

# **STUDY GUIDE**

# **BASIC DATA ENTRY TEST**

**TEST #4101**

## **INTRODUCTION**

The 4101 Basic Data Entry Test is a performance test designed to measure your ability to enter numbers, letters, and symbols into a computer database both **quickly and accurately**.

## **TEST SESSION**

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may NOT leave the room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins.

**All cell phones and other electronic equipment will NOT be allowed in the testing area.**

The test is administered on a computer. If you would like to use an ergonomic keyboard, you may request one from the Test Administrator prior to beginning the test session.

**The test has a 23-minute time limit and no study aids are allowed when taking this test.**

## **STUDY GUIDE FEEDBACK**

At the end of this guide, you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this guide incorrect, your feedback would be appreciated so that corrections can be made.

## **TEST TAKING STRATEGIES**

### **INTRODUCTION**

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins. The following list provides common sense techniques you can use before the test begins.

### **CONFIDENCE**

If you feel confident about your physical abilities, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

### **PUNCTUALITY**

Arrive early enough to feel relaxed and comfortable before the test begins.

### **CONCENTRATION**

Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. If possible, select a seat away from others who might be distracting. If lighting in the room is poor, sit under a light fixture. If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.

### **READ CRITICALLY**

Read all directions and questions carefully.

## **PRACTICE SUGGESTIONS**

### **SET SPEED GOALS**

Test your data entry speed and decide on a reasonable goal.

### **AIM FOR ACCURACY**

Once you've reached your speed goal, don't immediately set another goal. Take some additional time to work on that speed and reduce errors.

### **KEEP PRACTICING**

After you have reached your goal and have high accuracy set a new goal and continue to practice. changing answers

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

## TEST DESCRIPTION

The 4101 Basic Data Entry Test requires the test taker to enter data exactly as it appears on the paper into fixed-field formatted screens. **The test is scored based on speed and accuracy.**

The test is comprised of three sections. The first section are instructions where the test-taker becomes familiar with test-taking procedures. This is followed by a practice session where the test-taker has an opportunity to enter data and become familiar with the keyboard, operating procedures, etc.

The practice session is followed by a three-screen test session. The test-taker is to enter data exactly as it appears on the paper copy into fixed-field formatted screens. The maximum time limit for the first and second test screens is 4 minutes each and for the third test screen it is 2 minutes. **This test measures the speed and accuracy with which you enter data from a paper copy, so work as rapidly as you can while keeping errors to a minimum.**

Please remember that these are maximum time limits and not recommended times. **If a test taker finishes a screen before the allotted time, the test-taker should continue to the next screen before time has elapsed.** However, there must be an entry in each field, or the program will not allow the test-taker to continue. To be successful, it is important to work as quickly and accurately as possible.

The maximum time allotted for the 4101 Basic Data Entry Test, including instructions and practice, is 23 minutes.

## **STUDY REFERENCES**

You can find practice tests online by conducting a web search for practice alphanumeric data entry practice tests.



## STUDY GUIDE FEEDBACK

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