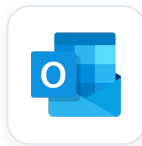


Results report

Adaptive Outlook 365 Assessment Test (FR)



Mr B Candidat

Group: Groupe principal
Skill Level: Productive - 3/5
Time: 10:45
Test date: May 27, 2026



Skill Level: Productive - 3/5

Skills Synthesis - Outlook 365 Assessment The candidate demonstrates solid foundational competencies in Outlook 365 at a productive level. They successfully manage email settings, including blocking/ approving senders and creating rules. The candidate can retrieve deleted messages and identify spam, showing good email management awareness. However, significant gaps exist in advanced functionalities. The candidate struggles with contact management tasks, unable to create contacts or contact groups. Calendar and task management present considerable challenges—the candidate cannot create appointments, manage appointment properties, or add detailed tasks. Additionally, the candidate lacks proficiency in note creation and categorization. Overall, the candidate masters basic email operations but requires development in organizing contacts, scheduling, and task management features.

1 Analysis

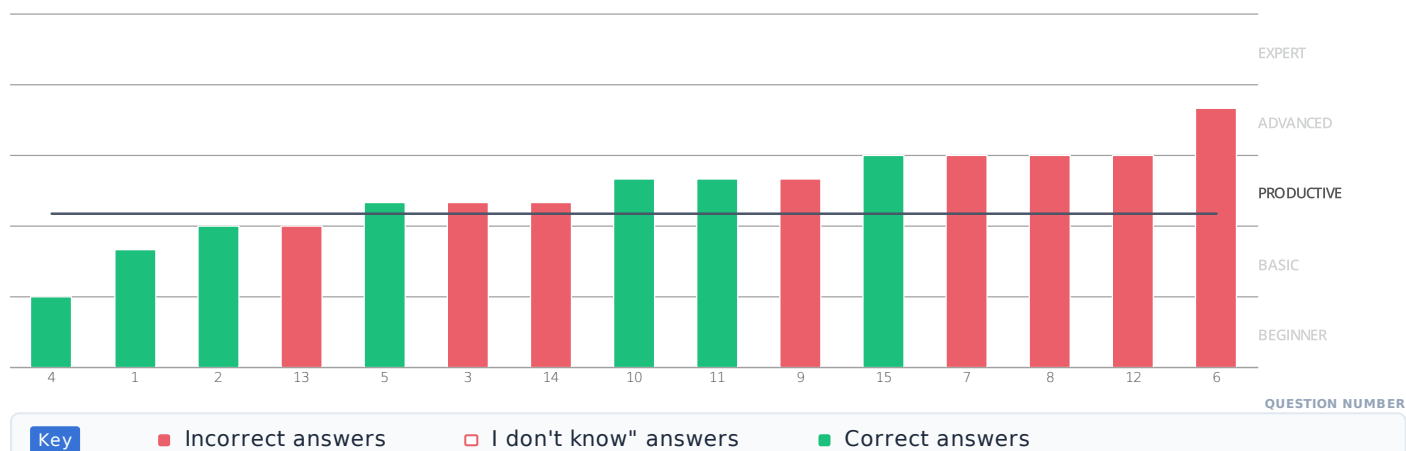
Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.

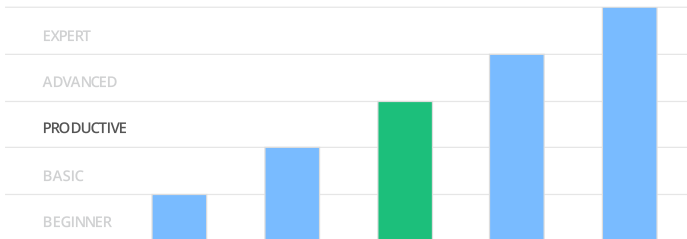


Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.



Environment and Settings



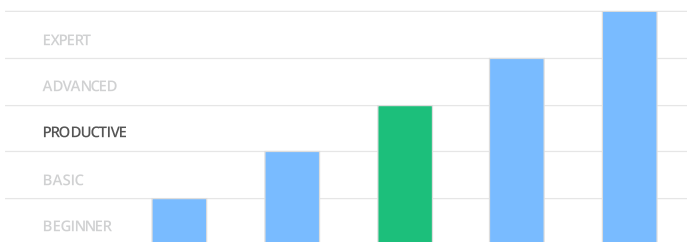
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their knowledge of the Outlook interface (ribbon, navigation pane, folders, inbox items); the customization of each item; and the use of the Out of Office Assistant and print options manager. Questions also cover data management, archiving and backup, and account creation and customization.

AI ANALYSIS OF ANSWERS

The Environment and Settings domain covers Outlook interface customization, navigation, folder management, data handling, archiving, and account configuration. The candidate demonstrates a Productive skill level (3/5). Regarding interface management, the candidate successfully configured calendar display settings and managed sender lists effectively. For rules and filtering, the candidate demonstrated competence in creating rules and identifying spam messages. The candidate shows solid understanding of basic customization tasks and security features, though may benefit from exploring more advanced configuration options. The successful completion of a moderately difficult rule-creation task positively contributed to the assessed skill level.

Emails



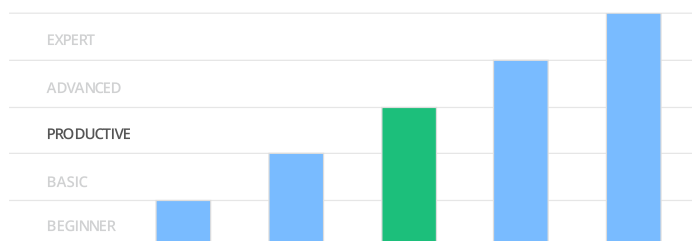
DOMAIN DESCRIPTION:

In this domain, candidates are tested on composing and sending email messages, email formatting, adding different types of attachments, and using Outlook features (cc: and bcc:, adding a signature, creating delivery and read receipts). This domain also includes using rules and alerts, message management, and searching for information in Outlook.

AI ANALYSIS OF ANSWERS

The Emails domain encompasses composing and sending messages, formatting, attachments, signatures, receipts, rules, alerts, and message management. The candidate demonstrates a Productive skill level (3/5). Regarding message management and recovery, the candidate successfully retrieved deleted messages and managed sender lists effectively. For email rules and organization, the candidate created rules and handled blocked/approved senders competently. However, the candidate struggles with signature automation, indicating incomplete knowledge of automatic email configuration features. Overall, the candidate understands core email operations but needs development in advanced automation and personalization features.

Calendar and Tasks



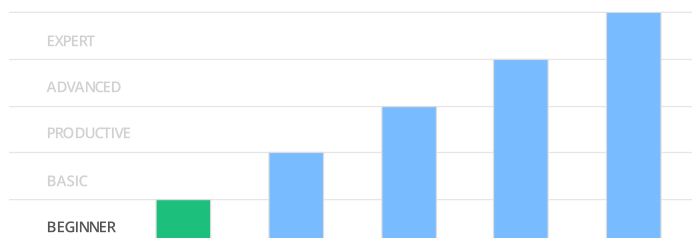
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their ability to manage an Outlook calendar and tasks (creating appointments and meetings with different options such as priority, recurrence, and reminders; receiving and responding to invitations; creating tasks; customizing the display; and printing a calendar), as well as their ability to manage delegation and sharing. At advanced levels, this domain also includes questions on task management (task creation, display, customization).

AI ANALYSIS OF ANSWERS

The Calendar and Tasks domain involves managing appointments, meetings, tasks, delegation, sharing, and calendar customization with various options like recurrence and reminders. The candidate demonstrates a Productive skill level (3/5). Regarding calendar display and navigation, the candidate successfully displayed additional calendars and week numbers. For appointment and task creation, the candidate struggles with creating appointments and detailed tasks, showing gaps in managing complex scheduling features. Regarding appointment characteristics management, the candidate cannot handle advanced appointment properties. The candidate demonstrates basic calendar navigation skills but lacks proficiency in creating and configuring appointments and tasks with detailed specifications.

Contacts and Notes



DOMAIN DESCRIPTION:

In this domain, candidates are tested on Outlook contacts maintenance: adding new contacts; creating distribution lists that can be shared and distributed in different formats; displaying contacts in various ways and grouping them by criteria.

AI ANALYSIS OF ANSWERS

The Contacts and Notes domain covers contact maintenance, creation, distribution lists, contact organization, and note management with categorization. The candidate demonstrates a Beginner skill level (1/5). The candidate does not seem able to create basic contacts or extract contacts from received messages, indicating fundamental gaps in contact management. Regarding contact organization, the candidate cannot create contact groups, suggesting limited understanding of distribution list functionality. For notes management, the candidate does not seem to know how to create notes and assign categories. Overall, the candidate lacks essential competencies across all contact and note management tasks, requiring comprehensive training in this domain.

3 List of questions

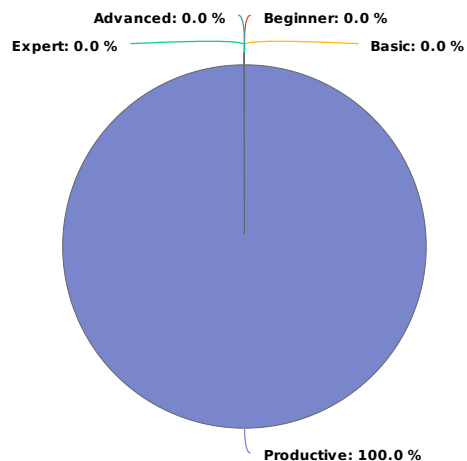
Question	Identifiant	Contenu	Compétence	Temps	Statut
1	OT365FR00062	Ajouter une adresse dans les expéditeurs bloqués Manip		1mn29s	✓
2	OT365FR00066	Afficher les n° des semaines dans le calendrier Manip		21s	✓
3	OT365FR00030	Créer un contact Manip		9s	✗

Numero	Identifiant	Titre	Temps passé	Correct
4	OT365FR00042	Récupérer un message effacé Manip	16s	✓
5	OT365FR00061	Ajouter une adresse dans les expéditeurs approuvés Manip	18s	✓
6	OT365FR00049	Gérer les caractéristiques des rendez-vous	13s	✗
7	OT365FR00032	Créer un groupe de contacts Manip	8s	✗
8	OT365FR00034	Créer un RDV Manip	1mn09s	✗
9	OT365FR00071	Créer des notes et leur affecter une couleur/catégorie Manip	1mn06s	✗
10	OT365FR00076	Identifier un SPAM	12s	✓
11	OT365FR00019	Créer une règle Manip	1mn27s	✓
12	OT365FR00041	Créer une tâche avec détails Manip	29s	✗
13	OT365FR00031	Créer un contact à partir d'un message reçu Manip	42s	✗
14	OT365FR00009	Créer une signature automatique Manip	1mn11s	✗
15	OT365FR00036	Afficher un autre calendrier Manip	1mn35s	✓

4 Ranking

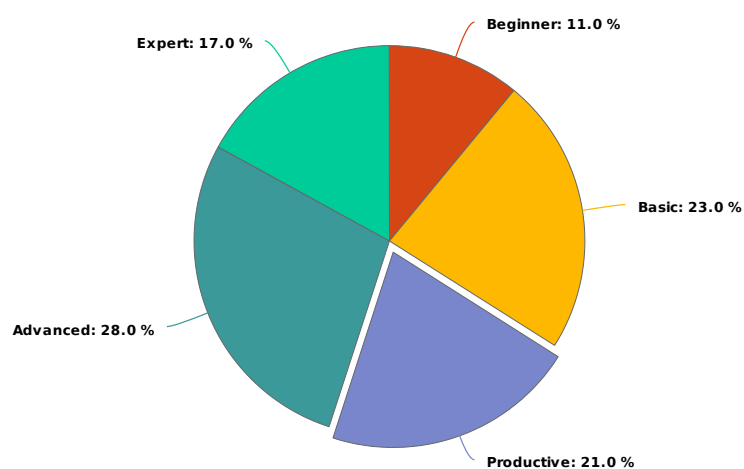
Candidate distribution within your account

The candidate ranks among the 100% of test-takers within your account who have achieved the Productive level.



Candidate distribution among all candidates worldwide who took this test

The candidate ranks among the 21% of test-takers worldwide who have achieved the Productive level.



5 Other informations

Administrator comments

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now