

INFORMATION GUIDE FOR BASIC COMPETENCY ASSESSMENT BATTERY (BCAB)

**TEST #
5206, 5161, 5162, 5163, 5164**

STEP BY STEP INSTRUCTIONS

Edison Electric Institute, the test developer, has prepared an informational brochure to help you prepare for this test. Descriptions and practice questions for all BCAB tests including Classification (5161), Spelling and Grammar (5162), Basic Mathematics (5163), and Filing/Sorting (5164) can be found online and are accessible from any computer with internet access. If you are taking the complete BCAB battery (5206), we recommend that you read through the entire brochure. The complete BCAB battery (5206) includes Classification, Spelling and Grammar, Basic Mathematics, and Filing/Sorting. Materials may be read or printed from the websites.

Please refer to the instructions on pages 1 through 4 of this guide to access the informational brochure. Once you have reached the informational brochure, following the steps described on pages one, two, three, and four, then you can skip to the section of this info guide that describes the test or tests you will be taking. Use the Table of Contents on the previous page to determine what section to go to. For example, to read study materials for the Basic Mathematics (5163) test, you would read pages one, two, three, and four, and then read page 8. This is because the Table of Contents indicates that the instructions for Basic Mathematics (5163) can be found on page 8.

***NOTE:** Pop-up blockers may not allow the website to run correctly. If you use Pop-up blockers, it is recommended that they be turned off prior to accessing the site.

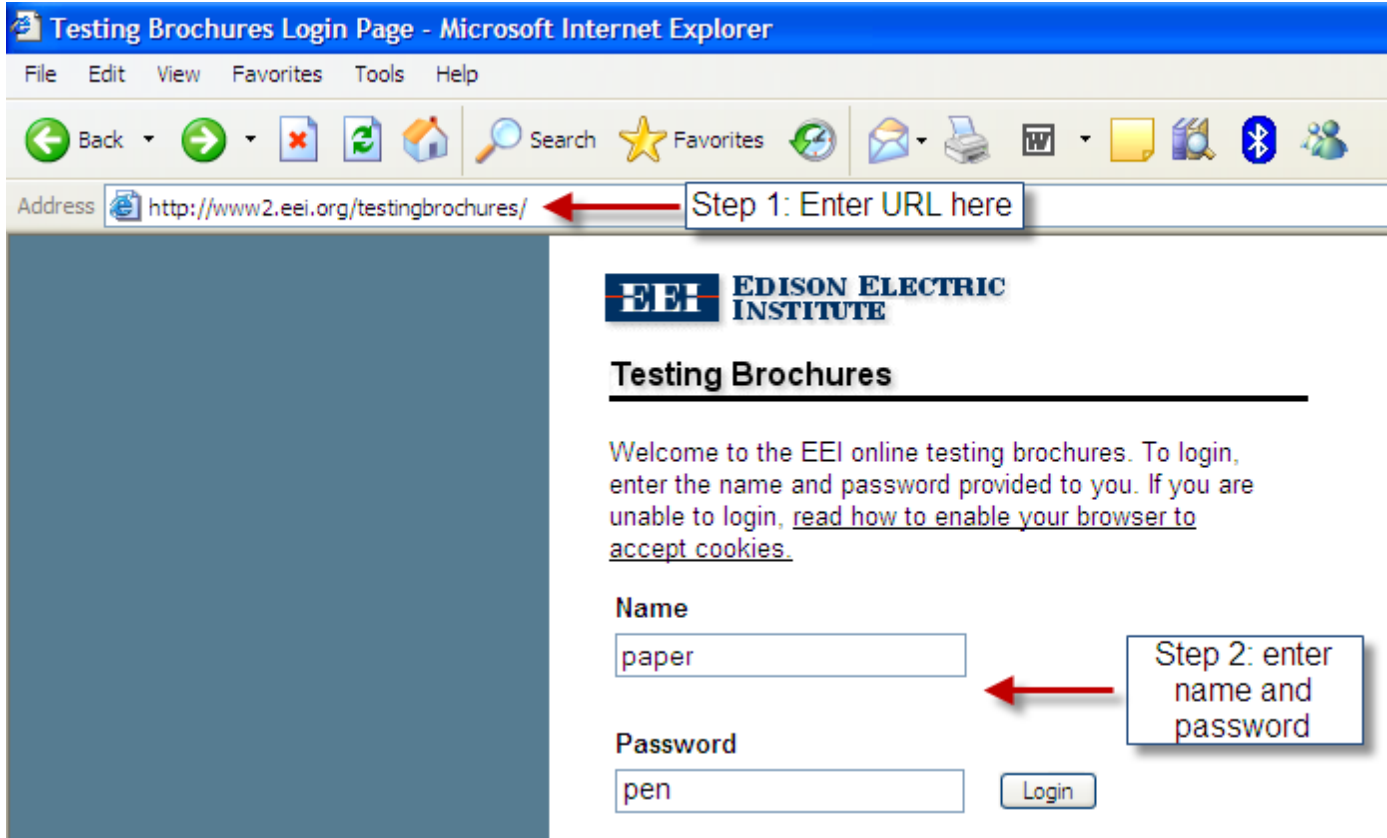
From any computer with internet access, type <https://secure.eei.org/eeitests/onlineproducts/> in the address bar to access the practice tests and test brochure. Type the above address exactly as written.

To log in to the sites, enter the following information (case sensitive).

Name: paper

Password: pen

EXAMPLE:



Testing Brochures Login Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail Stop

Address <http://www2.eei.org/testingbrochures/> Step 1: Enter URL here

EEI EDISON ELECTRIC INSTITUTE

Testing Brochures

Welcome to the EEI online testing brochures. To login, enter the name and password provided to you. If you are unable to login, [read how to enable your browser to accept cookies.](#)

Name

 Step 2: enter name and password

Password

Click on brochures

EXAMPLE:



Welcome

The online products were developed to provide you with tools. Additional resources for improving your reading, math, electrical bookstores.



SkillBuilders

The SkillBuilders provide an interactive and realistic view of the success and develop your abilities. To access the SkillBuilder:



Practice Tests

The practice tests were developed to help you prepare for the both form and content. Keep in mind that the practice tests w Practice Tests image or choose Practice Tests from the main



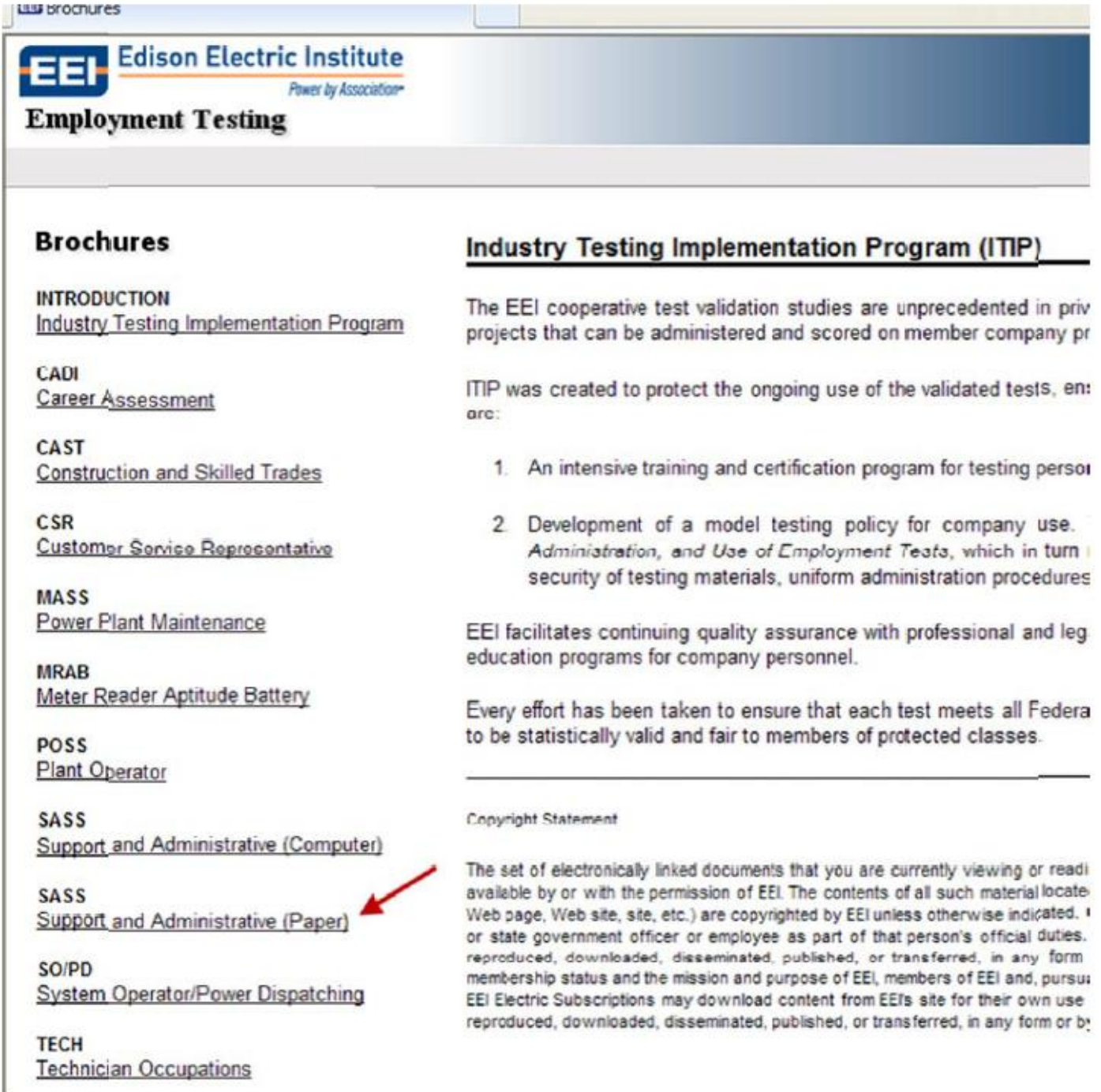
Brochures

The brochures provide information on employment test batteries ensure that each test battery meets all anti-discrimination law fair for all test takers. To access the online brochures, click on



On the left hand side of the page, click on “SASS Support and Administrative (Paper)”.

EXAMPLE:



EEI Edison Electric Institute
Power by Association

Employment Testing

Brochures

INTRODUCTION
[Industry Testing Implementation Program](#)

CADI
[Career Assessment](#)

CAST
[Construction and Skilled Trades](#)

CSR
[Customer Service Representative](#)

MASS
[Power Plant Maintenance](#)

MRAB
[Meter Reader Aptitude Battery](#)

POSS
[Plant Operator](#)

SASS
[Support and Administrative \(Computer\)](#)

SASS
[Support and Administrative \(Paper\)](#)

SO/PD
[System Operator/Power Dispatching](#)

TECH
[Technician Occupations](#)

Industry Testing Implementation Program (ITIP)

The EEI cooperative test validation studies are unprecedented in priv projects that can be administered and scored on member company pr

ITIP was created to protect the ongoing use of the validated tests, en: arc:

1. An intensive training and certification program for testing perso
2. Development of a model testing policy for company use. *Administration, and Use of Employment Tests*, which in turn security of testing materials, uniform administration procedures

EEI facilitates continuing quality assurance with professional and leg education programs for company personnel.

Every effort has been taken to ensure that each test meets all Federa to be statistically valid and fair to members of protected classes.

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BASIC COMPETENCY ASSESSMENT BATTERY (5206)

Scroll down the page to the subheading “Basic Competency Assessment Battery (BCAAB)” under which you will find description and practice tests for Classifying (5161), Spelling//Grammar (5162), Basic Mathematics (5163), and Filing/Sorting (5164) tests. All of these pages apply to the BBCAB Battery (5206).

EXAMPLE:

This brochure contains information regarding the paper-and-pencil version of The Basic Competency Assessment Battery (BCAB), one of the SASS test batteries. In total, the paper-and-pencil BCAB takes a little over an hour to administer. Each test contained within the BCAB begins with an instruction and practice session to familiarize examinees with test procedures.

Basic Competency Assessment Battery (BCAB)



BCAB includes four tests: 1) Classifying, 2) Spelling/Grammar, 3) Basic Mathematics, and 4) Filing/Sorting.

Classifying Test. This test measures the ability to scan and classify lists of names, addresses, numbers and codes according to rules. In the test, the examinee is presented with a category rule and then he/she is asked to classify a series of items based on this rule. Rules vary in complexity.

The test consists of a total of four lists to classify with 25 items in each list. Examinees have 12 minutes to classify all the items on each list.

The score is the total number of items classified correctly. There is no penalty for guessing. Total test time including the practice session is approximately 15 minutes.

Classifying Test Example

In the sample problem below, you will be verifying whether shipper codes are valid or invalid. Valid shipper codes have a set group of 8 letters and numbers. Even though the letters and numbers are different from one code to another, they follow the same number/letter order. First there is one number, then one alphabetic letter, then a series of six numbers.

<u>Example</u>	<u>Code Format</u>	<u>Code Example</u>
Valid Shipper Code	#A#####	3R333333
Invalid Shipper Code	AA#A####	RR3R3333

CLASSIFYING (5161)

Scroll down the page to review the “Classifying” test description and corresponding practice questions.

Example:

Basic Competency Assessment Battery (BCAB)

BCAB includes four tests: 1) **Classifying**, 2) Spelling/Grammar, 3) Basic Mathematics, and 4) Filing/Sorting.

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<u>Example</u>	<u>Code Format</u>	<u>Code Example</u>
Valid Shipper Code	#A#####	3R333333
Invalid Shipper Code	AA#A####	RR3R3333

Darken the circle under V for “Valid” if the shipper code is valid. Darken the circle under I for “Invalid” if the shipper code is invalid.

Verify you are darkening the correct circle for each problem. If you darken more than one circle on a line, your answer will be marked as incorrect.

Look at the following samples. For each, select the best code and darken the circle under the code. The first sample, labeled (S1), has been done for you. Complete samples (S2) and (S3) by yourself.

	<u>Shipper Codes</u>	<u>V</u>	<u>I</u>
(S1)	1J646987	<input checked="" type="radio"/>	<input type="radio"/>
(S2)	1X842985	<input type="radio"/>	<input type="radio"/>
(S3)	2W95K98	<input type="radio"/>	<input type="radio"/>

SPELLING/GRAMMAR (5162)

Scroll down the page to review the “Spelling-Grammar” test description and corresponding practice questions.

Example:

Spelling/Grammar Test. This test assesses basic spelling and grammar abilities. The examinee will have the opportunity to demonstrate his/her competence in identifying and correcting spelling and grammatical errors.

Examinees must review several paragraphs of text. There are 50 places in the text where they must choose which of 2, 3, or 4 alternative words are correct.

Examinees have 8 minutes to read several paragraphs of text and select the appropriate missing words.

The test score is determined by calculating the percent of the 50 errors the examinee corrected. There is no correction for guessing. Total test time including the practice session is approximately 12 minutes.

Spelling/Grammar Test Example

In the following passage, five words are missing. They are marked (S1) through (S5). Darken the circle next to the word that is correct for each blank. **There is only one correct answer.**

The department known today as Human Resources had its origins in the (S1) Department. In earlier years, this department's (S2) responsibilities were employment, training, benefits, and labor relations. However, changes in the work force require that attention paid to employee matters must go (S3). The company must (S4) these changes. Pre-employment testing and career (S5) have become important functions of the modern Human Resources Department.

- | | |
|--------------------------------------|---------------------------------------|
| (S1) <input type="radio"/> Personal | (S4) <input type="radio"/> accomodate |
| <input type="radio"/> Personnal | <input type="radio"/> accommodate |
| <input type="radio"/> Personel | <input type="radio"/> acemmodate |
| <input type="radio"/> Personnel | <input type="radio"/> acemodate |
| (S2) <input type="radio"/> principle | (S5) <input type="radio"/> councling |
| <input type="radio"/> principal | <input type="radio"/> coensing |
| <input type="radio"/> principel | <input type="radio"/> coensing |
| <input type="radio"/> principul | <input type="radio"/> coensing |
| (S3) <input type="radio"/> farther | |
| <input type="radio"/> further | |
| <input type="radio"/> furthur | |

BASIC MATHEMATICS (5163)

Scroll down the page to review the “Basic Mathematics” test description and corresponding practice questions.

Example:

Basic Mathematics Test. The Basic Mathematics Test assesses basic math abilities. Each item presents the examinee with information that then must be used to calculate the answers to a series of items. The examinee will need to perform various calculations including addition, subtraction, multiplication, and division as well as utilize percentages to obtain the answer. Some problems require two or more of these operations to obtain the correct answer.

The test is multiple choice and examinees must select the correct answer from a series of 5 options. A calculator and scratch paper are provided for examinee use.

There are a total of 5 test problems and examinees have 18 minutes to complete the test. The score is the percent of correct answers with no penalty for guessing. Total test time including the practice session is approximately 25 minutes.

Basic Mathematics Test Example

Look at the example below. Each question is followed by four possible answers, plus **None of the Above**. You are to work each problem and then darken the circle next to the correct answer. If you believe that the correct answer is not given, darken the circle next to **None of the Above**.

Susan is paid \$12.50 an hour at XYZ Company. She works 35 hours a week.

1. What is Susan's regular pay per week?
 - \$412.50
 - \$425
 - \$437.50
 - \$450
 - None of the Above
2. What is Susan's pay per year, assuming she works 52 weeks?
 - \$21,450
 - \$22,100
 - \$23,400
 - \$22,750
 - None of the Above

FILING/SORTING (5164)

Scroll down the page to review the “Filing/Sorting” test description and corresponding practice questions.

Example:

Filing/Sorting Test. This test measures the ability to file or sort items according to rules. The rules vary in complexity. Each item presents the examinee with filing or sorting rules which may be different from those to which the examinee is accustomed and asks the examinee to file or sort items according to these rules.

There are a total of 5 test problems and examinees have 5 minutes to complete the test. The score is the percent of correct answers with no penalty for guessing. Total test time including the practice session is approximately 10 minutes.

Filing/Sorting Test Example

Place the following items in alphabetic order according to the LAST NAME. If the last name is IDENTICAL TO ANOTHER LAST NAME, you must place the item according to the STREET ADDRESS with the LOWEST numbered street address first. After each item, darken the circle under "1" if the LAST NAME is placed first, "2" if it is placed second, through "5" if it is placed last.

Verify you are darkening the correct circle for each problem. If you darken more than one circle on a line, your answer will be marked as incorrect.

		1	2	3	4	5
LARSON, L K	2324 HIGH STREET	0	0	0	0	0
LARSEN, JOHN	116 HIGH STREET	0	0	0	0	0
LARSON, LINDA	1265 HIGH STREET	0	0	0	0	0
LARSIN, JASON	307 HIGH STREET	0	0	0	0	0
LARSON, LINDA	1022 HIGH STREET	0	0	0	0	0

TROUBLESHOOTING GUIDE TO FREQUENTLY EXPERIENCED PROBLEMS

Pop-up blockers may interfere with your ability to access the study materials and practice tests. If you have pop-up blocker software installed, you may need to temporarily disable it. Contact your Internet Service Provider (America Online – AOL, Earthlink, MSN, Verizon Online, etc).

Anti-virus software (Norton Antivirus, Symantec, etc) may interfere with your ability to access the materials. If you are experiencing problems, you may want to consider temporarily adjusting the settings on your anti-virus software.

If you experience an error message, such as “Internal Server Error,” simply close your browser window, wait a few minutes, and try again.

If you are still having problems, please call EEI at the help number listed on the website.



INFORMATION GUIDE FEEDBACK

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison
Human Resources – Talent & Assessment Programs
G.O. 5 1st Floor 1515 Walnut Grove Ave.
Rosemead, CA 91770.

Basic Competency Assessment Battery

Test No: 5206 / 5161 / 5162 / 5163 / 5164

COMMENTS: