

# Professional

## Diagrammatic Analysis Preparation Guide

This preparation guide helps you prepare for diagrammatic reasoning assessments. It provides guidance on how best to approach the assessment, allowing you to give your best possible performance.

### Why are Aptitude Assessments used?

Employers often use aptitude assessments as part of their assessment procedures for the selection and development of staff. Research has shown that they are powerful predictors of performance at work.

### Assessments help you to:

- demonstrate your strengths
- be assessed fairly on job relevant criteria
- find out more about your strengths and development needs
- make future career decisions based on your abilities

### Assessments help employers to:

- select people best suited to the demands of the job
- identify areas where individuals might benefit from further development
- obtain objective information about people's abilities

## Instructions

On the following pages are some practice questions which are similar to those you will be asked in the assessment. Completing these will help you to understand the types of questions used and gain experience in taking ability tests.

For each set of questions there is a panel and an illustration. The panel describes the effect of various operators in words. The illustration shows the operators working. Use the information in the panel and illustration to answer the questions that follow. Question marks '?' and exclamation marks '!' are used to indicate two types of question. Your task for each of the question types is as follows:

- '?' type: Identify which of the answer options presented could replace the '?' that indicates a missing INPUT, PROCESS or OUTPUT.
- '!' type: Check whether the operators are working. An operator that is not working has no effect. Choose the option with a cross 'x' underneath the operator or operators that are not working. If all operators are working, choose the option with the tick '✓' underneath.

Your task is to choose the best answer to each question from the options given. To answer each question, clearly fill in with a pencil the option you have chosen in the answer section at the bottom of each page. Have some paper to hand in case you want to make notes.

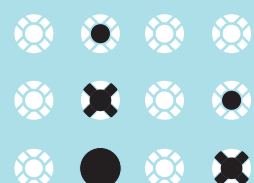
When you complete the actual assessment, you will not be able to use erasers to change your answer. Please see the instructions below on how to indicate your answers:

#### Instructions for completing the answer sheet:

Press hard and completely fill in the inner circle.

To change an answer put a cross through the circle you wish to change and then fill in the correct circle.

If you want to change back to your original answer cross out the incorrect answer and completely fill the outer circle of the previous answer.



The actual test is strictly timed, so time yourself and try to complete all **8** questions within **6** minutes to practice working against the clock.

**Set a timer for 6 minutes (or note down your start time), turn to page 2 and begin.**

PANEL		ILLUSTRATION		
OPERATOR	EFFECT	INPUT	PROCESS	OUTPUT
	Changes shading of all figures			
	Swaps 1st and 3rd figures			
	Changes 1st figure (see illustration)			

1

?

A

B

C

D

2

A

B

C

D

3

A

B

C

?

D

4

A

B

C

D

PANEL	
OPERATOR	EFFECT
	Changes shading of triangles
	Changes size of circles
	(see illustration)

ILLUSTRATION		
INPUT	PROCESS	OUTPUT

5

?

A

B

C

D

6

A

B

C

D

Only

Only

Either

Neither

7

A

B

C

D

8

A

B

C

D

Try to answer any questions you did not reach in the time limit before checking your answers.

## Checking your Answers

Check your answers against the correct answers at the bottom of this page. Look at any questions you got wrong and try to understand how to arrive at the correct answer. Keep in mind that most ability assessments are designed so that the questions gradually increase in difficulty and that people typically do not complete all of the questions within the time limit. If you took much longer than 6 minutes to answer the questions, try to speed up your work rate. If you finished all of the questions within the time limit but made many mistakes, try focusing more on the accuracy of your responses.

## Improving your Diagrammatic Abilities

Working with diagrammatic material and logical systems is the best way to improve your diagrammatic reasoning. As well as gaining experience in the assessments themselves, there are several other things you can do to improve your diagrammatic abilities:

- Complete logic puzzles and games.
- Solve analytical problems.
- Try to understand logical systems, e.g. processes in IT, Engineering, Biology, Chemistry.

## Before the Session

- Follow the suggestions included in this preparation guide.
- Get a good night's sleep before the assessment.
- Give yourself plenty of time to get to the assessment venue so that you don't have to rush.
- If you wear glasses, contact lenses or a hearing aid, make sure you take them with you.
- If you have any special requirements, e.g. larger print versions of the test, specific lighting or seating needs, it is important that you make these known immediately to allow appropriate accommodations to be made.

## During the Assessment Session

- Try to stay calm. Using the practice tips above should help you feel more at ease.
- Listen carefully to the instructions, and ask questions if you are not sure of anything before the assessment starts.
- Read each question carefully.
- Work as quickly as you can. Do not take too much time over any one question.
- If you find a question too difficult or are unsure of an answer indicate your best choice and move on quickly.
- After an assessment always seek feedback. It is much easier to improve your abilities if you know how well you have done.

**Good luck in your assessment session. We wish you every success in your career.**

### Answer Section Page 2 Correct Answers

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

### Answer Section Page 3 Correct Answers

A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
5 <input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6 <input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	7 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8 <input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>