



Description of Test (DOT)

10-KEY

Description of Test (DOT)

This **DOT** is designed to help you prepare for the 10-Key Assessment. The information is being made available to you now so that you can review the material at a more leisurely pace. There is also specific information about the factors that are evaluated on the assessment and what you can do to prepare for it.

What the 10-Key Assessment Measures

Dimension	Definition
10-Key	Measures the ability to enter numbers using a numeric keypad. The assessment measures data accuracy and data speed.

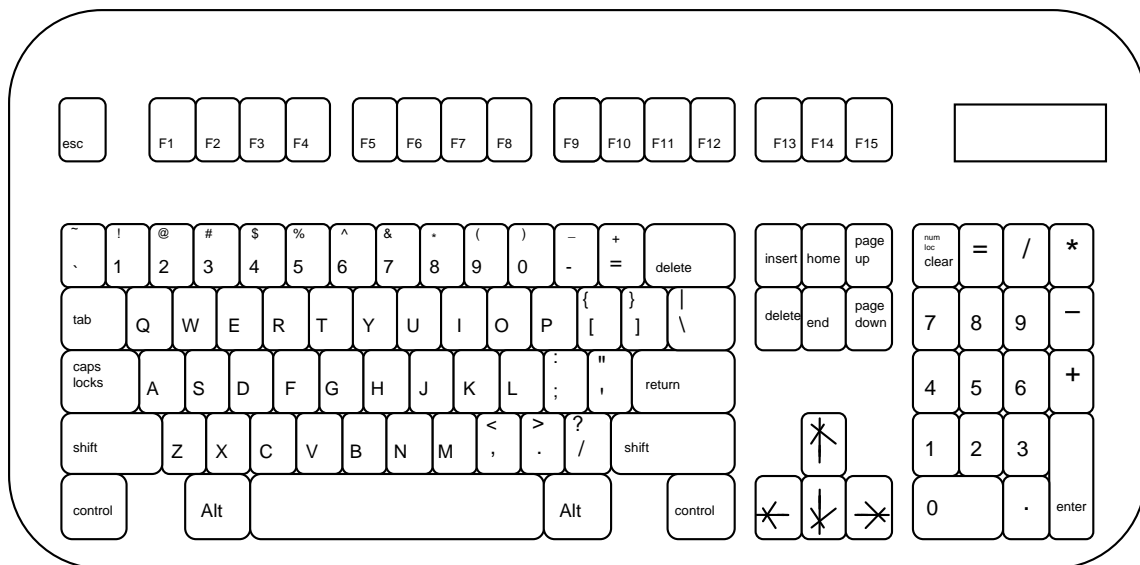
Frequently Asked Questions (FAQs)

Question	Response
How is the assessment administered?	It is administered on a personal computer, which utilizes a standard computer keyboard, mouse and internet web browser.
How are the questions formatted?	<p>The 10-Key Assessment consists of three sections. During the first section, you review written instructions displayed on the computer screen. These instructions will help you become familiar with the testing procedures.</p> <p>The second section consists of a three-minute practice period. You will have the opportunity to enter data and become familiar with the keyboard and operating procedures.</p> <p>The third section consists of a three-minute test period where you will enter data from a paper copy into the computer. You will be able to correct errors made while entering data. However, since speed and accuracy are both important, you should not spend excessive time in error correction.</p>
How much time is allowed to take the entire assessment?	This is a ***timed*** assessment. You will have 3 minutes to complete the assessment. Because this is a timed assessment, you should move through the questions as quickly as possible. Please take this assessment seriously as it will be used as part of the selection decision-making process.
What do I need to take the assessment?	You will need a copy of the data to be entered once you start the assessment.
How is my score determined?	Your score is determined based on your data accuracy and data speed.
Will I receive feedback on my score?	No. Upon taking the assessment, you will be informed of your qualification status.

Question	Response
What happens if I don't achieve a Passing score?	You may attempt the assessment again after six months.
What if I need an accommodation to take the assessment?	CenturyLink provides accommodations in testing conditions to qualified applicants with disabilities during the administration of pre-employment screens, to the extent such accommodations are reasonable, consistent with the nature and purpose of the examination, and necessitated by the applicant's disability. CenturyLink's objective is to provide effective and necessary accommodations to qualified applicants as defined under the Americans with Disabilities Act, without substantially altering the nature of the screening process. Each applicant's request for test accommodations is evaluated on a case-by-case basis. If you think you need a test accommodation, please send an email to hr.testing@centurylink.com .

Preparing for the 10-Key Assessment: During the 10-Key Assessment, you will be asked to key into a computer from a paper copy. Your speed and accuracy will automatically be recorded.

Although you will be given a practice period before you take the actual assessment, it would be beneficial for you to practice keying on a standard computer keyboard and become familiar with the placement of the keys. An example of a computer keyboard is shown below.



PLEASE NOTE: The purpose of this guide is to provide information which will assist all candidates in their performance during the 10-Key Assessment. Your performance is determined by many things such as your education, experiences and skills.