

# Preparation Guide

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## Diagrammatic Analysis

This preparation guide helps you to prepare for diagrammatic aptitude 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.

These questions are designed to assess your ability to understand logical processes. 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. There are two types of questions distinguished by '?' and '!'. Your task for each of the question types is as follows:

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

Where the process consists of more than one operator, the operators are applied in sequence from left to right.

Your task is to choose the best answer to each question from the options given, based only on the information provided.

Have a pen and paper to hand to indicate your answers and make notes.

The actual test is strictly timed. Try to complete each set of 4 questions within 3 minutes.

**Turn to page 2 and begin.**

PANEL

OPERATOR	EFFECT
	Changes <b>shading</b> of <b>all</b> figures
	Swaps <b>1st</b> and <b>3rd</b> figures
	Changes <b>1st</b> figure (see illustration)

ILLUSTRATION

INPUT	PROCESS	OUTPUT

**1**

**2**

**3**

**4**

PANEL

OPERATOR	EFFECT
	Changes <b>shading</b> of triangles
	Changes <b>size</b> of circles
	Changes <b>light</b> figures (see illustration)

ILLUSTRATION

INPUT	PROCESS	OUTPUT

5

A
B
C
D

6

A Only
B Only
C Either
D Neither

7

A
B
C
D

8

A
B
C
D

✓
✗
✗
✗

Answer Section Page 3

A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D				
5	●	●	●	●	6	●	●	●	●	7	●	●	●	●	8	●	●	●	●

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

Some tips for improving diagrammatic abilities are provided below:

- Work with diagrammatic materials.
- Complete logic puzzles.
- Try to understand logical systems.
- Examine information presented in diagrammatic form in books and newspapers.
- Make diagrams and flow charts of processes.

## Before the Session

- Follow the suggestions included in this preparation guide.
- Get a good night's sleep before the assessment.
- Make sure you are wearing any glasses, contact lenses or hearing aids you may require.
- If you have any special requirements, such as 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

- Try to stay calm. Using the practice tips above should help you feel more at ease.
- Follow the instructions carefully, 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"/>