

## Data Entry Test

The Data Entry Test assesses a candidate's data entry skills, by measuring typing speed and accuracy during a data entry exercise.

The assessment will allow you to measure Characters Per Minute (CPM), Corrected Characters Per Minute (CCPM), Words Per Minute (WPM), Overall Accuracy, and the Total Score.

The Data Entry Test is comprised of two sub-tests designed to measure a candidate's data entry skills.

### Sub-test 1:

The candidate is presented short lines of textual data: names, addresses, dates, and other textual data. The candidate has to type the data, one line at a time. The candidate is given 90 seconds to type as many lines of data as possible.

### Sub-test 2:

Same as sub-test 1, with new data.



### Measures

Data Entry Typing speed and accuracy.



### Suitable occupations

Data entry workers, transcriptionists, clerks, receptionists, secretaries, and other administrative employees which jobs have tasks related to data entry.



### Estimated time

The full test is completed in approximately 5 minutes.

## Detailed Test Report

You will find all the information you need on the test report:

- Total Percentile Population Score
- Characters Per Minute (CPM)
- Correct Characters Per Minute (CCPM)
- Words Per Minute (WPM)
  
- Overall Accuracy
- Interpretation of candidate performance
- Advisory score ranges for common professions
- The exact text typed by the candidate, with errors highlighted.

## Reliable Results

The Typing Test has undergone reliability and validity studies.

A correlation of **0.92** indicates that the Data Entry Test has a **very high** internal consistency.

With a Pearson's r of **0.81**, the test-retest reliability of the Typing Test is **high**.

## Requirements

The test can be run on all PC or Mac computers with an updated browser and a stable internet connection.

The test is accessed by the browser. You can run the test on-site, or the candidate can complete the test in the comfort of their own home.

A keyboard with a numpad is recommended for the test, but not required.

## Request a Sample

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