



Abby Skills Assessment

The Abby Skills Assessment is designed to measure how quickly and accurately applicants can enter values on the computer TenKey keyboard. The testing software features standardized keying drills and also includes alphanumeric and large number testing options.

Available in French, Spanish, and Hearing Impaired versions as well.

The Abby Skills Assessment is designed for use on Windows XP and earlier Windows versions. Installation of Microsoft .NET framework 1.1 is required (this is provided with the program installation package). Some features are not accessible in Windows Vista. Contact Abby, Inc. about availability of the Adobe® Flash®-based version.

Explanation of the paradigms used to development the testing process, and overview of the testing process.

1. Administrator support:

- a. An administrator's Guide is included in the software as an Adobe Acrobat file (the software provides provision to download the Acrobat software, if the administrator does not have it on his/her computer.)
- b. Students are assigned an ID number for reference in the database. This number may also be used (rather than names) in reports when reviewing for potential new hires.
- c. Provisions are made for site identification if the test is installed in several company sites.
- e. Student statistics are displayed as an HTML document (which can be printed) and also written to an Access database for future reference.
- f. A hard copy of the Administrator's guide is included with this description.

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2. Instruction:

- a. The test assumes that the applicant has English as a primary language, or that their understanding of English is sufficient so that the instructions may be explained by an administrator. It is stressed to the administrator that they understand the purpose of the assessment and are able to fulfill the requirements for taking the test. French, Spanish, and Hearing Impaired versions of the Abby Skills Assessment Program are also available.
- b. The test includes voice audio to enhance directions, and written instruction for hearing-impaired applicant.
- c. The test includes illustrations to further demonstrate the testing procedures for applicants who may have difficulty following the computer verbal or written instructions.

3. Provision for handicaps:

- a. Instructions to the Administrator include specific information on how to set up the test for left-handed individuals, or individuals who have lower-body motor skill impairment.
- b. Abby instructs the test administrator to provide for an isolated computer to use as a testing computer. Isolation from outside distractions are thus eliminated as impediments to performance.
- c. Abby does not recommend the test be assigned to applicants who are sight-impaired or unsighted, or to applicants who have motion-related disabilities that involve the hands or upper arms.

4. The test itself:

- a. Applicants are presented with 25 practice problems and 50 test problems. There is no limit to the number of practice sessions an applicant may take.
- b. The test itself is divided into 4 sections: Introduction, standard number keying (with optional check display), large number keying, and alphanumeric keying. A version consisting of only Introduction and standard number keying is also available.
- c. Introduction is covered in Section 1 (Instruction) of this document.

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- d. Standard Number Keying.
 - i. If the checks option is used, “Generic” checks are displayed, and applicants key the numeric amount of each check.
 - ii. Each applicant is exposed to exactly the same numbers in digit combination and number length. The only variation of the number presentation is the order in which the numbers are displayed.
 - iii. The test assures that no number of the same length is displayed more than once (ie, if a 3-digit number is displayed, then a 3-digit number will not be displayed in the next testing problem.)
 - iv. The test presents equal numbers of each amount length (there are, for example 10 3-digit numbers, 10 4-digit numbers, and 10 5-digit numbers in each testing set). All numbers problems are displayed; only the order of the numbers changes from one testing situation to another.
 - v. Each digit (0 through 9) is displayed the same number of times as every other digit. (A rubric chart was used to ensure this to be true when developing the testing numbers.)
 - vi. As the numbers are typed by the applicant, the applicant’s input is not displayed on the screen.

 - e. Large amount keying.
 - i. This test displays numbers only. The number length is 14 digits.
 - ii. The paradigms used to create the numbers for the standard number keying test are used again in this test: All number lengths are displayed equally and randomly, and all numeric digits (0 through 9) are displayed an equal number of times.
 - iii. As the numbers are typed by the applicant, the applicant’s input is not displayed on the screen.

 - f. Alphanumeric keying.
 - i. This test displays both numbers and letters. The length of each problem is 14 characters. Each problem is displayed randomly.
 - ii. The paradigms used to create the numbers for the standard number keying test are used again in this test: All problem lengths are displayed equally and randomly, and all characters (0 through 9 numerically and A through Z alphabetically) are displayed an equal number of times.
 - iii. As the numbers are typed by the applicant, the applicant’s input is not displayed on the screen. Character input is not case-sensitive.
4. **Statistics:**
- a. At the end of each assessment drill the applicant’s statistics are displayed so that he or she receives immediate feedback for their performance.

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- b. At the end of the assessment session, the applicant must call the test administrator (the program includes a “lock out” feature that will not let the applicant continue until the administrator “unlocks” the program.)
- c. The administrator may call up the applicant’s test statistics as an HTML document on the computer screen, in order to discuss the results with the applicant.
- d. The administrator may immediately print the statistics report from the HTML document.
- e. The test statistics are also written to a Microsoft Access ‘97 file so that administrator may access the data later.
- f. A sample report is included on the next page.

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SAMPLE STATISTIC REPORT

Sample Abby Skills Assessment Report

For: (Applicant) Test Date (date) Site (site)

1. Courtesy Amount Keying:

Keystrokes per hour: 10,376
Percent accuracy by keystroke: 99.64%

Items per hour: 2,075
Percent accuracy by item: 98.00%

2. Large Number Keying

Keystrokes per hour: 10.324
Percent accuracy by keystroke: 98.71%

Items per hour: 737
Percent accuracy by item: 84.00%

3. Alphanumeric keying

Keystrokes per hour: 5,531
Percent Accuracy by Keystroke: 97.43%

Items per hour: 398
Percent Accuracy per item: 86.00%