

**CLERICAL ABILITIES TEST**

**No. 5106**

**January 1990**

**Introduction**

The purpose of this booklet is to provide information that will help to increase your confidence in taking the Clerical Abilities test battery. 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 the 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 type of tests are used?**

The Clerical Abilities test battery consists of four tests: Arithmetic, Using Tables, Language Skills, and Classifying. 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.

<b>Test</b>	<b>Time Limit (Minutes)</b>
Arithmetic	5
Using Tables	6
Language Skills	5
Classifying	<u>5</u>
	21

These test time limits must be strictly followed. 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 1 hour including instruction time.

## Test-Taking Strategies

Before the test:

1. Make sure that 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 certain 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 that it is in working order. You also may be required to bring other 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:

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.
3. Look at all the choices before you answer. Watch out for ***all of these*** and ***none of these***.
4. Try to answer all questions. Even if you are not sure of the answer, it is usually better to put down the answer you think is most probably correct.
5. Answer the questions in order, but do not spend too much time on a hard one. Go on to the next one and come back to the hard ones later.
6. When you have finished the test, go back and work on any items you may have skipped.
7. Every once in a while, make certain 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 thoroughly. If the test scanner reads both marks, it will count it 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, but 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, so try to do your best on all the tests.

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

The list of 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 several sample questions. Refer to the back of this booklet for the correct answers.

**Sample Test Questions**  
**Arithmetic**

This is a test of your ability to do arithmetic problems involving the addition, subtraction, multiplication, and division of whole numbers.

Look at the examples below. Each is followed by four possible answers, plus *None*. You are to do each problem and then blacken the circle below the correct answer. If the correct answer is not given, mark *None*.

**Examples**

- |                    |                       |                       |                       |                       |                       |
|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. $2 + 3 =$       | 4                     | 5                     | 6                     | 7                     | None                  |
|                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. $4 - 1 =$       | 1                     | 2                     | 3                     | 4                     | None                  |
|                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. $19 \times 2 =$ | 21                    | 17                    | 37                    | 43                    | None                  |
|                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. $30 \div 2 =$   | 15                    | 16                    | 12                    | 10                    | None                  |
|                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Remember, mark *None* if the correct answer is not given.

**Sample Test Questions  
Using Tables**

This is a test of your ability to get information from tables. Look at the table shown below. This table gives the day of the month when a customer's bill is due. The table is arranged by ZIP Code (71027, 73992, 75195, 78001, and 79504) and first letter of customer's last name.

**Sample Table**

First Letter Last Name	ZIP Code				
	71027	73992	75195	78001	79504
A	05	13	04	25	11
B	03	10	20	17	28
C	15	21	12	01	20
D	22	09	08	15	19

Look at the first sample problem below. To find the correct answer, look in the table at the row labeled **B** and the column labeled **71027**. The bill due date is **03**. The circle under **03** has been blackened to show this is the correct answer. Complete the four remaining problems.

Letter and ZIP Code	71027	73992	75195	78001	79504
1. B-71027	10 <input type="radio"/>	03 <input checked="" type="radio"/>	05 <input type="radio"/>	15 <input type="radio"/>	None <input type="radio"/>
2. D-75195	09 <input type="radio"/>	12 <input type="radio"/>	19 <input type="radio"/>	18 <input type="radio"/>	None <input type="radio"/>
3. A-78001	08 <input type="radio"/>	17 <input type="radio"/>	25 <input type="radio"/>	11 <input type="radio"/>	None <input type="radio"/>
4. C-73992	21 <input type="radio"/>	12 <input type="radio"/>	10 <input type="radio"/>	02 <input type="radio"/>	None <input type="radio"/>
5. B-79504	03 <input type="radio"/>	11 <input type="radio"/>	17 <input type="radio"/>	27 <input type="radio"/>	None <input type="radio"/>

**Sample Test Questions**  
**Language Skills**

Look at the sample sentence below. Part of the sentence is underlined. The underlined section may contain errors in spelling, punctuation, capitalization, grammar, or usage. Following the sentence are three changes to replace the underlined section. Select the best answer and darken the circle in front of it. If the underlined section contains no error, darken the circle in front of *No Change*.

**S1. The staff meeting will be held on Tuesday.**

- Teusday
- Tuesday
- Tuesdey
- No Change

**Sample Test Question**  
**Classifying**

Look at the sample chart of codes below. Following the chart are sample problems. For each problem, select the best code and darken the circle under the code.

<b>Account</b>	<b>Code No.</b>
Supplies	23
Travel Expenses	67
Advertising Expenses	39
Payroll	01
Repairs and Maintenance	37

- |                           |                       |                       |                       |                       |                       |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                           | <b>01</b>             | <b>23</b>             | <b>37</b>             | <b>39</b>             | <b>67</b>             |
| <b>S1. Airline Ticket</b> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <b>S2. Pencils</b>        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## Sample Test Answers Arithmetic

This is a test of your ability to do arithmetic problems involving the addition, subtraction, multiplication, and division of whole numbers.

Look at the examples below. Each is followed by four possible answers, plus *None*. You are to do each problem and then blacken the circle below the correct answer. If the correct answer is not given, mark *None*.

### Examples

- |                    |                                  |                                  |                                  |                       |                                  |
|--------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------|----------------------------------|
| 1. $2 + 3 =$       | 4                                | 5                                | 6                                | 7                     | None                             |
|                    | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            |
| 2. $4 - 1 =$       | 1                                | 2                                | 3                                | 4                     | None                             |
|                    | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| 3. $19 \times 2 =$ | 21                               | 17                               | 37                               | 43                    | None                             |
|                    | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> |
| 4. $30 \div 2 =$   | 15                               | 16                               | 12                               | 10                    | None                             |
|                    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            |

Remember, mark None if the correct answer is not given.

**Sample Test Answers  
Using Tables**

This is a test of your ability to get information from tables. Look at the table shown below. This table gives the day of the month when a customer's bill is due. The table is arranged by ZIP Code (71027, 73992, 75195, 78001, and 79504) and first letter of customer's last name.

**Sample Table**

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Look at the first sample problem below. To find the correct answer, look in the table at the row labeled **B** and the column labeled **71027**. The bill due date is **03**. The circle under **03** has been blackened to show this is the correct answer. Look at the next problem. The bill due date is **08** (row D, column 75195). The answer **08** is not shown in the problem so None is marked as the correct answer. Now, look at the remaining sample items. They have been answered correctly.

Letter and ZIP Code		71027	73992	75195	78001	79504	None
1.	B-71027	10 <input type="radio"/>	03 <input checked="" type="radio"/>	05 <input type="radio"/>	15 <input type="radio"/>	None <input type="radio"/>	
2.	D-75195	09 <input type="radio"/>	12 <input type="radio"/>	19 <input type="radio"/>	18 <input type="radio"/>	None <input checked="" type="radio"/>	
3.	A-78001	08 <input type="radio"/>	17 <input type="radio"/>	25 <input checked="" type="radio"/>	11 <input type="radio"/>	None <input type="radio"/>	
4.	C-73992	21 <input checked="" type="radio"/>	12 <input type="radio"/>	10 <input type="radio"/>	02 <input type="radio"/>	None <input type="radio"/>	
5.	B-79504	03 <input type="radio"/>	11 <input type="radio"/>	17 <input type="radio"/>	27 <input type="radio"/>	None <input checked="" type="radio"/>	

**Sample Test Answers**  
**Language Skills**

Look at the sample sentence below. Part of the sentence is underlined. The underlined section may contain errors in spelling, punctuation, capitalization, grammar, or usage. Following the sentence are three changes to replace the underlined section. Select the best answer and darken the circle in front of it. If the underlined section contains no error, darken the circle in front of *No Change*.

**S1. The staff meeting will be held on Tuesday.**

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**Sample Test Answers**  
**Classifying**

Look at the sample chart of codes below. Following the chart are sample problems. For each problem, select the best code and darken the circle under the code.

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Supplies	23
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Repairs and Maintenance	37

- S1. Airline Ticket                      01    23    37    39    67  
  ○    ○    ○    ○    ●
- S2. Pencils                                ○    ●    ○    ○    ○

It would be worthwhile to go back and look at the questions you missed. Did you understand the instructions? Did you read the questions carefully? Did you miss an important word? By checking over the questions you missed, you can help yourself to understand why you missed them. This will help you when you take that important pre-employment test for that job you want.

**GOOD LUCK!**