



Description of Test (DOT)

10-KEY TEST

Description of Test Guide

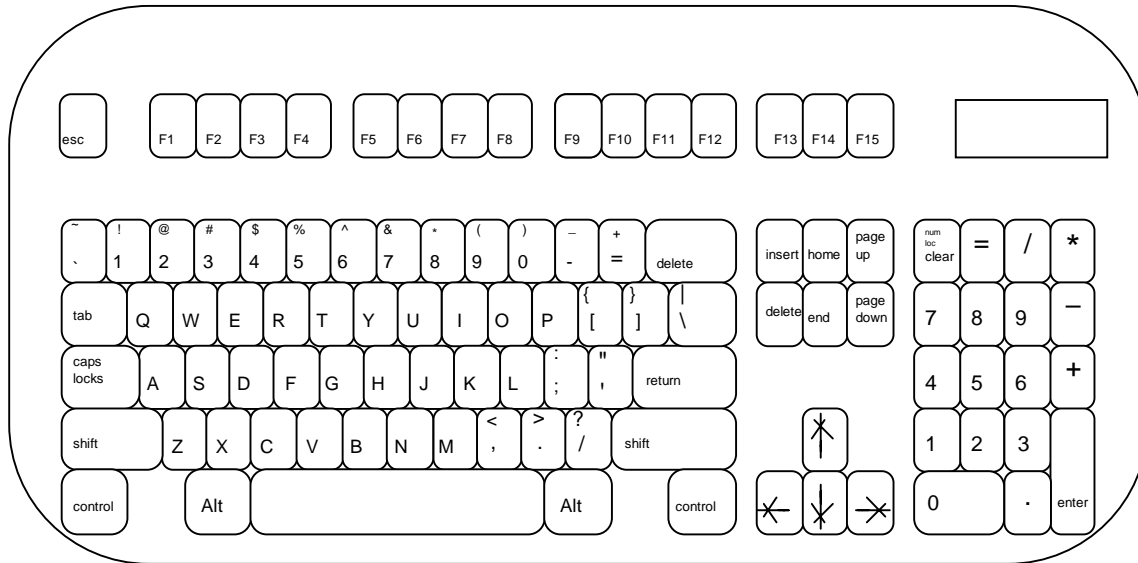
This **DOT** Guide is designed to help you prepare for the 10-Key Test. The information is being made available to you now so that you can review the material at a more leisurely pace. There is also specific information about the factors that are evaluated on the test and what you can do to prepare for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

The 10-Key Test is administered on a personal computer which utilizes a standard computer keyboard. Upon completion of the test, the computer will automatically score the test according to your speed and accuracy. Test administration, including timing, instructions, and practice, is all under the control of a computer.

PREPARING FOR THE 10-KEY TEST

This test is designed to allow you to demonstrate your level of 10-Key proficiency. During the 10-Key Test, 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 test, it would be beneficial for you to practice keying on a standard computer keyboard and become familiar with the placement of the keys before coming in to take the test. An example of a computer keyboard is shown below.



Test Description

The 10-Key Test consists of three sections. The first section is a period during which you will receive verbal instructions from the Test Administrator and review written instructions displayed on the computer screen. These instructions will help you become familiar with the testing procedures.

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.

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.

SCORING

Scoring is automatic and is based on speed and accuracy.

ACCOMMODATION REQUESTS

Qwest provides accommodations in testing conditions to 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. Qwest'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. A test accommodation request and supporting documentation must be submitted in order to determine whether an accommodation may be provided. After you apply for a job, staffing office personnel will contact you to arrange for any required pre-employment screens. At that time you must inform the staffing office that you will require a test accommodation. You will then be informed of the information and documentation that is required to process your request.

RETEST INTERVAL: THE RETEST INTERVAL FOR CANDIDATES WHO DO NOT QUALIFY ON THE 10-KEY TEST IS SIX MONTHS FOR INITIAL AND ALL SUBSEQUENT RETESTS.