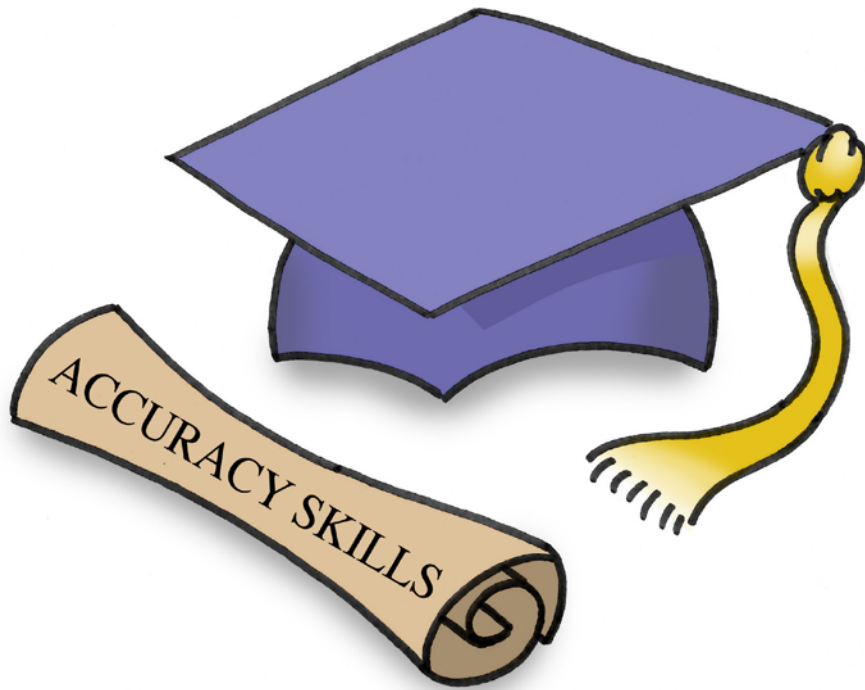


Developing an Eye for Accuracy



A degree of accuracy in your centre of learning

Getting it right first time, every time

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy Universities

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

Student number: 67888443	S	D	Student number: 67888443
Exam Number: NPR210015NA	S	D	Exam Number: NPR210015NA
Module Code: ECN4001	S	D	Module Code: ECM4001
Course Code: CBAABUSMGU	S	D	Course Code: CBABUSMGU
Ceremonies ticket data: 10338836	S	D	Ceremonies ticket data: 10388836
Exam Paper: HRM300715N	S	D	Exam Paper: HRM300175N
COURSE ID: CBSCENGIN	S	D	COURSE ID: CBSCENGIN
Student file: 15322001	S	D	Student file: 15322001
Grade data EX1 (25%) = C-	S	D	Grade data EXL (25%) = C-
Student Satisfaction: 89%	S	D	Student Satisfaction: 89%
Year of study: T2017/18	S	D	Year of study: T2017/18
Tuition Payment: TUITIMP269026-27	S	D	Tuition Payment: TUITIMP269026-27
Plan ref: T657781891011	S	D	Plan ref: T657781891011
Staff ID: 000121211	S	D	Staff ID: 000121211
Visitor Name: Angeliki Galanopoulou	S	D	Visitor Name: Angeliki Galanopoulou
SID# 1110003	S	D	5ID# 1110003
CAS Number: E4G2TV5C13VOX8	S	D	CAS Number: E4G2TV5C13VOX8
Bursary: £3,300.00	S	D	Bursary: £3,800.00
Transaction Number: 1118245	S	D	Transaction Number: 1118245
SAAS Reference number: 66017023	S	D	SAAS Reference number: 66017023
Programme Code: BUSINBA	S	D	Programme Code: BUSINBA
hollie.macgillivray@uws.ac.uk	S	D	hollie.mcgillivray@uws.ac.uk
Programme Code: C1E7-MKG	S	D	Programme Code: CE17-MKG
Journal ISSN: 0748-4518	S	D	Journal ISSN: 0748-4158
Monday, 4 th February 2019	S	D	Monday, 4 th February 2019

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Student number: 67888443	S	✓	Student number: 67888 443	Extra 8
Exam Number: NPR210015NA	✓	D	Exam Number: NPR210015NA	
Module Code: ECN4001	S	✓	Module Code: ECM 4001	N not M
Course Code: CBAABUSMGU	S	✓	Course Code: CBA BUSMGU	Missing A
Ceremonies ticket data: 10338836	S	✓	Ceremonies ticket data: 103 8836	3 not 8
Exam Paper: HRM300715N	S	✓	Exam Paper: HRM300 175N	Transposition
COURSE ID: CBSCENGIN	✓	D	COURSE ID: CBSCENGIN	
Student file: 15322001	✓	D	Student file: 15322001	
Grade data EX1 (25%) = C-	S	✓	Grade data EX L (25%) = C	1 not L
Student Satisfaction: 89%	✓	D	Student Satisfaction: 89%	
Year of study: T2017/18	✓	D	Year of study: T2017/18	
Tuition Payment: TUITIMP269026-27	✓	D	Tuition Payment: TUITIMP269026-27	
Plan ref: T657781891011	✓	D	Plan ref: T657781891011	
Staff ID: 000121211	✓	D	Staff ID: 000121211	
Visitor Name: Angeliki Galanopoulou	✓	D	Visitor Name: Angeliki Galanopoulou	
SID# 1110003	S	✓	SID# 111000	S not 5
CAS Number: E4G2TV5C13VOX8	✓	D	CAS Number: E4G2TV5C13VOX8	
Bursary: £3,300.00	S	✓	Bursary: £3, 800.00	3 not 8
Transaction Number: 1118245	✓	D	Transaction Number: 1118245	
SAAS Reference number: 66017023	✓	D	SAAS Reference number: 66017023	
Programme Code: BUSINBA	✓	D	Programme Code: BUSINBA	
hollie.macgillivray@uws.ac.uk	S	✓	hollie.m acgillivray @uws.ac.uk	Missing a
Programme Code: C1E7-MKG	S	✓	Programme Code: CE 17 -MKG	Transposition
Journal ISSN: 0748-4518	S	✓	Journal ISSN: 0748-4 158	Transposition
Monday, 4 th February 2019	✓	D	Monday, 4 th February 2019	

How did you do? And what does it mean?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

Proven to work

We have many years' experience of working with universities, equipping administrative teams with practical accuracy skills which save money and increase efficiency. Typically, university employees achieve a 53% reduction in errors.

Our unique programmes

Developing an Eye for Accuracy – our flagship in-house data accuracy programme for people who work with information

Preventing Mistakes at Work – our practical in-house workshop for reducing the incidence of 'silly' human error

Accurate Documentation Skills – our practical in-house workshop for people who work with written communications

One-day Accuracy Skills – our open course for individuals seeking to improve their attention to detail

Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

Contact us

www.accuracyprogramme.co.uk

+44 (0)1638 723590

accuracy@scottbradbury.co.uk



3% **UK NATIONAL
ERROR RATE**

**=3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR**

20% **OF SALARY
BILL SPENT
ON MAKING
AND FINDING
MISTAKES**



**IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT**



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

DELIVERING
**Developing an
Eye for Accuracy**
SINCE 2003

53%

**REDUCTION
IN ERRORS**

MEASURABLE RETURN

PRODUCTIVITY GAINS