Interpreting the Score Report

Microsoft PowerPoint 365

Criteria

Microsoft PowerPoint 365

- The **PowerPoint 365** skills test is an assessment that measures a candidate's ability to complete a wide range of functionalities in PowerPoint 365.

- The test can be used to assess job readiness for roles that require regular use of the software at the beginner through to the advanced level.

- The PowerPoint 365 skills test includes 12 multiple choice questions and takes approximately 5 minutes to complete.

Candidate Information and Results Summary

Vince Sample
Position: Sample Test Portfolio
Test Date: June 5, 2023
Test Event ID: ABC-D1Fg-2H3I-jklmN | Test Ver: 1.0

Criteria
Score Report

SKILLS TEST
Microsoft PowerPoint 365 Test

The Microsoft PowerPoint 365 test measures proficiency with a wide range of functionalities in PowerPoint 365, from beginner to advanced level.

Results Summary

Score	Proficiency
12	Intermediate

1. The top of the page of every **PowerPoint 365** score report displays the candidate's information, including the candidate's name, position applied for, the date the candidate took the assessment, and the Test Event ID.

2. The Results Summary provides the applicant's numerical score and proficiency rating.

3. The Test Event ID is given to candidates at the beginning of their assessment and is used if they encounter any issues during the test. They simply return to www.oda1.com, enter their Event ID, and then they can continue their assessment from where they left off.

Criteria

Results Details

- Candidates receive a numerical score ranging from 1-20. This is a standard score that indicates how they have performed relative to other people.

- The candidate's score determines their rating of PowerPoint Proficiency. There are five different proficiency ratings ranging from Beginner to Advanced. The score cut-offs that correspond to the different Proficiency ratings are indicated in the table.

- The score that is assigned reflects both the number of questions the test taker answered correctly, and the level of difficulty they were able to work their way up to.

- It's important to think about the level of PowerPoint skill required in the job when interpreting a candidate's results. A candidate who scores 18 on the test may not be better suited than a candidate who scores 9, if the job only requires an intermediate level of PowerPoint proficiency.

Score	Proficiency
1-4	Beginner
5-8	Foundational
9-12	Intermediate
13-16	Skilled
17-20	Advanced

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Results Details

1. If you've created a custom score range, that range will appear in the Results Details section. This will indicate whether the candidate's score fell inside the range you've set.

2. The Results Details section also provides a graphical display of where the candidate's score places them on the range of Proficiency.

3. Beneath each Proficiency rating is a sample of some of the PowerPoint knowledge and skills that can typically be demonstrated by people at that Proficiency level.

   ✅ This icon indicates the candidate has exceeded a Proficiency level and is likely to possess the associated knowledge and skills.

   ☑ This icon indicates the candidate's current Proficiency level. They are likely to possess some but not all the knowledge and skills associated with that level.

Results Details

Candidates receive a score from 1-20 and a proficiency rating from Beginner to Advanced. The score is a numerical reflection of the candidate's proficiency.

Vince received a score of 12 on the Microsoft PowerPoint 365 test, indicating that their proficiency is at the Intermediate level.
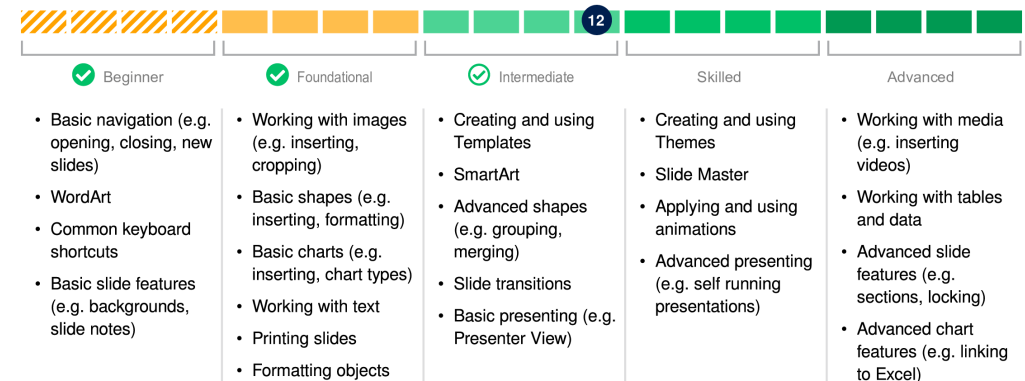
Selected Score Range — **Custom Score Range** — Score Range: Intermediate-Advanced — **1** 📊 ✔ In Range

2 The table below provides a summary of the knowledge and skills for each proficiency level. Note that the content areas included in the table are not exhaustive of each category.

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✅ Beginner	✅ Foundational	☑ Intermediate	Skilled	Advanced
• Basic navigation (e.g. opening, closing, new slides)	• Working with images (e.g. inserting, cropping)	• Creating and using Templates	• Creating and using Themes	• Working with media (e.g. inserting videos)
• WordArt	• Basic shapes (e.g. inserting, formatting)	• SmartArt	• Slide Master	• Working with tables and data
• Common keyboard shortcuts	• Basic charts (e.g. inserting, chart types)	• Advanced shapes (e.g. grouping, merging)	• Applying and using animations	• Advanced slide features (e.g. sections, locking)
• Basic slide features (e.g. backgrounds, slide notes)	• Working with text	• Slide transitions	• Advanced presenting (e.g. self running presentations)	• Advanced chart features (e.g. linking to Excel)
	• Printing slides	• Basic presenting (e.g. Presenter View)		
	• Formatting objects			

☑ Indicates the **current level of proficiency** for the candidate. They are likely to be able to perform some of the functions in this category but not all.

✅ Indicates the candidate has **exceeded this level of proficiency**. They are likely to be able to perform the functions included in this category.

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For Further Information

If you have any questions or would like more detailed information regarding a particular score report, please contact your Customer Success Manager. Their contact information is available in the lower left corner of your account in Criteria's platform, but you can also reach out to the general support line at (877) 909-8378, or support@criteriacorp.com.

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