

**02911**

**WORD PROCESSING OPERATOR 2**

**EXAMINATION METHOD:** The examination for Word Processing Operator 2 consists of three computer administered test components. To be eligible for employment consideration an applicant must pass all three tests. An applicant's standing or rank on an employment register is based on a combination of these three test scores.

**COMPUTER-ADMINISTERED TEST SUMMARY:** The examination for Word Processing Operator 2 consists of three test components. Each test component has been designed to assess the knowledge, skills, and abilities required to successfully perform the job of Word Processing Operator 2. The three test components are:

**Typing Performance** - This test consists of a practice passage and two timed passages which assess an applicant's typing speed and accuracy. Test accounts for 40% of an applicant's score.

**Proofing** - This test assesses an applicant's ability to review three short passages of text and accurately correct spelling errors, typographical errors, and errors in punctuation. Test accounts for 40% of an applicant's score.

**Word Meanings** - Questions assess an applicant's knowledge of word meanings appearing in the context of a sentence. Test accounts for 20% of an applicant's score. (35 questions)