Test 1 - Filing:
Instructions and Sample Questions

Test 1 is designed to measure speed and accuracy in filing items in alphabetical, numerical, or chronological order.

Each question consists of a set of five names, five numbers or five dates numbered successively from (1) to (5). Arrange the names in alphabetical order, the numbers in ascending order from lowest to highest, and the dates in chronological order from earliest to most recent. Select the correct order from among the five alternatives listed to the right of the items to be filed. (Circle the correct answer)

Example

1. Layman, Kenneth	(1) 2, 5, 1, 3, 4
2. Lavoie, Rachelle	(2) 5, 3, 2, 4, 1
3. Laviolette, Pierre	(3) 2, 3, 5, 4, 1
4. Lawson, Virginia	(4) 5, 2, 4, 3, 1
5. Lavigne, Margaret	(5) 2, 3, 5, 1, 4

In this example,

5. Lavigne, Margaret	would be filed first;
3. Laviolette, Pierre	would be filed second;
2. Lavoie, Rachelle	would be filed third;
4. Lawson, Virginia	would be filed fourth;
1. Layman, Kenneth	would be filed fifth.

Therefore, the correct order is 5, 3, 2, 4, 1. Since this order is answer number (2), you would circle number 2.

Test 2 - Arithmetic:
Instructions and Sample Question

Test 2 is designed to measure speed and accuracy in solving arithmetic problems of addition, subtraction, multiplication and division. It contains 15 questions numbered from 11 to 20.

For each question, solve the problem and select the correct answer from among the five alternatives provided.

Example
8 + 12 + 17 + 5 =

(1) 30
(2) 32
(3) 40
(4) 42
(5) 46

In this example, the correct answer is 42. Since this solution is number (4), you would circle number 4..

Calculators are **_not permitted_** for this sub-test. However, you may use paper to do your calculations.

Test 3 - Checking:
Instructions and Sample Questions

Test 3 is designed to measure your ability to check the accuracy of information on one list of persons against information on a correct list.

The information on the 'List to be checked' is presented in four columns. Each column may or may not contain errors for any individual. For each question, compare the information in the columns with the error-free list, the 'Original List' and count the number of columns that are incorrect. Select your answer from the following alternatives.

1. One column is incorrect.
2. Two columns are incorrect.
3. Three columns are incorrect.
4. Four columns are incorrect.
5. All columns are correct.

Original List

Example 1	George Winters 640-58-2253 Kalispell, MT $42,102
Example 2	Louise Hamel 324-72-2663 Croydon, PA $37,700

List to be checked

Name	Social Security Number	Address	Commission
1. George Witners	640-58-7253	Kalispell, MT	$42,120
2. Louise Hamel	324-72-2663	Croydon, PA.	$37,700

In Example 1, three columns in the 'list to be checked' are incorrect: the name (George Witners as opposed to George Winters); the personal identification number (640-58-7253 as opposed to 640-58-2253) and the annual salary ($42,120 as opposed to $42,102). There is no error in the address column. Since three columns are incorrect, the correct answer choice is number (3).

In Example 2, all of the columns in the LIST TO BE CHECKED are correct. Since there are no errors in any of the columns, the correct answer choice is number (5).

Test 4 - Vocabulary:
Instructions and Sample Question

Test 4 is designed to measure your understanding of vocabulary.

Each question consists of a sentence or a part of a sentence in which a word or phrase is in bold type. From the five alternatives provided, select the one that has the closest meaning to the word or phrase in **bold** type.

Example

To **attend** a meeting

1. prepare
2. schedule
3. be present at
4. call for
5. organize

In this example, the alternative with the closest meaning to the word "attend" in the expression "to attend a meeting" is "be present at." (answer choice 3)

Test 5 - Following Directions:
Instructions and Sample Question

Test 5 is designed to measure the ability to understand and follow written directions.

Each question relates to a 12-month calendar and a calendar information list. For each question, select the correct answer from among the five alternatives provided, considering the information given in the Calendar and the Calendar Information List. Circle the number on your answer sheet that corresponds to your choice. A sample calendar and information list are presented below.

CALENDAR

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar Information List

- A boxed and shaded number is a holiday.
- Saturdays and Sundays are weekend days.
- All days except holidays and weekends are working days.

Example   1

What is the last non-working day of the month?

(1) 25th   (2) 26th   (3) 27th   (4) 28th   (5) 29th

The correct choice is the "**25th**", answer choice 1.

Test 6 – Comprehension: Instructions and Sample Questions

The last portion of the test has three types of questions: <u>Understanding Written Material</u>, <u>Solving Numerical Problems</u>, and <u>Drawing Logical Conclusions</u>. Example questions follow.

Understanding Written Material

The Understanding Written Material questions require knowledge of words and reading comprehension. Your skills in these areas can be improved by reading books, magazines, newspapers and government publications. You should read material on subjects that are new to you in addition to subjects which usually interest you.

In this type of question you read a short passage, usually in memorandum format. Your understanding of the passage is assessed by whether or not you are able to choose the correct answer to a question about the passage. Use of scratch paper is permitted.

Example

> Government
> MEMORANDUM
>
> ---
>
> TO: All employees
> FROM: Manager
>
> We are pleased to announce that our budget has been increased and consequently we will experience an increase in staff size. Because new positions will become available, we will be holding interviews within the next few weeks.

The main focus of this memo is to indicate a change concerning:

1) better ministerial policy.
2) better budget publicity.
3) more human resources.
4) more office space.

Solving Numerical Questions

Because it is easy to forget basic mathematical skills if you do not use them regularly, you should be sure to prepare for numerical problems. You should be familiar with addition, subtraction, multiplication, division, percentages, averages, fractions and financial calculations.

A review of first-year high school mathematics, including fractions and algebra, may be helpful preparation for these questions. Keep in mind that a calculator is allowed on the test. Therefore,

you should focus on understanding the type of operations (addition, subtraction, etc.) required and the order in which the operations should be performed.

Remember to read each question carefully. Before answering a question, determine what is being asked

In this type of question, you must choose the correct answer to a practical numerical problem. Use of rough paper is permitted. Use of a calculator is permitted, but not essential. If you wish to use a calculator, you must bring your own.

Example:
You are in charge of financial services and must calculate overtime pay for employees in your division. Due to a heavy workload, an employee had to do 35 hours of overtime in two weeks. Seven of these hours are at "double time" (i.e. twice usual pay), the rest are at "time-and-a-half". The employee's usual pay is $375 a week at $10 an hour. How much overtime money should the employee be paid for the two week period?

1) $340
2) $420
3) $560
4) $760

Drawing Logical Conclusions

Various question formats are used in the Drawing Logical Conclusions questions. Therefore, there is no single method that applies in all cases. As always, you should read the question carefully to ensure that you understand it before choosing your answer. Also, in many of these questions it is important to pay close attention to all of the "rules and regulations" that are provided so that you can apply them correctly in solving the problem.

In this type of question, you must use logical thinking in order to choose the correct answer to a practical problem.

Example:

One of your duties is the selection and disposal of boxes of obsolete files. According to regulations, ordinary files become obsolete after 24 months, confidential files after 36 months and classified files after 48 months. Which of the following boxes of files can be disposed of:

A.   A box containing ordinary files dated 26 months ago and classified files dated 34 months ago.
B.   A box containing ordinary files dated 38 months ago and confidential files dated 28 months ago.

1)   A only
2)   B only
3)   Both A and B
4)   Neither A nor B