

SKILL CERTIFICATION

SkillCert

SkillCert contains over 800 job and skill-related assessments delivered on the Internet or PC. All tests are in compliance with the standards set forth in EEOC for content validity.

OVERVIEW:

SkillCert includes over 800 business and industry assessments designed to identify the most qualified candidates. These Internet or PC-based assessments give your organization the power to identify and select the most qualified candidates and employees. SkillCert can assist Workforce Developers and Employers in the hiring, training and retaining process.

SKILLCERT ASSESSMENTS:

SkillCert assessments measure candidate skills quickly, easily and with certainty. Identified gaps can be turned into training plans for immediate implementation. The assessments are grouped into 9 categories:

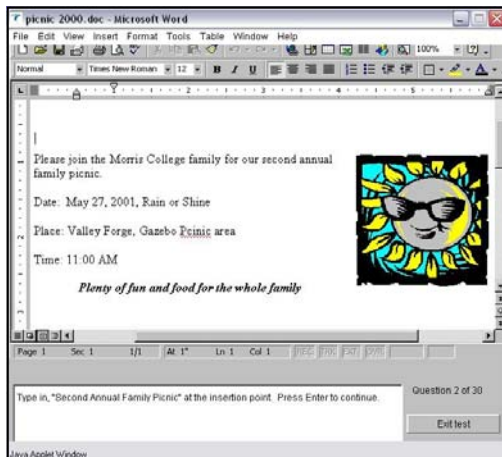


| Titles | No. of Tests |
|---|--------------|
| Industrial | 79 |
| Call Center | 26 |
| Office / Professional Titles | 62 |
| Healthcare | 55 |
| Financial | 63 |
| Accounting | 21 |
| Legal | 23 |
| Software | 114 |
| Computer/Technical | 278 |
| International Software tests in various languages | 12 |

All tests cover a specific skill set relative to a given topic. For example, the Office/Professional titles cover different topics such as:

- Basic Office Skills
- Information Retention
- Computer Literacy
- Advance Spelling
- Data Entry
- Analytical Skills

Testing methods employ multiple-choice, interactive, data entry, audio, and behavioral methodology. To the right is an example of a screen from the interactive "Word" Assessment. The user must perform the appropriate key strokes and mouse movements during the assessment.



OPTIONS TO FIT YOUR NEEDS:

The interactive, on-line solution provides a cost-effective way to accurately assess a test-taker's skills at anytime from anywhere in the world. The results are immediately available so there is no delay in evaluating your candidates.



When a test is completed, the administrator is notified by email. The administrator can enter the program and print the following reports: Assessment Usage, Skills Averages and Skills Hall of Fame. In addition, the administrator can access the client detail report.

In addition to the Internet version there is a stand alone and/or network version. The software version offers many versatile features of the online version and delivers the same powerful results.

TEST VALIDATION:

All tests are content validated and derived from real-life job scenarios. All tests are in compliance with the standards set forth in EEOC for content validity.

APPLICATIONS:

SkillCert has numerous applications for both the public and private sector:

- ✓ Validate training effectiveness for all service provider contracts to justify reimbursement.
- ✓ Validate training effectiveness with pre-post tests to measure retention of course content and the overall effectiveness of the training.
- ✓ Supplement the interview process by instantly matching a quantifiable assessment of skill levels with each and every candidate.
- ✓ Conduct pre-employment screening to quickly determine which candidates will be the most productive.
- ✓ Set up customized test grouping to identify skill gaps of all clients to determine training needs.

SKILLCERT BENEFITS:

- Identify highly qualified candidates & training needs quickly and easily
- Internet or PC delivery
- User-friendly administration
- Proven test validity
- Microsoft Office assessments also available in French, Italian, Spanish, and UK English
- Realistic simulations
- Audio for testing listening skills
- Flexible pricing options (per test or per PC)
- Instant test results to facilitate decision making
- Companion program for i-Match job matching system

TYPICAL HIRING SCENARIO:

Research has found that the cost for a new hire and turnover is .75 times the annual salary for non-exempt employees and 2 times the salary for professionals.

1. Identify the Job Opening
2. Conduct Job Analysis
3. Identify Job Prerequisites and Requirements
4. Assess Candidates' Qualifications
5. Identify the Top Candidates
6. Test for Job Specific Skills



7. Hire the best and most qualified candidate

FREE TRIAL OFFER

Try SkillCert for FREE. Contact us at 888-783-2283 or askTBS@aol.com and request the SkillCert Demo. You'll be able to select any of the 800+ assessments for a limited time period. You'll have access to the full system and reports.

Pricing options are flexible and range from as low as \$10 per test in high volume to \$35 per test in low volume (plus 1-time setup fee). Call immediately for your free demo or an analysis and quote.

For more information on this program, please visit: www.askTBS.com, then select SkillCert

SKILLCERT REPORTS:

Each Individual Test Results provides the following:

- Summary Data (includes questions correct, percent correct, percentile ranking and global average)
- Detail Score Report (plus a link to view incorrect)
- Question Level Statistics
- Question Type Statistics
- Test Description

Test Name : Microsoft Word 2000 - Normal User
Test Date : 3/2/2004
Elapsed Time : 00:06:32
Questions Correct : 25 out of 30
Percent Correct : 83%
Percentile Ranking : 70
Global Average : 71%

Assessment Name : Microsoft Word 2000 - Normal User
Assessment Date : 3/2/2004

| Q# | Status | Topic | Type | Level | Time |
|----|-----------|----------------------|--------------------|--------------|----------|
| 1 | Correct | Opening a Document | Application Basics | Basic | 00:00:07 |
| 2 | Correct | Typing in a Document | Application Basics | Basic | 00:00:25 |
| 3 | Incorrect | Save As | Application Basics | Basic | 00:00:12 |
| 4 | Correct | Selecting Text | Formatting Text | Basic | 00:00:12 |
| 5 | Correct | Changing Font Style | Formatting Text | Basic | 00:00:04 |
| 6 | Correct | Changing Font Size | Formatting Text | Basic | 00:00:05 |
| 7 | Correct | Centering | Formatting Text | Basic | 00:00:03 |
| 8 | Correct | Underlining | Formatting Text | Basic | 00:00:03 |
| 9 | Incorrect | Inserting the Date | Productivity Tools | Intermediate | 00:00:16 |
| 10 | Correct | Cutting Text | Application Basics | Basic | 00:00:02 |
| 11 | Correct | Pasting Text | Application Basics | Basic | 00:00:02 |
| 12 | Correct | Spell Check | Application Basics | Basic | 00:00:15 |
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Question Level Statistics

| | Number of Questions | Number Correct | Total Percentage |
|--------------|---------------------|----------------|------------------|
| Basic | 15 | 14 | 93% |
| Intermediate | 10 | 9 | 90% |
| Advanced | 5 | 2 | 40% |
| Total | 30 | 25 | 83% |

Question Type Statistics

| | Number of Questions | Number Correct | Total Percentage |
|-----------------------|---------------------|----------------|------------------|
| Application Basics | 10 | 9 | 90% |
| Formatting a Document | 4 | 4 | 100% |
| Formatting Text | 5 | 5 | 100% |
| Mail Merge | 3 | 0 | 0% |
| Productivity Tools | 6 | 5 | 83% |
| Using Tables | 2 | 2 | 100% |
| Total | 30 | 25 | 83% |

Test Description

Microsoft Word is one of the most popular word processing applications. It is included in the Microsoft Office Suite, which also includes Excel and PowerPoint.

The Word 2000 Whole test consists of both the Normal User and Power User tests combined.

The Microsoft Word 2000 Normal User test is designed to test entry-level users of Word who edit, develop and create Word Documents. The test assesses the user's ability to create and develop a basic word processing document and a mail merge. This test includes basic, intermediate and advanced level questions and tests mastery of the most commonly used commands.

The Microsoft Word 2000 Power User test is designed to test very experienced users who need to create complicated Word documents such as brochures or long reports. This test assesses the user's ability to use more complex formatting features and advanced functions (including Index, Table of Contents, Tables and Columns) and includes intermediate and advanced level questions.

Tests for Microsoft Excel 2000, Microsoft PowerPoint 2000 and Microsoft Access 2000 are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

In addition, there are two group reports available: Skills Averages and Skills Hall of Fame.