

PERSONNEL Test Battery

PRACTICE LEAFLET

WHY DO WE USE TESTS?

- Tests are often used by employers when people apply for jobs.
- The tests help the employer decide if someone has the skills needed to do the job.
- This leaflet is designed to help you prepare for the tests that we use. We will keep your results confidential.

HOW CAN TESTS HELP YOU?

- They will help you to show where your strengths lie.
- They have been chosen because the skills they involve are used in the job.
- The tests are carefully designed so that they are fair to all applicants.
- Taking tests will help you find a job which suits you.

HOW CAN THEY HELP US?

- We get the right sort of people to do the job.
- We find out which jobs might be right for you.
- Tests give us real measures of your strengths and limitations.
- People who do well on the tests usually do well in the job itself.

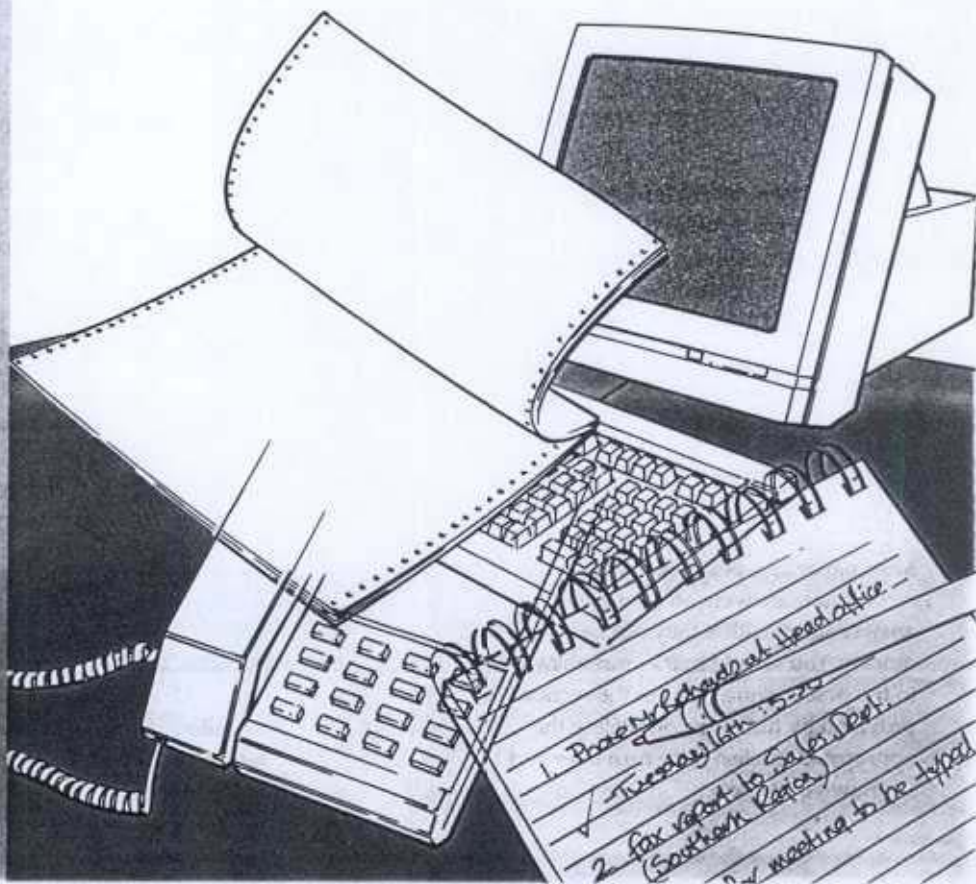
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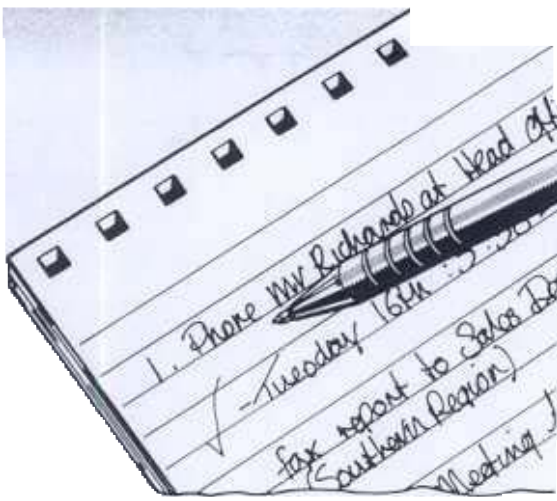
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WHAT SORT OF TESTS WILL YOU HAVE TO DO?

The Personnel Test Battery is made up of a number of tests. You will be asked to do only some of the tests, depending on the job for which you have applied.

The tests in the battery look at the following aptitudes:

- Spelling, grammar and understanding written information.
- Doing quick and accurate calculations.
- Checking material quickly and accurately.
- Following rules and instructions.

PRACTICE MAKES PERFECT

It will help if you are familiar with the kind of question that will be asked.

On the following pages you will find several practice questions for each of the skills listed above. The practice tests are not timed but work as quickly and accurately as you can because the real tests do have time limits.

HOW TO DO THE PRACTICE QUESTIONS

Most paper and pencil tests ask you to record your answers on a separate answer sheet so that they can be scored quickly. You should mark your answers to the practice questions in the sections provided by filling in completely the appropriate circles. Now turn over and see how you get on.

TEST 1 VERBAL USAGE

Choose the pair of words which best completes each sentence. See how many you can do in 3 minutes.

TEST 1 ANSWER SHEET

- | | A | B | C | D | E |
|---|-----|-----|-----|-----|-----|
| 1 | (A) | (B) | (C) | (D) | (E) |
| 2 | (A) | (B) | (C) | (D) | (E) |
| 3 | (A) | (B) | (C) | (D) | (E) |
| 4 | (A) | (B) | (C) | (D) | (E) |
| 5 | (A) | (B) | (C) | (D) | (E) |
| 6 | (A) | (B) | (C) | (D) | (E) |
| 7 | (A) | (B) | (C) | (D) | (E) |
| 8 | (A) | (B) | (C) | (D) | (E) |

1 Now the company had the [] to beat its main [] .

- | | | | | |
|-------------|-------------|--------------|--------------|---------|
| A | B | C | D | E |
| opportunity | opportunity | opportounity | opportounity | NONE OF |
| competittor | competitor | competittor | competitor | THESE |

2 This [] has given us many [] for improving our products.

- | | | | | |
|-------------|-------------|-------------|-------------|---------|
| A | B | C | D | E |
| cliient | cliant | client | cliant | NONE OF |
| suggestions | suggestions | suggestions | suggestions | THESE |

3 Results like these [] on careful [] .

- | | | | | |
|----------------|----------------|----------------|----------------|---------|
| A | B | C | D | E |
| dipend | dipend | dipends | dipends | NONE OF |
| implementation | implimentation | implementation | implimentation | THESE |

4 [] the attack that had been made on him, his speech was [] .

- | | | | | |
|-------------|-------------|-------------|-------------|---------|
| A | B | C | D | E |
| Considering | Considering | considering | considering | NONE OF |
| moderate | modarate | moderate | modarate | THESE |

5 The [] letter included many elaborate [] .

- | | | | | |
|-----------|----------|-----------|----------|---------|
| A | B | C | D | E |
| original | original | originel | originel | NONE OF |
| sentences | sentence | sentences | sentence | THESE |

6 I agree [] your contention that the [] should be favourably considered.

- | | | | | |
|------------|-------------|------------|-------------|---------|
| A | B | C | D | E |
| with | with | to | to | NONE OF |
| aplication | application | aplication | application | THESE |

7 Costs are to be [] by [] .

- | | | | | |
|-------------|------------|-------------|------------|---------|
| A | B | C | D | E |
| repayed | repayed | repaid | repaid | NONE OF |
| installment | instalment | installment | instalment | THESE |

8 The [] is [] if you do not pay the premium on time.

- | | | | | |
|-----------|-----------|-----------|-----------|---------|
| A | B | C | D | E |
| pollicy | pollicy | polisy | polisy | NONE OF |
| forfieted | forfeated | forfieted | forfeated | THESE |

TEST 2 NUMERICAL COMPUTATION

In the questions below, find the number which should replace the question mark.
See how many you can do in 3 minutes.

1 23 + 58 = ?

A	B	C	D	E
71	81	85	91	95

2 28 ÷ 4 = ?

A	B	C	D	E
5	6	7	8	9

3 ? = 1.5 × 2.5

A	B	C	D	E
2.5	2.75	3.00	3.5	3.75

4 68 - 29 = 114 - ?

A	B	C	D	E
39	65	68	75	85

5 $\frac{1}{3}$ + $\frac{1}{5}$ = ?

A	B	C	D	E
$\frac{1}{15}$	$\frac{1}{8}$	$\frac{2}{15}$	$\frac{1}{2}$	$\frac{3}{5}$

6 17 × ? = 204

A	B	C	D	E
9	10	11	12	13

7 132 + ? = 12

A	B	C	D	E
9	9.5	10	10.5	11

8 16 + 25 = ? + 13

A	B	C	D	E
28	31	38	41	48

9 21 + 3 = 91 + ?

A	B	C	D	E
7	9	11	12	13

TEST 2
ANSWER
SHEET

	A	B	C	D	E
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
6	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
8	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
9	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

TEST 3 CLERICAL CHECKING

In this test, you have to check that handwritten information about sports centre bookings has been typed correctly.
See how many you can do in 3 minutes.

You should note any errors according to the following rules.

Fill in Circle:
A = errors in name
B = errors in time
C = errors in date
D = errors in facilities
E = no errors

	Name	Time	Date	Tennis	Badminton	Gymnasium	Solarium
1	BROOK	8am	13.8	✓			
2	DRUMMOND	7am	24.8			✓	✓
3	CRIAG	9am	26.9		✓		
4	JONES	7.30am	15.9	✓		✓	
5	PATEL	3.25pm	7.11			✓	
6	BROWN	6.15pm	19.9				✓
7	HILL	7.10pm	17.8		✓		
8	PHILIPS	2.30pm	6.11	✓			✓
9	ADAMS	9.40am	17.9			✓	
10	SINGH	4.50pm	13.9		✓		
11	CHAN	11.25pm	9.10	✓			
12	YOUNG	10.30am	29.10			✓	✓
13	WILLIAMS	12.15am	18.11			✓	
14	SAMUELS	11.25am	26.10		✓		
15	MAN	10.30am	30.10	✓			✓

	Name	Time	Date	Facilities			
	Brook	8am	23.8	●			
	Drummond	7pm	24.8		⌈—⌋		
	Craig	9am	26.9		⌈—⌋		
	Jones	7.30am	15.9	●	⌈—⌋		
	Patel	3.25pm	7.10		⌈—⌋		
6	Brown	6.15pm	19.9	●			
7	Hill	7.10am	25.9		⌈—⌋		
8	Philips	2.30am	6.11	●			☼
	Adams	9.40am	17.9		⌈—⌋		
10	Singh	4.50pm	13.9		⌈—⌋		☼
11	Chan	1.25pm	9.10	●			
12	Young	10.30am	29.10		⌈—⌋		☼
13	Williams	12.15pm	18.11		⌈—⌋		
14	Samuels	11.25am	26.10	●			
15	Mann	10.40am	30.11	●			☼

SYMBOLS

TENNIS
●
BADMINTON
⌈—⌋
GYMNASIUM
⌈—⌋
SOLARIUM
☼

TEST 3 ANSWER SHEET

	A	B	C	D	E
1	(A)	(B)	(C)	(D)	(E)
2	(A)	(B)	(C)	(D)	(E)
3	(A)	(B)	(C)	(D)	(E)
4	(A)	(B)	(C)	(D)	(E)
5	(A)	(B)	(C)	(D)	(E)

	A	B	C	D	E
6	(A)	(B)	(C)	(D)	(E)
7	(A)	(B)	(C)	(D)	(E)
8	(A)	(B)	(C)	(D)	(E)
9	(A)	(B)	(C)	(D)	(E)
10	(A)	(B)	(C)	(D)	(E)

	A	B	C	D	E
11	(A)	(B)	(C)	(D)	(E)
12	(A)	(B)	(C)	(D)	(E)
13	(A)	(B)	(C)	(D)	(E)
14	(A)	(B)	(C)	(D)	(E)
15	(A)	(B)	(C)	(D)	(E)

TEST 4 CLASSIFICATION

In this test, you are to classify library cards by giving them filing codes. There are two kinds of cards; those to be filed by author and those to be filed by subject. The way the card is to be filed is shown at the top of each one, where either author or subject has been typed.

Author cards are given codes alphabetically, according to the last name of the author marked on the card.

Subject cards are given codes according to the subject mentioned on the card.

AUTHOR INDEX						SUBJECT INDEX					
	A	B	C	D	E		A	B	C	D	E
Aaron – Halwood	●	●	●	●	●	Arts & Crafts	●	●	●	●	●
Hambrow – Martin	●	●	●	●	●	Cookery	●	●	●	●	●
Mead – Singh	●	●	●	●	●	Sports	●	●	●	●	●
Sippett – Zuckerman	●	●	●	●	●	Travel & Maps	●	●	●	●	●

See how many you can do in 3 minutes.

1	SHELTON LIBRARY	5	SHELTON LIBRARY	9	SHELTON LIBRARY
AUTHOR		SUBJECT		SUBJECT	
Author: Jones, R		Author: Townsend, A		Author: Fielding, M	
Title: Cooking for pleasure		Title: The Good Travelling Guide		Title: Snooker or Pool?	
2	SHELTON LIBRARY	6	SHELTON LIBRARY	10	SHELTON LIBRARY
SUBJECT		AUTHOR		SUBJECT	
Author: Hail, L		Author: Benn, E		Author: Horne, V	
Title: The Olympic Sports Handbook		Title: The Low Fat Diet Book		Title: Vegetarian Gourmet	
3	SHELTON LIBRARY	7	SHELTON LIBRARY	11	SHELTON LIBRARY
SUBJECT		AUTHOR		AUTHOR	
Author: Murray, J		Author: Jarvis, T		Author: Sullivan, R	
Title: The World Atlas		Title: The Craft of Carpentry		Title: French Cooking Step by Step	
4	SHELTON LIBRARY	8	SHELTON LIBRARY	12	SHELTON LIBRARY
SUBJECT		SUBJECT		AUTHOR	
Author: Patel, C		Author: Yandel, O		Author: Dougherty, S	
Title: Portrait Painting		Title: World Class Rugby Football		Title: The Beginners Guide to Needlework	

TEST 4 ANSWER SHEET

	A	B	C	D	E
1	●	●	●	●	●
2	●	●	●	●	●
3	●	●	●	●	●
4	●	●	●	●	●
5	●	●	●	●	●
6	●	●	●	●	●
7	●	●	●	●	●
8	●	●	●	●	●
9	●	●	●	●	●
10	●	●	●	●	●
11	●	●	●	●	●
12	●	●	●	●	●

TEST 5 VERBAL COMPREHENSION

In this test, you are required to evaluate each statement in the light of the passage preceding it. Read through the passage and evaluate the statements according to the rules below.

Mark Circle A if the statement is true given the information in the passage.

Mark Circle B if the statement is false given the information in the passage.

Mark Circle C if you cannot say whether the statement is true or false without further information.

The cafeteria is open at 7am.
Lunch is served between 11.30am and 2.30pm. If you require a meal after 2.30pm you must tell the chef before 2pm.
Guests may be brought into the cafeteria if a special pass has been obtained from the Catering Manager.

- 1 The cafeteria is open at breakfast time.
- 2 You can have lunch at 1.30pm if you wish.
- 3 If you want a meal after 2.30pm, you must inform the Catering Manager.
- 4 The cafeteria is strictly for members of staff only.

All clerical staff should use form FPM2 to annually renew their security pass unless they wish to change any personal details. In this case, they should use either form FPM1 or FPM3. Form FPM1 should be used when staff members have been promoted, whereas form FPM3 should be used if other personal details have been changed, eg. address, department etc. Lost security passes must be replaced using form GPM2. The supervisor will supply this form when he/she is informed of the loss of the pass.

- 5 Mrs Jeffrey has lost her security pass. She should fill in form GPM2 to obtain a new one.
- 6 Form FPM3 should not be used to renew a security pass following a promotion.
- 7 Mr McCarthy has changed his address within the last twelve months. He should fill in form FPM2.
- 8 Staff must pay to have lost security passes replaced.

TEST 5 ANSWER SHEET

- | | A | B | C |
|---|-------------------------|-------------------------|-------------------------|
| 1 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 2 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 3 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 4 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 5 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 6 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 7 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |
| 8 | <input type="radio"/> A | <input type="radio"/> B | <input type="radio"/> C |

TEST 6 NUMERICAL REASONING

In this test you are given numerical problems to solve. Choose the correct answer from five possible answers given. You may be provided with a calculator for some tests of this nature – for others you may be required to work without one. See how many questions you can do in 5 minutes without a calculator or 3 minutes with a calculator.

1

If a box of pens costs \$7.23, how much would 4 boxes cost?

A

\$26.46

B

\$26.92

C

\$28.46

D

\$28.82

E

\$28.92

2

What change is due from \$5 when purchasing a folder priced at \$2.97.

A

\$1.03

B

\$2.03

C

\$2.13

D

\$3.03

E

\$3.13

3

If 4 pads of paper weigh 0.6kg, what would 7 pads weigh?

A

0.15kg

B

1.05kg

C

1.10kg

D

1.15kg

E

1.5kg

4

If I work from 7.45am to 3.30pm Monday to Friday, how many hours do I work in a week?

A

37hrs 30mins

B

37hrs 45mins

C

38hrs 15mins

D

38hrs 30mins

E

38hrs 45mins

5

A part-time waitress earning \$85 per week received a salary increase of 7%. What was the new salary?

A

\$90.95

B

\$91.95

C

\$92.00

D

\$92.95

E

\$93.00

6

From the graph, how many sick days were taken in total during May and June?

A

30

B

40

C

50

D

60

E

70

7

From the graph, what is the average number of sick days taken between March and July inclusive?

A

20

B

25

C

26

D

30

E

36

8

What percentage of \$125 is \$25?

A

12½%

B

15%

C

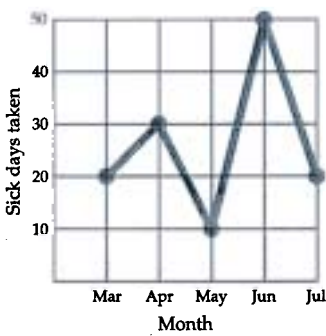
17½%

D

20%

E

22½%



TEST 6 ANSWER SHEET

	A	B	C	D	E
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
6	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
8	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

TEST 7 BASIC CHECKING

Find the two codes which are the same in each line and mark the letters for the two appropriate columns in the answer section. See how many you can find in 2 minutes.

	A	B	C	D	E
1	6522	5262	6252	6522	6225
2	SSGB	SGSB	SSBG	GBSS	SSBG
3	8553	8535	5852	8535	8355
4	YWHN	YHWN	YWHN	YNWH	NYWH
5	57657	57675	57675	56675	57765
6	ZHHCZ	ZZCHH	ZCHHZ	ZCZHH	ZCHHZ
7	82443	84243	84234	84342	84243
8	LBENI	LEBNI	LIBNE	LBNEI	LBNEI
9	232215	232125	231225	232125	232151
10	JWHRWF	JWHWRF	JWHRWF	JFWHRW	JHWWRF
11	9760207	9760270	9706207	9760027	9760207
12	MUBFBII	MUBFIBI	MUBBFII	MBBUIFI	MUBBFII
13	56932099	56923099	56930299	56932099	56392099
14	YBZGOCXF	YBZOGXCF	YBZOGCXF	YBZOGCXF	YZBOGCXF

TEST 7
ANSWER
SHEET

	A	B	C	D	E
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
6	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
8	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
9	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
10	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
11	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
12	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
13	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
14	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

WHAT CAN YOU DO TO GIVE YOUR BEST PERFORMANCE

Don't be down-hearted if you found the questions difficult or got a lot of them wrong. There are many things you can do to improve your performance.

On verbal tests

- Read books and newspapers. Do verbal puzzles and crosswords. Play word games.

On numerical tests

- Practice doing simple arithmetic with or without a calculator. Do number puzzles. Do the scoring when playing games such as darts, card games etc.

On clerical tests

- Use catalogues and timetables. Check football results. Collect stamps, coins etc.
- Play games involving checking numbers and letters.

Finally – be prepared for the testing session.

Before the session

- Don't stay up all night.
- Give yourself plenty of time to get to the session so you don't have to rush.
- If you wear glasses or a hearing aid, be sure to take them with you.
- If you have a disability which might make taking the test difficult for you, let us know in advance so we can make appropriate arrangements.

At the session

- Listen carefully to instructions.
- Do exactly as you are told.
- Don't be afraid to ask questions.
- Read each question carefully before answering.
- Work quickly and accurately, as most tests have short time limits and many questions.
- Don't waste time on difficult questions.
- Try as hard as you can. The more questions you get right the higher your score will be.

GOOD LUCK



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