

BELLSOUTH

QWIZ-COMPUTER TYPING TEST (Q-CTT)

STUDY GUIDE

The QWIZ-Computer Typing Test (Q-CTT) is a computer administered and scored test that measures your ability to accurately and rapidly type written text. You do not have to know how to use a word processor to take this test.

The testing session consists of instructions, practice typing, and the actual typing 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 test you will have a chance to become familiar with the keyboard by typing on the computer for three minutes. During the test you will type for five minutes from written text.

Your score is based on how fast and accurately you type. The QWIZ computer software will measure your speed, which is determined by the average number of words per minute that you type, as well as the number of errors that you make. A high volume of typed text with many errors will not result in a qualifying score. Conversely, few errors in a document with a low quantity of typed text also will not result in a qualifying score.

To qualify for a BellSouth job with moderate level typing requirements you should make no more than two errors for every ten words per minute you type. To qualify for jobs with proficient level typing requirements, you should make no more than one error for every ten words per minute you type.

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.