Skills Assessment

Summary of Skills and Scores

Applied Mathematics includes the mathematical reasoning, critical thinking and problem-solving techniques used to communicate work-related information and solve work-related problems.

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SUMMARY OF SKILLS AND SCORES

Applied Mathematics focuses on the core foundational skills required for most jobs today from entry level to professional. There are three "levels" of questions – Levels 3, 4, 5. The complexity of questions and related skills increases at each level. Level 3 is the least complex, and Level 5 is the most complex. The levels build on each other, incorporating the skills at the previous levels. For example, at Level 5, the jobseeker must demonstrate the skills from Levels 3, 4 and 5.

There are 5 questions per level. The jobseeker must answer 4 out of 5 questions correctly (80 percent) to advance to the next level.

The jobseeker receives a "score" based on the highest level of questions completed correctly. The score indicates a general level of career readiness. The jobseeker may require additional evaluation and/or may require additional foundational skills training, occupational skills training, credentials and/or certification based on his/her career choice.

Applied Mathematics Scores

Score 5 =
- Completed Levels 3-4-5
- Indicates foundational career readiness skills for on average 90 percent of jobs

Score 4 =
- Completed Levels 3-4
- Indicates foundational career readiness skills for on average 60 percent of jobs

Score 3 =
- Completed Level 3
- Indicates foundational career readiness skills for on average 30 percent of jobs

Score 0 =
- Completed Level 3 but did not answer 80 percent of questions correctly
- Indicates potentially under-skilled

Score	Questions – Structure and Complexity	Skills
3	- Translate easily from a word problem to a math equation - All needed information is presented in logical order - No extra information	- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers - Add or subtract negative numbers - Change numbers from one form to another using whole numbers, fractions, decimals, or percentages - Convert simple money and time units (e.g., hours to minutes)

Score	Questions – Structure and Complexity	Skills
4	- Information may be presented out of order - May include extra, unnecessary information - May include a simple chart, diagram, or graph	- Solve problems that require one or two operations - Multiply negative numbers - Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals - Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%) - Add up to three fractions that share a common denominator - Multiply a mixed number by a whole number or decimal - Put the information in the right order before performing calculations

Score	Questions – Structure and Complexity	Skills
5	Problems require several steps of logic and calculation (e.g., problem may involve completing an order form by totaling the order and then computing tax)	- Decide what information, calculations, or unit conversions to use to solve the problem - Look up a formula and perform single-step conversions within or between systems of measurement - Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes) - Divide negative numbers - Find the best deal using one- and two-step calculations and then comparing results - Calculate perimeters and areas of basic shapes (rectangles and circles) - Calculate percent discounts or markups

Reading for Information includes the use of common workplace reading material including memos, directions, signs, policies and regulations and the related reasoning, critical thinking and problem-solving techniques used to communicate work-related information and solve work-related problems.

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Reading for Information Scores

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Score	Questions – Structure and Complexity	Skills
3	• Reading materials include basic company policies, procedures, and announcements • Reading materials are short and simple, with no extra information • Reading materials tell readers what they should do • All needed information is stated clearly and directly • Items focus on the main points of the passages • Wording of the questions and answers is similar or identical to the wording used in the reading materials	• Identify main ideas and clearly stated details • Choose the correct meaning of a word that is clearly defined in the reading • Choose the correct meaning of common, everyday workplace words • Choose when to perform each step in a short series of steps • Apply instructions to a situation that is the same as the one in the reading materials

Score	Questions – Structure and Complexity	Skills
4	• Reading materials include company policies, procedures, and notices • Reading materials are straightforward, but have longer sentences and contain a number of details • Reading materials use common words, but do have some harder words, too • Reading materials describe procedures that include several steps • When following the procedures, individuals must think about changing conditions that affect what they should do • Questions and answers are often paraphrased from the passage	• Identify important details that may not be clearly stated • Use the reading material to figure out the meaning of words that are not defined • Apply instructions with several steps to a situation that is the same as the situation in the reading materials • Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)

Score	Questions – Structure and Complexity	Skills
5	• Policies, procedures, and announcements include all of the information needed to finish a task • Information is stated clearly and directly, but the materials have many details • Materials also include jargon, technical terms, acronyms, or words that have several meanings • Application of information given in the passage to a situation that is not specifically described in the passage • There are several considerations to be taken into account in order to choose the correct actions	• Figure out the correct meaning of a word based on how the word is used • Identify the correct meaning of an acronym that is defined in the document • Identify the paraphrased definition of a technical term or jargon that is defined in the document • Apply technical terms and jargon • Apply straightforward instructions to a new situation that is similar to the one described in the material • Apply complex instructions that include conditionals to situations described in the materials

Locating Information includes the use of workplace graphs, charts, forms, instrument gauges and other graphics and the related reasoning, critical thinking and problem-solving techniques used to communicate work-related information and solve work-related problems.

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SUMMARY OF SKILLS AND SCORES

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Score	Questions – Structure and Complexity	Skills
3	• Elementary workplace graphics such as simple order forms, bar graphs, tables, flowcharts, maps, instrument gauges, or floor plans • One graphic used at a time	• Find one or two pieces of information in a graphic • Fill in one or two pieces of information that are missing from a graphic

Score	Questions – Structure and Complexity	Skills
4	• Straightforward workplace graphics such as basic order forms, diagrams, line graphs, tables, flowcharts, instrument gauges, or maps • One or two graphics are used at a time	• Find several pieces of information in one or two graphics • Understand how graphics are related to each other • Summarize information from one or two straightforward graphics • Identify trends shown in one or two straightforward graphics • Compare information and trends shown in one or two straightforward graphics

Score	Questions – Structure and Complexity	Skills
5	• Complicated workplace graphics, such as detailed forms, tables, graphs, diagrams, maps, or instrument gauges • Graphics may have less common formats • One or more graphics are used at a time	• Sort through distracting information • Summarize information from one or more detailed graphics • Identify trends shown in one or more detailed or complicated graphics • Compare information and trends from one or more complicated graphics

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