

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.

WHAT SORT OF TESTS WILL YOU HAVE TO DO?

The Technical 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:

- Understanding written information.
- Doing quick and accurate calculations.
- Understanding basic mechanics.
- Spatial awareness.
- Identifying faults in systems.

PRACTICE MAKES PERFECT

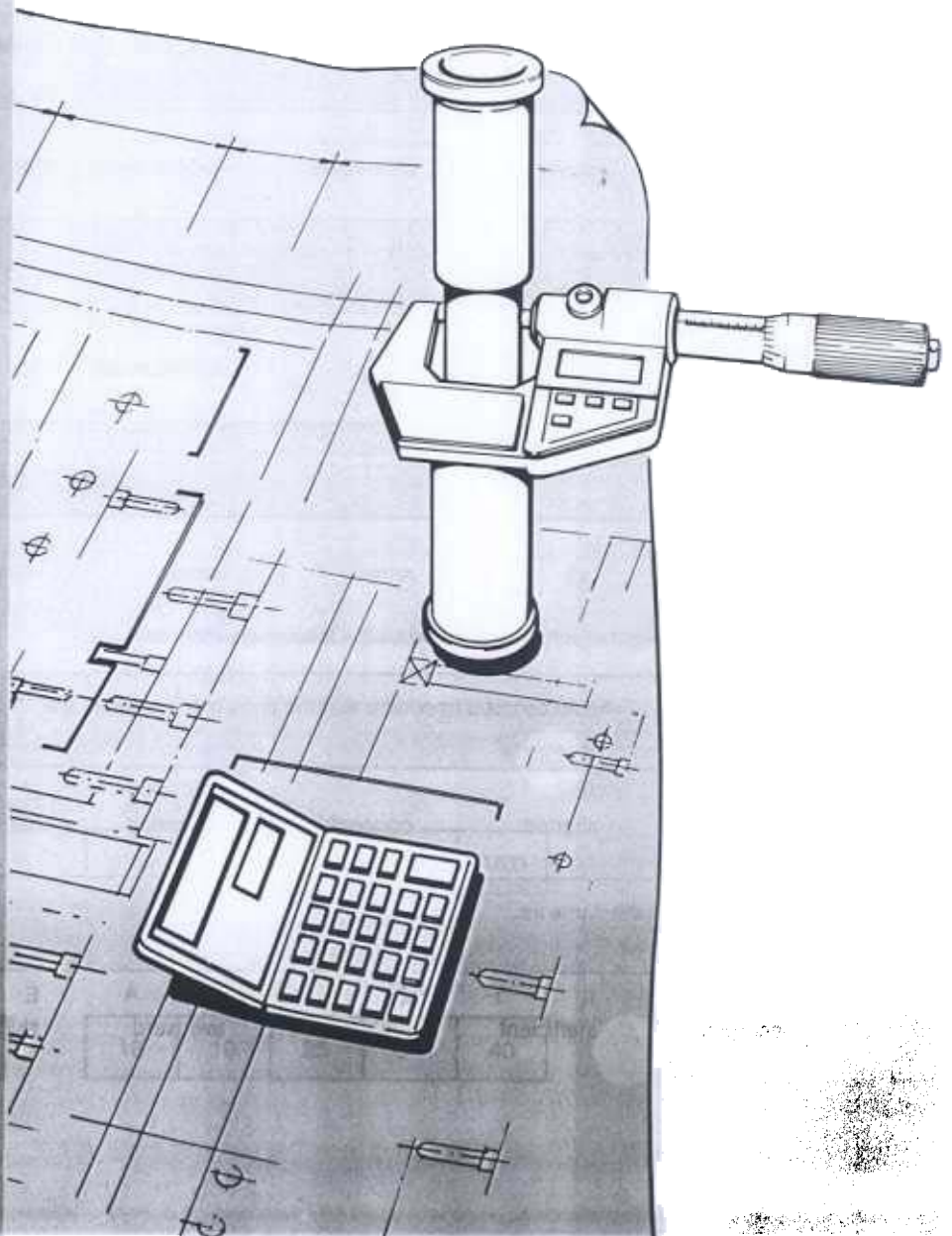
It will help if you are familiar with the kind of question that will be asked. When you turn over the page you will find several practice questions for each of the skills listed above. The practice tests are not timed but work as quickly and accurately as you can because the real tests do have time limits.

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 see how you get on.

TECHNICAL TEST BATTERY

PRACTICE LEAFLET



SHL[®]

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REF: TTb1.1PL

TEST 1 VERBAL COMPREHENSION

For each question, choose the correct answer from the five possible answers.
See how many you can do in 3 minutes.

Choose the word which **best** completes the following sentence.

1 All employees should _____ from such a training scheme.

- A result B credit C succeed D enrol E benefit

2 Hard is to soft as hot is to _____

- A cool B warm C cold D icy E tepid

3 Which of the following words is closest in meaning to toxic?

- A putrid B poisonous C bitter D contagious E inedible

Choose the word which **best** completes the following sentence.

4 All exposed pipes will have to be _____ to protect them from freezing.

- A insulated B regulated C connected D incorporated E hot

5 Which of the following words is closest in meaning to vertical?

- A horizontal B parallel C straight D perpendicular E flat

6 Stay is to leave as advance is to _____

- A arrive B exit C retreat D come E hold

Choose the word which **best** completes the following sentence.

7 A straight-edge should be used to ensure that the ends of the shelves are correctly _____

- A tightened B aligned C concentric D separated E flat

8 Adept means the same as:

- A energetic B inefficient C enthusiastic D awkward E skilful

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)

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 46 - ? = 17

2 180 ÷ 30 = ?

3 6 × ? = 45

4 15 + 49 = 4 + ?

5 $\frac{3}{5}$ × ? = $\frac{1}{5}$

6 35.6 + 2.43 = ?

7 60% of 20 = ?

8 0.1 × 0.1 = ?

9 0.8 ÷ 0.2 = ?

10 17 × 16 = ? × 8

A	B	C	D	E
17	19	27	29	39

A	B	C	D	E
6	8	10	12	15

A	B	C	D	E
5.5	6.5	7.5	8	9

A	B	C	D	E
15	24	32	50	60

A	B	C	D	E
$\frac{1}{6}$	$\frac{1}{4}$	$\frac{1}{3}$	$\frac{1}{2}$	$\frac{2}{3}$

A	B	C	D	E
37.3	38.03	38.9	39.13	39.63

A	B	C	D	E
12	13	14	15	16

A	B	C	D	E
0.0011	0.01	0.1	0.11	1.0

A	B	C	D	E
0.16	0.25	0.4	4.0	16.0

A	B	C	D	E
18	19	25	34	40


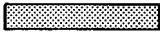



TEST 2
ANSWER
SHEET

	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)
9	(A)	(B)	(C)	(D)	(E)
10	(A)	(B)	(C)	(D)	(E)

TEST 3 VISUAL ESTIMATION

In this test, you are to choose the two shapes which are identical and fill in the appropriate two circles on the answer sheet.
See how many you can do in 2 minutes.

1



A

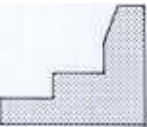

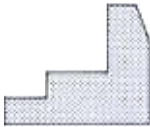
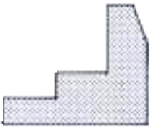

B

C

D

E

2



A






B

C

D

E

3



A




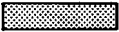

B

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

TEST 3 ANSWER SHEET

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

TEST 4 MECHANICAL COMPREHENSION

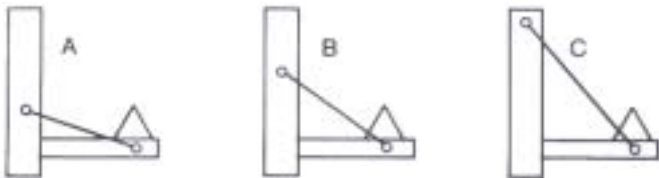
Each problem in this test consists of a question which refers to a drawing. Choose the best answer to each question.
See how many you can do in 2 minutes.

- 1 With which spanner will it be easier to undo the nut?

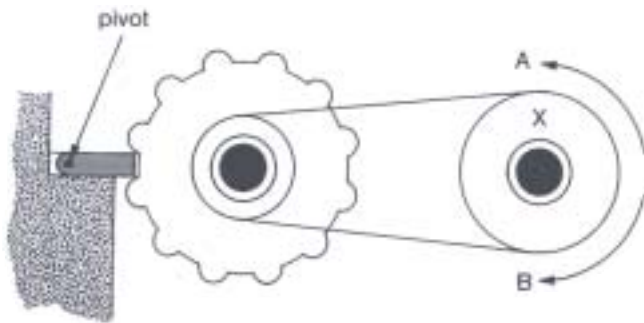
If equal, mark C.



- 2 Which shelf will support the heaviest load?

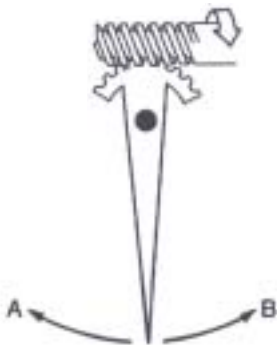


- 3 In which direction can pulley-wheel 'X' turn?
If it cannot turn, mark C.



- 4 Which way will the pointer move when the shaft turns in the direction of the arrow?

If neither, mark C.



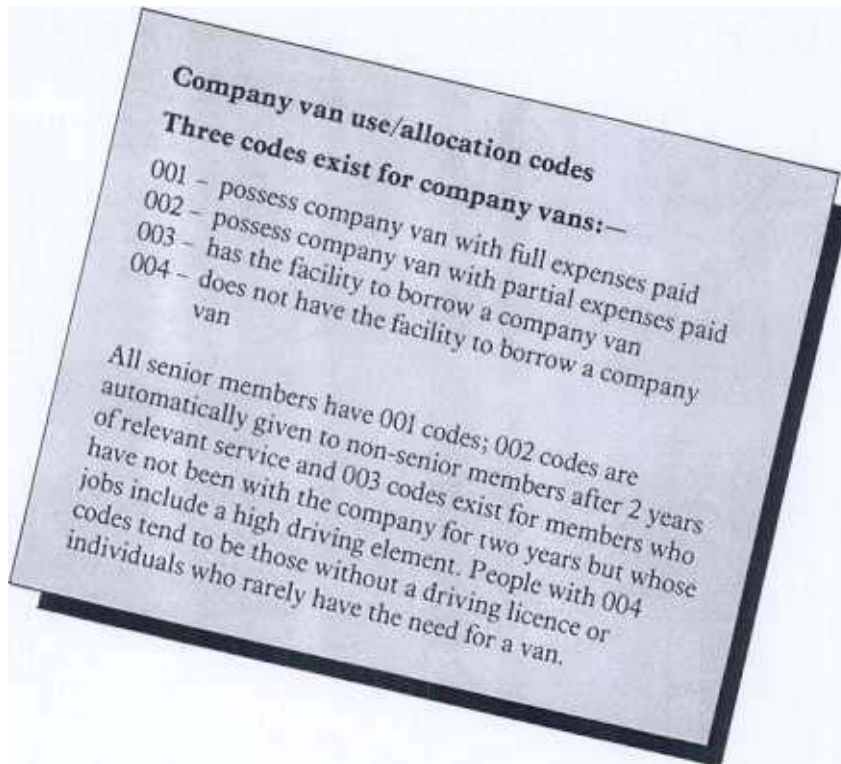
TEST 4 ANSWER SHEET

	A	B	C
1	(A)	(B)	(C)
2	(A)	(B)	(C)
3	(A)	(B)	(C)
4	(A)	(B)	(C)

TEST 5 TECHNICAL UNDERSTANDING

Your task is to read each passage carefully; then, using the information provided, answer the questions which follow.

See how many you can do in 2 minutes.



TEST 5 ANSWER SHEET

	A	B	C	D
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D

Which code would a senior member with two years service have?

- A) 001.
- B) 002.
- C) 003.
- D) 004.

2 Members who only have 1 year of service but spend a large part of their time driving, would have which code?

- A) 001.
- B) 002.
- C) 003.
- D) 004.

3 Which facility is unique to code 002?

- A) The company van.
- B) Partial expenses.
- C) Full expenses.
- D) A borrowing facility.

4 An individual who has worked for the company for three years but who does not drive would be given what code?

- A) 001.
- B) 002.
- C) 003.
- D) 004.

TEST 6 NUMERICAL REASONING

In this test, you are given numerical problems to solve. Choose the correct answer from five possible answers given. See how many you can do in 3 minutes using a calculator.

1

If 1,000 ball bearings cost £42.50, how much would 2,300 cost?

A	B	C	D	E
£85	£97.75	£105.50	£110.25	£125.50

2

How many rivets are needed to attach a 10cm brass plate if one rivet is inserted every 4mm (10mm = 1cm)?

A	B	C	D	E
5	15	25	250	500

3

When totally full, a barrel contains 75 litres of oil. How many litres of oil remain if 40% has been used?

A	B	C	D	E
1.25 litres	30 litres	45 litres	60 litres	75 litres

4

A press stamps out 5 components every minute. How many components would be cut out in 8 hours if the same rate was maintained?

A	B	C	D	E
96	300	600	2,400	5,760

5

What is the area of the steel plate shown below?

The diagram shows an L-shaped steel plate. The top horizontal edge is labeled 40 cm. The left vertical edge is labeled 15 cm. The bottom horizontal edge is labeled 18 cm. The right vertical edge is labeled 30 cm.

A	B	C	D	E
870 sq cm	880 sq cm	890 sq cm	900 sq cm	910 sq cm

6

A piece of timber has been cut into two lengths in the ratio of 7:2. If the original piece of timber was 828 cm long, how long is the larger of the cut lengths?

A	B	C	D	E
118 cm	184 cm	591 cm	600 cm	644 cm

TEST 6 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)

TEST 7 FAULT DIAGNOSIS

In this test, you are required to follow sequences made up of a number of switches labelled A, B, C and D. Each switch, when working properly, has a specified effect on a set of numbered lights (shown in a rectangle on the left). The rectangle on the right contains the result of that sequence. In each case, **one** of the switches is not working and has no effect on the numbered lights. A list of the switches and what they can do is shown below.

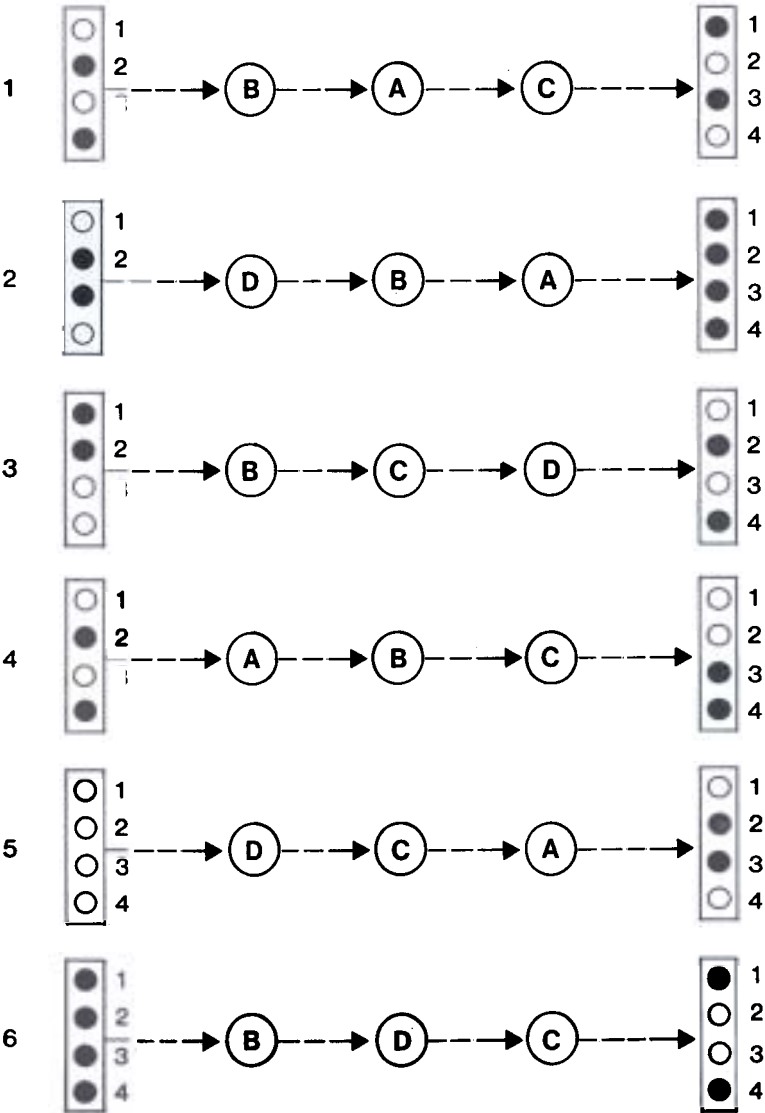
Switch	Effect when working	
A	Turns 1 and 2 on/off	ie, black to white and vice versa
B	Turns 3 and 4 on/off	ie, black to white and vice versa
C	Turns 1 and 3 on/off	ie, black to white and vice versa
D	Turns 2 and 4 on/off	ie, black to white and vice versa

○ = ON

● = OFF

Remember - a switch not working has no effect

Your task is to identify the switch which is not working in each sequence.
See how many you can do in 3 minutes.



TEST 7 ANSWER SHEET

	A	B	C	D
1	○	○	○	○
2	○	○	○	○
3	○	○	○	○
4	○	○	○	○
5	○	○	○	○
6	○	○	○	○

TEST 8 SPATIAL RECOGNITION

In this test, you are to choose the shape on the right which is identical to the given shape. The identical shape may be rotated on the page, but not turned over. See how many you can do in 2 minutes.

TEST 8 ANSWER SHEET

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

1 	
2 	
3 	
4 	
5 	
6 	

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

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

On mechanical tests

- Try and understand how household appliances work. Repair mechanical things. Build working models.

On spatial tests

- Draw plans, do jigsaw puzzles, make up patterns. Assemble construction sets.

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

ANSWERS TO THE PRACTICE QUESTIONS

Test 1

Verbal Comprehension

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

Test 2

Numerical Computation

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

Test 3

Visual Estimation

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

Test 4

Mechanical Comprehension

	A	B	C
1	●	(B)	(C)
2	(A)	(B)	●
3	(A)	●	(C)
4	(A)	●	(C)

Test 5

Technical Understanding

	A	B	C	D
1	●	(B)	(C)	(D)
2	(A)	(B)	●	(D)
3	(A)	●	(C)	(D)
4	(A)	(B)	(C)	●

Test 6

Numerical Reasoning

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

Test 7

Fault Diagnosis

	A	B	C	D
1	(A)	(B)	●	(D)
2	(A)	●	(C)	(D)
3	(A)	(B)	(C)	●
4	(A)	●	(C)	(D)
5	(A)	(B)	(C)	●
6	(A)	(B)	●	(D)

Test 8

Spatial Recognition

	A	B	C	D
1	●	(B)	(C)	(D)
2	(A)	(B)	●	(D)
3	(A)	(B)	(C)	●
4	(A)	●	(C)	(D)
5	(A)	(B)	(C)	●
6	(A)	(B)	●	(D)