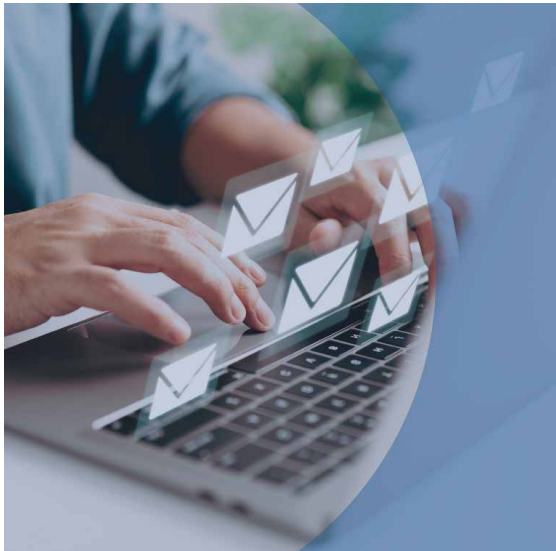


# OUTLOOK ADAPTIVE



## GENERAL INFORMATION

### OBJECTIVE

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

### CONTEXT

Selection or preselection  
Professional development

### TARGET CLIENTELE

Positions that require the use of the Outlook software

### FORMAT

25 multiple choice questions and practical exercises in the Outlook environment

### DURATION

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

### COST

30 \$

### LANGUAGES AVAILABLE

French  
English

## WHAT IS THE MICROSOFT OUTLOOK - ADAPTIVE ONLINE TEST?

The Microsoft Outlook - 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: initial, basic, operational, advanced and expert. The questions measure the candidate's ability to use the functions of Outlook, the electronic email and calendar tool.

## DIMENSIONS ASSESSED

- ▶ Environment/Parameters
- ▶ Emails
- ▶ Calendar and tasks
- ▶ Management of contacts and notes

## 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 Outlook - Adaptive test is owned and maintained by Isograd/TOSA\*

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