

How to use the Analysis Aptitude & Pace Reports

An interactive journey through the report

About the Analysis Aptitude Range

Aptitude tests are consistently shown to be the best predictors of workplace effectiveness. Using the right ability test as part of a recruitment process can bring a significant return on investment by helping to ensure the right person is chosen for the role.

The Analysis Aptitude Range is a portfolio of modern and innovative assessments. The different tests within the Analysis Aptitude Range measure:



Verbal Aptitude



Numerical Aptitude



Diagrammatic Aptitude



Abstract Aptitude

All tests within the Analysis Aptitude Range are designed for high level roles such as directors, managers, professionals, graduates and management trainees. The Analysis Aptitude Range includes combination tests comprising shorter sub-tests to rapidly assess several ability areas, as well as single tests to assess a specific ability area in greater depth.

Employers often use aptitude assessments as part of their assessment procedures for the selection and development of staff. Research has shown that they are powerful predictors of performance at work.

Key Facts - Aptitude Tests:

- Single most valid predictor of work performance
- Measures lots of different types of ability
- Fair and consistent treatment of candidates
- Benchmark against external norm groups

Available Tests

Single Aptitude

aptitude 

Verbal Analysis Aptitude – 24mins

Numerical Analysis Aptitude – 24mins

Diagrammatic Analysis Aptitude – 24mins

Abstract Reasoning Aptitude – 16mins

Single tests should be used when you require an in-depth assessment of one specific ability area and just want to screen candidates on this specific ability area (e.g. numerical reasoning is critical).



*Click to navigate through the Verbal Analysis
Aptitude Report*

Contents

Connect with us

Available Tests

Swift Aptitude



Swift Analysis Aptitude – 18mins
Verbal, Numerical & Diagrammatic (6mins each)

Swift Executive Aptitude – 18mins
Verbal, Numerical & Abstract (6mins each)

Swift Analysis Verbal & Numerical Aptitude – 24mins
Verbal & Numerical (12mins each)

Swift tests can be used when there are several important aptitudes which need measuring; they offer a time-efficient way of assessing multiple abilities.

Swift tests provide an overall score which is used to assess candidates.



*Click to navigate through the Swift Analysis
Aptitude Report*

Contents

Connect with us

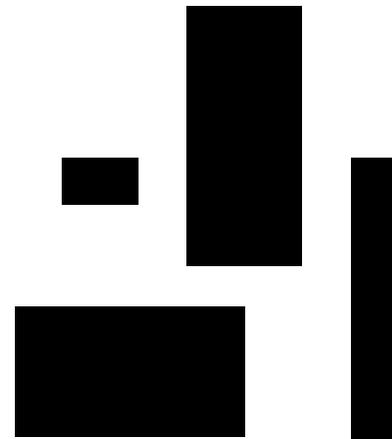
Applying Aptitude Reports

Aptitude assessments are most commonly used in recruitment, but also can be applied in career planning as well as coaching and development. The Analysis Aptitude tests are accurate and valid indicators of performance and potential at work.

The Analysis Aptitude assessments are tools which permit improved decision making. The Analysis Aptitude assessments are often used as one part of an assessment process, in combination with other assessments (e.g. [Wave questionnaires](#) or interviews). When used in volume recruitment they are generally integrated with the organisation's applicant tracking system.

The addition of an aptitude assessment is generally considered to be one of the best ways to drive up the standard of recruits and to increase the return on investment possible from a given selection procedure.

Prior to using any aptitude test, care should be taken in analysing individual jobs to ensure that the tests used are relevant to the aptitudes that need to be assessed. If you require support with job analysis or would like more information on how to establish an effective recruitment strategy, please contact one of our [consultants](#).



The Report Swift Analysis Aptitude

Page two of the report provides some information about the report including the comparison group used in scoring. There's a reminder of this comparison group in the footer of each page in the report.

Contents	
Introduction to Assessment Report.....	3
Total Score.....	4
Aptitude & Pace Information.....	5
Improving Abilities.....	6
Online Test Access Summary (For Assessor Use).....	7

About this Report

This report is based upon Swift Analysis Aptitude, an online test of the ability to reason with information presented in verbal, numerical and diagrammatic formats.

The results are compared against an international group of 20,235 professionals and managers. The results in this report are presented on a 1 to 10 Sten scale, where 1 indicates low performance and 10 indicates high performance on the test. The margin of error that should be allowed before concluding that there is a difference between scores is indicated by the diamond shape.

When reading this report, please remember that it is based on the information gained from the test completion only. It describes performance on this particular test, rather than performance at work or study. Research suggests that ability tests can be powerful predictors of successful performance in study and work activities.

The information contained in this report is confidential and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to provide a valid measure of aptitude for 12 to 24 months.

The report is based on the results of the online test that the respondent was invited to complete under unsupervised conditions. The identity of the actual respondent has not been verified by a test administrator. Further testing under supervised conditions is recommended for high-stake decision making.

This report was produced using Saville Assessment software systems and has been generated electronically. Saville Assessment do not guarantee that it has not been changed or edited. We can accept no liability for the consequences of the use of this report.

The application of this test is limited to Saville Assessment employees, agents of Saville Assessment and clients authorised by Saville Assessment.

Page three of the report provides an overview of the different measures described in the report. In addition to the total score, there are two different forms of sub-scores available in the Swift Analysis Aptitude report: the Aptitude Area Sub-Scores and Aptitude & Pace Comparison.

Introduction to Assessment Report

This report provides feedback on the responses of Sample Candidate to the Swift Analysis Aptitude test.

Total Score

This test measures verbal, numerical and diagrammatic analysis, which are important in the world of work for a variety of roles. This section of the report provides a total test score relative to the comparison group: Professionals & Managers (INT; IA; 2015)

The Total Score indicates how well Sample Candidate has performed overall on the test.

Aptitude Area Sub-Scores

The sub-scores provide information on how Sample Candidate performed on each of the aptitude sub-tests. The pattern of results indicates relative strengths and weaknesses across the following areas of aptitude:

- Verbal** - assesses the ability to understand, interpret and evaluate written information.
- Numerical** - assesses the ability to understand, interpret and evaluate numerical data.
- Diagrammatic** - assesses the ability to analyse diagrams, sequences and transformations.

Aptitude & Pace Comparison

Aptitude and pace scores are shown for each of the areas in the test. These scores are compared in a graph using a 1 to 10 sten scale, with the sten values given in brackets. The pace score is based on the candidate's response time for the questions they completed compared to the average response time for the same questions. Pace is shown from slow at the bottom of the graph to fast at the top. Aptitude runs from low on the left of the graph to high on the right.



Click on the hotspots to reveal an explanation of the area

Contents

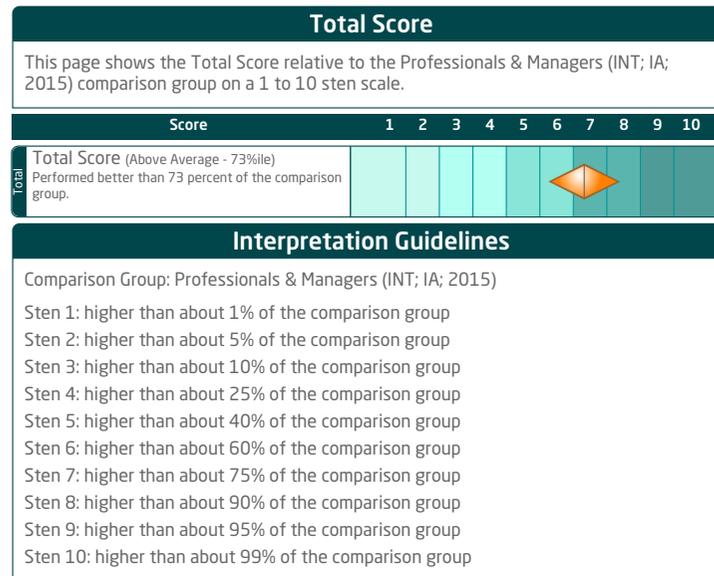
Connect with us

The Report Swift Analysis Aptitude

Page four of the report provides a total test score relative to the comparison group. This score indicates how well the candidate has performed overall on the test.

In Swift tests the Total Score should be used for decision making.

Click on the numbers to reveal an explanation of the area



Contents



The Report Swift Analysis Aptitude

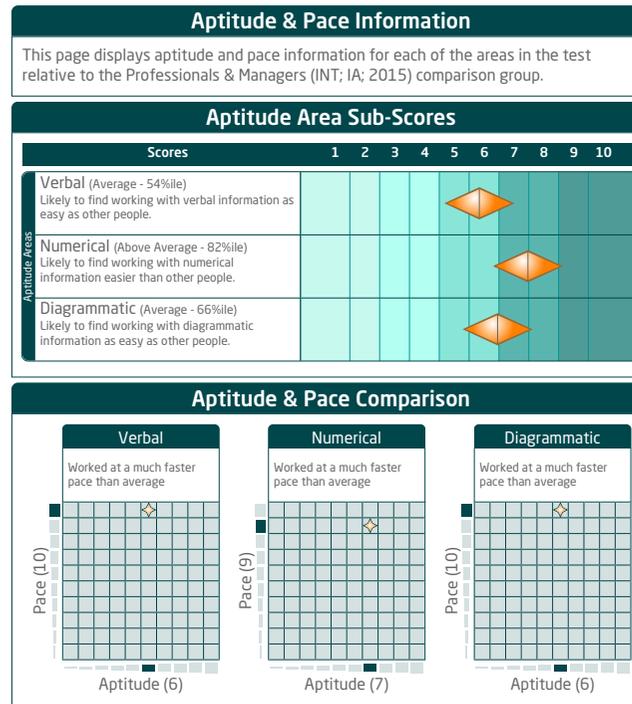
Page five of the report provides an overview of the Aptitude Area Sub-Scores and Aptitude Pace Comparison.

Please note that on a single test only the Aptitude & Pace Comparison scores are shown.

This pages provides information on how the candidate performed on each of the aptitude sub-tests.

Please note that the sub-scores should not used to make selection decisions on a candidate.

Click on the numbers to reveal an explanation of the area



Contents

Connect with us

The Report Swift Analysis Aptitude

Page six of the report provides advice for the individual about how to improve their ability in each aptitude area.

This is static text and does not depend on a candidate's scores.

Improving Abilities

Some tips for improving abilities are provided below:

- Verbal**
 - When you read newspapers and articles, try to establish the main points.
 - Look up the meaning of unfamiliar words.
 - Read passages of text and pick out the key details.
 - Compare written arguments, looking for similarities and differences between them.
 - Look at something you have written and rewrite it more concisely.
- Numerical**
 - When you read newspapers and reports, pay attention to numerical information.
 - Complete calculations both with and without a calculator.
 - Look for differences such as percentage changes in numerical trends.
 - Check calculations done by others.
 - Take on responsibilities which involve working with numbers.
- Diagrammatic**
 - Examine diagrams in books and newspapers.
 - Study flowcharts of processes and procedures.
 - Improve your logic by solving puzzles.
 - Try to clarify different types of relationships within diagrams.
 - Create diagrams in order to illustrate sequences of events.

Page seven of the report provides information about the candidate's individual completion experience.

This information is intended for use by assessors to aid their interpretation of the candidate's scores.

Online Test Access Summary (For Assessor Use)

This section of the report provides additional information about the test completion.

Initial Access: 17/01/2017 (13:32 GMT)
Responses Saved: 17/01/2017 (13:42 GMT)
Language: English (United Kingdom)
Administrator Resets: 0
Candidate Aborts: 0
Time Adjustment: None

In this example, the candidate first accessed this task on 17th January 2017 at 13:32 GMT. They completed the test in one session without aborting and without any resets.

Their results were successfully saved after the completion of the task at 13:42 GMT on the same date. No time adjustments were made to their available completion time.

Next Steps

Please contact one of our [consultants](#) if you would like to discuss how to use the aptitude assessments in your recruitment process and learn more about setting cut off scores or delivering candidate feedback.

For BPS accredited training in how to use ability tests, please visit our [website](#) or [get in touch](#) with our training team.

Contents

Connect with us

Contact Us

If you have any questions, or want to make an enquiry about any of our products or services, please fill in the form and a member of the Saville Assessment team will get in touch as soon as possible.

Full Name

Company

Email

Phone

Comments

Contents