Preparation Guide

Error Checking

This preparation guide helps you prepare for checking comprehension 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 check information. 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 colums 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 answers for each time in the answer section at the bottom of the right hand page.

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

The actual test is strictly timed. Try to complete all **8** questions within **2** minutes.

Original Information

Subscription Details

	Company Name	Serial Number	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 Type:

P = Personal
N = National
G = Global

Transposed Information

	Company Name	Serial Number	Type*	Date
1	Marketing Focus	618736	Personal	08/06
2	Advanced Solutions	910073	Personal	08/11
3	Information Service	719009	National	03/09
4	Softwarehouse	10033	National	10/01
5	Relationship Builder	913563	Global	07/06
6	Steel Stockbrokers	663858	National	01/01
7	Investment Directory	688386	Global	03/05
8	Corporate Analyst	130163	Global	11/11

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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 Type
Fill in **E** if there is an error in the Date

Answer Section 1

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

Answer Section 2

	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
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 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

Some tips for improving checking abilities are provided below:

- Concentrate on the details.
- Compare original and transposed versions of 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.
- 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 1 Correct Answers

	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
1	○	○	○	○	●	2	●	○	○	○	○	3	○	●	●	○	●	4	○	○	●	●	●

Answer Section 2 Correct Answers

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