



Excel Proficiency Assessment Report

Candidate:
John SamplePerson

Date:
03/13/2026

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Excel Proficiency Assessment Report

Company: Resource Associates Samples
Date: March 13, 2026

Username: RESOFFHBV0001
Candidate: John SamplePerson

APTITUDE SCORES: Reported as Percent Correct

TEST	PERCENT CORRECT SCORE	This score is considered to be:
Excel Proficiency	90% Correct	High Score

Aptitude Raw Scores

	Total Correct	Total Attempted	Total Questions
Excel Proficiency	18	20	20

Score Interpretation Guidelines

Scoring is based on a "percent correct" calculation: the total number of correct answers divided by total number of questions on the test. The candidate has ample time to complete each question, so it is possible to achieve 100%.

Lower % scores suggest the candidate will make a higher number of errors on the job. Their basic skills in this topic area are probably lacking. If hired, you need to consider on-the-job training in this topic area.

Higher % scores suggest the candidate is less likely to make mistakes of this type on the job. Their skills are adequate to excellent. They can probably improve accuracy as they practice tasks on the job-especially if given feedback.

0% to 50% correct	51% to 70% correct	71% to 85% correct	86% to 100% correct
Low Score (D+ to Failing) "Unsatisfactory"	Below Average (C+ to C-) "Satisfactory"	Above Average (B+ to B-) "Good"	High Score (A to A-) "Excellent"

Most companies are simply trying to weed out candidates who would have the most trouble handling job tasks of this nature. If that is the case, think about what is the lowest "Percent Correct" score you will tolerate. If errors are not particularly costly to your operations, then you may be able to accept candidates who score in the Below Average or "Satisfactory" range. Conversely, if errors of this nature cause very serious problems in your company, then you should only hire people who score in the High category, or "Excellent" range. Companies looking to improve the overall quality of their workforce should target candidates scoring in the upper end of Below Average or higher ranges.