



# Digital Skills Assessment



Are you looking for a cost-effective digital skills assessment tool that can be customized to meet your specific testing needs?

Total TekAssess is Teknimedia's unique online assessment tool that includes 1,200+ questions that measure essential computer, typing and Microsoft Office skills.

**Topics covered:**

- Essential computer skills
- Computer concepts/terminology
- Typing speed & accuracy
- Internet & e-mail
- Microsoft Office

**Ideal for:**

- Placement & “test-out” options
- End-of-course testing
- Staff development
- Pre-hire screening
- Employee training programs



The following features make Total TekAssess the perfect computer skills tool to meet your specific testing needs.

### Features & Benefits

- Web delivery gives you the flexibility to administer your assessment to test-takers in any location on any Windows-based PC with Internet access.
- With performance-based questions, you can accurately measure skills by having test-takers perform actual computer tasks hands-on, in a fully-simulated environment.
- A comprehensive question pool of 1,200+ questions allows you to build assessments that map to your technology standards or workplace requirements. Topics covered include:
  - Basic computer skills
  - Windows navigation
  - File management
  - Computer concepts and terminology
  - Internet & e-mail
  - Typing speed and accuracy
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access
- Fully-customizable test parameters allow you to create a test that meets your testing requirements. Customizable parameters include:
  - Question pool (performance-based and knowledge-based)
  - Number of questions
  - Randomization
  - Time limit
  - Retry count
  - Pass/fail threshold
  - Test breaks (allows test to be taken in multiple sessions)
- Teknimedia's online management system allows you to create assessments, set test parameters, manage test takers, and view/export detailed test results with minimal time and effort.

*"We love this program. We haven't had any technical issues and candidates have been able to complete exams at home without our assistance... I know we aren't a big customer for you, but we will be your advocates. I have found support from both you and your tech staff to be exactly what a test center needs – prompt, courteous, and accurate."*

S. Carter, Southeast Missouri State University, Cape Girardeau, Missouri

*Teknimedia also offers a comprehensive series of courses that maps to your Total TekAssess results!*

Find us on 

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