

TEST INFORMATION GUIDE

for

Station Statistical Clerk and Senior Station Office Clerk Test

Test No. 4810



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Human Resources Performance Assessment Services

Southern California Edison Company

Introduction

The Station Statistical Clerk/Senior Station Office Clerk Test is a performance test designed to cover major performance areas necessary to perform the personal computer aspects of the job. This guide contains strategies to use for taking tests and a study outline, which includes knowledge categories and study references.

Test Scheduling

Employees will be scheduled for testing by their Supervisor through Human Resources. Applicants will be scheduled through the recruiter. If you do not pass the test on your first attempt, please refer to the testing guidelines on Myedison.net (employees only) or call 626-302-9830.

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 talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins. You will be allowed two 10-minute breaks.

All exercises on this test ask you to use computer software and generate output. The output makes up your responses to the exercises. While the test is designed so that you should be able to finish all of the exercises, some exercises are worth more points than others.

The test has a 4 hour time limit. You will have access to and will be able to use available software manuals and on-screen help.

You will receive a Test Comment Form so that you can make comments about test questions. Write any comments you have and turn them in with your test when you are done.

Information Guide Feedback

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

During this test, you will be asked to **demonstrate working knowledge of:**

WordPerfect OR Word
Lotus 123 OR Quattro Pro OR Excel
Freelance OR Harvard Graphics OR PowerPoint
dBase

You'll be asked to:

Type and edit a handwritten draft
Create Spreadsheets
Edit Spreadsheets
Create Graphs
Edit Existing Graphs
Generate Reports
Apply Mathematical Formulas
Calculate Fractions, Percentages, Means, Variances,
Totals (by hand, calculator, or within a spreadsheet)
Use Software Reference Manuals and/or On-screen Help (when necessary)

For graphs to be complete, your output should include:

- * Labeled Axes
- * Informative Titles
- * Logical Graph Types for the Requested Information
- * Correct Calculations
- * Required Information
- * Clearly Presented Data
- * Attractive Presentation
 - Centered Titles
 - Proper Capitalization
 - Correct Spelling
 - Sufficient Detail
 - Data Labels

Job Knowledge Areas

Below are the major job knowledge areas that are covered on the test. You will be permitted to use the listed references during the test.

A. Word Processing

Ability to type, and make necessary corrections to, a handwritten document. Available word processing programs are WordPerfect and Word.

B. Graphs

Ability to create and edit different types of graphs using either Lotus, Harvard Graphics, PowerPoint, Freelance or Quattro Pro in either the DOS or Windows environment.

C. Data Entry

Ability to create and/or use spreadsheets (using either Quattro Pro or Lotus in either the DOS or Windows environments, or Excel in Windows environment) and databases (dBase) and accurately enter information into them.

Study References

Special Printing Instructions:

Quattro Pro: The selected printer must be Draft Mode Printing.

To print from Lotus or Quattro Pro, use the following print strings exactly as written:

Condense: \027&11O

Landscape: \027&k2S

Portrait:\027&10O

Example: \027&11O\027&k2S will print landscape and condensed.

Sample Question

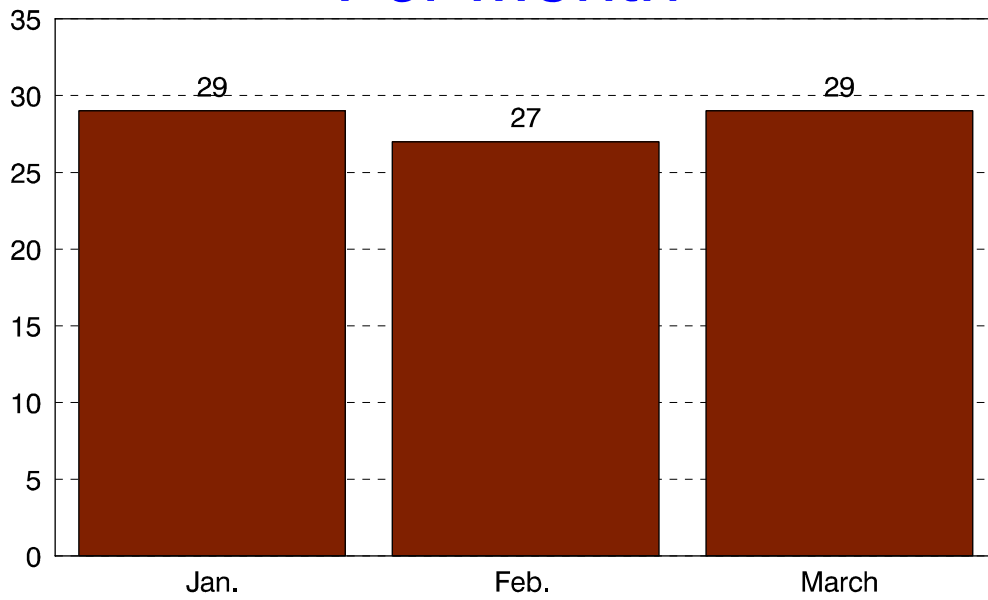
Below is a sample of the type of questions that you will encounter in this test.

From the data below, graph the average number of accidents per month.

Month	Group A	Group B	Group C	Group D
Jan.	28	30	29	29
Feb.	28	25	27	27
March	30	28	29	30

Answers to Sample Question

Average Number of Accidents Per Month



Test Taking Strategies

Introduction

The Station Statistical Clerk/Senior Station Office Clerk Test contains open-ended personal computer exercises. The purpose of this section is to help you to identify some special features of this type of test and to suggest techniques for you to use when taking one.

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.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none">• If you feel confident about passing the test, 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.
<i>Be punctual</i>	<ul style="list-style-type: none">• Arrive early enough to feel relaxed and comfortable before the test begins.
<i>Concentrate</i>	<ul style="list-style-type: none">• 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 <i>immediately</i>.
<i>Budget your time</i>	<ul style="list-style-type: none">• Pace yourself carefully to ensure that you will have enough time to complete all exercises and review your answers.
<i>Read critically</i>	<ul style="list-style-type: none">• Read all directions and questions carefully.
<i>Return to difficult items</i>	<ul style="list-style-type: none">• If particular items seem difficult to understand, make a note of them, continue with the test and return to them later.
<i>Review</i>	<ul style="list-style-type: none">• If time permits, review your work.

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

