

Accounting & Finance

<u>Test Name</u>	<u>Language</u>	<u>Test Type</u>	<u>Test Time</u>	<u>Description</u>
Accounting - Accounts Payable (Aust)	English for Australia	Skill/ Knowledge	25 minutes	This test contains questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.
Accounting - Accountant (Aust)	English for Australia	Skill/ Knowledge	25 minutes	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
Accounting - Accountant Knowledge	English	Skill/ Knowledge	25 minutes	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
Accounting - Accounting and Bookkeeping (Canada)	English for Canada	Skill/ Knowledge	25 minutes	This test contains questions on common knowledge and skills required by an accountant or bookkeeper working under Canadian rules and procedures for accounting.
Accounting - Accounts Payable	English	Skill/ Knowledge	25 minutes	This test contains questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.
Accounting - Accounts Receivable	English	Skill/ Knowledge	25 minutes	This test contains questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts as wells as terminology and general accounting practices.
Accounting - Accounts Receivable (Aust)	English for Australia	Skill/ Knowledge	25 minutes	This test contains questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts as wells as terminology and general accounting practices.
Accounting - Advanced Accounting	English	Skill/ Knowledge	25 minutes	This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.
Accounting - Bookkeeper Knowledge	English	Skill/ Knowledge	25 minutes	This test contains questions on bookkeeping skills, such as identifying statement debits and credits, reasonable recording, journal identification, disbursements, assets and liabilities, posting, terminology, and general accounting practices.

Accounting - Business Documents	English	Skill/ Knowledge	25 minutes	This test contains questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.
Accounting - Business Documents (Aust)	English for Australia	Skill/ Knowledge	25 minutes	This test contains questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.
Accounting - Cost Accounting	English	Skill/ Knowledge	25 minutes	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.
Accounting - Cost Accounting (Aust)	English for Australia	Skill/ Knowledge	25 minutes	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.
Accounting - Credits and Debits	English	Skill/ Knowledge	25 minutes	This test contains questions how various items would be classified when posted to an account, as a credit or a debit.
Accounting - Financial Statements	English	Skill/ Knowledge	20 minutes	This test contains questions on Financial Statements including calculating ratios, return on investments, net worth, profitability, gearing as well as relevant terminology.
Accounting - Math Skills	English	Skill/ Knowledge	25 minutes	This test contains questions on the most commonly used accounting math skills, such as calculations requiring addition, subtraction, multiplication, division, and percentages.
Accounting - Payroll	English	Skill/ Knowledge	25 minutes	This test contains questions on Payroll skills including preparing and filing tax forms, calculating salaries, calculating employer contributions, journal entries as well as relevant terminology.
Accounting - Taxes	English	Skill/ Knowledge	25 minutes	This test contains questions on the most commonly used accounting tax skills, such as payroll form identification, tax law, Medicare and Social Security withholding, and capital gains.
Accounting - Terminology	English	Skill/ Knowledge	25 minutes	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
Accounting - Terminology (Aust)	English for Australia	Skill/ Knowledge	25 minutes	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
MYOB - Advanced (English for AU)	English for Australia	Simulation	30 minutes	This test contains questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms.

MYOB - Beginner (English for AU)	English for Australia	Simulation	30 minutes	This test contains questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms, Cheque Book, and Maintenance.
MYOB Standard (Australia)	English for Australia	Simulation	30 minutes	This test contains questions on the following MYOB Software skills: General Ledger, Sales, Payroll, Inventory, Card File, Reports and Forms.
AU Typing Test - Accounting (F)	English for Australia	Simulation	5 minutes	Tests typing speed and error rate while copying a text specific to accounting environments.
Shorthand - Accounting (Audio)	English	Skill/ Knowledge	5 minutes	Using pen and paper, examinees transcribe audio into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen.
Spelling - Accounting	English	Skill/ Knowledge	15 minutes	The applicant is asked to select the correct spelling of words specific to accounting environments.
Transcription - Accounting	English	Simulation	5 minutes	Examinees type a document that is read aloud.
Typing Test - Accounting	English	Simulation	5 minutes	Tests typing speed and error rate while copying a text.
UK Shorthand - Accounting (Audio)	English for UK	Skill/ Knowledge	5 minutes	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen.
Vocabulary - Accounting/Bookkeeping	English	Skill/ Knowledge	15 minutes	The applicant is asked to select the correct meaning of words specific to accounting environments.
AU Typing Test - Banking and Finance (F)	English for Australia	Simulation	5 minutes	Tests typing speed and error rate while copying a text specific to banking and finance environments.
Bank Teller - Money Handling	English	Skill/ Knowledge	15 minutes	This test contains questions related to working with currency, checks and other items related to duties as a bank teller. Questions include interactive exercises in cashing checks, handling deposits, spotting fraudulent items and reconciling a cash drawer.
Bank Teller - Teller Knowledge	English	Skill/ Knowledge	15 minutes	This test contains questions on common skills required by bank tellers, such as knowledge of banking products, proper banking procedures and issues related to security and fraud.
Data Entry - Checks	English	Simulation	5 minutes	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.
Data Entry - Decimals	English	Simulation	5 minutes	The applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.

Finance - Consumer Finance	English	Skill/ Knowledge	20 minutes	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.
Finance - Credit and Collections	English	Skill/ Knowledge	20 minutes	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.
Finance - Financial Analysis	English	Skill/ Knowledge	20 minutes	Assesses an understanding of financial analysis procedures and techniques including investment and analysis concepts, financial statements and financial data resources.
Finance - Financial Knowledge	English	Skill/ Knowledge	20 minutes	Assesses foundational knowledge of financial issues including financial markets and business structures, financial management and analysis concepts, currency markets, business ethics and law.
Finance - Financial Management	English	Skill/ Knowledge	20 minutes	Assesses an understanding of financial management knowledge and skill including financial management concepts and calculations, debt and debt restructuring, financial reorganization and Sarbanes-Oxley issues.
Finance - Insurance	English	Skill/ Knowledge	25 minutes	Assesses a broad understanding of insurance issues including auto, business, health, life and property insurance.
Finance - Insurance - Health	English	Skill/ Knowledge	20 minutes	Assesses an understanding of various aspects of health insurance including employer-related insurance, elements of health insurance plans, insurance billing and coding.
Typing Test - Banking and Finance	English	Simulation	5 minutes	Examinees are asked to type numbers that include terminology related to banking and finance. Scores measure typing speed and accuracy.