Proofreading Test
Assessment Report

Kerry Sample

28 June 2020

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Introduction to this report

The PRT is a measure of the ability to identify errors in grammar, spelling and punctuation in a work-related document.

This ability is central to many administrative and clerical roles at a non-managerial level.

This report highlights:

- The speed at which the candidate worked - the number of questions they attempted.

- How accurate they were in their answers – the number of correct answers.

- Their graded performance – i.e. poor, below average, average, above average, or outstanding by comparison with other test-takers.

- Their performance by comparison with other test takers on a 10-point scale.

- Their performance as a percentile score - the percentage of the norm/comparison group their score was as good as or better than. For example, a score at the 75th percentile means they have done as well as or better than 75% of the comparison group. This would be graded as "above average".

- Note: assessors should use the data in this report alongside other information about the candidate, for example personality data such as the Personality and Motivation Profiler (PMP) or the Work Personality Profiler (WPP) as well as biographical and interview data.

The scores which are described in this report are based on comparisons of results with a specific comparison group of administrators and clerical staff (NOT the general population).

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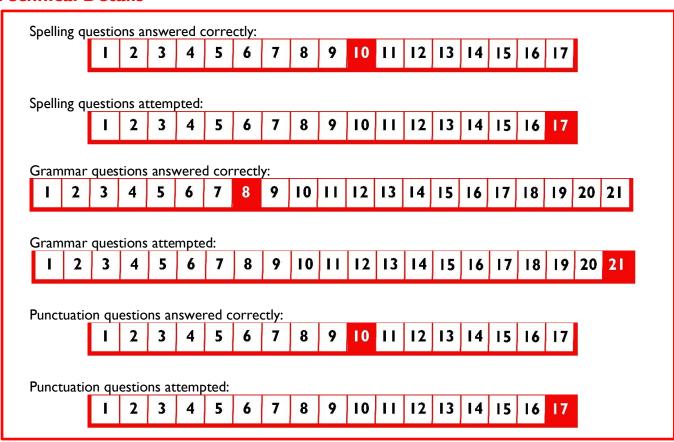## Test Results for Ms Kerry Sample

Ms Sample worked extremely quickly on this test.

Her efforts were rather inaccurate for the items attempted.

Her final score was AVERAGE by comparison with other candidates

Ms Sample's proofreading ability is typical for similar candidates generally. Her performance suggests that some further development in this area could be helpful if considering a role that places very heavy proofreading demands upon her.

Technical Details

Spelling questions answered correctly:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **10** | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Spelling questions attempted:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | **17** |

Grammar questions answered correctly:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | **8** | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |

Grammar questions attempted:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | **21** |

Punctuation questions answered correctly:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **10** | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Punctuation questions attempted:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | **17** |

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Standard score (1-10) and percentage of the comparison group they did as well as or better than:

1	2	3	4	5	6	7	8	9	10
>1%	>5%	>10%	>25%	>40%	>60%	>75%	>90%	>95%	>99%
Poor					Below average	Average		Above average	Outstanding