

# **TEST INFORMATION GUIDE**

**for**

## **SCE Data Entry Test**

**TEST No. 4106**

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

## **Introduction**

The SCE Data Entry Test is a computer administered and scored performance test designed to measure your ability to enter numbers and letters into a computer both quickly and accurately. This *Guide* contains information regarding what the test covers, the length of time allowed, and study references. At the end of the *Guide* are general test taking strategies.

## **Test Scheduling**

Your supervisor or SCE Recruiter will schedule you for testing through Test Administration (PAX 29830). If you are unsuccessful in passing the test on your first attempt, you may re-take the test with supervisor's or SCE Recruiter's approval only, in accordance with the corporate testing policy. After you have passed the test, your results are valid for a period of one year.

## **Test Session**

The testing session will consist of instructions, a two minute practice test, and a ten minute timed test. If you have any questions about the testing session, be sure to ask the Test Administrator **before** testing begins. During testing, you may not talk, smoke, eat, or drink.

As part of the test, you will be given hard copies of forms which include various kinds of customer information. You will then use the allotted time to enter the information, exactly as it appears on the hard copy, into a set-field database (as seen in the picture on next page).

The practice test is a sample version designed to provide you with hands on experience before taking the actual test. You will be provided with five forms and will have two minutes to practice inputting the data into the computer.

For the SCE Data Entry test, you will be provided with 25 forms and will have ten minutes to enter in as much accurate information as possible. It is important to note that you are not expected to complete all 25 forms.

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Time Left: 01:12

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Warm-up period: Your keystrokes will not be recorded.

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First Name	M.I.	Last Name
John	M	Doe

Address

8631 Rush Street

City	State	Post Code
Rosemead	CA	91770

Telephone	Sex	ID Number
(626) 302-1212	M	123456789

## Test Scoring

Your test score will be based on how quickly and accurately you type. The computerized test will measure your speed, which is determined by the average number of keystrokes per minute that you type, as well as the number of errors that you make. This means that a high volume of entered data with many errors will not result in a passing score. Likewise, few errors with a low quantity of entered data will not result in a passing score.

# Study References:

## What you can do to prepare for the test

Before coming in to take the SCE Data Entry Test, you are advised to practice using the computer keyboard to enter alphanumeric data (i.e., letters and numbers). Data entry skills can be improved through work experience, coursework, or independent practice. Such independent practice materials may be found at your local library, bookstore or computer software store. Many websites also offer free practice typing tests, which can help you become better acquainted with the location of letters and numbers on the keyboard.

Below is a list of resources available to the public that you can use from your personal computers to practice typing information quickly and accurately.

- **Nimble Fingers** (<http://www.nimblefingers.com>)  
This site provides free online typing test tutorials, tips and techniques (including a section dedicated to data entry) and fun games to help sharpen your typing skills.
- **Tested OK** (<http://testedok.com/dataentrytest2004/>)  
This site offers an alpha numeric data entry test (similar but not exact to the one offered by SCE) that can be downloaded to your personal computer. The software can be used for free for 30 days, after which it can be purchased for \$28 per computer.
- **Typing Test** (<http://www.typingtest.com/>)  
This site offers a free typing test that will provide you with speed and accuracy information, along with free typing games.
- **Good Typing** (<http://www.goodtyping.com/>)  
This site offers 27 guided lessons
- **Learn 2 Type** (<http://www.learn2type.com/>)  
Offers a free typing test and interactive tutor that automatically adjusts to your skill level.

# Test Taking Strategies

The purpose of this section is to help you identify some special features of this type of test and to suggest techniques for you to use when taking the test.

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.

<b>Technique</b>	<b>Remarks</b>
<i>Be confident</i>	<ul style="list-style-type: none"><li>• If you feel confident about passing the test, you may lose some of 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.</li></ul>
<i>Be punctual</i>	<ul style="list-style-type: none"><li>• Arrive early enough to feel relaxed and comfortable before the test begins.</li></ul>
<i>Concentrate</i>	<ul style="list-style-type: none"><li>• 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.</li><li>• If possible, select a seat away from others who might be distracting.</li><li>• If lighting in the room is poor, sit under a light fixture.</li><li>• If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator <i>immediately</i>.</li></ul>
<i>Budget your time</i>	<ul style="list-style-type: none"><li>• Pace yourself carefully to ensure that you will have enough time to complete as many forms as possible.</li></ul>
<i>Read critically</i>	<ul style="list-style-type: none"><li>• Read all directions and questions carefully.</li></ul>

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