

Preparation Guide

Error Checking

This preparation guide helps you prepare for checking 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 question used and gain experience in taking ability tests.

You will be presented with lists of information to be checked. Your task is to compare each item in the **Transposed Information** on the right hand page to the **Original Information** on the left hand page.

For columns marked with an asterisk (*) you have to check whether the coding key below the **Original Information** has been applied correctly. Each set of questions follows a different format and has different coding keys.

Follow the error checking rules below the **Transposed Information** to indicate your answer for each item in the answer section at the bottom of the right hand page.

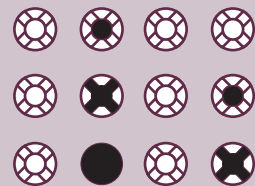
When you complete the actual assessment, you will not be able to use erasers to change your answer. Please see the instructions below on how to indicate your answers:

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 in the outer circle of the previous answer.



The actual test is strictly timed, so time yourself and try to complete all **8** questions within **2** minutes to practice working against the clock.

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

Original Information

Licence Details				
	Company Name	Serial Number	Licence Type *	Date
	Corporate Analysts	130163	P	11/11
	Data Services	710302	N	12/05
	Account Manager Services	114321	G	03/05
	Relationship Builders	915363	G	07/06
	Advantage Providers	486368	P	08/12
	Information Services	719909	N	09/09
	Office Solutions	132461	N	12/10
	Advanced Solutions	910073	P	08/11
	Softwarehouse	100333	G	01/10
	Steer Stockbrokers	663585	N	01/01
	Investment Directory	688368	N	05/03
	Marketing Focus	618736	P	06/08

May / June / July /

Ready

*** Coding Key for Licence Type:**

- P = Personal
- N = National
- G = Global

Transposed Information

WEB-LOG™		SoftCo					
Home	Activities	Lists	Reports	Documents	Setup	Support	Change Role Sign Out Help
Company Name	Serial Number	Licence Type*	Date				
Marketing Focus	618736	Personal	08/06				
Advanced Solutions	910073	Personal	08/11				
Information Service	719009	National	03/09				
Softwarehouse	10033	National	10/01				
Relationship Builder	913563	Global	07/06				
Steel Stockbrokers	663858	National	01/01				
Investment Directory	688386	Global	03/05				
Corporate Analyst	130163	Global	11/11				

Total Found : 8

New Print Export

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Error Checking Rules:

- Fill in **A** if the entire item is correct
- Fill in **B** if there is an error in the Company Name
- Fill in **C** if there is an error in the Serial Number
- Fill in **D** if there is an error in the Licence Type
- Fill in **E** if there is an error in the Date

Answer Section

- 1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E

Answer Section

- 5 A B C D E 6 A B C D E 7 A B C D E 8 A B C D E

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 question 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 2 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 to focus more on the accuracy of your responses.

Improving your Checking Abilities

Working with detailed information is the best way to improve your error checking. As well as gaining experience in the assessments themselves, there are several other things you can do to improve your error checking abilities:

- Concentrate on the details.
- Gain practice comparing original and transposed information.
- Cross check tables, graphs and charts against older versions.
- Critically examine pieces of information.
- Read through and check the work of others.

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 1

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

Answer Section 2

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