Clerical Ability Test

The Clerical Ability Test comprises six sub-tests designed to measure a candidate's ability to do clerical work. The six sub-tests are:

Alphabetic and numerical filing (time limit: 7 minutes)
This test determines a candidate's skill in applying the common rules of filing alphabetically and numerically.

Attention to detail (time limit: 3 minutes)
Determine how detail-oriented a candidate is while working under a strict time limit.

Data checking (time limit: 5 minutes)
In this sub-test, the candidate is presented with tables of information that must be checked against each other.

Workload / Concentration (time limit: 2 minutes)
In this sub-test, the candidate is required to quickly read and analyze a short and simple sentence and answer a simple question related to the sentence. The candidate has to work quickly and precisely to obtain a good score.

Basic verbal skills (time limit: 10 minutes)
This sub-test includes vocabulary, grammar, and spelling questions. The score of this test indicates how well a candidate can process basic verbal information.

Basic math skills (time limit: 5 minutes)
In this sub-test, the candidate has to solve basic mathematical calculations such as addition, subtraction, multiplication, division, and percentages.

Measures
Knowledge of alphabetical and numerical filing, attention to detail, data checking ability, working speed, basis verbal skills, basic mathematical skills.

Suitable occupations
Clerks, receptionists, secretaries, and other jobs of administrative nature.

Time to complete
25 - 35 minutes

Validity

As shown in the correlation matrix below, all the scores of the Clerical Skills Test are correlated with each other. This indicates that a candidate getting a high score on a skill is highly likely to get high scores in the rest of the skills, which indicates that all the scores can be used together to infer the overall ability of a candidate to do clerical tasks.

Correlation Matrix of Clerical Skills

	A/N	ATTN	MATH	VERB	DATA	W/C
A/N	—					
ATTN	0.316 ***	—				
MATH	0.358 ***	0.322 ***	—			
VERB	0.504 ***	0.306 ***	0.380 ***	—		
DATA	0.405 ***	0.518 ***	0.319 ***	0.431 ***	—	
W/C	0.489 ***	0.567 ***	0.315 ***	0.514 ***	0.445 ***	—

Note. * $p < .05$, ** $p < .01$, *** $p < .001$. **A/N**= Alphabetic and Numeric Filing, **ATTN**= Attention to Detail, **MATH**= Basic Math Skills, **VERB**= Basic Verbal Skills, **DATA**= Data Checking, **W/C**= Workload/Concentration

Reliability

The Clerical Skills sub-tests have appropriate levels of internal consistency reliability, as shown in the table below.

Internal Consistency of Sub-tests

Sub-test / Skills	Cronbach's α
Alphabetic and Numerical Filing	0.76
Attention to Detail	0.86
Data Checking	0.69
Workload / Concentration	0.93
Basic Verbal Skills	0.79
Basic Math Skills	0.93

Requirements

The test can be run on all mobile devices, PC, and Mac computers with an updated browser and a stable internet connection. You can run the test on-site, or the candidate can complete the test in the comfort of their own home.

Request a Sample

Please contact us by e-mail to request a full-length sample of the test.