



# Study Guide for Basic Data Entry Test

Test Number: 4101

Human Resources  
Performance Assessment Services  
Southern California Edison  
An Edison International Company

REV120909

## 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 cellular/mobile phones, pagers or 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 and Practice Suggestions

### 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.

<b>Test Strategy</b>	<b>Remarks</b>
<i>Be confident</i>	<ul style="list-style-type: none"> <li>- If you feel confident about passing the test, you may lose some of your anxiety.</li> <li>- 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.</li> </ul>
<i>Be punctual</i>	<ul style="list-style-type: none"> <li>- Arrive early enough to feel relaxed and comfortable before the test begins.</li> </ul>
<i>Concentrate</i>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- If possible, select a seat away from others who might be distracting.</li> <li>- If lighting in the room is poor, sit under a light fixture.</li> <li>- If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.</li> </ul>
<i>Be aware of the time</i>	<ul style="list-style-type: none"> <li>- Pace yourself carefully with the knowledge that both speed and accuracy are important</li> </ul>
<i>Read critically</i>	<ul style="list-style-type: none"> <li>- Read all directions and questions carefully.</li> </ul>

<b>Practice Suggestion</b>	<b>Remarks</b>
<i>Set speed goals</i>	<ul style="list-style-type: none"> <li>- Test your data entry speed and decide on a reasonable goal.</li> </ul>
<i>Aim for accuracy</i>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
<i>Keep practicing</i>	<ul style="list-style-type: none"> <li>- After you have reached your goal and have high accuracy set a new goal and continue to practice.</li> </ul>

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. Speed and accuracy are emphasized.

The test is comprised of three sections. The first section consists of a five-minute instruction period where the test-taker becomes familiar with test-taking procedures. This is followed by a practice session consisting of two screens where the test-taker has an opportunity to enter data and become familiar with the keyboard, operating procedures, etc. The first practice screen is three minutes and the second is two minutes in length. An entry must be made in each field or the test-taker cannot continue to the next screen until the time has elapsed. The practice session is scored and test takers are shown the data they entered with errors highlighted.

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. The test is graded on speed and accuracy. 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. In order 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 the practice, is 23 minutes.**

## Study References

Please see the link below to download a practice alphanumeric data entry test.

<http://www.testedok.com/dataentrytest2004/index.html>

Scroll down the webpage to Try or buy the data entry test:

Click on the "Download version 5.5, a fully functional 30 day evaluation version" link to download the test onto your computer.

**Try or buy the data entry test:**

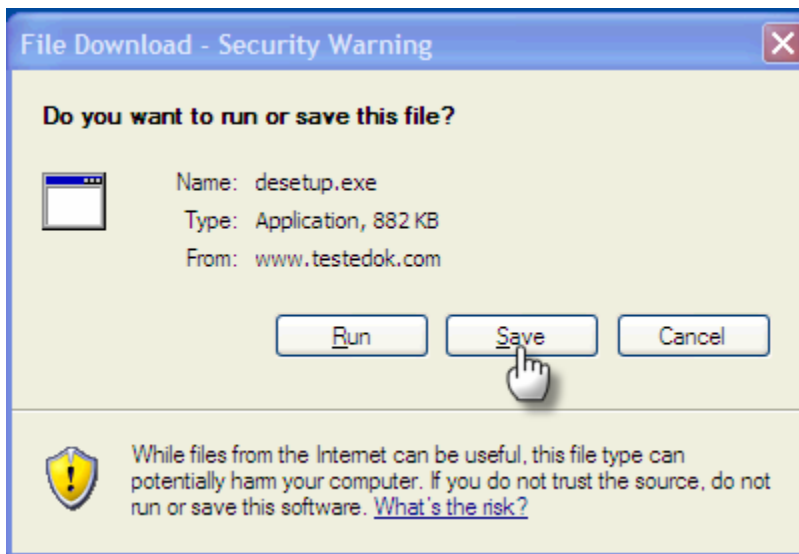
[Download version 5.5, a fully functional 30 day evaluation version \(1211 KB\)](#)

The purchase price is \$28 for each computer you wish to use the program on. If you've tried out the evaluation version and wish to register (purchase) it, click the link below. Shortly after your order is processed, you'll receive via e-mail, a registration code which will make the evaluation version full version. [Click here to buy online via secure server](#)

If you require a site license, please [visit our order page](#) for details.

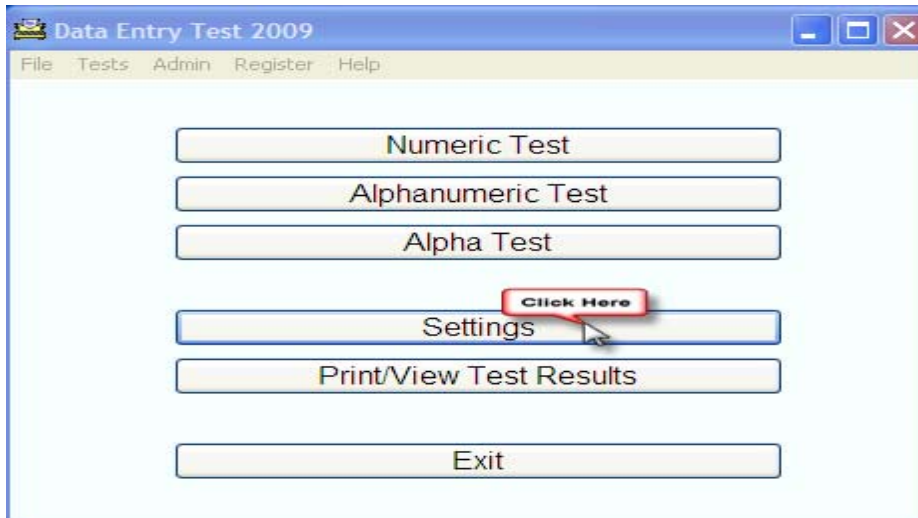
After you click the link, you will be prompted to download the file. Click Save in order to download and save the program onto your computer.

Open the file dessetup.exe and follow the instructions in order to install the program.



Once the program has been installed, open the Data Entry Test 2009 program to begin practicing data entry.

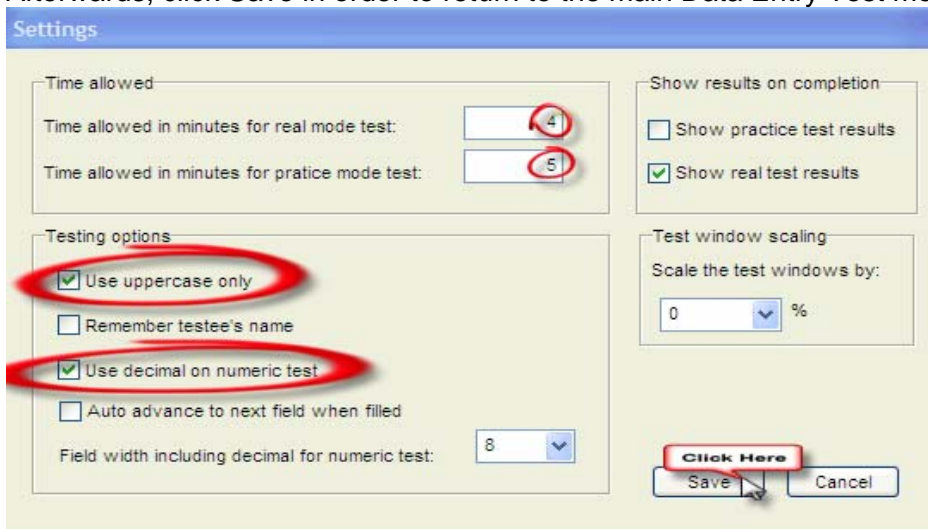
Prior to taking the test, please select the Settings icon in order to select testing options that reflect the 4101 Basic Data Entry Test.



Once you have accessed the settings, enter the Time allowed in minutes for real mode to 4 minutes and the Time allowed in minutes for practice mode to 5 minutes.

Check the Use uppercase only and Use decimal on numeric test testing options.

Afterwards, click Save in order to return to the main Data Entry Test menu.



You may also find similar tests online by conducting a web search for practice alphanumeric data entry programs.

**Study Guide Feedback**

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison  
Human Resources - Performance Assessment Services  
G.O. 4, Ground Floor  
8631 Rush St.  
Rosemead, CA 91770

**Test Name: 4101 Basic Data Entry Test**

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