

# Graduate / Trainee

## Skills and Knowledge Test

**REPORT**

## **James Smith**

Time Taken:	<b>03:04</b>
Started:	<b>04/24/2024 23:39 EST</b>
Finished:	<b>04/24/2024 23:44 EST</b>

# GRADUATE/TRAINEE ACCOUNTANT TEST - REPORT

## Introduction

The Trainee and Graduate Accountant Test is designed to allow candidates to demonstrate their proficiency with double entry accounting, their knowledge of accounting concepts and their ability to interpret accounting information. The test is designed for those commencing their accounting career, who may have limited practical experience, but should know the accounting basics including double entry accounting.

## Context

This report is generated from the candidate's responses to 20 questions taking transactions and identifying the correct journal entry, taking a journal entry and identifying the underlying transaction, interpreting accounting information (including financial statements) and identifying accounting concepts.

## Waiver and Limitations

Accountests reports are an indicator of Accounting and Bookkeeping knowledge and skills only. These tools work at their best in conjunction with competency based interview questions to both the candidate and their referees, personality profiles, and ability tests to reach a strong decision on whether to appoint the candidate into a role. Because successful candidate selection is based on personality and ability as well as skills and knowledge, Accountests Ltd accepts no responsibility for selection or other decisions made using this tool and cannot be held liable for the consequences of doing so.

## Test Proctoring Reports

All tests are proctored and will produce a report, available at the completion of the test. You can access these proctoring reports by logging in to the testing platform and selecting the 'Manage Remote Proctoring' tile. For more information on proctoring see our [website](#).

## Content

- 1 Overall test score plus score in each category
- 2 Performance in each of the 20 Questions
- 3 Interpreting test scores and assessing competency

## ANALYSIS BY TOPIC

### TOTAL SCORE SUMMARY



### TRANSACTIONS TO JOURNALS

Identifying journal entries from transactions

**5 Questions (100%)**



5 Correct (100%)

0 Incorrect (0%)

### JOURNALS TO TRANSACTIONS

From journal entries identifying the transaction

**5 Questions (100%)**



5 Correct (100%)

0 Incorrect (0%)

### ACCOUNTING CONCEPTS

Demonstrate understanding of accounting concepts

**5 Questions (100%)**



5 Correct (100%)

0 Incorrect (0%)

## ACCOUNTING TERMINOLOGY

Practical use of simple accounting terminology

**5 Questions (100%)**






















**3 Correct (60%)**

**2 Incorrect (40%)**

## RESULTS OVERVIEW

correct =  incorrect =  omitted = 

Q#	Question Detail	Topic	A
1	Making payments	Transactions to Journals	
2	Processing invoices	Transactions to Journals	
3	Automated payments	Transactions to Journals	
4	Correcting coding errors	Transactions to Journals	
5	Accruals / Provisions / Prepayments	Transactions to Journals	
6	Which item would normally be a Dr / Cr balance	Journals to Transactions	
7	Where in the financial statements would you find an account balance	Journals to Transactions	
8	Journals involving cash receipts and payments	Journals to Transactions	
9	Correct coding errors	Journals to Transactions	
10	Journals involving sales or purchases	Journals to Transactions	
11	What makes up asset / liability balances	Accounting Concepts	
12	Where to code a transaction	Accounting Concepts	
13	Meaning of reconciliation	Accounting Concepts	
14	Calculate depreciation	Accounting Concepts	
15	Calculate working capital	Accounting Concepts	
16	Calculate a selling price	Accounting Terminology	
17	Identify sales variances to budget	Accounting Terminology	
18	What is the gross profit?	Accounting Terminology	
19	Effect of a transaction on profit	Accounting Terminology	
20	Business terminology	Accounting Terminology	

## INTERPRETING RESULTS

### Interpreting Test Scores

The following information provides a guide on how to interpret the results of a candidate test.

#### Overall Scores

An overview of test performance provides a summary of on how many questions your candidate completed in the allocated time of 15 minutes, in terms of how many questions they got correct, incorrect and the number of questions omitted. You can use this information to identify candidates with lower scores, but high degrees of accuracy, suggesting they worked slowly but accurately in the test, which may keep them in the selection process.

#### Percentile Scores

There is no pre-set pass or fail mark on this test. Due to variable levels of ability we have not generated a norm group to compare candidate performance. In our professional opinion candidates who score level than 50% of questions answered correct show only limited knowledge of accounting – care would be needed before they commenced a role where this was an important skill. Candidates who score greater than 75% show a strong grasp of accounting.

#### Omitted Questions

Attention should be paid to the number of questions omitted. Because the test is timed, questions are omitted where a candidate chooses to skip a question and also where they run out of time. To determine whether your candidate ran out of time, look at the cover page to see the time they took to complete the test. If the time is 15:00, then the candidate was still working on the test when their time expired

#### Analysis By Topic

For each of the four topics in this test, you can see the number of questions the candidate answered correctly, incorrectly and questions omitted.

#### Individual Questions

The most detailed level of the report lists all 20 questions topics, whether they were answered correctly, incorrectly or omitted, allowing selection panels to drill down to explore particular elements of performance.

## FURTHER SUPPORT

For further support in interpreting this report, visit the Accountests website

**[www.accountests.com](http://www.accountests.com)**

or send us an email to

**[help@accountests.com](mailto:help@accountests.com)**

