

**02962**

**MEDICAL TRANSCRIBER 2**

**EXAMINATION METHOD:** The examination for Medical Transcriber 2 consists of four computer administered test components and a rating of the applicant's education and work experience. To be eligible for employment consideration an applicant must pass all five parts of the examination. An applicant's standing or rank on an eligible list is based only on the education and experience rating.

**TEST SUMMARY:** The computer administered examination consists of four tests. Each test has been designed to assess the knowledge, skills, and abilities required to effectively perform the job. The four tests are:

**Typing Performance** - This test consists of a practice passage and two timed passages which assess an applicant's typing speed and accuracy. Test accounts for 30% of an applicant's score.

**Proofing** - This test assesses an applicant's ability to review three short passages of text and accurately correct spelling errors, typographical errors, and errors in punctuation. Test accounts for 30% of an applicant's score.

**Word Meanings** - Questions assess an applicant's knowledge of word meanings appearing in the context of a sentence. Test accounts for 20% of an applicant's score.

**Numerical Filing** - Questions assess an applicant's ability to accurately file items in numerical order. The test accounts for 10%

**RATING SUMMARY:** In the rating process, points are assigned to the applicant's education and work experience following a structured format and using rating guidelines that have been developed to appropriately weight the education and experience that is valuable and relevant to the job. Rating scores usually range from a minimum passing score of 70 to a maximum score of 90, 100, or higher, depending on the scoring range established for a particular job classification.

The minimum passing score of 70 is generally based on the minimum qualifications required for the job. For example, if a job requires a bachelor's degree and no work experience, an applicant with a bachelor's degree and no other relevant education and/or work experience can expect to receive a minimum score of 70. Additional relevant education and/or work experience beyond the minimum qualifications may increase the score beyond the minimum of 70.