WHY DO AT&T AND ITS AFFILIATES TEST?  
When individuals are being considered for our available job openings, they go through a selection process to measure their skills and abilities to determine if they can perform the jobs in a satisfactory manner. It is to the advantage of both you, as a job candidate, and the company that only those who can perform at acceptable levels be placed on the job. Research has shown that tests provide accurate measures of people’s skills and abilities and, therefore, we use tests to help identify people best suited for our job openings.

WHAT IS THE BASIC COMPUTER SKILLS TEST (BCST)?  
The BCST is an assessment of knowledge and skills relating to basic computer and Internet usage. The test contains 15 multiple choice questions designed to assess specific job-related knowledge and skills in two areas: Basic Computer/Windows and Intranet/Internet/Browser/Email. The purpose of these questions is to evaluate your readiness to perform a job that requires use of a computer.

During the test you will be asked questions about a variety of basic computer and internet skills, including:

- Basic parts of a computer, use of Windows software, basic computer functions (using a mouse, working in multiple Windows, etc.) and basic software functions (saving a file, copying text, etc.)
- Basic Internet, browser and email functions (finding websites, searching for information and sending email, etc.)

The BCST process takes approximately 15 minutes. The test contains questions like the following:

1. In order to search for information on the Internet, you would open the following program:

   a. Email
   b. Browser
   c. Hard Drive
   d. Spreadsheet

WHAT CAN I DO TO PREPARE FOR THE ASSESSMENT?  
The BCST assesses basic computer and Internet knowledge and skills. Acquiring knowledge and skills through work experience, coursework, or independent study is the best way to prepare for the test. You may want to check into computer courses available through local schools or universities. Also, independent study materials may be found at your local library, bookstore, or computer software store. Keep in mind; however, that completion of coursework or independent study will not guarantee that you pass the test. It is important that you have an understanding of how to use a computer and the Internet.

When you are scheduled for the BCST, you will be given a specific time to report to the testing location. Try to arrive at the location at least 15 minutes before your scheduled test time to relax before the test begins. Review this Test Information Pamphlet and be prepared for the test by bringing your glasses, etc. Ask questions before the assessment begins and be sure you understand the format of the BCST.

FOR EMPLOYEES ONLY: You may contact the AT&T Self Development Resource Center located on HROneStop at http://hronestop.att.com >> Your Career >> Self Development >> Test Preparation to inquire about study guides, textbooks, and/or general course information that may help you prepare for the test.
RETEST INTERVALS

If it should happen that you do not qualify on the BCST, you may initially retest after one month. Subsequent retests are at three-month intervals. Test standards are periodically updated to reflect current abilities and skills required for our jobs. Therefore, it may be necessary to meet new test standards should they be introduced prior to your placement on the job.

SUMMARY

Successful completion of the BCST qualifies you for possible placement into jobs requiring the assessment. Additional testing may be required for certain positions. See job briefs in your area for additional testing requirements for titles you are interested in.

AT&T and its affiliates support and comply with the provisions of the Americans with Disabilities Act (ADA) and other Federal and State laws that specifically assist individuals with disabilities. If you have a limiting disability and need special testing arrangements, please ask your local Employment Office or Placement Bureau personnel for information about the testing accommodation process.