

Click on the category + skip to the section that's most useful to you!



## [MS Office Suite](#)

- Word
- Excel
- PowerPoint
- Outlook
- Access
- Transition to G Suite



## [Computer Literacy](#)

- Basic Digital Literacy
- Digital Literacy – Essentials
- Digital Literacy – Internet
- Digital Literacy - Software
- Digital Literacy - Computing



## [Software Application](#)

- Accounting Systems
- Windows
- Network Browsers
- Project Management



## [Keyboarding](#)

- Typing
- Data Entry
- Ten Key
- Transcription



## [Basic Skills](#)

- Reading Comprehension
- Math Skills
- Attention to Detail
- Language Skills
- Measurement



## [Accounting + Bookkeeping](#)

- Accounts Payable/Receivable
- Cost Accounting
- Payroll
- Taxes
- Bookkeeper Knowledge
- Financial Statements



## [Financial Services](#)

- Consumer Finance
- Credit + Collection
- Financial Management
- Financial Analysis
- Financial Knowledge
- Insurance



## [Cash Handling + Banking](#)

- Teller Skills + Knowledge
- Cash Management Skills



## [Customer Service + Call Center](#)

- Service Skills
- Inbound Sales Skills
- Outbound Sales Skills
- Telephone Skills
- Data Analysis
- Coding



## [Clerical + Office](#)

- Telephone Answering
- Filing
- Letter Setup
- Coding/Checking
- Receptionist/Secretarial
- Office Manager



## [Industrial Job Knowledge](#)

- Construction
- Electrical
- Automotive
- Metalworking
- Woodworking



## [Distribution Center/Warehouse](#)

- Pick + Pack
- Count + Stack
- Shipping + Receiving
- Forklift Operation

Click on the category + skip to the section that's most useful to you!



## [Legal Occupation](#)

- Legal Assistant
- Paralegal
- Terminology
- Research



## [Legal Office](#)

- Legal Terminology
- Legal Assistant + Paralegal
- Legal Discipline Knowledge
- Documents



## [Legal Knowledge](#)

- General Law
- Commercial Law
- Criminal Law
- Medical Law
- Litigation
- Property Law



## [Human Resources + Recruiting](#)

- Interviewing + Screening
- HR Generalist
- HR Legal
- Benefits
- Certified Staffing Specialist
- Certified Personnel Consultant



## [Nursing Skills](#)

- Dosage Calculation
- Medication Scenarios
- Certified Nurse Assistant
- Critical Care Scenarios
- Departmental Knowledge



## [Medical Knowledge](#)

- Body of Knowledge (Cardiovascular, Endocrine, Gastrointestinal...14 topics)
- Abbreviations
- Pharmaceutical



## [Medical Office](#)

- Medical Insurance
- Medical Coding + ICD-10-CM
- Medical Billing + Forms
- Medical Secretary
- Medical Records Administrator



## [Safety + Health](#)

- HAZMAT
- Forklift + Vehicle Safety
- Fire Safety
- Industrial Safety



## [Retail Knowledge](#)

- Customer Service
- Sales + Promotions, Learning Products
- Store Security
- Inventory Coding & Sorting
- Retail Math + Reading



## [Food Service Skills](#)

- Wait Staff + Bartender
- Food Preparation/ Sanitation
- General Knowledge + Terminology

# MS Office Suite

[Back to Main](#)

Test Name	Languages	Test Time	Description
Access (Basic, Intermediate, Advanced)	English, German, French, Spanish	30 mins	Questions on the Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.
Excel (Basic, Intermediate, Advanced)	English, German, French, Spanish, Dutch	30 mins	Questions on the Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.
PowerPoint (Basic, Intermediate, Advanced)	English, German, French, Spanish	30 mins	Questions on the Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint.
Word (Basic, Intermediate, Advanced)	English, German, French, Spanish	30 mins	Questions on the Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.
Outlook (Standard, Intermediate)	English, French, Spanish	30 mins	Questions on the Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
G Suite	English	30 mins	Questions on the Google Suite features such as file management, editing, formatting, printing, as well as tools and automation.
G Suite - Transition from MS Office	English	30 mins	Questions comparing Microsoft Office with GoogleSuite features such as file management, editing, formatting, printing, as well as tools and automation.

# Computer Literacy

[Back to Main](#)

Test Name	Languages	Test Time	Description
Basic Computer Literacy	English	15 mins	This test measures ability to use basic computer skills such as Editing, Passwords, Mousing, Printing, Navigation, Typing, and Windows.
Digital Literacy - Computing	English	60 mins	Questions covering topics such as PC components (mouse, monitor, printers), data storage devices (DVD, CD, Flash drives), ports (keyboard, monitor, printer) and general operation of operating systems and software. Includes MS Office and Windows simulations.
Digital Literacy - Essentials	English	60 mins	This test measures ability to utilize computer hardware and software including the ability to identify important hardware components, use of the computer operating system, perform common application functions, and use email and browsing applications.
Digital Literacy - Internet	English	60 mins	Questions covering topics such as applications (internet browsing, sending and receiving email) as well as terminology and general computing concepts.
Digital Literacy - Software Skills	English	60 mins	Questions covering topics such as file management, system maintenance, commonly used features of Windows and Windows-based applications as well as terminology and general computing concepts. Includes MS Office and Windows simulations.

# Software Application

[Back to Main](#)

Test Name	Languages	Test Time	Description
MYOB - Australia (Beginner, Standard, Advanced)	English	30 mins	Questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms, Cheque Book, and Maintenance.
Peachtree	English	30 mins	Questions on the Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.
QuickBooks	English	30 mins	Questions on the QuickBooks Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.
Windows	English	30-35 mins	Questions on the Microsoft Windows features such as file and disk management, desktop management, printing, running applications system management, as well as tools and help.
Chrome	English	20 mins	Questions on the Google Chrome features such as customizing Chrome, file management, browsing web pages and searching the internet.
Internet Explorer	English	30 mins	Questions on the Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the internet
Lotus Notes	English	35-55 mins	Questions on the end-user component of Lotus Notes such as browser features, calendar and scheduling, databases and documents, email as well as notes terminology.
Project	English	30 mins	Questions on the Microsoft Project features such as creating projects, adding tasks, resources, noting milestones, entering relationships, costs, status, and editing Gantt.

# Keyboarding

[Back to Main](#)

Test Name	Languages	Test Time	Description
Typing	English, German, French, Spanish, Dutch	3-5 mins	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.
Typing - One Space Version	English	1-5 mins	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.
Typing - Technical	English	5 mins	Examinees are asked to type a document that includes terminology related to technology. Scores measure typing speed and accuracy.
Typing - Accounting	English	5 mins	Tests typing speed and error rate while copying a text.
Typing - Banking + Finance	English	5 mins	Examinees are asked to type numbers that include terminology related to banking and finance. Scores measure typing speed and accuracy.
Typing - Medical	English	3 mins	Tests typing speed and error rate while copying a text specific to medical environments.
Typing - Legal	English	5 mins	Tests typing speed and accuracy when typing a document specific to work in a legal environment.
Ten Key	English	3 mins	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.
Data Entry - Alphanumeric	English, German, French, Spanish, Dutch	5 mins	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.
Data Entry - Numeric	English, German, French, Spanish, Dutch	5 mins	The applicant is asked to type numbers using the keyboard. Scores are based on speed and accuracy of input.
Data Entry - Standard (Audio)	English	5 mins	Examinees enter data into online forms from audio input.
Data Entry - Sales (Leads)	English	5 mins	The applicant is asked to type details from a business card into an on-screen form.
Data Entry - Sales (Orders)	English	5 mins	The applicant is asked to type details from a sales order into an on-screen form.
Data Entry - Call Center (Audio)	English	10 mins	Listening to a simulated marketing call, examinees are asked to type the required information into an on-screen form.
Transcription - Business, Accounting, Medical, Legal	English	5 mins	Examinees are asked to transcribe and type a document into the computer that is read aloud.

Test Name	Languages	Test Time	Description
Math	English, French Canadian	15-20 mins	This test measures basic level math skills including addition, subtraction, multiplication, division, fractions, decimals and percents.
Basic Math - Light Industrial	English, Spanish	25 mins	This test measures skills in basic mathematics commonly used in a light industrial environment including addition, subtraction, multiplication and division of whole numbers, fractions, decimals and time. Includes both numeric and word problems.
Shop Math - Light Industrial	English, Spanish	20 mins	This test measures mathematical skill related to typical industrial situations and diagram, including basic mathematics and geometry, the ability to identify dimensions of common objects, and reading diagrams.
Industrial Math	English, Spanish	20 mins	Questions cover industrial math skills such as calculations and conversions of distance, area and volume, fractions and decimals.
Grammar (General, Business)	English, French Canadian, Spanish	10-15 mins	This test measures basic level language skills including the ability to identify statements that are grammatically correct based on sentence structure, punctuation, and parts of speech.
Spelling (General, Business, Legal, Medical)	English, French Canadian, Spanish	10-20 mins	This test measures basic level spelling skills including the ability to identify correctly/incorrectly spelled words used in general, business, legal or medical environments.
Vocabulary (General, Business, Legal, Medical)	English, French Canadian, Spanish	10-20 mins	Measures basic level vocabulary skills including the ability to identify and select the correct meaning of general, business, legal or medical terms.
Spelling (Geography)	English	30 mins	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.
Proofreading Error Detection	English	10 mins	Examinees must find and highlight 20 errors found in on-screen text.
Reading Comprehension	English	25-30 mins	This test requires test takers to read passages and answer questions that require applying understanding of what they have read.
Language Skills - Light Industrial	English	20 mins	This test measures basic level skills in spelling, grammar and vocabulary related to terminology often used in a light industrial environment.
Spanish Translation (Audio)	Spanish	30 mins	From the audio, examinees are asked to type the correct English spelling for various Spanish words.
Ruler (English, Metric Units)	English, Spanish	15 mins	This test assesses the ability to measure or identify the measurement of objects using a ruler with English or metric measurement units.
Units + Conversion	English, Spanish	20 mins	This test measures the ability to identify and perform calculations on units, including English and metric units of length, area and volume.

# Accounting + Bookkeeping

[Back to Main](#)

Test Name	Languages	Test Time	Description
Accountant Knowledge	English	25 mins	Questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
Accounts Payable	English	25 mins	Questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.
Accounts Receivable	English	25 mins	Questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts, terminology and general accounting practices.
Advanced Accounting	English	25 mins	Questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.
Bookkeeper Knowledge	English	25 mins	Questions on bookkeeping skills such as identifying statement debits and credits, reasonable recording, journal identification, disbursements, assets and liabilities, terminology and general accounting practices.
Business Documents	English	25 mins	Questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.
Cost Accounting	English	25 mins	Questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.
Financial Statements	English	20 mins	Questions on Financial Statements including calculating ratios, return on investments, net worth, profitability, gearing as well as relevant terminology.
Payroll	English	25 mins	Questions on Payroll skills including preparing and filing tax forms, calculating salaries, calculating employer contributions, journal entries as well as relevant terminology.
Taxes	English	25 mins	Questions on the most commonly used accounting tax skills, such as payroll form identification, tax law, Medicare and Social Security withholding, and capital gains.



# Financial Services

[Back to Main](#)

Test Name	Languages	Test Time	Description
Consumer Finance	English	20 mins	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.
Credit and Collections	English	20 mins	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.
Financial Analysis	English	20 mins	Assesses an understanding of financial analysis procedures and techniques including investment and analysis concepts, financial statements and financial data resources.
Financial Knowledge	English	20 mins	Assesses foundational knowledge of financial issues including financial markets and business structures, financial management and analysis concepts, currency markets, business ethics and law.
Financial Management	English	20 mins	Assesses an understanding of financial management knowledge and skill including financial management concepts and calculations, debt and debt restructuring, financial reorganization and Sarbanes-Oxley issues.

# Cash Handling + Banking

Test Name	Languages	Test Time	Description
Bank Teller - Money Handling	English	15 mins	Questions related to working with currency, checks and other items related to duties as a bank teller. Questions include interactive exercises in cashing checks, handling deposits, spotting fraudulent items and reconciling a cash drawer.
Bank Teller - Teller Knowledge	English	15 mins	Questions on common skills required by bank tellers, such as knowledge of banking products, proper banking procedures and issues related to security and fraud.

# Customer Service + Call Center

[Back to Main](#)

Test Name	Languages	Test Time	Description
Call Center - Coding	English	4 mins	Examinees are given 4 minutes to correctly locate as many correct codes as possible from a list of extensions, country codes and departments.
Call Center - Data Analysis	English	30 mins	Examinees are shown various price charts and asked to determine which price should be charged for different scenarios.
Call Center - Inbound Sales	English	10 mins	Examinees answer questions on topics such as sales strategies, features vs. benefits, needs vs. desires, closing a sale as well as effective sales techniques.
Call Center - Outbound Sales	English	15 mins	Examinees answer questions on topics such as prospecting, features and benefits, needs versus desires, sales strategy, cold call tactics and closing techniques.
Call Center - Service Skills	English	10 mins	Examinees answer questions on topics such as how best to deal with dissatisfied customers, proper telephone skills and communication techniques.
Call Center - Telephone	English	10 mins	Examinees answer questions on topics such as holding and forwarding calls, taking and leaving messages, telephone etiquette as well as telephone terminology.
Call Center - Customer Service Simulation	English	35-50 mins	This multimedia assessment measures key customer service competencies in a simulated call center scenario. Test takers must decide how to effectively respond to callers while dealing with distractions and generating the best outcome across a variety of scenarios. Test measures customer service, rules adherence, multitasking, keyboarding and call management.
Call Center - Sales	Dutch	20-35 mins	Sales questions on topics such as sales strategies, features vs. benefits, needs vs. desires, closing a sale as well as effective sales techniques.

Test Name	Languages	Test Time	Description
Telephone Message Taking	English	20 mins	Examinees see a telephone message displayed briefly and are asked 5 questions relating to the message.
Telephone Skills	English	20 mins	This test contains questions relating to basic telephone techniques, manners, judgment and discretion as well as message taking.
Filing - Names	English	4 mins	Examinees must select the correct location for filing documents based on names and companies.
Filing - Numbers	English	4 mins	Examinees must select the correct location for filing documents based on dates and numbers.
Filing - Standard	English	4 mins	Examinees must select the correct location for filing documents based on dates, numbers, names, companies.
Letter Setup - Alternative Block	English	10 mins	Examinees are asked to set up a standard letter in the alternative block format.
Letter Setup - Standard Block	English	10 mins	Examinees are asked to set up a standard letter in the standard block format.
Letter Setup - Letter Head Block	English	10 mins	Examinees are asked to set up a standard letter in the letter head block format.
Letter Setup - Semi Block	English	10 mins	Examinees are asked to set up a standard letter in the semi-block format.
Checking - Names	English	3 mins	Examinees are asked to compare 2 sets of names and mark if they match or not.
Checking - Numbers	English	3 mins	Examinees are asked to compare 2 sets of numbers and mark if they match or not.
Checking - Standard	English	3 mins	Examinees are asked to compare 2 sets of dates, addresses, names, phrases and mark if they match or not.
Coding - Letters	English	3 mins	Examinees are asked to select the correct abbreviation from a list of names, colors, departments, cities and chemicals.
Coding - Numbers	English	3 mins	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.
Coding - Standard	English	3 mins	Examinees are asked to select the correct abbreviation from a list of extensions, departments, names, colors, cities and chemicals.
Receptionist Skills	English	35 mins	Questions relating to receptionist such as recognizing names and faces, taking messages and forwarding calls.
Secretarial Skills	English	30 mins	Questions relating to secretary such as recognizing names and faces, taking messages, and using judgment and discretion.
Office Manager Skills	English	20 mins	Questions relating to managing staff, measuring employee performance and productivity, and recommending raises and promotions.

# Industrial Job Knowledge

[Back to Main](#)

Test Name	Languages	Test Time	Description
Automotive	English, Spanish	20 mins	Questions cover topics such as internal combustion engines, auto body, tools and automotive
Basic Machine	English, Spanish	20 mins	Questions covering topics such as metalworking, automotive and basic machine concepts.
Construction	English, Spanish	20 mins	Questions cover topics such as woodworking, electrical and plumbing.
Electrical	English, Spanish	20 mins	Questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations.
Metalworking	English, Spanish	20 mins	Questions covering topics such as metal properties, tools and fabrication principles.
Plumbing Standard	English, Spanish	20 mins	Questions covering topics such as types of piping/materials, techniques, tools and basic regulations.
Woodworking	English, Spanish	20 mins	Questions covering topics such as tools, materials and basic techniques.

# Distribution Center/Warehouse

Test Name	Languages	Test Time	Description
Count + Stack	English, Spanish	15 mins	This test measures the ability to identify by sight the number of boxes or other items in a stack, some of which are viewable, some of which are hidden from view.
Pick + Pack	English, Spanish	30 mins	This test measures the ability to identify and cross reference information found on common warehouse documents such as product or package labels, inventory forms, bills of lading and shipping documents.
Forklift Operation	English, Spanish	20 mins	This test measures understanding of operations and safety issues related to the use of a forklift in an industrial environment such as a warehouse.
Shipping + Receiving	English, Spanish	20 mins	This test measures understanding of operations and safety issues related to shipping and receiving, including basic warehouse safety and procedures, proper stacking, storage and transport of material and the ability to identify information in common shipping and receiving documentation.

# Legal Occupation

[Back to Main](#)

Test Name	Languages	Test Time	Description
Legal Assistant (Standard, Advanced)	English	20-30 mins	This test measures knowledge of Legal Terminology, Commercial Law, Legal Documents, General Law, Labor Law, Litigation, Property, Research.
Paralegal (Standard, Advanced)	English	30 mins	This test measures knowledge of Legal Terminology, Commercial Law, Criminal Law, Legal Documents, Litigation, Property, Research.
Legal Terminology	English	20 mins	This test measures a candidate's ability to understand and apply advanced legal terminology, with questions covering corporate structures and processes, Latin phrases and terms commonly used in legal environments and contracts.
Legal Research	English	20 mins	This test measures the ability to recognize and use all types of legal documents, including standard legal references, legal publications and periodicals and legal briefs. The test also assesses understanding of legal foundations and principles.

# Legal Office

Test Name	Languages	Test Time	Description
Legal Documents	English	30 mins	This test assesses the ability to apply legal document production standards, as well as recognize business organization documents, legal consent and capacity issues, contracts and commercial transaction documents, statements, oaths, affirmations, and probate.

# Legal Knowledge

[Back to Main](#)

Test Name	Languages	Test Time	Description
Commercial Law	English	30 mins	This test examines knowledge of contracts, business torts, negligence and due diligence, bankruptcy, intellectual property, codes and regulations, business organization, consumer protection, fraud and general property rights.
Criminal Law	English	30 mins	This test assesses knowledge of felonies and misdemeanors, legal defenses, police procedures, evidence and warrants, civil rights, law enforcement and jurisdiction.
General Law	English	30 mins	This test measures a candidate's general knowledge of administrative law, legal foundations, jurisdiction, types of law and legal practice, government and governmental regulations, charges and complaints, major legal cases, court structures, and court orders.
Labor Law	English	30 mins	This test focuses on employer-employee relationships, including safety and work conditions, sexual harassment issues, wages and benefits, alternative dispute resolution, employee classification, workplace discrimination, and hiring and screening.
Litigation	English	30 mins	This test focuses on litigation terminology and procedures, including liability, jurisdiction issues, evidence and testimony, trial procedures, court orders and verdicts, alternative dispute resolution methods, litigation preparation, work product, motions and court filings, and cause of action.
Medical Law	English	30 mins	This test measure knowledge of medical records, patient privacy and confidentiality, HIPAA, payment and credit procedures, drug administration and control, medical negligence and malpractice, standards of care, standards of practice, and government regulation.
Property Law	English	30 mins	This test focuses on landlord-tenant relations, real estate, real estate finance, land use and rights of way, probate and estates, general property concepts, property and negligence, personal property, intellectual property, and property divisions.

# Human Resources + Recruiting

[Back to Main](#)

Test Name	Languages	Test Time	Description
Benefits + Eligibility	English	20-25 mins	An assessment on issues and regulations concerning benefits and eligibility, including questions on applicant screening, discrimination laws and compensation management.
CPC Certification Prep	English	60 mins	An assessment to prepare a candidate for CPC certification, including questions on employee relationships, discrimination laws, applicant screening, the hiring process, contracts, case law regarding staffing issues, and other issues covered in the CPC curriculum.
CTS Certification Prep	English	60 mins	An assessment to prepare a candidate for CTS certification, including questions on employee relationships, discrimination laws, applicant screening, the hiring process, contracts, case law regarding staffing issues, and other issues covered in the CTS curriculum.
HR Generalist	English	25-45 mins	An assessment covering general issues (including legal issues and hiring processes) for the HR professional, including questions on discrimination law, applicant screening, hiring processes, discrimination and benefits.
HR Legal	English	20-45 mins	An assessment covering legal issues in HR, including questions on discrimination law, hiring processes, contracts, and staffing industry case law.
Interviewing + Screening	English	20-45 mins	An assessment covering issues and laws regarding the interview and screening process, including questions on applicant screening, hiring processes and discrimination.
Temp Services Generalist	English	45 mins	An assessment covering operational and legal issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, applicant screening and other topics.
Temp Services Legal	English	20-50 mins	An assessment covering legal issues concerning hiring and employment in a temporary staffing service, including questions on employee relationships, discrimination law, hiring processes, standards and ethics, contracts and candidate screening.
Temp Services Operations	English	20-45 mins	An assessment covering operational issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, benefits, compensation and the hiring process.
Temp Services	English	20 mins	An assessment covering operational and legal issues in a temporary staffing service, including questions on employee relationships, hiring processes, contracts, and applicant screening.

Test Name	Languages	Test Time	Description
Certified Nurse Assistant	English	10 mins	This test assesses understanding and application of core resident care principles including how to recognize physical issues, how to attend to residents, and how to maintain CNA certification.
Critical Care	English	25 mins	This test assesses examinees' knowledge of critical care nursing, including cardio-vascular, respiratory, neurological, abdominal, renal, endocrine, and hematologic systems, shock, legal/ethical issues, caring practice, diversity, and collaboration.
Critical Care Scenarios	English	25 mins	Measures how well examinees can apply critical care knowledge and skills across a variety of disciplines including cardio,vascular, respiratory, neurological, abdominal, renal, endocrine and hematologic systems.
Dosage Calculation	English	15-30 mins	Measures examinees' ability to calculate dosages required for the directed administration of medications.
Emergency	English	25 mins	This test assesses examinees' knowledge of emergency nursing, including triage, patient assessment, a full range of systems disorders, transfer/transport, disaster, legal/ethical issues, research and education.
Labor and Delivery	English	25 mins	This test assesses examinees' knowledge of labor and delivery nursing, including Apgar scores, fetal positioning, labor stages, newborn norms and disorders, diagnostics, delivery and post-delivery procedures.
Medical Surgical	English	10-25 mins	This test assesses examinees' knowledge of medical surgical nursing, including patient assessment, a full range of systems disorders, and pediatric, cancer, perioperative and geriatric nursing.
Medication Scenarios	English	10-25 mins	This test measures examinees' ability to perform standard calculations required for the directed administration of medications, as well as knowledge of safe and effective medication procedures.
Neonatal ICU	English	25 mins	This test assesses examinees' knowledge of neonatal intensive care nursing, including fetal and extrauterine assessment and development, a full range of neonatal systems disorders, nutrition and feeding, genetic and legal/ethical issues.
Osteoporosis Terminology	English	20 mins	This test measure knowledge of key terminology in the areas of Treatment, Diagnosis, and Bone Structure.
Pediatric	English	25 mins	This test assess examinees' knowledge of pediatric nursing, including childhood, infant, newborn, toddler, preschooler, school age and adolescent norms and disorders, a full range of systems disorders, disability and cultural issues.
Psychiatric	English	25 mins	Measures examinees' knowledge of psychiatric nursing, including diagnostics, early disorders, delirium, substances, schizophrenia; anxiety, sleep, somataform, dissociative, sexual, eating, and personality disorders.
Radiology	English	25 mins	This test assess examinees' knowledge of clinical radiology, including chest, abdominal, spinal and limb radiographs, non-traumatic skeletal, and CT head scan radiographs, and radiographic diagnostics.



# Medical Knowledge

[Back to Main](#)

Test Name	Languages	Test Time	Description
Abbreviations	English	25 mins	Questions covering knowledge of standard medical and health insurance abbreviations.
Cardiovascular	English	15 mins	Questions covering basic knowledge of the cardiovascular system.
Dental	English	45 mins	Questions covering basic knowledge of human dentition and dental practices.
Endocrine	English	45 mins	Questions covering basic knowledge of the endocrine system.
Gastrointestinal	English	45 mins	Questions covering basic knowledge of the gastrointestinal system.
Integumentary	English	45 mins	Questions covering basic knowledge of the integumentary system.
Musculoskeletal	English	45 mins	Questions covering basic knowledge of the musculoskeletal system.
Neurological	English	45 mins	Questions covering basic knowledge of the nervous system.
Oncological	English	45 mins	Questions covering basic knowledge of human oncology.
Ophthalmological	English	45 mins	Questions covering basic knowledge of ophthalmology.
Otolaryngology	English	45 mins	Questions covering basic knowledge of otolaryngology.
Pediatric	English	45 mins	Questions covering basic knowledge of pediatrics.
Psychiatric	English	45 mins	Questions covering basic knowledge of psychiatry.
Respiratory	English	45 mins	Questions covering basic knowledge of the human respiratory system.
Urogenital	English	45 mins	Questions covering basic knowledge of the human urogenital system.
Pharmacological	English	45 mins	Questions covering basic knowledge of pharmacology.

Test Name	Languages	Test Time	Description
HIPAA (US)	English	15 mins	This test assesses examinees understanding of national standard to protect the privacy of personal health information as specified in the Health Insurance Portability and Accountability Act (HIPAA).
ICD-10-CM	English	10 mins	Assesses examinees' knowledge of ICD-10-CM coding including features, code sets and code structure.
ICD-10-CM (Manual)	English	20 mins	This test assesses examinees' ability to use ICD-10-CM codes by referencing the manual to properly code a diagnosis.
Medical Billing - Basic Skills	English	45 mins	Multiple-choice beginner questions on medical billings topics such as claims procedures, rejections and forms identification.
Medical Billing - Forms (US)	English	45 mins	Questions covering standard health insurance billing forms in the United States.
Medical Billing - Standard (US)	English	45 mins	Questions covering standard medical billing practices in the United States.
Medical Coding (US)	English	10 mins	This test measures examinees' knowledge and skill of medical coding in the United States.
Medical Records Administrator	English	20 mins	This test measures knowledge of Records, Analysis, Environment, Systems & Technology, and Organization & Management.
Medical Secretary Test	English	10 mins	This test assesses examinees' basic medical secretary knowledge and skills such as billing & insurance, filing & paperwork, phone & messaging, and scheduling.
Medical Insurance (US)	English	10 mins	This test assesses examinees' basic knowledge of the United States' medical insurance practices.
Prefixes and Suffixes	English	15 mins	Questions covering basic knowledge of prefixes and suffixes used in medical terminology.

# Safety + Health

[Back to Main](#)

Test Name	Languages	Test Time	Description
Fire/Personnel	English, Spanish	20 mins	Questions cover topics such as fire prevention and industrial safety equipment.
HAZMAT	English, Spanish	20 mins	Questions cover topics such as standard handling and disposal of hazardous materials.
Warehouse/Vehicles	English	20 mins	This test measures knowledge of US Safety Law, Personal Safety, Personnel Safety, Environmental Safety, Fire Safety, Hazardous Materials, Materials Handling, and Workplace Vehicles.

# Retail Knowledge

Test Name	Languages	Test Time	Description
Customer Service	English	15 mins	Questions covering such topics such as dealing with angry and waiting customers, customer and company errors, reading body language and effective sales techniques.
Employee Teamwork	English	10 mins	Questions covering the ability to work cooperatively with other employees and administrators.
Inventory Coding	English	2 mins	Questions covering the ability to perform standard inventory coding.
Inventory Sorting	English	1 min	Questions covering the ability to perform standard inventory sorting.
Learning Products	English	20 mins	Questions covering the ability to learn new product features, prices and selling points.
Retail Math	English	15 mins	Questions covering the ability to perform basic math related to retail sales.
Retail Reading	English	15 mins	Questions covering the ability to read and comprehend retail literature.
Sales and Promotion	English	15 mins	Questions covering such topics such as sales and promotion techniques.
Store Security	English	15 mins	Questions covering such topics such as shoplifting and inventory loss prevention.

# Food Service Skills

[Back to Main](#)

Test Name	Languages	Test Time	Description
Bar Manager/Bartender	English	12 mins	Questions covering topics such as glassware, beer, cocktails, whiskey, wine, non-alcoholic beverages, and bar terminology.
Food Safety	English	15 mins	Questions covering topics such as food storage and handling, disease prevention and personal hygiene.
General Knowledge	English	20 mins	Questions cover topics such as basic hygiene, food safety, preparation, wait service.
Preparation	English	20 mins	Questions covering topics such as types of cuisines, ingredients, cooking basics, measurement, utensils and equipment.
Wait Staff	English	15 mins	Questions covering topics such as food service staff, serving & clearing, food identification, cooking techniques, wine terminology, wine recognition, and non-alcoholic beverages.
Wine Terminology	English	20 mins	This test measures knowledge of Wine Terminology, Wine Recognition, Glassware, and Serving & Clearing.