

Assess your Skills: top tips and useful links

Literacy and Numeracy Tests

An employer may require you to take and pass a literacy test before allowing you to move to the next step in the interview and selection process. Employers often use the interview as the first measure of literacy, observing your ability to understand questions, provide clear answers and demonstrate English proficiency.

Test Content

You can expect basic problems in multiplication, addition, subtraction and division. A spelling section may include multiple-choice questions. Word usage questions often include fill-in-the-blank options. Comprehension questions require you to read paragraphs and select a statement that best describes the meaning. Questions may require you to select words that have the same or different meanings. The questions on literacy tests often relate to the job or position. The math questions may require you to make inventory calculations based on sales reports or display your knowledge of measurements. The reading portion of the test may ask you to proofread a document and find misspelled words or punctuation mistakes. Words in the spelling section may be those used in a particular industry.

Testing Materials, Platforms and Scoring

Employers use paper-and-pencil tests, computer-based tests and tests housed on websites and accessed via the Internet. An employer uses a timed literacy test to measure your ability to think quickly without compromising accuracy. Many employers purchase test materials or services from companies that specialize in employee testing. Others create their own test materials for use as part of the initial application process. You may have more control with a pen-and-paper test, even the use of scrap paper for math questions. Computer-based tests often prevent test-takers from going back to previous questions or changing answers. Computerized tests usually provide results instantly. Pen-and-pencil tests require someone to review and score your answers.

Try these links to test and brush up your English and Math skills...

<https://www.bbc.co.uk/teach/skillswise> - English and maths resources

<https://www.english-online.org.uk/> - English but really aimed at ESOL individuals

<https://www.mathsisfun.com/> - aimed at schools but apparently adults like it too

https://www.nnchallenge.org.uk/?partner_code=ul1 – this is a quick assessment and then gives you tips on areas you need brushing up <https://nationalcareers.service.gov.uk/skills-assessment>

<https://nationalcareers.service.gov.uk/skills-assessment> National Careers Service

<https://www.learnmyway.com/> Register using centre number 4083 and test your literacy and numeracy skills

https://www.assessmentday.co.uk/aptitudetests_numerical.htm

<https://www.prospects.ac.uk/careers-advice/interview-tips/interview-tests-and-exercises>