



Online Pre-Employment Testing

ExamIn Assessment Library

The Biddle Consulting Group, Inc. (BCG) ExamIn Assessment Library was developed by BCG's team of industry measurement experts and it designed to measure the core, fundamental knowledges, skills, abilities (KSAs) that are commonly required for most entry- and intermediate-level positions in the U.S. The development process involved multiple review steps to ensure that the items were clear, presentable, and accurate to the targeted KSA measured. Our review team also verified that the key was the correct answer and that the distracters were plausible, but incorrect, alternatives.

While the target difficulty level was geared towards most entry- to intermediate-level positions in the public/government sectors, most assessments will also have wide application in the private sector as well.

Business Correspondence

The Business Correspondence assessment is designed to measure business-level writing style, format, and proofreading. The need for this type of assessment arises from the fact that virtually all occupations have some type of written communication requirements. Whether it be written documentation, email, or interoffice correspondence, knowing the accepted format, guidelines, and content of a business correspondence is crucial for many jobs. By assessing business corresponds knowledge and abilities, employers can determine who is potentially best suited and equipped for the position.

The Business Correspondence assessment is designed to test the applicant's knowledge and abilities pertaining to the basic components of a business letter, business letter formatting, and proofreading. The basic components of a business letter are measured by assessing the applicant's knowledge of the different sections, structure, and content of a business letter. Business letter formatting is measured by assessing the applicant's knowledge of the style and standards for business letters. Proofreading is measured by assessing the applicant's ability to review statements and determine whether spelling, punctuation, and grammar errors exist.

Computer Skills

The Computer Skills assessment is designed to measure an applicant's knowledge and ability to operate a computer without damaging content or compromising computer or network security. The need for this type of assessment arises from the fact that many occupations have some type of interaction with computers and the Internet. Computers are used for a wide variety of job tasks such as word processing, database management, research, and programming. By assessing computer



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knowledge and abilities, employers can determine who is potentially best suited and equipped for positions that require these competencies.

The Computer Skills assessment is designed to test the applicant's knowledge and abilities pertaining to the basic; software usage, hardware function, network and email function, and network and email security. Software usage is measured by assessing the applicant's knowledge and abilities in performing basic functions such as clicking and typing within a generic operating system. Hardware function is measured by assessing the applicant's knowledge on the different aspects and uses of computer peripherals and internal components. Network and email function and security is measured by assessing the applicant's knowledge and abilities in understanding and performing network and email functions.

Industrial Measurement (Standard and Metric Versions)

The Industrial Measurement assessment is designed to measure an applicant's knowledge and ability to interpret measurement modalities; interpret tables, graphs and scales; and perform calculations and conversion based upon Standard/Metric units. Organizations that require employees to take meter readings, convert measurements, or read blueprints and charts would directly benefit from hiring an employee with these knowledge and abilities. By assessing industrial measurement, employers can determine who is potentially best suited and equipped for the position.

The Industrial Measurement assessment is designed to test the applicant's knowledge and abilities pertaining to incremental measurement; calculations and conversion; and interpreting scales, graphs, and tables. Incremental measurement is measured by assessing the applicant's knowledge and abilities in determining readings and values from rulers, dials, gauges, and other common modalities. Calculations and conversions are measured by assessing the applicant's knowledge and abilities pertaining to decimal to fraction (and vice-versa) conversions and scale conversions within the Standard or Metric system. Interpreting scales, graphs, and tables is measured by assessing the applicant's knowledge and abilities in making correct determinations and readings based upon the aforementioned modalities.

Language Arts

The Language Arts assessment is designed to measure an applicant's knowledge the fundamentals of grammar, spelling, and punctuation; and their ability to apply those knowledge by identifying correct responses and applying corrections to common errors. Organizations that require its employees to draft documents, transcribe dictations, write correspondences, or review existing documents would directly benefit from hiring an employee with these knowledge and abilities. By assessing language arts, employers can determine who is potentially best suited and equipped for the position.

The Language Arts assessment is designed to test the applicant's knowledge and abilities pertaining to grammar, spelling, sentence structure, and punctuation. Grammar is measured by assessing the applicant's knowledge of the use of proper and common nouns; verbs; and noun-verb agreement. Spelling is measured by assessing the applicant's knowledge of plurals, possessives, and



homophones. Sentence structure is measured by assessing the applicant's knowledge and ability to identify run-on sentences and fragments, and then apply corrections. Punctuation is measured by assessing the applicant's knowledge of the different rules for commas, semi-colons, and colons.

Math Skills

The Math Skills assessment is designed to measure an applicant's knowledge of mathematical formulas and their ability to perform basic mathematical calculations. Organizations that require its employees to exchange money, perform inventory, perform conversions, or calculate expenditures would directly benefit from hiring an employee with these knowledge and abilities. By assessing math skills, employers can determine who is potentially best suited and equipped for the position.

The Math Skills assessment is designed to test the applicant's knowledge and abilities pertaining to arithmetic, algebra, basic calculations, and averages. Arithmetic is measured by assessing the applicant's knowledge and ability to perform addition, subtraction, multiplication, and division calculations on integers. Algebra is measured by assessing the applicant's knowledge and ability to solve for a variable within an equation using addition, subtraction, multiplication, and/or division. Basic calculations are measured by assessing the applicant's knowledge and ability to calculate and derive percentages, fractions, and decimals. Averages are measured by assessing the applicant's ability to calculate the mean or median value of a set of integers.

Mechanical Comprehension

The Mechanical Comprehension assessment is designed to measure an applicant's knowledge of mechanical and physical actions and reactions. Organizations that require employees to use gears, levers, pulleys, rig and utilize complex systems to lift, rotate, or move an object from one position to another, or establish cause and effect between mechanical elements would directly benefit from hiring an employee with these knowledge and abilities. By assessing mechanical comprehension, employers can determine who is potentially best suited and equipped for the position.

The Mechanical Comprehension assessment is designed to test the applicant's knowledge and abilities pertaining to energy and motion; gears; levers and pulleys; structures; and weight distribution. Energy and motion are measured by assessing the applicant's knowledge and ability to identify different forms of energy and the potential reactions and effects caused by them. Gears are measured by assessing the applicant's knowledge and ability to determine outcomes and reactions when a gear is rotated against another gear or mechanism. Levers and pulleys are measured by assessing the applicant's knowledge and ability to determine outcomes and reactions to changes applied to systems that involve levers and pulleys. Structures are measured by assessing the applicant's knowledge and ability to follow pathways and determine the individual components of a single structure. Weight distribution is measured by assessing the applicant's knowledge and ability to determine load bearing properties and outcomes and reactions based upon adding or removing weights to a system.



Reading Comprehension

The Reading Comprehension assessment is designed to measure an applicant's ability to read, interpret, and draw conclusions from written passages. Organizations that require employees to review contracts, rules and regulations, detailed instructions; and then make use of the information would directly benefit from hiring an employee with these knowledge and abilities. By assessing reading comprehension, employers can determine who is potentially best suited and equipped for the position.

The Reading Comprehension assessment is designed to test the applicant's knowledge and abilities pertaining reading passages and choosing the correct response. Each passage stands alone and pre-existing knowledge or experience with one passage does not increase or decrease the likelihood of answering correctly. There are three modalities for measuring reading comprehension knowledge and skills through this assessment. The first is measured by assessing the applicant's ability to find the correct answer which contains exact or similar wording within the passage. The second is measured by assessing the applicant's ability to summarize the passage or combine sentences to derive the correct answer. The third is measured by assessing the applicant's ability to read a passage and infer the next logical step or what the author was intending.

Word Use & Vocabulary

The Word Use/Vocabulary assessment is designed to measure an applicant's knowledge and ability to correctly identify and select the appropriate word for a given situation. Organizations that require employees to draft contracts, edit written passages, or convey information to others via written text would directly benefit from hiring an employee with these knowledge and abilities. By assessing word use and vocabulary, employers can determine who is potentially best suited and equipped for the position.

The Word Use/Vocabulary assessment is designed to test the applicant's knowledge and abilities pertaining to the use of adjectives and nouns, verb tense, plurals, homophones, synonyms, and antonyms. Adjective and nouns are measured by assessing the applicant's knowledge and ability to correctly identify and select the correct form of an adjective or noun based upon context provided by a sentence or passage. Verb tense is assessed by measuring the applicant's knowledge and ability to correctly identify and select the past, present, or future tense for a verb to complete a sentence or passage. Plurals are assessed by measuring the applicant's knowledge and ability to identify and select nouns in plural or singular form. Homophones are assessed by measuring the applicant's knowledge and ability to identify and select the appropriate word from a group of words that are phonetically similar. Synonyms are assessed by measuring the applicant's knowledge and ability to identify and select words with similar meanings, but may not be appropriate for the sentence or passage. Antonyms are assessed by measuring the applicant's knowledge and ability to identify and select words with opposite meanings, where only one choice would be appropriate for the sentence or passage.



Accounting Oriented Math

The Accounting Oriented Math assessment is designed to test the applicant's knowledge and ability to solve basic mathematical equations, percentages, and arithmetic related to accounting. Specific knowledge includes calculating percent changes between measurement periods, converting between fractions and decimals, calculating net amounts, and completing compound interest tables.

Public Sector Account Principles

The Public Sector Account Principles assessment is designed to test the applicant's knowledge and ability regarding the rules and methods for applying and utilizing accounting principles that pertain solely to the public/government sector. Specific knowledge includes classifying revenues and expenditures, budget laws, fund types, analysis of financial statements and conditions.

Basic Accounting Principles

The Basic Accounting Principles assessment is designed to test the applicant's knowledge of accounting principles as defined by the Generally Accepted Accounting Principles (GAAP). This examination covers both public and private sector accounting. Specific knowledge includes definitions of accounting terminology, rules for adjusting and correcting accounts, and usage of the different types of financial statements.

Conscientiousness

This scale is a measurement of how self-disciplined, achievement oriented, and dependable a person is. While many personality and work style/behavior measurements have traditionally demonstrated significant correlations to job performance across a variety of occupations, conscientiousness is typically one of the strongest predictors (in this category of assessments) and also does not typically exhibit adverse impact.

