription** - Legal
- **Read/Response** - Legal
- **Shorthand** - Legal
- **Spelling** - Legal
- **Transcription** - Legal
- **Typing Test** - Legal

- **DeltaView (2.81)** - Advanced Admin.
- **DeltaView (2.81)** - Express

### Medical Office & Medical Knowledge

Test knowledge of medical terminology, billing and filing codes, and other key medical office administrative skills.

- **Medical** - Abbreviations
- **Medical** - Cardiovascular
- **Medical** - Dental
- **Medical** - Endocrine
- **Medical** - Gastrointestinal
- **Medical** - Integumentary
- **Medical** - Medical Insurance
- **Medical** - Medical Records Admin.
- **Medical** - Musculoskeletal
- **Medical** - Neurological
- **Medical** - Oncological
- **Medical** - Ophthalmological
- **Medical** - Otolaryngology
- **Medical** - Pediatric

- **Medical** - Pharmacological
- **Medical** - Prefixes/Suffixes
- **Medical** - Psychiatric
- **Medical** - Respiratory
- **Medical** - Urogenital

- **Medical Billing** - Entry Level
- **Medical Billing** - Forms
- **Medical Billing** - Standard

- **Medical Coding** - Standard
- **Medical Insurance**
- **Medical Secretary**

- **Audio Transcription** - Medical
- **HIPAA Compliance** - Medical
- **Shorthand (Audio)** - Medical
- **Spelling** - Medical
- **Typing Test** - Medical
- **Vocabulary** - Medical
The NLN Practice Assessment Series (PAS) tests draw upon real-world nursing scenarios, measure nursing knowledge as it relates to the medications most commonly used in U.S. medicine today, and test at the application and analysis levels to ensure that applicants for nursing positions have achieved true mastery.

### NURSING SKILLS

<table>
<thead>
<tr>
<th>Test Description</th>
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<tbody>
<tr>
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<td>NLN - Basic Proficiency in Medication Administration - RN</td>
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<td>NLN - Care of the High-Risk Newborn</td>
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<td>NLN - Care of the Low-Risk Newborn</td>
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<td>NLN - Care of the Postpartum Client</td>
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<td>NLN - Coronary Care Medication Administration</td>
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<tr>
<td>NLN - Critical Thinking in Nursing Practice - PN</td>
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<tr>
<td>NLN - Critical Thinking in Nursing Practice - RN</td>
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<td>NLN - Emergency Department Medications</td>
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<td>NLN - Home Health Aide Skills</td>
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<td>NLN - Home Health Nursing Geriatric RN</td>
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<td>NLN - Home Health Nursing Pediatric RN</td>
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<td>NLN - Intravenous Therapy</td>
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<td>NLN - Labor and Delivery</td>
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<td>NLN - Nursing Assistants in Acute Care Settings</td>
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<tr>
<td>NLN - Pediatric Medication Administration</td>
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<td>NLN - Pediatric Problems</td>
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<tr>
<td>NLN - Psychiatric Problems</td>
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<td>NLN - Psychotropic Drug Administration</td>
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</table>

### RETAIL SALES SKILLS

Measure knowledge of medical coding and dosage calculations, and evaluate nursing knowledge and skills with assessments for specific fields, including critical care, surgical, intensive care, clinical radiology, labor and delivery, pediatrics, psychiatric nursing and more.

<table>
<thead>
<tr>
<th>Test Description</th>
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<tbody>
<tr>
<td>Nursing - Certified Nurse Assistant (CNA)</td>
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<tr>
<td>Nursing - Emergency Room</td>
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<td>Nursing - HIPAA Compliance</td>
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<td>Nursing - Labor and Delivery</td>
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<tr>
<td>Nursing - Medical Coding (ICD-9-CM)</td>
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<td>Nursing - Medical/Surgical</td>
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<td>Nursing - Neonatal ICU</td>
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<td>Nursing - Osteoporosis Terminology</td>
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<tr>
<td>Nursing - Pediatric</td>
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<tr>
<td>Nursing - Psychiatric</td>
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</table>

### STAFFING AND HR SERVICES SKILLS

Determine your HR or staffing consultant's knowledge and skills in recruiting, sales, operations, management and training, as well as their understanding of compliance with employment rules, regulations and laws.

<table>
<thead>
<tr>
<th>Test Description</th>
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<tbody>
<tr>
<td>Staffing - Benefits and Eligibility</td>
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<tr>
<td>Staffing - Benefits Quick Assessment</td>
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<td>Staffing - CPC Certification Prep</td>
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<td>Staffing - CTS Certification Prep</td>
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<td>Staffing - Operations Quick Assessment</td>
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<td>Staffing - Temp Services Generalist</td>
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<td>Staffing - Temp Services Legal</td>
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<td>Staffing - Temp Services Legal Quick Assessment</td>
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<td>Staffing - Temp Services Quick Assessment</td>
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</table>
Identity™ Assessments

Skill assessments only tell you part of the story. Now you can measure an individual's attitudes, aptitudes and characteristics to determine whether your candidate is a good fit for the job and for the organization.

Identity - Cognitive Ability
Identity - Customer Service
Identity - General Personality Profile
Identity - General Work Skills
Identity - Healthcare
Identity - Light Industrial Skills
Identity - Management
Identity - Productivity
Identity - Risk Factors
Identity - Sales Potential
Identity - Supervision

TalentScout™ Assessments

Test all the critical skills required for Microsoft Office, Call Center, Accounting/Bookkeeping, Clerical, Legal and Medical Office positions in less than half the time required by traditional testing.

TalentScout - Accounting/Bookkeeper
TalentScout - Call Center
TalentScout - Clerical
TalentScout - Computer and Internet User
TalentScout - Legal Office
TalentScout - Light Industrial
TalentScout - Medical Office

TalentScout - Office User 2003
TalentScout - Office User XP/2002
TalentScout - Office User 2000

TalentScout - Office Power User 2003
TalentScout - Office Power User XP/2002
TalentScout - Office Power User 2000
Multiple Language Versions of SkillCheck® and Identity® Assessments

AUSTRALIA - ENGLISH

AU Accounting - Accountant
AU Accounting - Accounts Payable
AU Accounting - Accounts Receivable
AU Accounting - Basic Math Skills
AU Accounting - Business Documents
AU Accounting - Cost Accounting
AU Accounting - Financial Statements
AU Accounting - Forms and Journals
AU Accounting - Inventory Depreciation
AU Accounting - Terminology

AU Filing - Standard
AU Filing - Names
AU Filing - Numbers

AU Industrial Safety - Light Industrial
AU Industrial Safety - Fire/Personnel Std
AU Industrial Safety - Warehouse/Vehicles

UNITED KINGDOM - ENGLISH

UK Call Center - Customer Service Scenarios
UK Call Center - Data Analysis

UK Checking - Names
UK Checking - Numbers
UK Checking - Standard

UK Clerical Test Pack - Professional

UK Coding - Letters
UK Coding - Numbers
UK Coding - Standard

UK Customer Service

UK Data Entry - Alphanumeric
UK Data Entry - Call Center (Audio)
UK Data Entry - Numeric
UK Data Entry - Sales (Orders)
UK Data Entry - Standard (Audio)

UK Filing - Names
UK Filing - Numbers
UK Filing - Standard

UK Grammar - Business
UK Grammar - General

UK Letter Setup - Alternative Block
UK Letter Setup - Block
UK Letter Setup - Letter Head Block
UK Letter Setup - Semi Block

AU Light Industrial - Basic Math Skills
AU Light Industrial - Count and Stack
AU Light Industrial - Forklift
AU Light Industrial - Language Skills
AU Light Industrial - Pick and Pack
AU Light Industrial - Ruler - English Units
AU Light Industrial - Ruler - Metric Units
AU Light Industrial - Safety
AU Light Industrial - Shipping and Receiving
AU Light Industrial - Shop Math

AU Spelling - (Audio)
AU Spelling - Geography

AU Telephone Skills

AU Typing Test - Accounting
AU Typing Test - Banking and Finance
AU Typing Test - Medical
AU Typing Test - Technical

UK Maths - General
UK Office Manager Skills
UK Phone Message Taking
UK Proofreading
UK Receptionist Skills

UK Retail Sales - Learning Product
UK Retail Sales - Sales and Promotion
UK Retail Sales - Store Security

UK Secretarial Skills

UK Shorthand - Accounting (Audio)
UK Shorthand - Business (Audio)
UK Shorthand - Legal (Audio)
UK Shorthand - Medical (Audio)

UK Spelling - Business
UK Spelling - General
UK Spelling - Geography

UK Ten Key Test - Standard

UK Transcription - Accounting (Audio)
UK Transcription - Business (Audio)
UK Transcription - Legal (Audio)
UK Transcription - Medical (Audio)

UK Vocabulary - Business
UK Vocabulary - General
## Multiple Language Versions of SkillCheck® and Identity® Assessments

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## Multiple Language Versions of SkillCheck® and Identity® Assessments

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### SPANISH - NORTH AMERICA

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