

BELLSOUTH

QWIZ-DATA ENTRY SKILLS TEST (Q-DEST)

STUDY GUIDE

The QWIZ-Data Entry Skills Test (Q-DEST) is a computer administered and scored test that measures your ability to enter numbers and letters accurately and rapidly into a computer. The testing session consists of instructions, a three minute practice test, and a five minute timed 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 entering data into the computer for three minutes. During the test you will enter pages of data for five minutes.

Your test 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 keystrokes per minute that you type, as well as the number of errors that you make. 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.