

***SUPPORT  
AND  
ADMINISTRATIVE  
SELECTION SYSTEM***

**Test Brochure**

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## **Support and Administrative Selection System (SASS)**

SASS is a set of test batteries developed and validated to aid in the selection of applicants for clerical and administrative support jobs. SASS is the culmination of a large research program sponsored by the Edison Electric Institute (EEI).

The SASS Project involved the participation of over 20 investor-owned electric companies. Job information was obtained and analyzed from over three thousand company supervisors and administrative personnel. The SASS Project resulted in the development and validation of three test batteries that predict the likelihood of success in various administrative jobs. All test batteries were found to be significantly related to administrative job performance.

This brochure contains information regarding all of the test batteries that are part of SASS. Each test contained within each battery begins with an instruction and practice session to familiarize examinees with test procedures.

## Basic Competency Assessment Battery (BCAB)

BCAB includes four tests and is available in paper-based and computer-based formats. The four tests in the battery are: 1) Classifying, 2) Spelling/Grammar, 3) Basic Mathematics, and 4) Filing/Sorting.

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

The test consists of a total of four lists to classify, with 25 items in each list. Examinees have between 2 and 2.5 minutes to classify the items on each list, and the goal is to correctly classify as many items as possible within the time limit.

The score is the total number of items classified correctly. There is no penalty for guessing. Examinees have 12 minutes to complete this test.

### Classifying Test Example

Classifying Time remaining 9 : 51

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#### Classifying

In the sample problem on the right, you are to verify 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.

Example	Code Format	Code Example
Valid Shipper Code	#A#####	3R333333
Invalid Shipper Code	AA#A####	RR3R3333

Select the circle under V for "Valid" if the shipper code is valid. Select the circle under I for "Invalid" if the shipper code is invalid.

To select a circle, you can either click on the circle, or press the V or I key on the keyboard.

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

#### Sample

Shipper Codes	V	I
(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"/>

2. **Spelling/Grammar Test.** This test assesses basic spelling and grammar abilities and requires the examinee to identify and correct spelling and grammatical errors.

Examinees are presented with several paragraphs of text that contain a total of 50 missing words. For each missing word, the examinee must select the correct answer from the choices presented. The score is the percent of questions answered correctly, and there is no penalty for guessing. Examinees have 8 minutes to complete this test.

### Spelling/Grammar Example

Spelling/Grammar Time remaining 9 : 56

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**Spelling/Grammar**

In the sample passage below, five words are missing. They are marked (S1) through (S5). Select the word from the choices on the right that is correct for each blank. **There is only one correct answer.** (S1) has been completed for you. Complete the remaining sample items (S2 through S5) by yourself.

**Sample**

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.

**Sample**

(S1) A <input checked="" type="radio"/> Personal	(S4) A <input type="radio"/> accomodate
B <input type="radio"/> Personnal	B <input type="radio"/> accommodate
C <input type="radio"/> Personel	C <input type="radio"/> accomodate
D <input checked="" type="radio"/> Personnel	D <input type="radio"/> acomodate

  

(S2) A <input type="radio"/> principle	(S5) A <input type="radio"/> counciling
B <input type="radio"/> principal	B <input type="radio"/> counsiling
C <input type="radio"/> principel	C <input type="radio"/> counseling
D <input type="radio"/> principul	D <input type="radio"/> counsilling

  

(S3) A <input type="radio"/> farther
B <input type="radio"/> further
C <input type="radio"/> furthur
D <input type="radio"/> ferther

[Next](#)

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

A calculator and scratch paper are provided for the examinee to use. There are a total of five test problems, and examinees have 18 minutes to complete this test. The score is the percent of correct items, and there is no penalty for guessing.

### Basic Mathematics Example

Basic Mathematics		Time remaining 9 : 52
<b>Basic Mathematics</b>  Look at the sample problems to the right. Each question is followed by four possible answers, plus <b>None of the Above</b> . You are to work each problem and then select the correct answer. If you believe that the correct answer is not given, select <b>None of the Above</b> .  <b>You have been provided with a calculator, a pencil, and scratch paper for your use in arriving at the answer to each problem.</b> The first sample problem has been done for you. Complete the next three sample problems by yourself.	<b>Sample</b>  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?  A <input type="radio"/> \$412.50 B <input type="radio"/> \$425 C <input checked="" type="radio"/> \$437.50 D <input type="radio"/> \$450 E <input type="radio"/> None of the Above  2. What is Susan's pay per year, assuming she works 52 weeks?  A <input type="radio"/> \$21,450 B <input type="radio"/> \$22,100 C <input type="radio"/> \$23,400 D <input type="radio"/> \$22,750 E <input type="radio"/> None of the Above	  At the end of the year, Susan received a 6 percent increase in pay.  3. What will she receive per week with this pay increase?  A <input type="radio"/> \$463.75 B <input type="radio"/> \$437.25 C <input type="radio"/> \$450.50 D <input type="radio"/> \$13.25 E <input type="radio"/> None of the Above  4. What will Susan receive per year with this pay increase, assuming she works 52 weeks?  A <input type="radio"/> \$23,115 B <input type="radio"/> \$22,737 C <input type="radio"/> \$23,426 D <input type="radio"/> \$24,804 E <input type="radio"/> None of the Above
		<input type="button" value="Next"/>

4. **Filing/Sorting Test.** This test measures the ability to file or sort items according to rules. The rules vary in complexity and may be different from those to which the examinee is accustomed.

The goal is to file or sort as many items as possible within the time limit and the score is the percent of correct items. There is no penalty for guessing. There are a total of six test problems, and examinees have approximately 6 minutes to complete the test.

### Filing/Sorting Test Example

Filing/Sorting Time remaining 9 : 51

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**Filing/Sorting**

In some cases, the filing and sorting rules in this test may be different from those you are accustomed to. Read the instructions that precede each problem carefully and follow the rules given.

**Sample 1**

Place the items on the right in numeric order with the **LOWEST** number first. After each item, select the circle under "1" if the item is the lowest number; "2" if the item is the second lowest number, through "5" if it is the fifth lowest number.

	1	2	3	4	5
446151	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3421	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
342132	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
68218	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
627515	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>