

**Test Information Guide  
for  
Station Accounting Clerk 3**

**Test Battery #5700**

**January, 1993**

**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 Station Accounting Clerk 3 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 Station Accounting Clerk 3 Test Battery consists of three tests: Forms Checking, Reading Comprehension, and Math. All three tests contain multiple-choice questions.

Test	Time Limit (Minutes)
Forms Checking	5
Reading Comprehension	10
Math Knowledge Test	<u>60</u> 75

Some people may finish the Math Test in considerably less than 60 minutes. For the other tests, the time limits **must** be followed strictly. Because the time limits on these Forms Checking and Reading Comprehension tests are short, you are not expected to complete them within the time allowed. Follow the directions carefully and work as quickly and accurately as you can. The actual test session should last no more than one and a half 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.

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

The points for each of the three 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

## Forms Checking

### Directions

Look at the sample below. Read the information in the paragraph. Then check to see if the form has been completed correctly based on the information presented in the paragraph. For each problem, mark the circle under **Correct** if the form is correctly filled in, or under **Incorrect** if the form is not correctly filled in. The first two problems have been done for you. Do the third problem by yourself.

On March 14, 1981, a check of the 635 orders for the week showed that all orders were processed on time. Of these orders, 86 were partial shipments. Of the 86 partial shipments, 79 were shipped with some items back ordered, and 7 were shipped with some items missing due to discontinued stock.

Ⓢ1 Date of Report 3-14-81

Ⓢ2 No. of Orders for Week 635

No. of Partial Shipments 86

No. of Shipments with Back Orders 79

Ⓢ3 All orders Processed on Time for the Week Yes No

**Correct**

**Incorrect**

Ⓢ1 ● ○

Ⓢ2 ● ○

Ⓢ3 ○ ○

## Reading Comprehension

This is a test of your ability to understand written directions. When you turn the page, you will find a passage to read, followed by a series of questions. After each question are five possible answers, only one of which is right.

Read each passage quickly; then answer the questions that follow it. You may return to the passage as often as you like; so do not spend time memorizing the material on the first reading. Mark your answers to each question by placing an "X" in the circle next to the best answer.

Study the following example and mark your answer to the sample question that follows the passage of information.

Example:

Mark has been asked to fix the photocopy machine on the fourth and the seventh floors before he does his routine work. He should fix the light fixture that is out on the third floor first, however, as there have been a number of complaints about this already.

Which of the following should Mark do first?

- Fix the photocopy machine on the fourth floor
- Fix the photocopy machine on the seventh floor
- Do his routine assignments
- Fix the light fixture on the third floor
- Fix the light fixture on the fourth floor

## Math

The following problems test your ability to perform and check basic mathematic operations. Note: a calculator will be allowed on this math test. Pick the correct answer for each question.

1. **What is the average of the expenditures below?**

<b>April</b>	<b>\$ 14,526.72</b>
<b>May</b>	<b>\$ 22,859.45</b>
<b>June</b>	<b>\$ 27,261.90</b>
<b>July</b>	<b>\$ 19,571.47</b>
<b>August</b>	<b>\$ 15,626.33</b>

- a. \$ 19,569.17  
b. \$ 19,869.17  
c. \$ 19,969.17  
d. \$ 20,169.17
2. **A 6% reduction in the annual budget occurred during the third quarter. If the reduction amounted to \$15,672, how much was the annual budget before the reduction?**
- a. \$ 251,400  
b. \$ 261,200  
c. \$ 262,400  
d. \$ 271,200

3. **Add the following:**

$$14\frac{3}{4} + 42\frac{1}{2} + 23\frac{1}{4}$$

- a.  $79\frac{1}{2}$   
b.  $80\frac{1}{4}$   
c.  $80\frac{1}{2}$   
d.  $81\frac{1}{4}$

4. **The average recorded expenditure for a generating station is \$507,023 per month. How much is spent over a three-year period?**
- a. \$ 18,252,828.
  - b. \$ 18,292,828.
  - c. \$ 18,762,628.
  - d. \$ 18,982,628.
5. **Divide \$85,627,034 by 72,089 and round to the nearest tenth.**
- a. \$ 1,087.6
  - b. \$ 1,087.8
  - c. \$ 1,187.6
  - d. \$ 1,187.8
6. **A machinist's normal time pay is \$19.32 per hour. If the machinist works 40 hours normal time and three hours double time in one week, what are the machinist's weekly earnings?**
- a. \$ 830.76
  - b. \$ 888.72
  - c. \$ 898.76
  - d. \$ 946.68

## Answers to Sample Questions

### Forms Checking

---

S3



---

For the third problem, you should have marked the circle under **Incorrect** because all orders were processed on time.

### Reading Comprehension

- Fix the light fixture on the third floor

### Math

1. c
2. b
3. c
4. a
5. d
6. b

\* Detailed answers on the sample math questions are provided on the following pages.

## Math

### Sample Test Answers

1.	April	\$ 14,526.72
	May	\$ 22,859.45
	June	\$ 27,261.90
	July	\$ 19,571.47
	August	<u>\$ 15,626.33</u>
		\$ 99,845.87

Since you're asked for an *average of the five amounts*, the total of those five amounts (\$99,845.87) should be *divided* by 5.

$$\frac{\$99,845.87}{5} = \mathbf{\$19,969.17}$$

2. One way of solving this problem is to divide the amount of the budget reduction (\$15,672) by the percent of the budget reduction converted to a decimal fraction (6% = .06):

$$\frac{\$15,672}{.06} = \mathbf{\$261,200}$$

Another way of working this problem is to divide the amount of the budget reduction (\$15,672) by the percent of the budget reduction (6) to find 1% of the total original budget. Then multiply this number (representing 1% of the total original budget) by 100 to get the total original budget.

$$\frac{\$15,672}{6} = \mathbf{\$2,612}$$

$$\mathbf{\$2,612 \times 100 = \$261,200}$$

3. One way of working this problem is to convert each fraction to a decimal fraction, add, and then re-convert the answer to a fraction with numerator and denominator.

$$14 \frac{3}{4} = 14.75 \text{ (since } \frac{3}{4} = .75)$$

$$42 \frac{1}{2} = 42.50 \text{ (since } \frac{1}{2} = .50)$$

$$23 \frac{1}{4} = 23.25 \text{ (since } \frac{1}{4} = .25)$$

$$\text{Then, adding, } 14.75 + 42.50 + 23.25 = 80.50 = \mathbf{80 \frac{1}{2}}$$

Another approach to this problem doesn't use decimals. Before you can add  $14 \frac{3}{4} + 42 \frac{1}{2} + 23 \frac{1}{4}$ , you need to find a common denominator. Since you're working with fourths and halves, the " $\frac{1}{2}$ " needs to be converted into fourths. Multiplying both the numerator and the denominator of " $\frac{1}{2}$ " by 2 takes care of getting the fourths.

$$\frac{1}{2} \times \frac{2}{2} = \frac{2}{4}$$

Then you can add:

$$\begin{array}{r} 14 \frac{3}{4} \\ 42 \frac{2}{4} \\ 23 \frac{1}{4} \\ \hline 79 \frac{6}{4} \end{array}$$

This can be reduced to  $80 \frac{2}{4}$  or  $\mathbf{80 \frac{1}{2}}$ .

4. One way to work this problem is to multiply the monthly expenditure (\$507,023) by the number of months in three years ( $12 \times 3 = 36$ ).

$$\$507,023 \times 36 = \mathbf{\$18,252,828}$$

5. 
$$\frac{\$85,627,034}{\$72,089} = \$1,187.7961$$

Rounding this to the nearest tenth gets  $\mathbf{\$1,187.8}$

6. To find the machinist's weekly *normal time* earnings, multiply the number of normal time hours (40) by the pay per normal time hour (\$19.32).

$$40 \text{ hours} \times \$19.32 \text{ per hour} = \$772.80$$

To find the machinist's weekly *double time* earnings, double the normal time rate ( $2 \times \$19.32 = \$38.64$ ) and multiply this figure by the number of double time hours (3).

$$\$38.62 \times 3 = \$115.92$$

To find the machinist's *total* weekly earnings, add normal time earnings (\$772.80) and double time earnings (\$115.92).

$$\$772.80 + \$115.92 = \mathbf{\$888.72}$$

A slightly different approach is to convert 3 hours of *double time* to 6 hours of *normal time* and add these 6 hours to the original 40 hours of *normal time* for a total of 46 hours worked. Then multiply 46 times the regular hourly pay (\$19.32):

$$46 \times \$19.32 = \mathbf{\$888.72}$$

# Test Information Guide Feedback

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Performance Assessment Services  
GO4, Ground Floor  
8631 Rush St.  
Rosemead, CA 91770

Test Name: Station Accounting Clerk 3

Test No:5700

Page	Comments
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____