West Virginia Customized Assessment Blueprint

Simulated Workplace

Test Code: 8995/ Version: 01

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Test Type: The Simulated Workplace assessment was developed based on standards used in the State of West Virginia and contains a knowledge-based component. This assessment is meant to measure technical skills at the occupational level and includes items which gauge factual and theoretical knowledge.

Revision Team: The assessment content is based on input from West Virginia educators who teach in career and technical education programs.
This written assessment consists of questions to measure an individual’s factual theoretical knowledge.

**Administration Time:** 2 hours  
**Number of Questions:** 100  
**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered

- **Student Led Companies:** 15%
- **Application/Interview Structure:** 9%
- **Formal Attendance System:** 8%
- **Drug Free Work Zone:** 6%
- **6S Environments:** 6%
- **Safe Work Areas:** 11%
- **Workplace Teams:** 12%
- **Project-Based Learning/Student Engagement:** 13%
- **Company Name and Handbook:** 4%
- **Company Meetings:** 4%
- **Onsite Business Reviews:** 6%
- **Accountability:** 6%
Specific Standards and Competencies Included in this Assessment

**Student Led Companies**
- Use social media appropriately and effectively, in personal and professional situations
- Exhibit flexibility and adaptability
- Demonstrate leadership skills
- Recognize others for their contributions
- Demonstrate group process techniques
- Organize work

**Application/Interview Structure**
- Exhibit professional practices
- Apply for employment
- Demonstrate employability skills needed to keep a job
- Demonstrate personal qualities appropriate to the work environment

**Formal Attendance System**
- Exhibit responsibility
- Explain the importance of satisfactory attendance to the overall operation of the business
- Call in to notify the supervisor of unanticipated absences

**Drug Free Work Zone**
- Identify healthy practices and behaviors that will maintain or improve the health of self
- Ensure healthful working conditions
- Identify why drug free work zones are needed to be a productive/safe company

**6S Environment**
- Apply previous learning to situations where problems must be solved or decisions made quickly
- Exhibit interest in making the organization more effective and productive
- Identify why 6S is important to be an efficient and effective company

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Safe Work Areas
- Explain the necessity and benefits/disadvantages of organizational change
- Identify ways to reduce or prevent injuries and illness
- Identify efficient, effective, and ethical uses of technology in the workplace
- Ensure safe working conditions
- Demonstrate safe use of tools and equipment
- Practice environmental conservation and safety

Workplace Teams
- Participate in group or team discussions
- Cooperate in a pleasant and polite manner with clients, coworkers, and supervisors
- Explain the importance of teamwork to the overall operation of the business
- Perform work tasks in a team
- Look for ways to help others
- Take directions willingly

Project-Based Learning/Student Engagement
- Perform math operations using whole numbers, fractions, and percentages
- Gather information
- Provide clear documentation of assignments, goals, and timelines
- Define the problem
- Analyze the problem and identify the solution
- Make recommendations

Company Name and Handbook
- Identify the company’s mission and the individual employee’s contribution to that mission
- Interpret organizational policies and procedures
- Apply management techniques
Company Meetings

- Engage in conversations with coworkers, supervisors, and clients
- Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others

Onsite Business Reviews

- Interpret and comprehend technical and general interest in written material
- Identify how the company functions within the broad world of business, industry, and service
- Identify ways in which the individual employee represents the organization
- Apply industry quality standards and practices

Accountability

- Identify aspects of owning or starting up a small business
- Share information using a range of appropriate communications technologies
- Explain the importance of using data to improve company productivity
Sample Questions

An effective manager engages in which of the following?
A. reprimanding an employee publicly
B. praising an employee in front of the team
C. ignoring an employee at a meeting
D. discussing a person's private affairs during the meeting

Why do workers fill out a W-4 form when they get a new job?
A. to calculate an hourly wage
B. to calculate net pay
C. to determine federal withholding taxes
D. to determine state payroll taxes

For changes in an organization to be effective, there must be
A. a directive from administration
B. an amendment to the mission statement
C. support from all levels of the organization
D. a formal change in organizational methodology

A person that assists an employee by offering networking and coaching is called
A. a mentor
B. a coworker
C. an employee
D. a teammate

When conducting Internet research on a topic, it is most important to consider the
A. number of sites listed
B. source of the information
C. number of hits the page receives
D. site creation date