

**Test Information Guide  
for  
Assistant Radioactive Material  
Handler**

**Test Battery #5703**

**January, 1990**

**Performance Assessment Services  
Southern California Edison Company**

## Introduction

The purpose of this booklet is to provide information that will help to increase your confidence in taking the Assistant Radioactive Material Handler Test. This booklet contains descriptions of the tests, sample test questions, strategies to use while taking the tests, and instructions on how to complete the answer sheets.

## Why are tests given?

Tests are used to help SCE select the most qualified people for particular jobs. Tests help to do this by providing an objective and consistent method to measure the skills and abilities of job candidates. In general, people who score higher on the tests are more likely to be successful on the job.

## What types of tests are used?

The Assistant Radioactive Material Handler Test consists of five tests: Following Written Directions, Filing, Checking, Assembly, and Problem Solving. Each of the tests contains multiple-choice questions which measure your basic abilities. Each test is separately timed and requires you to mark your answers on a separate answer sheet.

Test	Time Limit (Minutes)
Following Written Directions	5
Filing	5
Checking	3
Assembly	10
Problem Solving	<u>10</u>
	33

These test time limits **must** be followed strictly. Because the time limits on most of these tests are short, you are not expected to finish all the questions within the time allowed. Follow the directions carefully and work as quickly and accurately as you can. The actual test session will last approximately one hour, including instruction time.

## Test-Taking Strategies

### *Before the testing session*

1. Make sure you have enough sleep the night before the test.
2. Have an adequate meal, but don't eat too much.
3. If you ordinarily wear glasses or a hearing aid, make sure that you have them with you.
4. Make sure that you allow enough time to get to the testing location early. Be certain that you know where to go and how to get there. If you arrive after the testing session has begun, you will not be admitted for testing.
5. Read the scheduling letter very carefully. If you are instructed to bring an aid, such as a calculator, be sure it is in working order. You also may be required to bring documents, such as a driver's license (or other form of picture identification), a printout of DMV convictions, and/or a completed application form.
6. Practice answering the sample questions in this booklet.

### *During the test session:*

1. Be alert but calm. Try to do your best without getting tense.
2. Be sure to listen carefully to the person who gives the test directions. Read all directions very carefully. Do the sample questions even though you think you understand them.
3. **Ask questions before the test begins** if you are unclear about how to take the test. The test administrator is not allowed to answer questions about a test once that test has begun.
4. Look at all the choices before you answer. Watch out for *all of these* and *none of these*.
5. Answer as many questions as you can. Even if you are not sure of the answer, it usually is better to put down the answer you think is most probably correct.
6. Do not spend too much time on a hard question. Go on to the next one and come back to the hard questions later, if you have time.
7. Every once in a while, make sure that you are using the correct space on the answer sheet for your answer.

8. If you change an answer, be sure you erase the first answer completely. If the test scanner reads both marks, it will count the answer as wrong.
9. Do not be upset if you do not know all the answers. The tests are designed so that most examinees will not finish within the time limit.

### **How are the tests scored?**

The points for each of the tests in the battery are combined to produce an overall battery score. Your qualification is determined by the overall battery score. In other words, it is not necessary to qualify on each individual test in the battery. Rather, you must get enough points in the total process to qualify. Therefore, you can compensate for some areas of weakness with other areas of strength. Remember, though, that the competition is stiff and that it's important to try your best on all the tests.

### **How to prepare for written tests.**

The sample questions presented in this booklet may assist you in preparing for the types of test questions that you will be asked. The sections shown on the following pages contain a description of each test and sample questions.

**Sample Test Questions**  
**Following Written Directions**

Read the sample set of rules below. Then answer the problems by following the rules. The samples have been done for you.

**Rules for Determining Type of Mail Delivery**

The three types of delivery used for mailing packages are regular, freight, and express. Listed below are the rules for deciding which type of delivery to use:

- Regular or freight delivery should be used for packages that do not need to be received urgently.
- Express delivery should be used for packages that need to be received urgently.
- Freight delivery should be used for large packages only.
- Regular delivery should be used for small packages only.
- Express delivery may be used for large or small packages.

	Regular	Freight	Express
<b>S1.</b> large crate, not urgent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>S2.</b> small package, urgent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Sample Test Questions

### Filing

This test will examine how quickly and accurately you can recognize different filing systems and then file some additional entries into them.

On the left you will see a column of five numbered entries called "*Existing File*." These entries are in the correct order. On the right is a column of new entries called "*To Be Filed*."

You are to look at the item in the "*To Be Filed*" column and find the number of the item in the "*Existing File*" that this new item should *follow*. Mark an "X" on *that* number in the row of circled numbers on the right. If there is no number given for your choice, put an "X" in the *blank* circle.

**For example**

<u>Existing File</u>		<u>To Be Filed</u>
1. Philip Jenkins		
2. J. C. Kile	A. B. Reynolds	①    ②    ③ <del>④</del> ○
3. Thomas Morris Company		
4. Paulson Company, Inc.	John Jones	②    ③    ④    ⑤ <del>○</del>
5. Sally White		

A. B. Reynolds should follow Paulson Company, Inc., which is number 4 in the "*Existing File*;" so an "X" has been marked in circle 4. John Jones should follow the name Philip Jenkins, which is number 1 in the "*Existing File*." However, since there is no circle number 1 offered as a choice, an "X" has been marked in the blank circle.

Using the same "*Existing File*," you are to decide which entry each of these sample items should follow. Mark the appropriate circles.

<u>To Be Filed</u>		
Rodney Marbles		②    ③    ④    ⑤    ○
Sue Yancy		①    ②    ③    ④    ○

## Sample Test Questions

### Checking

This test will examine your ability to check names and numbers rapidly and accurately.

In this test you will find two lists. On the left is the "*List to Be Checked*." On the right is the "*Correct List*." The example below contains employees' names and identification numbers as they appear on time cards. This information needs to be checked for accuracy.

Compare each name and number in the "*List to Be Checked*" with the corresponding entry in the "*Correct List*." If both entries contain identical information, abbreviations, and capitalization, mark an "X" in the **R** (for "right") column. If both entries *do not* contain identical information, mark an "X" in the W (for "wrong") column. The names in the "*List to Be Checked*" do not have to be in the same order as they are on the "*Correct List*."

Look at these examples.

List to Be Checked					Correct List				
				<b>R</b>	<b>W</b>				
1. Dolores Santos	375	186	223	<input type="radio"/>	<input checked="" type="radio"/>	Alexander, Tom	761	323	964
2. Tom Alexander	761	323	964	<input type="radio"/>	<input type="radio"/>	Davis, Penny	890	647	385
3. Richard Wilson	249	187	602	<input type="radio"/>	<input type="radio"/>	Hess, Larry	276	062	596
						Santos, Dolores	375	186	233
						Wilson, Richard	249	187	602

The first example, Dolores Santos, is incorrect. An X has been marked in the **W** circle because the identification numbers are not the same. Now do the other two examples.

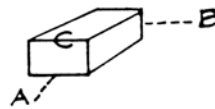
## Sample Test Questions Assembly

In this test you are to figure out how something would look if it were put together properly.

The parts to be put together are shown at the beginning of each problem and are followed by five pictures showing five different ways the parts could be put together. Only one of them is correct.

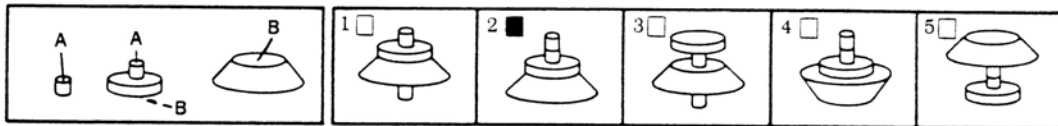
Each part is marked with one or more letters, each of which stands for a place on the part. Letters referring to places that do not show are placed outside the part, with a dotted line pointing to the underneath side, or the place that you cannot see. In Figure 1 below, the letter A refers to the bottom of the cube, and B points to the back of the cube. Letter C refers to the upper front edge.

Figure 1



In the test, you are to assemble the parts so that the places having the same letter are put together. Look at the first sample below. Try to figure out which of the five assemblies is correct.

### Sample 1



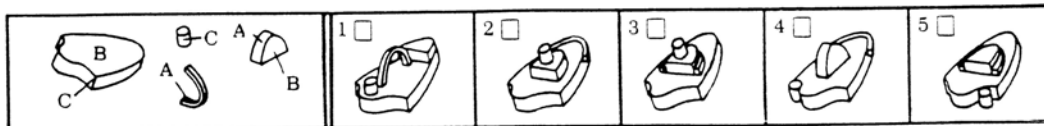
Look at the ends marked A. If the ends marked A were put together, how would they look?

Of the five pictures, only pictures 2, 4, and 5 have the ends marked A put together. Now look at the first of the parts marked with a B. Note how the dotted line from B points to the underside, which you cannot see. Which of pictures 2, 4, and 5 shows the two places marked B put together?

Of these three, only picture 2 has the places marked B put together. Therefore, picture 2 is the correct answer. This is the *only* picture of the five that has *all* the parts put together in the way the letters show they should be. Therefore, circle 2 has been filled for Sample 1.

Now work the sample below and blacken the circle in front of your answer.

### Sample 2



In deciding how the parts should be put together, do not think about what the completed thing is or what it does. Just follow the letters on the parts that show you how they are to be put together.

## Sample Test Questions

### Problem Solving

The following problems test your ability to read a word problem and apply the appropriate arithmetic operation.

Read the sample problems below. Select the correct answer and mark the circle or bubble in front of it. For some of the problems, there is no correct answer shown. If the correct answer is not given, mark the circle in front of **None of the above**.

**Note:** You will be given scratch paper on which to perform your calculations. Calculators are not permitted.

**In 1987, first-class mail cost 22 cents for the first ounce and 12 cents for each additional ounce. How much postage was required to send a 5-ounce letter first class?**

- \$ .34
- \$ .48
- \$ .70
- \$ 1.10
- None of the above.

**Joe began trimming hedges at 1:06 p.m. and finished at 2:15 p.m. How many hours did Joe take to trim the hedges?**

- 1/4 hour
- 1/2 hour
- 3/4 hour
- 1 hour
- None of the above.

**If Bob gives Mary 1 dollar, 2 quarters, and 8 nickels in exchange for dimes, how many dimes should Bob receive?**

- 21
- 22
- 23
- 24
- None of the above.

**Sample Test Answers**  
**Following Written Directions**

Read the sample set of rules below. Then answer the problems by following the rules. The samples have been done for you.

**Rules for Determining Type of Mail Delivery**

The three types of delivery used for mailing packages are regular, freight, and express. Listed below are the rules for deciding which type of delivery to use:

- Regular or freight delivery should be used for packages that do not need to be received urgently.
- Express delivery should be used for packages that need to be received urgently.
- Freight delivery should be used for large packages only.
- Regular delivery should be used for small packages only.
- Express delivery may be used for large or small packages.

	Regular	Freight	Express
<b>S1.</b> large crate, not urgent	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>S2.</b> small package, urgent	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



## Sample Test Answers

### Filing

This test will examine how quickly and accurately you can recognize different filing systems and then file some additional entries into them.

On the left you will see a column of five numbered entries called “*Existing File*.” These entries are in the correct order. On the right is a column of new entries called “*To Be Filed*.”

You are to look at the item in the “*To Be Filed*” column and find the number of the item in the “*Existing File*” that this new item should *follow*. Mark an “X” on *that* number in the row of circled numbers on the right. If there is no number given for your choice, put an “X” in the *blank* circle.

#### For example

<u>Existing File</u>	<u>To Be Filed</u>					
1. Philip Jenkins						
2. J. C. Kile	A. B. Reynolds	①	②	③	<del>④</del>	○
3. Thomas Morris Company						
4. Paulson Company, Inc.	John Jones	②	③	④	⑤	<del>○</del>
5. Sally White						

A. B. Reynolds should follow Paulson Company, Inc., which is number 4 in the “*Existing File*,” so an “X” has been marked in circle 4. John Jones should follow the name Philip Jenkins, which is number 1 in the “*Existing File*.” However, since there is no circle number 1 offered as a choice, an “X” has been marked in the blank circle.

Using the same “*Existing File*,” you are to decide which entry each of these sample items should follow. Mark the appropriate circles.

<u>To Be Filed</u>					
Rodney Marbles	<del>①</del>	③	④	⑤	○
Sue Yancy	①	②	③	④	<del>○</del>

You should have marked circle **2** as your first answer because Rodney Marbles should follow entry number **2** — J. C. Kile. The blank circle should be marked as your answer for the second example because Sue Yancy should follow Sally White in the “*Existing File*.” Since there is no circle **5** (for Sally White), you should have put an “X” in the blank circle as your answer.

## Sample Test Answers Checking

This test will examine your ability to check names and numbers rapidly and accurately.

In this test you will find two lists. On the left is the “*List to Be Checked.*” On the right is the “*Correct List.*” The example below contains employees’ names and identification numbers as they appear on time cards. This information needs to be checked for accuracy.

Compare each name and number in the “*List to Be Checked*” with the corresponding entry in the “*Correct List.*” If both entries contain identical information, abbreviations, and capitalization, mark an “X” in the **R** (for “right”) column. If both entries *do not* contain identical information, mark an “X” in the **W** (for “wrong”) column. The names in the “*List to Be Checked*” do not have to be in the same order as they are on the “*Correct List.*”

Look at these examples.

List to Be Checked						Correct List			
				<b>R</b>	<b>W</b>				
1. Dolores Santos	375	186	223	○	<input checked="" type="radio"/>	Alexander, Tom	761	323	964
2. Tom Alexander	761	323	964	<input checked="" type="radio"/>	○	Davis, Penny	890	647	385
3. Richard Wilson	249	187	602	<input checked="" type="radio"/>	○	Hess, Larry	276	062	596
						Santos, Dolores	375	186	233
						Wilson, Richard	249	187	602

The first example, Dolores Santos, is incorrect. An X has been marked in the **W** circle because the identification numbers are not the same. Now look at the remaining sample items. They have been answered correctly.

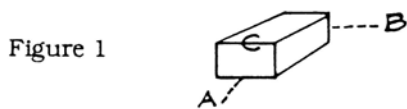


## Sample Test Answers Assembly

In this test you are to figure out how something would look if it were put together properly.

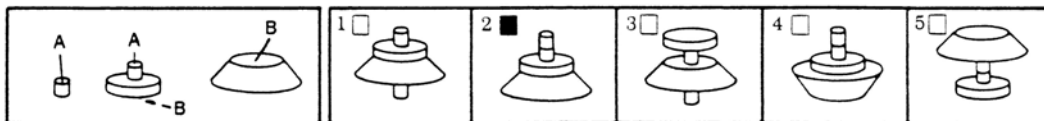
The parts to be put together are shown at the beginning of each problem and are followed by five pictures showing five different ways the parts could be put together. Only one of them is correct.

Each part is marked with one or more letters, each of which stands for a place on the part. Letters referring to places that do not show are placed outside the part, with a dotted line pointing to the underneath side, or the place that you cannot see. In Figure 1 below, the letter A refers to the bottom of the cube, and B points to the back of the cube. Letter C refers to the upper front edge.



In the test, you are to assemble the parts so that the places having the same letter are put together. Look at the first sample below. Try to figure out which of the five assemblies is correct.

### Sample 1



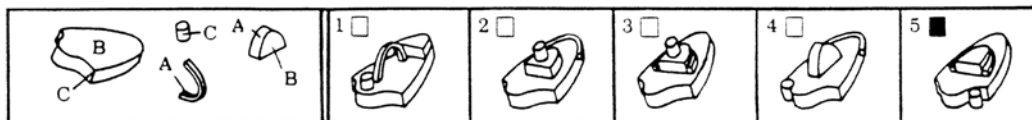
Look at the ends marked A. If the ends marked A were put together, how would they look?

Of the five pictures, only pictures 2, 4, and 5 have the ends marked A put together. Now look at the first of the parts marked with a B. Note how the dotted line from B points to the underside, which you cannot see. Which of pictures 2, 4, and 5 shows the two places marked B put together?

Of these three, only picture 2 has the places marked B put together. Therefore, picture 2 is the correct answer. This is the *only* picture of the five that has *all* the parts put together in the way the letters show they should be. Therefore, circle 2 has been filled in for Sample 1.

Now work the sample below and blacken the circle in front of your answer.

### Sample 2



You should have blackened circle 5. When the parts marked A are put together, they look like those in either picture 3 or picture 5. In both of these pictures, the places on the parts marked B have been put together. But when the places on the parts marked C are put together, they look like picture 5.

In deciding how the parts should be put together, do not think about what the completed thing is or what it does. Just follow the letters on the parts that show you how they are to be put together.

**Sample Test Answers**  
**Problem Solving**

The following problems test your ability to read a word problem and apply the appropriate arithmetic operation.

Read the sample problems below. Select the correct answer and mark the circle or bubble in front of it. For some of the problems, there is no correct answer shown. If the correct answer is not given, mark the circle in front of ***None of the above.***

**Note:** You will be given scratch paper on which to perform your calculations. Calculators are not permitted.

**In 1987, first-class mail cost 22 cents for the first ounce and 12 cents for each additional ounce. How much postage was required to send a 5-ounce letter first class.**

- \$ .34
- \$ .48
- \$ .70
- \$ 1.10
- None of the above.

**If Bob gives Mary 1 dollar, 2 quarters, and 8 nickels in exchange for dimes, how many dimes should Bob receive?**

- 21
- 22
- 23
- 24
- None of the above.

**Joe began trimming hedges at 1:06 p.m. and finished at 2:15 p.m. How many hours did Joe take to trim the hedges?**

- 1/4 hour
- 1/2 hour
- 3/4 hour
- 1 hour
- None of the above.

