

**Study Guide
for
Basic Competency
Assessment Battery
(BCAB)**

Test No. 5206

**Human Resources
Performance Assessment Services
Southern California Edison International
An Edison International Company**

Introduction

The Basic Competency Assessment Battery is a group of four aptitude tests designed and validated to aid in the selection of candidates for clerical, administrative, and support positions.

Test Scheduling

Employees will be scheduled for testing through Human Resources. Applicants will be scheduled through the recruiter. If you do not pass the test on your first attempt, please refer to the testing guidelines on Myedison.net (employees only) or call 626-302-9830.

Test Session

It is important that you follow the directions of the Test Administrator *exactly*. If you have any questions about the testing session, be sure to ask the Test Administrator before testing begins. During testing, you may not leave the room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins.

The test is administered on a computer. If you are used to using an ergonomic keyboard, you may request one from the Test Administrator prior to beginning the test session.

The test has a 92 minute (1 hour 32 minutes) time limit, and no study aids are allowed when taking this test.

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

Study Guide Feedback

At the end of this guide you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this guide incorrect, your feedback would be appreciated so that corrections can be made.

Test Taking Strategies

Introduction

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique

Remarks

Be confident

- If you feel confident about passing the test, you may lessen your anxiety.
- Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

Be punctual

- Arrive early enough to feel relaxed and comfortable before the test begins.

Concentrate

- Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes.
- If possible, select a seat away from others who might be distracting.
- If lighting in the room is poor, sit under a light fixture.
- If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator *immediately*.

Budget your time

- Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.

Read critically

- Read all directions and questions carefully.
- If there are multiple answer options available, choose the BEST of the available answers!

Make educated guesses

- Make an educated guess if you do not know the answer or if you are unsure of it.

Double check mathematical calculations

- Use scratch paper to double check your mathematical calculations.

Review

- If time permits, review your answers before moving on to the next section of the test.

Remember, the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

Additional strategies and test taking information can be obtained by purchasing the following book:

Test-Taking Strategies (2004); J. Kesselman-Turkel & F. Peterson

Tests Administered

The Basic Competency Assessment Battery (BCAB) consists of four tests:

1. Classifying
2. Spelling and Grammar
3. Basic Mathematics
4. Filing/Sorting

Following is a description of each of the tests contained in this battery.

Classifying

The Classifying Test requires an examinee to scan and classify lists of names, addresses, numbers, and codes. Rules are predefined and vary in complexity from list to list. This is a speed test. That is, time limits have been set so that there are more items than most examinees can complete in that amount of time. Therefore, the score on the test reflects the number of test items completed.

The test is comprised of three sections. The first section consists of a brief instruction period, followed by one practice list, 2 minutes in length, where the examinee has an opportunity to become familiar with the operating procedures, etc. An entry must be made in each field or the examinee cannot continue to the next screen until time is up for the screen. The practice session is scored and examinees are shown their answers with errors highlighted.

Four test lists follow the practice session with 25 items in each list. Each of the lists is preceded by a 1.5 minute instruction screen that pertains to that particular list. Lists #1 and #3 are each 2 minutes in length and Lists #2 and #4 are each 2.5 minutes in length. An entry must be made in each field or the examinee cannot continue to the next test screen until time is up for the screen. The maximum time allotted for the Classifying Test, including instructions and the practice session, is 24 minutes.

Spelling and Grammar

This test requires that the examinee carefully read several paragraphs of text and identify words that are spelled incorrectly and do not follow grammatical rules. The examinee must proofread the text and make changes when they encounter spelling or grammatical errors. They are **not** told which words are in error.

The test is comprised of three sections. The first section consists of a brief instruction period, followed by a practice session. There are 20 errors in the practice session and examinees have 5 minutes to find and correct these errors. If an examinee makes an incorrect change, it is counted as an error. The examinee can continue to the next screen before time has elapsed. The practice session is scored and examinees are shown the text they corrected with errors highlighted.

The practice session is followed by the test session. There are 50 errors in the test and examinees have 12 minutes to find and correct these errors. The examinee can leave the test screen if the test is finished before time has elapsed. The maximum time

allotted for the Spelling and Grammar Test, including instructions and the practice session, is 24 minutes.

Basic Mathematics

This test requires that the examinee answer a series of questions that involve both quantitative reasoning and mathematical calculations. Each problem presents the examinee with information that then must be used to calculate the answers to the questions. The examinee will need to perform various calculations, including **addition, subtraction, multiplication, and division, as well as percentages**, to obtain the correct answer. Some problems require two or more of these operations.

Examinees must calculate and enter the correct answer into the fields on the computer; it is **not** a multiple choice test. A calculator and scratch paper are provided.

The test is comprised of three sections. The first section consists of a brief instruction period, followed by a practice session consisting of one problem with four questions pertaining to this problem. All four questions must have an entry or the examinee cannot continue to the next screen until time is up for that screen. The time limit for this problem is 2.5 minutes. The practice session is scored and examinees are shown their answers with errors highlighted. An explanation of the answers is provided in the feedback.

The practice session is followed by the test session. There are 5 problems with four questions associated with each problem. The first problem is 3 minutes in length, the second problem is 4 minutes, and the third, fourth, and fifth problems are each 5 minutes in length. All four questions must have an entry before the examinee can continue to the next test screen. The maximum time allotted for the Basic Mathematics Test, including instructions and the practice session, is 30 minutes.

Filing/Sorting

The Filing/Sorting Test requires an examinee to file or sort information according to predefined rules that vary in complexity from problem to problem. These rules may be different from those to which he/she may be accustomed. Examinees must sort a list of addresses, names, or numbers.

The test is comprised of three sections. The first section consists of a brief instruction period, followed by a practice session consisting of two problems. There are five items to file or sort within each problem. The time limit for each problem is 60 seconds. An entry must be made in each field or the examinee cannot continue to the next screen until time has elapsed. The practice session is scored and examinees are shown the information they entered with errors highlighted. An explanation as to the correct answers is presented in the feedback.

The practice session is followed by the test session. There are six problems in the test, each 60 seconds in length. Each problem has five items to file or sort. There must be an entry in each field or the examinee cannot continue to the next problem until time

has elapsed. The maximum time for the Filing/Sorting Test, including instructions and the practice session, is 14 minutes.

The maximum time for all four tests, including instructions and the practice sessions, is 92 minutes.

