

**Test Information Guide
for
DP Distribution
Equipment Operator**

Test #5500

**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 DP Distribution Equipment Operator 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 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 DP Distribution Operator Test Battery consists of five tests: Mechanical Reasoning, Following Written Directions, Visual Speed and Accuracy, Filing Numbers, and Forms Checking. 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)
Mechanical Reasoning	30
Following Written Directions	5
Visual Speed and Accuracy	5
Filing Numbers	2
Forms Checking	<u>5</u>
	47

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 two hours, 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?

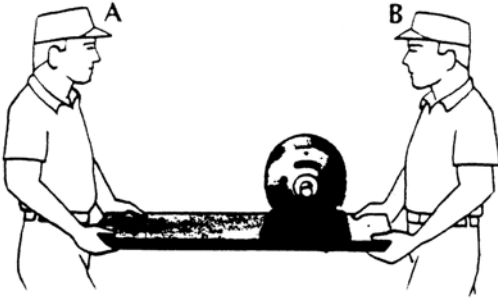
The points for each of the tests in the battery are combined to produce an overall battery score. Your qualification is determined by the overall battery score. In other words, it is not necessary to qualify on each individual test in the battery. Rather, you must get enough points in the total process 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.

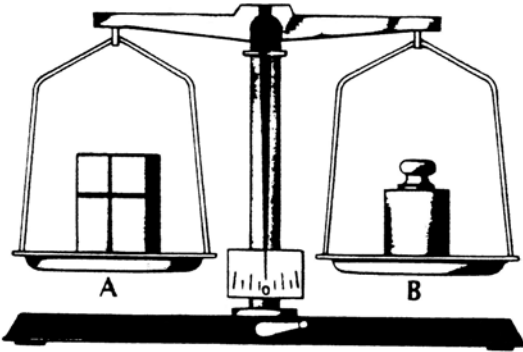
Sample Test Questions
Mechanical Reasoning

This test consists of a number of pictures and questions about those pictures. Look at the two examples below to see just what to do.



Example X

Which man has the heavier load?
(If equal, mark C)



Example Y

Which weighs more?
(If equal, mark C)

X. A B C
 ○ ○ ○

Y. A B C
 ○ ○ ○

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

Sample Questions

Visual Speed and Accuracy

Directions

Look at the pairs of numbers below. The first pair of numbers, 792 and 792 are exactly alike. Therefore the circle in front of **S** (same) has been marked. The second pair of numbers, 6123 and 6122, are not exactly the same. Therefore, the circle in front of **D** (different) has been marked. The next pair \$898 and \$898, are marked to show that they are the same. The fourth pair, 72,10 and 72.10, are marked as different because one has a comma in it while the other has a period.

Now mark the next four items for practice.

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- | | | | | | | |
|-----|-------|-------|----------------------------------|---|----------------------------------|---|
| S1. | 792 | 792 | <input checked="" type="radio"/> | S | <input type="radio"/> | D |
| S2. | 6123 | 6122 | <input type="radio"/> | S | <input checked="" type="radio"/> | D |
| S3. | \$898 | \$898 | <input checked="" type="radio"/> | S | <input type="radio"/> | D |
| S4. | 72,10 | 72.10 | <input type="radio"/> | S | <input checked="" type="radio"/> | D |
| S5. | 33333 | 33323 | <input type="radio"/> | S | <input type="radio"/> | D |
| S6. | 117! | 117! | <input type="radio"/> | S | <input type="radio"/> | D |
| S7. | 42 | 24 | <input type="radio"/> | S | <input type="radio"/> | D |
| S8. | 6696 | 6696 | <input type="radio"/> | S | <input type="radio"/> | D |

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Sample Test Questions
Filing Numbers

The following problems test your ability to file numbers within an existing file.

Look at the sample problems below. Each of the numbers at the top of the box is to be "filed" in numerical order in the group of numbers below it. You are to mark the place where it belongs. It may belong at the beginning, between two of the numbers, or at the end. Note that the group of four numbers at the bottom of a box is always arranged in numerical order.

302516	827910	459276	763214	850318
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
147915	259420	563170	742179	574155
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
272163	633785	713467	763227	621463
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
488079	791775	824313	763409	781460
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
514762	904321	878905	770185	784372
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sample Test Questions

Forms Checking

The following problems test your ability to read information quickly and to determine the accuracy of data taken from that information.

Read the information in the paragraph. Then, check to see if the form has been completed correctly based on that information. For each problem, mark the circle under **correct** if the for is correctly filled in, or under **incorrect** if the form is not correctly filled in.

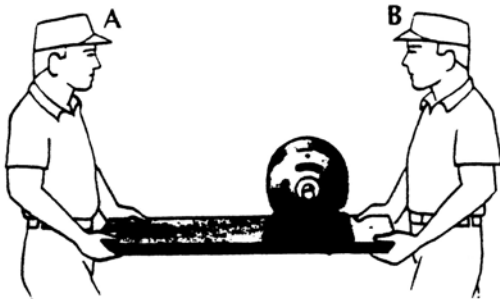
On May 1, 1998, an audit was conducted to verify the accuracy of the paper work completed in the test scoring department. The report showed that 300 tests were scored during the month of March. Fifty tests were processed late. Of these tests, 24 were scored incorrectly. Of the incorrectly scored tests, 19 were typing tests, 2 were Meter Reader tests, and 3 were Groundman tests.

Southern California Edison Company Test Scoring March

		Correct	Incorrect
1. Period from <u>3-1-88</u> to <u>3-15-88</u>		<input type="radio"/>	<input type="radio"/>
2. Total number of tests	<u>300</u>	<input type="radio"/>	<input type="radio"/>
3. Completed correctly	<u>276</u>	<input type="radio"/>	<input type="radio"/>
4. Processed on time	<u>50</u>	<input type="radio"/>	<input type="radio"/>
Scoring Errors:			
5. Typing tests	<u>19</u>	<input type="radio"/>	<input type="radio"/>
Utilityman tests	<u>0</u>		
6. Groundman tests	<u>4</u>	<input type="radio"/>	<input type="radio"/>
Customer Rep. tests	<u>2</u>		

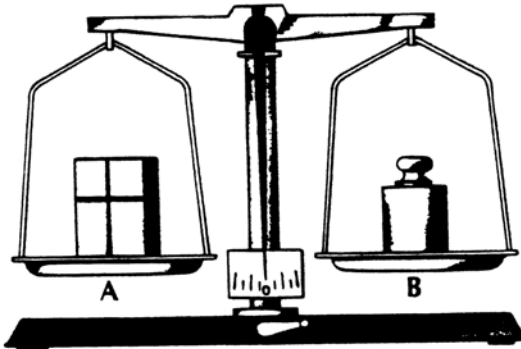
Sample Test Answers
Mechanical Reasoning

This test consists of a number of pictures and questions about those pictures. Look at the two examples below to see just what to do.



Example X

Which man has the heavier load?
(If equal, mark C)



Example Y

Which weighs more?
(If equal, mark C)

Example X shows a picture of two men carrying a machine part on a board and asks, “**Which man has the heavier load? (If equal, mark C.)**” Man B has the heavier load because the weight is closer to him than to man A. Therefore, the space under B has been filled in on your answer sheet.

Example Y asks, “**Which weighs more? (If equal, mark C.)**” As the scale is perfectly balanced, A and B must weigh the same, so you should have filled in the space under C on your answer sheet.

- | | | | |
|----|-----------------------|----------------------------------|----------------------------------|
| | A | B | C |
| X. | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| | A | B | C |
| Y. | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

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.

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S2. small package, urgent	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Sample Test Answers

Visual Speed and Accuracy

Look at the pairs of numbers below. The first pair of numbers, 792 and 792 are exactly alike. Therefore the circle in front of **S** (same) has been marked. The second pair of numbers, 6123 and 6122, are not exactly the same. Therefore, the circle in front of **D** (different) has been marked. The next pair \$898 and \$898, are marked to show that they are the same. The fourth pair, 72,10 and 72.10, are marked as different because one has a comma in it while the other has a period.

- | | | | | | | |
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| S6. | 117! | 117! | <input checked="" type="radio"/> | S | <input type="radio"/> | D |
| S7. | 42 | 24 | <input type="radio"/> | S | <input checked="" type="radio"/> | D |
| S8. | 6696 | 6696 | <input checked="" type="radio"/> | S | <input type="radio"/> | D |

You should have marked them **D**, **S**, **D**, and **S**.

Sample Test Answers
Filing Numbers

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○	○	●	○	○
147915	259420	563170	742179	574155
○	○	○	●	○
272163	633785	713467	763227	621463
●	○	○	○	○
488079	791775	824313	763409	781460
○	●	○	○	○
514762	904321	878905	770185	784372
○	○	○	○	●

302516 belongs between 272163 and 488079; 827910 belongs between 791775 and 904321; 459276 belongs before 563170; 763214 belongs between 742179 and 763227; 850318 belongs after 784372.

Sample Test Answers

Forms Checking

The following problems test your ability to read information quickly and to determine the accuracy of data taken from that information.

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Customer Rep. tests	<u>2</u>		

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!

