

WORD ADAPTIVE



GENERAL INFORMATION

OBJECTIVE

Instantly provide the level of proficiency of the person being evaluated in relation to their knowledge of the functions of the Word software

CONTEXT

Selection or preselection
Professional development

TARGET CLIENTELE

Positions that require the use of the Word software

FORMAT

25 multiple choice questions and practical exercises in the Word environment

DURATION

Maximum duration: 45 minutes (timed)
Average completion time: 25 minutes

COST

30 \$

LANGUAGES AVAILABLE

French
English

WHAT IS THE MICROSOFT WORD - ADAPTIVE ONLINE TEST?

The Microsoft Word - Adaptive online test is a next-generation test that adapts questions based on the answers provided by the candidate. This test quickly identifies the candidate's actual level of current proficiency based on a five-level scale: beginner, basic, productive, advanced and expert. The test measures their ability to format a Word document.

DIMENSIONS ASSESSED

- ▶ Environment and methods
- ▶ Page layout and formatting
- ▶ Editing tools
- ▶ Graphic objects and tools

ADVANTAGES

- ▶ Complete autonomy on Interpreto's user-friendly platform for test administration and report management.
- ▶ Report is generated instantly, as soon as the candidate completes the test.
- ▶ In addition to providing the overall score, the results report allows you to identify the candidate's level of proficiency (beginner, basic, productive, advanced, expert) for each skill category, the degree of mastery of specific skills on a 9-point scale, the knowledge that would be required to reach the next level, as well as the time spent by the candidate on each of the test questions.

DEVELOPMENT OF THE TOOL

The Word - Adaptive test is owned and maintained by Isograd/TOSA*

* Tosa is an international standard for the assessment and certification of office and digital skills.