



Description of Test (DOT)

BASIC PC SKILLS ASSESSMENT

Description of Test Guide

This **DOT** Guide is designed to help you prepare for the Basic PC Skills Assessment. The information is being made available to you now so that you can review the material at a more leisurely pace. There is also specific information about the factors that are evaluated on the test and what you can do to prepare for it.

WHAT IS MEASURED BY THE BASIC PC SKILLS ASSESSMENT

The Basic PC Skills Assessment consists of a total of thirty questions in both multiple choice and simulation formats. Test-takers have 35 minutes to complete the test.

BASIC PC SKILLS ASSESSMENT:

Basic PC Skills	Measures knowledge related to basic computer terms and the ability to perform common computer tasks. Specific tasks assessed include managing files, working with a Windows operating system and application software, and accessing the Internet.
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Basic PC Skills Assessment

Frequently Asked Questions (FAQs)

How is the assessment administered?	On a personal computer, which utilizes a standard computer keyboard, mouse and internet web browser.
How are the questions formatted?	There are two types of items: multiple-choice and simulation. For the simulation items, you will be allowed two attempts for each question. Attempting to open Help or customizing the software counts as an error.
How much time is allowed to take the entire assessment?	This is a timed test. You will have 35 minutes to complete the assessment. Because this is a timed test, you should move through the questions as quickly as possible.
What should I bring to the assessment?	You will not need any materials or equipment aside from a computer.
How is my score determined?	Scores are computed based on the number of questions you answer correctly.
Am I penalized for guessing an answer?	No.
Will I receive feedback on my score?	No.
What happens if I don't achieve a Passing score?	You may attempt the assessment again after six months.
What if I need an accommodation to take the test?	CenturyLink provides accommodations in testing conditions to qualified applicants with disabilities during the administration of pre-employment screens, to the extent such accommodations are reasonable, consistent with the nature and purpose of the examination, and necessitated by the applicant's disability. CenturyLink's objective is to provide effective and necessary accommodations to qualified applicants as defined under the Americans with Disabilities Act, without substantially altering the nature of the screening process. Each applicant's request for test accommodations is evaluated on a case-by-case basis. If you think you need a test accommodation, please send an email to the HR Testing Inbox: hr.testing@centurylink.com .

Resources for preparing for the Basic PC Skills Assessment

No practice or preparation is necessary. You will respond to both multiple-choice and simulation items that will measure your ability to perform basic computer tasks.

PLEASE NOTE: The purpose of this guide is to provide information which will assist all candidates in their performance during the Basic PC Skills Assessment. Your performance is determined by many things such as your education, experiences and skills.