

# **BELLSOUTH**

## **QWIZ-TEN KEY**

### **STUDY GUIDE**

The QWIZ-Ten Key Test is a computer administered and scored test that measures your ability to accurately and rapidly enter data using a numeric keypad. You do not have to know how to use a word processor to take this test.

The testing session consists of instructions, two practice ten key tests, and the actual ten key test. You will go through the instructions at your own pace. The instructions will explain the computer, the keyboard, and how the test will work. During the practice tests you will have a chance to become familiar with the computer keyboard by entering data for three minutes. During the test you will enter numeric data for three minutes from written text. The computer will measure your time and accuracy.

Your score is based on how fast and accurately you enter numeric data. A high volume of entered data with many errors will not result in a qualifying score. Conversely, few errors in a document with a low quantity of entered data also will not result in a qualifying score. The entire testing session will take approximately 15 minutes, including instructions, practice, and the test itself.

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**AN EQUAL OPPORTUNITY EMPLOYER**

BellSouth will consider requests for testing accommodations from individuals covered by the Americans with Disabilities Act. Documentation of the need for the accommodation may be required.