

## Office Administration (OADM) Entrance Assessments

### FREQUENTLY ASKED QUESTIONS

**Q. Who would write an Office Administration (OADM) Entrance Assessment?**

A. Students wanting to register in the Office Assistant certificate, Administrative Assistant certificate, Bookkeeping/Accounting Technician certificate, Medical Administrative Assistant, or either of the two Legal Administrative Assistant certificates who have not met the entrance requirements.

**Q. If I have Grade 11 English, but not Grade 11 math, do I have to write both tests?**

A. No, you would write only the section that you need (in this case, the math portion of the test).

**Q. Is there a keyboarding speed test?**

A. It is STRONGLY recommended that you have a minimum keyboarding speed of 20 words per minute.

**Q. What is the minimum passing percentage? What if I do not make that minimum on one test, but I do on the other? Can I rewrite?**

A. The minimum passing mark for all the OADM entrance exams is 70 percent. You may write the entrance assessment twice in one year. You need to rewrite only the parts that you do not pass the first time. If you do not pass the entrance assessment in two tries, we recommend you take some upgrading course(s) and then try the entrance assessment again the following year.

**Q. Does my mark determine my entrance placement into the program?**

A. Applicants are accepted into the program in order of the date the application was received. Your mark on the entrance assessment does NOT affect your standing for admittance. However, you must pass all portions of the assessment before you can be admitted to the program.

**Q. What tests do I need to write if I am interested in the Office Assistant Certificate program?**

A. Please see the chart below. It lists the certificate programs as well as possible tests, depending what you provide as prerequisites or work experience.

Program	English	Math
<b>Bookkeeping/Accounting Technician (BAT)</b>	Yes	Yes
<b>Administrative Assistant (ADAC)</b>	Yes	No
<b>Legal Administrative Assistant (LAA)</b>	Yes	No
<b>Office Assistant (OAC)</b>	Yes	No
<b>Medical Administrative Assistant (MAA)</b>	Yes	No
<b>Virtual Assistant (VA)</b>	Yes	No

**Q. How do I arrange to write the tests I need?**

Email Admissions at [admissions@okanagan.bc.ca](mailto:admissions@okanagan.bc.ca) to get the instructions for the test. Be sure to put your student name and number in the message of the email along with OADM Admissions Testing. It can be done from your home.

**Q. What kind of questions can I expect?**

Please see the sample questions on the following pages.

**ENGLISH**

An **English grammar** and reading comprehension assessment which is composed of multiple choice questions on reading comprehension, spelling, word meanings, capitalization, number usage, punctuation and possessives. You have 1 hour to complete. Here are a few sample questions:

<p>Computers and robots are products of modern:</p> <ul style="list-style-type: none"> <li>a. nuclear power</li> <li>b. technology</li> <li>c. physics</li> </ul>	<p>Choose the correct replacement for the underlined text. This hat <u>doesnt</u> fit.</p> <ul style="list-style-type: none"> <li>a. the underlined text is correct</li> <li>b. doe'snt</li> <li>c. does'nt</li> <li>d. doesn't</li> </ul>
<p>Choose the correct replacement for the underlined text. Having missed the 8:05 <u>bus</u> <u>Alice sat down</u>, and waited for the next one.</p> <ul style="list-style-type: none"> <li>a. the underlined text is correct</li> <li>b. bus; Alice sat down,</li> <li>c. bus; Alice sat down</li> <li>d. bus, Alice sat down</li> </ul>	<p>Which of the underlined words in the following 4 statements is spelled <b>INCORRECTLY</b>?</p> <ul style="list-style-type: none"> <li>a. just <u>plane</u> toast</li> <li>b. a string with a <u>knot</u></li> <li>c. <u>chili</u> for dinner</li> <li>d. today's <u>lesson</u></li> </ul>
<p>What is the correct form for the underlined possessive in the following sentence? Come back to see me <u>in 3 days time</u>.</p> <ul style="list-style-type: none"> <li>a. three days' time</li> <li>b. three day's time</li> <li>c. three days's time</li> </ul>	<p>Your digits refer to your:</p> <ul style="list-style-type: none"> <li>a. age</li> <li>b. fingers</li> <li>c. heart</li> </ul>
<p>Make the following singular nouns plural:</p> <ul style="list-style-type: none"> <li>a. child _____</li> <li>b. mouse _____</li> <li>c. moose _____</li> </ul>	<p>Make the following words possessive:</p> <ul style="list-style-type: none"> <li>a. company _____</li> <li>b. companies _____</li> <li>c. Ms. Smith _____</li> </ul>
<p>Change the verb to the indicated tense:</p> <ul style="list-style-type: none"> <li>a. bury (past) _____</li> <li>b. hurry (future) _____</li> <li>c. danced (present) _____</li> </ul>	<p>Correct any errors in the following sentence: I told James dog to lay down, but it didnt listen to I.</p>

**MATH**

The math portion has 30 practical business math questions involving basic numeracy skills, adding, subtracting, multiplying, dividing, fractions and percents. You may use a calculator for the math test.

Here are a few sample questions:

<p>2 ÷ 5 is equal to which of the following?</p> <ul style="list-style-type: none"> <li>a. 0.25</li> <li>b. 0.4</li> <li>c. 0.5</li> <li>d. 0.75</li> <li>e. None of the above are correct.</li> </ul>	<p>45% is the same as which decimal equivalent?</p> <ul style="list-style-type: none"> <li>a. 0.45</li> <li>b. 4.5</li> <li>c. 0.045</li> <li>d. 45.00</li> <li>e. None of the above are correct</li> </ul>
<p>3 is related to 30, and 7 is related to 70 in the same way that 2 is related to:</p> <ul style="list-style-type: none"> <li>a. 4</li> <li>b. 20</li> <li>c. 22</li> <li>d. 8</li> <li>e. None of the above are correct</li> </ul>	<p>2 - _____ = ½</p> <p>419 x 17 = _____</p> <p>2.63 divided by 0.5 = _____</p> <p>Find the average: 43, 61, 43, 93 and 72</p>
<p>229 + 2584 + 7258 + 58 =</p>	<p>Subtract 9 ¼ - 7 ½ =</p>