



ABILITY TEST REPORT

Spelling, Grammar and Proofreading Test

A report for

Sam Sample



Sam Sample

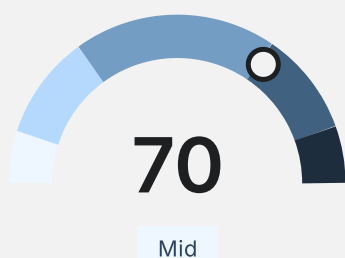
Completed 17/10/2026 · Report valid 18–24 months

This report is confidential and is intended solely for the person responsible for assessing Sam Sample, who completed the Spelling, Grammar and Proofreading Test on 17/10/2026.

Interpreting scores

Sam's result on the Spelling, Grammar and Proofreading Test is shown on a scale of 0 to 100. Use the key below to interpret it.

Very Low	Low	Mid	High	Very High
0–40	43–57	60–73	77–87	90–100

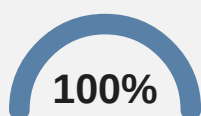


TEST SESSION

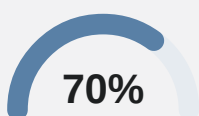
Recommended time: 15 minutes

Time taken: 13 minutes, 0 seconds

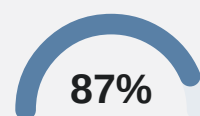
SPEED AND ACCURACY



Questions answered
100% of the test reached



Accuracy
of answered questions correct



Time used
13 min 0 s of 15 min

This spelling, grammar and proofreading test assesses a candidate's accuracy in written British English -- spelling common workplace words correctly, using standard grammar and punctuation, and finding every error when checking a short workplace text. These skills will be apparent when:

- **Spelling:** Accurate written work -- letters, emails and documents to clients are judged on their spelling, in administrative, legal support and customer-facing roles alike.
- **Grammar and Usage:** Professional written communication -- correspondence and records that are grammatically correct are clearer, and reflect well on the person and the organisation.
- **Proofreading:** Checking documents before they are sent -- the error that matters is often the second one in a line, after the eye has already found one.

Areas to probe at interview

The test gives one overall result, shown below as a broad position rather than a score. The overall result is the measure of ability. The three aspects listed under it are ways to explore that one result at interview; they are not separately measured, so each carries Sam's overall position. Use them to decide which skills to probe in more depth, and decide on the evidence gathered there whether to progress Sam. This page states the skills to explore; it does not prescribe exercises or questions — the interview should not repeat the test.

Result	Position
Overall result	<div><div>Low</div><div>Mid</div><div>High</div></div>

How to use this. Each area lists two skills for each position. **Low** — probe these in depth: the test says the skill needs checking. **Mid** — explore them where the role leans on the area: the basics held, so ask how Sam checks their own work. **High** — confirm them: the test was taken unsupervised. The column for Sam's own position in each area is marked. The positions are coarse by design; do not read a profile into small differences between them. Where an area carries too few items on a given form to be placed, the table says so and the area should simply be explored on its merits.

Area 1 — Spelling

What it measures: spelling common workplace words correctly, including those with well-known traps -- doubled letters, silent letters, endings and British spellings.

If Low — probe <ul style="list-style-type: none">spelling words with a known trap, such as a doubled consonant or an unstressed vowelusing British spellings consistently	If Mid — explore ◀ Sam <ul style="list-style-type: none">how they check spelling before sending somethingwhether they rely on a spellchecker or know the words they find hard	If High — confirm <ul style="list-style-type: none">spelling the specialist words of their own field correctlykeeping accuracy up when writing quickly
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Area 2 — Grammar and Usage

What it measures: using standard grammar and punctuation -- verb agreement, apostrophes, commonly confused words, pronouns and tense.

If Low — probe <ul style="list-style-type: none">choosing the right form among commonly confused wordsplacing an apostrophe correctly, especially with plurals	If Mid — explore ◀ Sam <ul style="list-style-type: none">how they decide when they are unsure which form is rightwhether they read their writing back before it goes out	If High — confirm <ul style="list-style-type: none">writing formal letters and records that are correct first timecorrecting someone else's grammar helpfully
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Area 3 — Proofreading

What it measures: checking a short workplace text line by line and finding every error in it, not just the first.

If Low — probe <ul style="list-style-type: none">reading each word as written rather than as expectedcarrying on checking after the first error has been found	If Mid — explore ◀ Sam <ul style="list-style-type: none">what routine they use to check a document before it goeshow they keep their attention up on a long piece of text	If High — confirm <ul style="list-style-type: none">proofreading longer and more formal documents to the same standardchecking other people's work as carefully as their own
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Rank candidates on the overall result; decide on the interview evidence.