

**06116**  
**Eligibility Assistant**

**EXAMINATION METHOD:** The examination for Eligibility Assistant consists of a computer-administered test. To be eligible for employment consideration an applicant must attain a passing score, 70 or greater, on the test. An applicant's standing or rank on an eligible list is based on this score.

**TEST SUMMARY:** The computer-administered test for Eligibility Assistant consists of five test components. Applicants must attain a passing score on all five components to be eligible for employment consideration in the job of Eligibility Assistant. An applicant's rank or standing on an employment register for Eligibility Assistant is based on a combination of the five component scores described below.

**Forms Data Entry** - This test component requires you to use a computer keyboard to enter information from simulated customer/client application forms. There are 30 application forms to be keyed. You are given 15 minutes to accurately key as many of these forms as you can.

**Comparing Copy** - This test component consists of 15 questions which will assess the ability to identify errors in copied materials. Each question consists of one or more lines of original information and one or more lines of copied information from which inconsistencies or errors are to be identified.

**Coding Information** - This test component contains 15 questions that have been designed to assess the ability to identify a correct code from a table when given a narrative description.

**Word Meanings** - This test component contains 20 items that have been designed to assess word usage ability.

**Reading Comprehension** - This test component consists of 17 questions designed to assess the ability to read selected written passages and then answer questions about the content of the material.