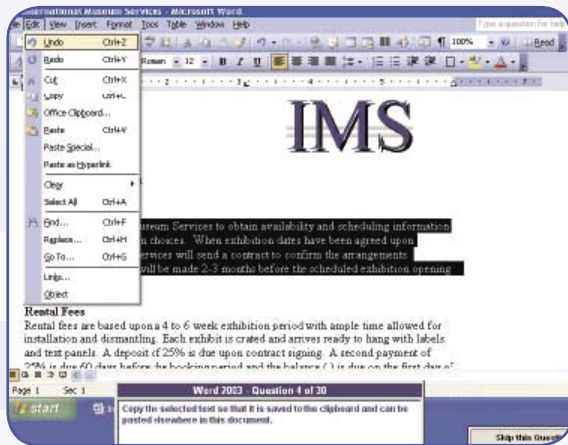


Clerical Office

Measure essential office and clerical skills with SkillCheck Clerical Office tests from MCS. SkillCheck Assessments provide the highest quality tests, test content and test development tools.

With SkillCheck Clerical Office Assessments you can:

- Test job applicants for spelling, grammar, vocabulary and math skills.
- Assess typing, data entry, ten key and audio transcription skills.
- Measure telephone, secretarial, reception and office management skills.
- Assess filing, checking and coding skills.
- Determine whether job applicants have the clerical skills required for success in specific industries.



With SkillCheck's Microsoft Office tests, examinees perform tasks any way the actual software allows



Advanced Test Making

Using our advanced test-making option, you can create clerical tests that include questions from any SkillCheck test product, or combine your own questions with our advanced test items to create a test that perfectly fits your needs.

Test on all versions of Microsoft Office, including Office 2003!

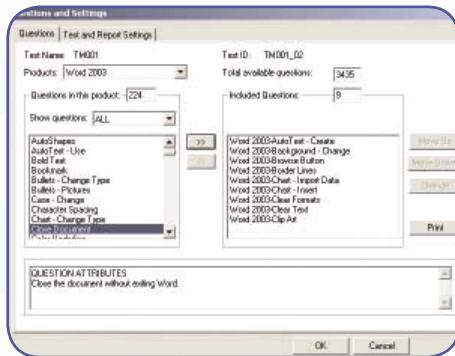
Advanced Reporting

Our Clerical Office reports give you a wealth of information and multiple ways of viewing examinees' test results, all at the click of a mouse.

This advanced reporting capability enables you to analyse a candidate's test performance as it relates to that of other test takers. And new profile reports can display data from all tests taken by a single candidate, or all candidates who have taken a particular test.

The SkillCheck Portfolio

The SkillCheck Assessment Portfolio includes tests on the widest range of competencies in Microsoft Office, clerical, medical, legal, call centre, accounting, behavioural, computer literacy, IT, food services, retail sales and light industrial areas.



Test administrators can customise tests any number of ways - even create their own questions



Included Tests: SkillCheck Clerical Office Professional Plus

- Ambition
- Audio Transcription
- Checking - Standard*
- Checking - Names*
- Checking - Numbers*
- Coding - Standard*
- Coding - Letters*
- Coding - Numbers*
- Customer Service
- Data Entry Test - Alphanumeric
- Data Entry Test - Numeric
- Filing - Standard*
- Filing - Names*
- Filing - Numbers*
- Grammar - Business*
- Grammar - General*
- Letter Setup
- Math - General*
- Office Manager Skills
- Proofreading
- Reading Comprehension
- Receptionist Skills
- Secretarial Skills
- Shorthand (Audio)
- Spelling - Business*
- Spelling - General*
- Spelling - Accounting*
- Spelling - Geography*
- Spelling - Legal*
- Spelling - Medical*
- Telephone Skills
- Telephone Message Taking
- Ten Key
- Typing Test
- Typing Test - Banking and Finance* NEW!
- Typing Test - Technical* NEW!
- Vocabulary - Business*
- Vocabulary - General*
- Vocabulary - Accounting*
- Vocabulary - Legal*
- Vocabulary - Medical*

Included Tests: SkillCheck Clerical Office Professional

- Audio Transcription
- Checking - Standard
- Coding - Standard
- Customer Service
- Data Entry Test - Alphanumeric
- Data Entry Test - Numeric
- Filing - Standard
- Grammar - Business*
- Grammar - General*
- Letter Setup
- Math - General
- Office Manager Skills
- Proofreading
- Reading Comprehension
- Receptionist Skills
- Secretarial Skills
- Shorthand (Audio)
- Spelling - Business
- Spelling - General
- Telephone Skills
- Telephone Message Taking
- Ten Key
- Typing Test
- Vocabulary - Business
- Vocabulary - General

Crisp MCS

45 Queen Street, Exeter, EX4 3SR
 Tel: +44 (0) 8703 213444
 Fax: +44 (0) 1392 421942
 Email: info@crisp-mcs.com
 Web: www.crisp-mcs.com

Crisp MCS, trading as part of the Crisp Group.

Registered Office: MCS (GB) Limited, of 45 Queen Street, Exeter, Devon EX4 3SR, is a company registered in England and Wales with the company number 04186546. VAT no. 818 311 837

* Indicates test-making is available.

Pricing and Packaging:

For more information on pricing and packaging, please call us on **08703 213444**