

Test Results and Interview Guide

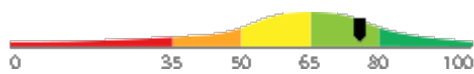
Candidate: **Elizabeth Wantsajob**
Assessment: Artificial Intelligence (AI) Literacy for Business Users
Completed: August 25, 2026
Prepared for: Sara Maple
Example Company

What's Included

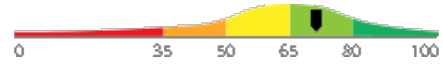
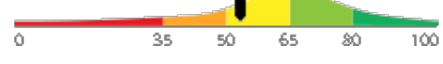
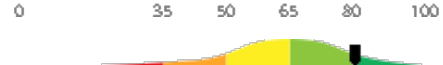
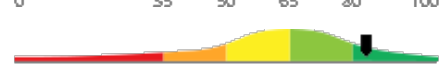
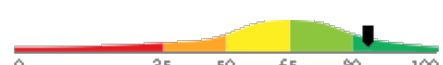
- Overall Score
- Competency Summary Table
- Comparison Matrix
- Detailed Competency Results with Interview Guide

Important Note: The Artificial Intelligence (AI) Literacy for Business Users assessment measures one or more important competencies, and collects audio or video responses to specific questions. Attribute types measured vary by test, but can include cognitive ability, skills, knowledge, personality characteristics, emotional intelligence, and past behavioral history. Various types of analysis may be conducted on the recorded responses depending on the test configuration. Note that these results should always be used as a part of a balanced candidate selection process that includes independent evaluation steps, such as interviews and reference checks.

Overall

Candidate	Score	Interpretation
Elizabeth Wantsajob beth.wantsajob@gmail.com Artificial Intelligence (AI) Literacy for Business Users August 25, 2026	76	
The candidate demonstrates a solid working knowledge of AI literacy for business use, including a sound grasp of how AI tools function, their limitations, and how to apply them effectively across common workplace tasks such as drafting, summarizing, and research. Some refinement may be needed in advanced areas such as nuanced ethical judgment, policy compliance, or optimizing AI integration within complex workflows.		
Key  Candidate Score  Higher Risk  Lower Risk		

Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
Data Privacy and Responsible AI Use	71	
Prompting and Refining AI Outputs (Free Text Responses)	53	
Recognizing AI Limitations and Verifying Outputs (Free Text Responses)	53	
Integrating AI into Everyday Work Tasks	83	
Ownership, Attribution, and Ethical Use of AI-Generated Content	97	
Prompting and Refining AI Outputs	80	
Recognizing AI Limitations and Verifying Outputs	83	
Understanding How AI Tools Work	84	

Comparison

Percentile scores indicate how the candidate compares to other test-takers within various groups. The candidate scored equal to or better than the fraction of test-takers indicated by the percentile.

Test-Taker Group	Percentile	0	10	20	30	40	50	60	70	80	90	100
Global	76th											
North America	63rd											
United States	63rd											
Example Company	70th											

Artificial Intelligence (AI) Generated Scores

This table includes one or more scores derived from a large language model AI query. AI-derived scores are non-deterministic. That is, they are not precisely repeatable. Therefore, these scores should always be treated as supplementary information and should never be used exclusively or compared to hard cutoff values.

Estimated Value	Score	Confidence	Interpretation
Knowledge, Skills, and Abilities Summary	-	-	Summary Points (AI): • (Generic Text for Sample Report) Strong performer in Drag and Drop Files tasks, indicating comfort with file management and basic computer interactions. • Demonstrates solid numerical accuracy in Recognizing and Confirming Numbers, a valuable asset in detail-oriented roles. • Moderate overall performance in Analytical Thinking and Attention to Detail, with adequate grammar skills but room for improvement. • Struggles with Reading and Analyzing Problems, which may limit effectiveness in roles requiring critical reading and complex problem-solving. • Lowest performance in Navigating Between Screens, suggesting difficulty with multi-screen software workflows that could impact productivity in computer-intensive roles. Narrative (AI): Elizabeth Wantsajob demonstrates a mixed profile of knowledge, skills, and abilities across the assessed competencies. Elizabeth shows a strong aptitude in Drag and Drop Files, performing well on this technical task and suggesting she is comfortable with this type of computer interaction. This is a notable strength that would translate well into roles requiring file management and basic computer navigation tasks. In the area of Analytical Thinking and Attention to Detail, Elizabeth performs at a moderate level. She demonstrates solid ability in Recognizing and Confirming Numbers, which suggests she is careful and accurate when working with numerical data — a valuable skill in detail-oriented work environments. Her Grammar performance is adequate but leaves room for improvement, indicating she may occasionally make written communication errors. Her weakest area within this competency is Reading and Analyzing Problems, where she struggled to consistently interpret and work through written problem scenarios. This may impact her effectiveness in roles that require critical reading, written comprehension, or complex problem-solving. Elizabeth's most significant area for development is Navigating Between Screens, where she scored considerably lower than the other competencies. This suggests she may have difficulty efficiently moving through software interfaces or multi-screen workflows, which could slow productivity in roles that rely heavily on navigating computer applications or data entry systems. Overall, Elizabeth brings some useful technical strengths, particularly in file management and numerical accuracy, but would benefit from targeted development in software navigation and analytical problem-solving to be fully effective in roles that demand these skills. Computed on: April 2, 2026, 11:09:49PM EDT

Detail

Candidate: Elizabeth Wantsajob, beth.wantsajob@gmail.com
 Assessment: Artificial Intelligence (AI) Literacy for Business Users
 Authorized: August 25, 2026, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com
 Started: August 25, 2026, 8:12:13PM EDT
 Completed: August 25, 2026, 8:12:13PM EDT
 Overall Score: 76

Knowledge and Skills Detail

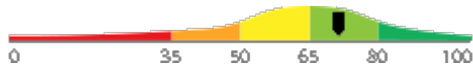
This section contains a list of job-related knowledge areas and skills that have been evaluated. Low scores in these areas often indicate that additional learning may be required before top performance can be achieved.

Detail

Interview Guide

Data Privacy and Responsible AI Use

Score: 71



Description:

Knowing what types of information are safe or unsafe to enter into AI tools, including awareness of confidential business data, client information, and personal data. Includes understanding workplace policies and the risks of sharing sensitive information with AI systems.

Interpretation:

Candidate should achieve above average job performance in this area with little or no training.

The individual exhibits a solid understanding of data privacy principles and responsible AI use, including a good grasp of what types of information are appropriate or inappropriate to share with AI tools. They are generally familiar with workplace policies and the risks of exposing sensitive or confidential data, though some gaps in deeper or more nuanced knowledge may exist.

Your organization has a policy about which AI tools employees are approved to use. A colleague suggests using a free, publicly available AI chatbot to process some internal financial data because it's faster. How would you respond?



1

Agrees to use the unapproved tool or does not see a problem with the suggestion.



2

Expresses some hesitation but cannot clearly explain the policy or privacy risks involved.



3



4

Declines, explains the data privacy and compliance risks, and suggests using only approved tools or consulting IT or a manager.



5

If you were using an AI tool to help draft a summary of a recent client meeting, what information would you be careful about including in your prompts, and why?



1

Does not identify any privacy concerns or would paste full client details into the AI tool without hesitation.



2

Has a general sense that client names or sensitive details might be a concern but cannot explain why or what to do instead.



3



4

Identifies specific categories of sensitive information, explains the risk of data exposure, and describes how to anonymize or paraphrase before using an AI tool.



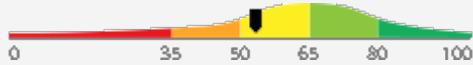
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Detail

Interview Guide

Prompting and Refining AI Outputs (Free Text Responses)

Score: 53



Description:

Covers the end-to-end process of planning, building, testing, and deploying AI-enabled applications for both internal staff and external customers. Includes managing iteration cycles, versioning, model monitoring, and coordinating cross-functional teams through each phase of the product lifecycle.

Interpretation:

The candidate exhibits average writing skills, which can hinder high performance in some jobs.

The candidate possesses a moderate understanding of AI product management, demonstrating basic familiarity with lifecycle management, strategic assessment, and process orchestration, though proficiency across these areas is inconsistent. With targeted coaching and hands-on experience, this individual has the potential to develop into a capable contributor in managing AI-enabled application initiatives.

Overall AI Score:	60.0
High words per minute detected while composing one or more essays:	27.3 words per minute. Possible copy/paste or use of AI tools. Average WPM while composing is about 15.
AI Confidence Level:	80
Argument Strength (AI):	70.0
Clarity and Coherence (AI):	80.0
Match with Ideal Response (AI):	60.0
Other Errors per 100 Words:	0.0
Spelling errors per 100 words:	0.0

Please see below to view the essay submitted.

Describe a time you managed or contributed to an AI product through multiple lifecycle stages. What were the most significant challenges you encountered between phases, and how did you address them?



1

Candidate provides a generic or superficial example that lacks detail about AI-specific lifecycle challenges. Does not clearly articulate their personal role or the decisions they made between phases.



2

Candidate shares a relevant example with reasonable detail, identifying at least one meaningful challenge such as stakeholder alignment or testing delays. However, the response may lack specificity about how AI-related factors (e.g., model performance, data readiness) influenced lifecycle decisions.



3



4



5

Candidate provides a detailed, concrete example that demonstrates ownership across multiple lifecycle phases. Clearly describes AI-specific challenges such as model validation failures, shifting requirements, or deployment infrastructure issues, and articulates the specific actions they took to resolve them and keep the product on track.

Can you walk me through the basic stages you would follow to take an AI-enabled product from an initial idea to a live deployment?



1

Candidate provides a vague or incomplete description of the lifecycle, omitting key phases such as testing, validation, or deployment. May conflate AI product development with general software development without acknowledging AI-specific considerations like model training or data pipelines.



2

Candidate identifies the major phases (discovery, development, testing, deployment) and acknowledges some AI-specific considerations, but struggles to articulate how the phases connect or how cross-functional teams are coordinated throughout.



3



4



5

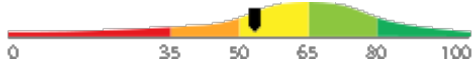
Candidate clearly outlines a structured lifecycle including discovery, requirements, development, model validation, testing, deployment, and monitoring. Demonstrates awareness of AI-specific challenges such as data quality, model drift, and iterative retraining, and explains how they would coordinate stakeholders across phases.

Detail

Interview Guide

Recognizing AI Limitations and Verifying Outputs (Free Text Responses)

Score: 53



Description:

Covers the end-to-end process of planning, building, testing, and deploying AI-enabled applications for both internal staff and external customers. Includes managing iteration cycles, versioning, model monitoring, and coordinating cross-functional teams through each phase of the product lifecycle.

Interpretation:

The candidate exhibits average writing skills, which can hinder high performance in some jobs.

The candidate possesses a moderate understanding of AI product management, demonstrating basic familiarity with lifecycle management, strategic assessment, and process orchestration, though proficiency across these areas is inconsistent. With targeted coaching and hands-on experience, this individual has the potential to develop into a capable contributor in managing AI-enabled application initiatives.

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3



4

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5

Can you walk me through the basic stages you would follow to take an AI-enabled product from an initial idea to a live deployment?



1

Candidate provides a vague or incomplete description of the lifecycle, omitting key phases such as testing, validation, or deployment. May conflate AI product development with general software development without acknowledging AI-specific considerations like model training or data pipelines.



2

Candidate identifies the major phases (discovery, development, testing, deployment) and acknowledges some AI-specific considerations, but struggles to articulate how the phases connect or how cross-functional teams are coordinated throughout.



3



4

Candidate clearly outlines a structured lifecycle including discovery, requirements, development, model validation, testing, deployment, and monitoring. Demonstrates awareness of AI-specific challenges such as data quality, model drift, and iterative retraining, and explains how they would coordinate stakeholders across phases.

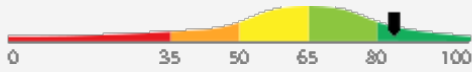


5

Detail

**Integrating AI into
Everyday Work Tasks**

Score: 83


Description:

The practical ability to use AI tools to get real work done—such as drafting emails, summarizing documents, preparing meeting notes, conducting research, or building reports. Includes knowing which tasks AI handles well and which tasks require a different approach.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The individual exhibits a high level of proficiency in applying AI tools to a wide range of everyday work tasks, including preparing reports, conducting research, and managing communications. They demonstrate a strong, nuanced understanding of both the capabilities and limitations of AI, enabling them to make strategic and effective use of these tools in the workplace.

Interview Guide

Describe how you would use an AI tool to help you prepare for and follow up on a team meeting, from before the meeting starts to after it ends.



1

Cannot describe a practical workflow or only mentions one minor use with no follow-through.



2

Describes one or two uses such as setting an agenda or writing a summary but misses other practical steps.



3



4

Outlines a full workflow including agenda drafting, note-taking or transcription support, action item extraction, and follow-up communication drafting.



5

What is one work task you currently do regularly that you think an AI tool could help with, and what is one task where you would not want to rely on AI? Why?



1

Cannot identify a practical use case or does not distinguish between tasks where AI is helpful versus risky.



2

Identifies a general use case and a limitation but reasoning is vague or lacks practical detail.



3



4

Gives specific, realistic examples and explains clearly why AI adds value in one context and introduces risk or inefficiency in another.



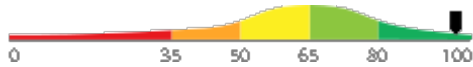
5

Detail

Interview Guide

Ownership, Attribution, and Ethical Use of AI-Generated Content

Score: 97


Description:

Understanding who is responsible for AI-assisted work, when and how to disclose AI use, and how to handle questions of intellectual property and attribution. Includes taking personal accountability for reviewing and standing behind any content produced with AI help.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The individual exhibits a comprehensive and sophisticated understanding of ownership, attribution, and the ethical use of AI-generated content. They are well-equipped to consistently apply best practices around disclosure, intellectual property, and personal accountability for AI-assisted work in a professional environment.

A team member shares a polished document and mentions it was entirely written by an AI tool without any edits. What concerns, if any, would you raise, and how would you handle the situation?



1

Has no concerns or would accept the document as-is without considering accuracy, policy, or accountability.



2

Raises general concerns about quality or accuracy but does not address ownership, policy compliance, or ethical responsibility.



3



4

Raises concerns about accuracy, potential policy violations, lack of human review, and the importance of the team member taking ownership of and accountability for the content.



5

If you used an AI tool to write most of a report that you then submitted at work, do you think you need to disclose that? Why or why not?



1

Does not think disclosure is necessary and has not considered accountability or workplace policy.



2

Thinks disclosure might be appropriate in some cases but is uncertain and cannot explain the reasoning clearly.



3



4

Explains that disclosure depends on workplace policy and context, emphasizes personal accountability for the content, and describes reviewing and editing AI output before submitting.



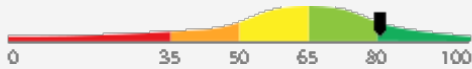
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Detail

Interview Guide

Prompting and Refining AI Outputs

Score: 80


Description:

The ability to write clear, effective prompts that give AI tools the context and instructions needed to produce useful results. Includes knowing how to review outputs, identify problems, and improve results through follow-up prompts and iteration.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The candidate demonstrates a comprehensive and sophisticated understanding of AI literacy for business use, reflecting strong competency across all major areas including prompt engineering, AI limitations, data privacy, ethical and compliance considerations, workflow integration, and the appropriate exercise of human judgment over AI-generated content. This level of performance indicates the candidate is well-prepared to responsibly and effectively leverage AI tools across a wide range of professional tasks and collaborative work environments.

Walk me through how you would prompt an AI tool to help you draft a professional email declining a vendor's proposal, and how you would make sure the final email is ready to send.



1

Describes a vague or generic prompt with no mention of context, tone, or reviewing the output.



2

Provides a reasonable prompt with some context and mentions reviewing the draft before sending.



3



4



5

Describes a specific, context-rich prompt, explains how they would refine the output, and confirms they would personally review and edit before sending.

When you ask an AI tool a question and the response isn't quite what you needed, what do you do next?



1

Says they accept the output or try a completely different tool without adjusting their prompt.



2

Mentions rephrasing or trying again but lacks a clear strategy for improving prompts.



3



4



5

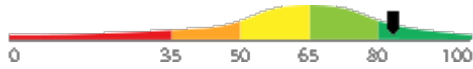
Describes adding context, breaking down the request, or iterating with follow-up prompts to guide the AI toward a better result.

Detail

Interview Guide

Recognizing AI Limitations and Verifying Outputs

Score: 83



Description:

Understanding that AI tools can produce inaccurate, outdated, or biased content—sometimes confidently. Includes knowing when to fact-check AI-generated information, apply human judgment, and avoid over-relying on AI for high-stakes decisions.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The candidate demonstrates a strong and comprehensive understanding of AI limitations, including the nuanced risks of outdated, biased, or confidently incorrect AI outputs. They are highly skilled at determining when fact-checking and human judgment are essential and consistently avoid over-reliance on AI in critical decision-making scenarios.

A colleague uses an AI tool to pull together background research for an important client report and shares it with you to review. What would you look for, and what steps would you take before including that information in the final report?



1

Would include the information without additional review or only checks for grammar and formatting.



2

Would review for obvious errors and may spot-check a few facts but lacks a systematic approach.



3



4



5

Would verify key facts from authoritative sources, flag anything unverifiable, and ensure all claims are accurate before including them.

Have you ever encountered a situation where an AI tool gave you information that turned out to be wrong or misleading? How did you handle it, or how would you handle it?



1

Has not considered this possibility or says they would trust AI output without checking.



2

Acknowledges AI can be wrong but does not describe a consistent habit of verifying important information.



3



4



5

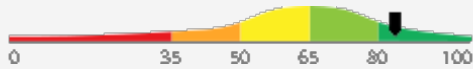
Describes a clear habit of cross-checking AI outputs against reliable sources, especially for facts, figures, or important decisions.

Detail

Interview Guide

Understanding How AI Tools Work

Score: 84



Description:

A basic, practical understanding of how AI language tools generate responses—including the role of training data, why outputs can vary, and what it means for a model to predict likely responses rather than look up facts. This knowledge helps users set realistic expectations and use AI tools more effectively.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The individual exhibits a comprehensive and well-developed understanding of how AI language tools generate responses, including the influence of training data, reasons for output variability, and the distinction between predictive generation and fact retrieval. This level of knowledge enables the individual to set accurate expectations and leverage AI tools with a high degree of effectiveness and informed judgment.

Why might two people asking an AI tool the exact same question get different answers, and what does that tell you about how to use AI tools at work?



1

Cannot explain why answers might differ or attributes it to a technical glitch with no practical takeaway.



2

Notes that AI responses can vary but gives only a surface-level explanation without connecting it to practical implications.



3



4



5

Explains that AI generates probabilistic responses influenced by phrasing and context, and draws a clear practical conclusion about not treating AI outputs as definitive facts.

In your own words, how does an AI tool like a chatbot come up with its responses? You don't need to get technical—just describe what you think is happening.



1

Believes AI searches the internet in real time or retrieves stored facts, with no understanding of how responses are generated.



2

Has a partial understanding, such as knowing AI uses patterns from data, but cannot explain what that means for output reliability.



3



4



5

Explains that AI predicts likely responses based on patterns in training data, and connects this to why outputs can be plausible-sounding but still wrong.

Free Text Responses

During the assessment, the candidate was asked to answer one or more questions using text, audio, video, or an uploaded text file. Their responses are included below for review.

Question or Task

Response

After an AI product is deployed, what is model monitoring and why is it a necessary part of the product lifecycle?

Model monitoring is a technique for ensuring that the model does not wander or become overtrained after an extended period of repeated queries that have the same or similar prompts. This is very important for preventing hallucination. It's also a key aspect of any guardrails strategy.

Comments (AI): The answer is clear and coherent but lacks depth in explaining the importance of model monitoring. The phrase 'hallucination' is not commonly used in this context and may confuse readers. The answer could be improved by providing more specific examples of model performance metrics and how they are tracked. The argument strength is moderate as it does not fully explain why model monitoring is necessary in the product lifecycle.

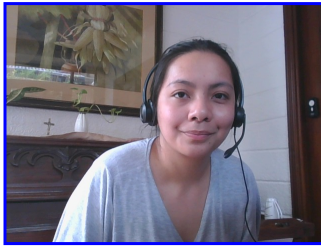
Misspelled Words: guardrails (1), hallucination (1)

Identity Confirmation Photos

The following photos of the candidate and any identification were uploaded during the assessment session.

Photo Analysis Results

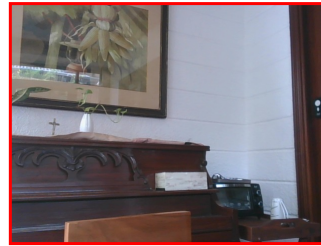
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



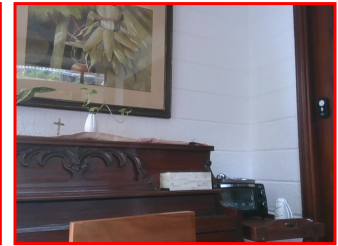
Pre/Post-Test Photo



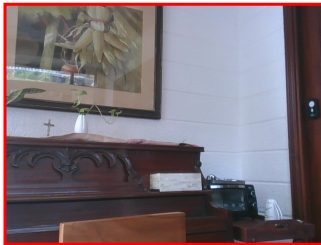
ID Photo



In-Test Error Detected (No Face Detected)



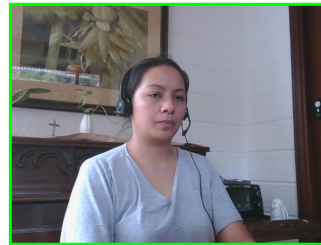
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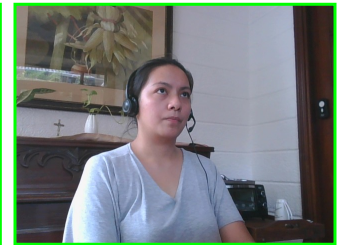
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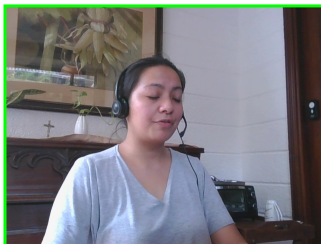
In-Test Photo



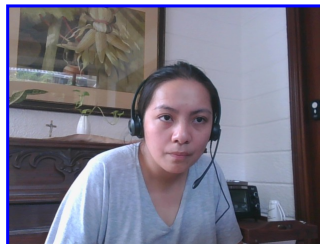
In-Test Photo



In-Test Photo



In-Test Photo



Pre/Post-Test Photo

Resume or CV

Summary

Updated on

Motivated career professional with extensive experience in office administration and management. Proven track record of improving efficiency, reducing costs, and enhancing office operations through strategic initiatives and technology implementation.

Objective

I am seeking a role where I can use my many skills and my exceptional judgment and empathy for customers to make a difference to a growing company.

Education

- Associate of Applied Science in Office Administration, Portland Community College, 2020

Experience

- General Office Clerk, Paramount Office Management, 09/2023 – Present
- Administrative Assistant, Global Enterprises Inc., 04/2021 – 08/2023
- Administrative Assistant, Innovative Business Solutions Ltd., 07/2019 – 03/2021

Other Qualifications

- Microsoft Office Specialist (MOS) Certification
- Certified Administrative Professional (CAP)
- International Association of Administrative Professionals (IAAP) Certification

Report Preparation Notes

- Hiring decisions should never be based on a single source of information. The most effective use of this assessment report is as a part of a multi-faceted program of candidate evaluation that includes resume review, interviews, and reference checks.
- Overall vs Percentiles Scores: The overall score reflects the success in the test, based on the mean (average) and standard deviation of the test scores. The percentile score reflects the percentage of test-takers who scored equal or below this overall score. We recommend you use the Overall Score as your primary evaluation criteria. However, percentile scores can often be useful in comparing specific candidates against one another and with a group, such as for test takers in a certain organization or within a certain account.
- Note that comparison information is calculated based on completed instances of this assessment at that time the assessment is scored. As additional instances are completed, the comparative data may change. You can always update a report to the current values by clicking on 'Recalculate Percentiles' within the online results viewing pages at www.hravatar.com.
- Most competency scores are norm-based, which means that they can be interpreted in terms of their distance from the average or mean score. For all scales, a score equal to the mean receives a score of 65 and scores above and below this value are set so that a score change of 15 equals one standard deviation.
- For linear competencies, higher is better across the entire scale. For these scales a score between 65 and 80 (light green) represents 0 to 1 standard deviation above the mean and a score above 80 (dark green) represents more than one standard deviation above the mean. Similarly, a score of 50 - 65 (yellow) represents 0 to 1 standard deviation below the mean, while a score of 35 - 50 (orange) equates to 1 to 2 standard deviations below the mean, and a score below 35 represents more than 2 standard deviations below the mean.
- Sim ID: 21055-1, Key: 0-0, Rpt: 104, Prd: 9896, Created: 2026-08-25 20:12 EDT
- UA: Mozilla/5.0 (Windows NT 6.3; Trident/7.0; Touch; rv:11.0) like Gecko

Score Calculation Detail

The following table provides a summary of how the overall score was calculated from each of the individual competency scores. First, all competency scores are calculated on a scale of 0-100. Note that some competencies use their color category rather than their actual numeric score in the overall calculation. For these, a standard score associated with the assigned color category is used in the overall score calculation rather than the actual numeric score. This is reflected in the "Score Value Used" column. Next, a weighted average of scores is computed using individual competency weights, typically set using job analysis data provided by the US Government Occupational Information Network (O*Net).

Competency	Score	How applied to overall	Score Value Used	Weight (%)
Data Privacy and Responsible AI Use	71.8745	Numeric Score	71.8745	12.5000
Integrating AI into Everyday Work Tasks	83.9982	Numeric Score	83.9982	12.5000
Ownership, Attribution, and Ethical Use of AI-Generated Content	97.2606	Numeric Score	97.2606	12.5000
Prompting and Refining AI Outputs	80.7947	Numeric Score	80.7947	12.5000
Prompting and Refining AI Outputs (Free Text Responses)	53.8624	Numeric Score	53.8624	12.5000
Recognizing AI Limitations and Verifying Outputs	83.7697	Numeric Score	83.7697	12.5000
Recognizing AI Limitations and Verifying Outputs (Free Text Responses)	53.8624	Numeric Score	53.8624	12.5000
Understanding How AI Tools Work	84.1583	Numeric Score	84.1583	12.5000
Weighted Average:				76.1976
Final Overall Score:				76

Notes

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