

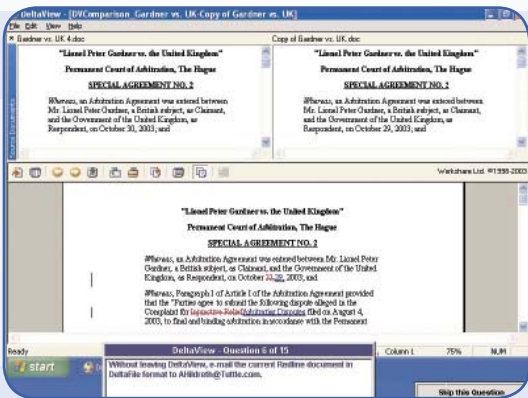
Legal

Evaluate legal office professionals and support staff for the knowledge, skills and abilities they need to be successful in the legal field.

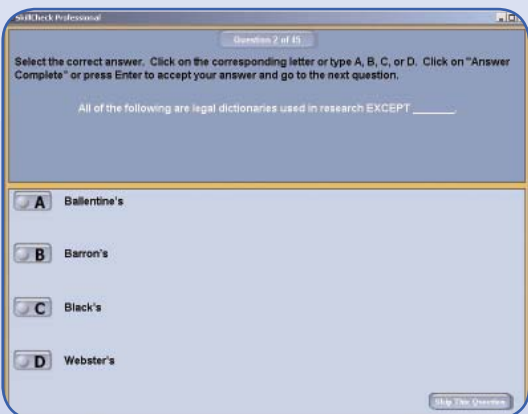
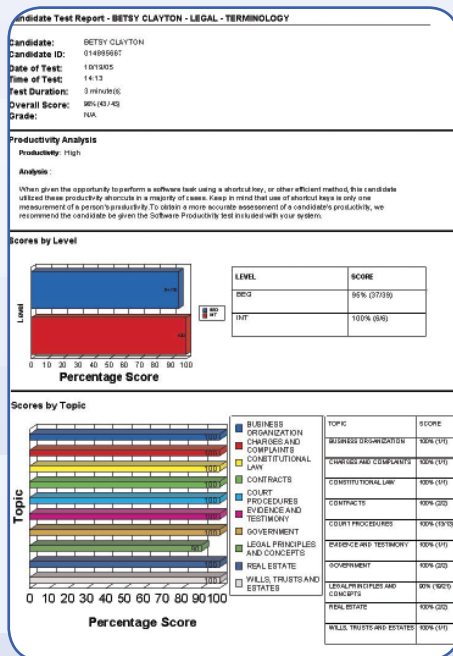
From law firms to government agencies, legal offices need employees who can perform a range of functions from typing to legal research to the preparation and review of important legal documents.

With SkillCheck Legal tests, you can assess legal researchers, legal secretaries, paralegals, legal assistants and other professionals and support personnel for critical knowledge and skills in important areas such as legal research, litigation, general, commercial, medical, labour and property law. You can also measure traditional clerical skills required in a legal office such as typing and transcription of legal documents.

SkillCheck Legal tests are easy to use. Simply sit a job applicant at a PC running SkillCheck, select and launch one or more tests from your testing account, and within minutes of the applicant completing a test session, you will have a comprehensive report on the applicant's knowledge, skills and abilities. And because test results are stored in an automated database, you can always search for test results by either candidate name or test name, at your convenience.



Answers to questions about legal research and other legal-knowledge subjects reveal whether an applicant has the basic understanding required to be successful in a legal environment.



Interactive tests, like SkillCheck's DeltaView assessment measures critical document management skills by asking the applicant to perform tasks in a simulation of the actual software.

Advanced reporting enables you to more readily analyse individual and group test scores using graphs and other formatting tools



Legal Skills Assessments

Legal Test	Questions/Minutes	Descriptions
Advanced Legal Terminology	45 questions	This test measures a candidate's ability to understand and apply advanced legal terminology, with questions covering corporate structures and processes, Latin phrases and terms commonly used in legal environments, contract terms and sections, and trial procedures.
General Legal Concepts	45 questions	This test measures a candidate's general knowledge of administrative law, legal foundations, jurisdiction, types of law and legal practice, government and governmental regulations, charges and complaints, major legal cases, court structures, court orders and warrants, issues of representation, agencies and administrative bodies, constitutional law, trial procedures and phases, and other general legal principles.
Legal Documents	45 questions	This test assesses the ability to apply legal document production standards, as well as recognise business organisation documents, legal consent and capacity issues, contracts and commercial transaction documents, statements, oaths, affirmations, probate and estate documents.
Legal Research	45 questions	This test measures the ability to recognise and use all types of legal documents, including standard legal references, legal publications and periodicals and legal briefs. The test also assesses understanding of legal foundations and principles, legal authority, research methods, administrative procedures, statutes and regulations, case citation and citation tools, and online research tools.
Litigation	45 questions	This test focuses on litigation terminology and procedures, including liability, jurisdiction issues, evidence and testimony, trial procedures, court orders and verdicts, alternative dispute resolution methods, litigation preparation, work product, appellate process, causes of action, motions, and filing procedures.
Commercial Law	40 questions	This test examines knowledge of contracts, business torts, negligence and due diligence, bankruptcy, intellectual property, codes and regulations, business organisation, consumer protection, fraud and general property rights.
Criminal Law	45 questions	This test assesses knowledge of felonies and misdemeanors, legal defences, police procedures, evidence and warrants, civil rights, law enforcement and jurisdiction.
Employment Law	45 questions	This test focuses on employer-employee relationships, including safety and work conditions, sexual harassment issues, wages and benefits, alternative dispute resolution, employee classification, workplace discrimination, hiring and screening, unions and collective bargaining, and employee privacy.
Legal Assistant	45 questions	This test measures a job candidate's ability to work as a legal assistant, with an emphasis on the research and preparation of legal documents and other resources. Topics covered include legal terminology, research and document preparation, and fundamentals of general law and litigation.
Legal Assistant (Advanced)	45 questions	This test measures advanced skills related to working as a legal assistant. Topics covered include legal terminology, research and document preparation, the fundamentals of general and commercial law, and principles related to litigation and court procedures.
Medical Law	50 questions	This test measure knowledge of medical records, patient privacy and confidentiality, HIPAA, payment and credit procedures, drug administration and control, medical negligence and malpractice, standards of care, standards of practice, government regulations and licensing, advanced directives, consent, safety and work conditions.
Paralegal	55 questions	This test measures a job candidate's ability to understand the legal principles and procedures required when working in a paralegal position. Topics covered include legal research and document preparation; fundamentals of general, commercial and criminal law; the basics of litigation and other subjects an employee may encounter when working as a paralegal.
Paralegal (Advanced)	55 questions	This test assesses subjects on the legal principles and procedures required when working as a paralegal, especially in environments where a paralegal is working on cases that may end up in court. Topics covered include researching and preparing legal documents, general, commercial and criminal law; litigation and court procedures.
Property Law	45 questions	This test focuses on landlord-tenant relations, real estate, real estate finance, land use and rights of way, probate and estates, general property concepts, property and negligence, personal property, intellectual property, and property divisions.
Typing - Legal	5 minutes	This test assesses typing speed and accuracy when typing a document specific to work in a legal environment.

Legal Skills Assessments



Legal Test	Questions/Minutes	Descriptions
Audio Transcription - Legal	5 minutes	This test measures an applicant's typing speed and accuracy when typing from a legal document that is read aloud.
Shorthand - Legal	5 minutes + typing time	Examinees are asked to transcribe into shorthand a legal document that is read aloud, then type the document from their shorthand notes into the computer for automatic grading.
Audio Transcription - Read Response	5 minutes + reading time	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the testing computer.
Spelling - Legal	20 questions	This test asks examinees to select the correct spelling of words specific to legal environments.
Vocabulary - Legal	20 questions	Examinees select the correct meaning of words specific to legal environments.
DeltaView	28 questions	This test assesses an examinee's skill with the DeltaView document management application.

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