

Toolroom Attendant Test Battery

Test No. 5701

January 1990

**Personnel and Employee Development
Southern California Edison Company**

Introduction

The purpose of this booklet is to provide information that will help to increase your confidence in taking the Toolroom Attendant 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 Toolroom Attendant test battery consists of six tests: Mechanical Interrelationships, Tools, Filing, Assembly, Computation, and Visual Speed and Accuracy. 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 Interrelationships	20
Tools	15
Filing	5
Assembly	10
Computation	5
Visual Speed and Accuracy	<u>5</u>
	60

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 2 hours including instruction time.

Test-Taking Strategies

Before the test:

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 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 it is in working order. You may also 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

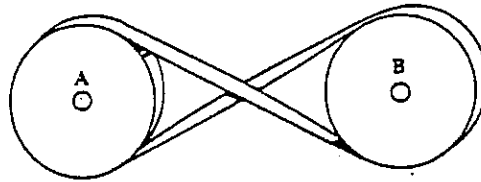
The list of sample questions presented in this booklet may assist you in preparing for the types of test questions that you will be asked. The sections shown on the following pages contain a description of each test and several sample questions. Refer to the back of this booklet for the correct answers.

Sample Test Questions

Mechanical Interrelationships

This is a test designed to see how well you understand and interrelate mechanical concepts. This section consists of pictures that depict mechanical movements and model interrelationships. You must answer the items on the basis of your understanding of the concepts being shown. Look at the sample items below. In each problem, place an X in the box corresponding to the correct answer.

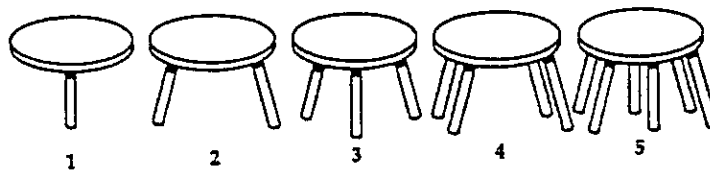
S1.



S1. The belt connecting the two identical pulleys in this illustration has been crossed. This will result in:

- a. an increase in the speed of pulley A..... A
- b. an increase in the speed of pulley B..... B
- c. a turn of one pulley in the opposite direction..... C
- d. no change in pulley speed or direction..... D

S2.

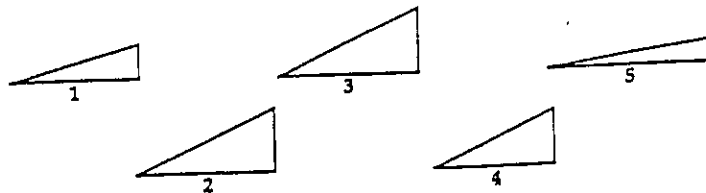


S2. Which one of these stools is most likely to be steady on an uneven surface?

- a. A one-legged stool..... A
- b. A two-legged stool..... B
- c. A three-legged stool..... C
- d. A four-legged stool..... D
- e. A six-legged stool..... E

Sample Test Questions
Mechanical Interrelationships
(Continued)

S3.



S3. Several workers roll a 500-pound barrel up each of the five ramps shown. Which ramp requires the least amount of work?

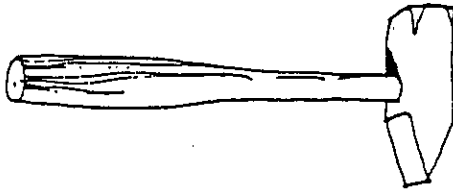
- a. Ramp 1..... A
- b. Ramp 2..... B
- c. Ramp 3..... C
- d. Ramp 4..... D
- e. Ramp 5..... E

Sample Test Questions

Tools

This is a test to measure your knowledge of mechanical tools and devices. In this test you will be shown a picture of a mechanical tool or device. Then, depending on the question asked, you must identify the name of the tool or identify what it is used for. For example, look at the sample items below. In each problem, place an X in the box corresponding to the correct answer.

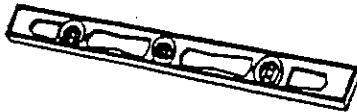
S1.



S1. What kind of hammer is this?

- a. A soft-faced hammer..... **A**
- b. A half-faced hammer **B**
- c. A riveting hammer **C**
- d. A magnetic hammer **D**
- e. A double-faced hammer **E**

S2.

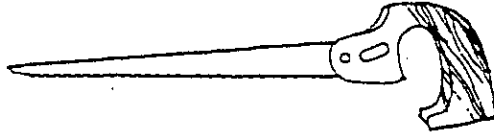


S2. This tool is used to assist in:

- a. smoothing a surface **A**
- b. measuring distance **B**
- c. laying out an angle **C**
- d. drawing straight lines **D**
- e. leveling a surface **E**

Sample Test Questions
Tools
(Continued)

S3.



S3. This is what kind of saw?

- a. A compass saw A
- b. A ripsaw B
- c. A pruning saw C
- d. A hacksaw D
- e. A miter saw E

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	④	○
3. Thomas Morris Company						
4. Paulson Company, Inc.	John Jones	②	③	④	⑤	○
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	○

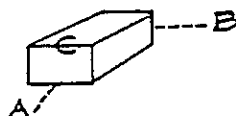
Sample Test Questions Assembly

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.

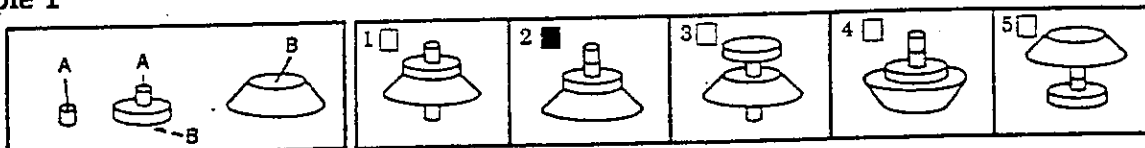
Each part is marked with one or more letters, each of which stands for a place on the part. Letters referring to places that do not show are placed outside the part, with a dotted line pointing to the underneath side, or the place that you cannot see. In Figure 1 below, the letter A refers to the bottom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



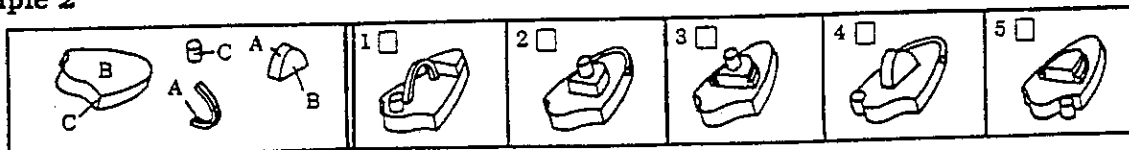
Look at the ends marked A. If the ends marked A were put together, how would they look?

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 in 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 Computation

This is a test of your ability to perform basic mathematical computations.

See the sample problems below.

- | | | | | | | | |
|-----|-----------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | 19 | 20 | 21 | 23 | X |
| S1. | $18 + 2 =$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| S2. | $25 \times 5 =$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

For some of the problems, there is no correct answer shown. If the correct answer is not given, mark the circle below the **X**.

Sample Test Questions

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.

Now mark the next four items for practice.

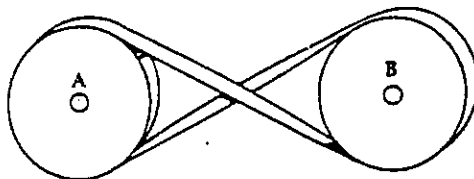
- | | | | | |
|------------|-------|-------|---|---|
| S1. | 792 | 792 | <input checked="" type="radio"/> S | <input type="radio"/> D |
| S2. | 6123 | 6122 | <input type="radio"/> S | <input checked="" type="radio"/> D |
| S3. | \$898 | \$898 | <input checked="" type="radio"/> S | <input type="radio"/> D |
| S4. | 72,10 | 72.10 | <input type="radio"/> S | <input checked="" type="radio"/> D |
| S5. | 3333 | 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 |

Sample Test Answers

Mechanical Interrelationships

This is a test designed to see how well you understand and interrelate mechanical concepts. This section consists of pictures that depict mechanical movements and model interrelationships. You must answer the items on the basis of your understanding of the concepts being shown. Look at the sample items below. In each problem, place an X in the box corresponding to the correct answer.

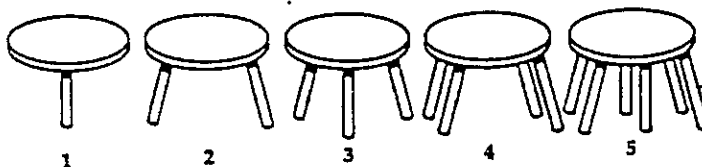
S1.



S1. The belt connecting the two identical pulleys in this illustration has been crossed. This will result in:

- a. an increase in the speed of pulley A A
- b. an increase in the speed of pulley B B
- c. a turn of one pulley in the opposite direction C
- d. no change in pulley speed or direction D

S2.

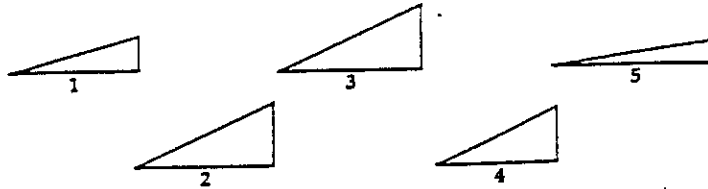


S2. Which one of these stools is most likely to be steady on an uneven surface?

- a. A one-legged stool A
- b. A two-legged stool B
- c. A three-legged stool C
- d. A four-legged stool D
- e. A six-legged stool E

Sample Test Answers
Mechanical Interrelationships
(Continued)

S3.



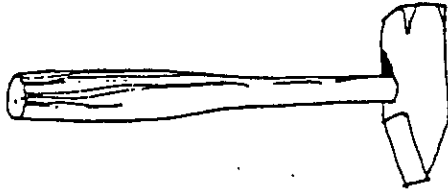
S3. Several workers roll a 500-pound barrel up each of the five ramps shown. Which ramp requires the least amount of work?

- a. Ramp 1..... A
- b. Ramp 2..... B
- c. Ramp 3..... C
- d. Ramp 4..... D
- e. Ramp 5..... E

Sample Test Answers Tools

This is a test to measure your knowledge of mechanical tools and devices. In this test you will be shown a picture of a mechanical tool or device. Then, depending on the question asked, you must identify the name of the tool or identify what it is used for. For example, look at the sample items below. In each problem, place an X in the box corresponding to the correct answer.

S1.



S1. What kind of hammer is this?

- | | |
|--------------------------------|-------------------------------------|
| a. A soft-faced hammer..... | <input type="checkbox"/> |
| b. A half-faced hammer | <input type="checkbox"/> |
| c. A riveting hammer | <input checked="" type="checkbox"/> |
| d. A magnetic hammer..... | <input type="checkbox"/> |
| e. A double-faced hammer | <input type="checkbox"/> |

S2.

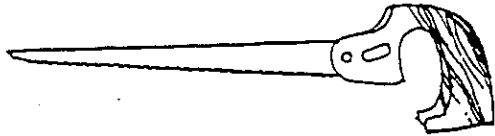


S2. This tool is used to assist in:

- | | |
|---------------------------------|-------------------------------------|
| a. smoothing a surface | <input type="checkbox"/> |
| b. measuring distance | <input type="checkbox"/> |
| c. laying out an angle | <input type="checkbox"/> |
| d. drawing straight lines | <input type="checkbox"/> |
| e. leveling a surface..... | <input checked="" type="checkbox"/> |

Sample Test Answers
Tools
(Continued)

S3.



S3. This is what kind of saw?

- a. A compass saw
- b. A ripsaw
- c. A pruning saw
- d. A hacksaw
- e. A miter saw

<input checked="" type="checkbox"/>
B
C
D
E

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 ④ ○
3. Thomas Morris Company	
4. Paulson Company, Inc.	John Jones ② ③ ④ ⑤ ○
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.

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

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.

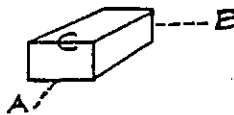
Sample Test Answers Assembly

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.

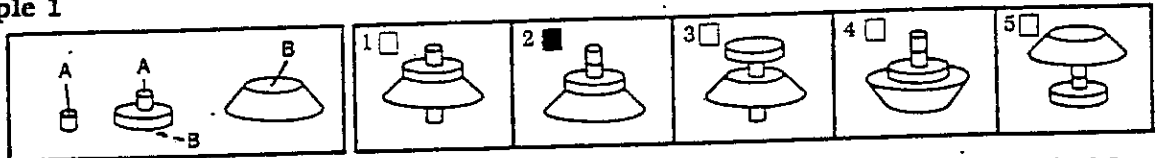
Each part is marked with one or more letters, each of which stands for a place on the part. Letters referring to places that do not show are placed outside the part, with a dotted line pointing to the underneath side, or the place that you cannot see. In Figure 1 below, the letter A refers to the bottom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



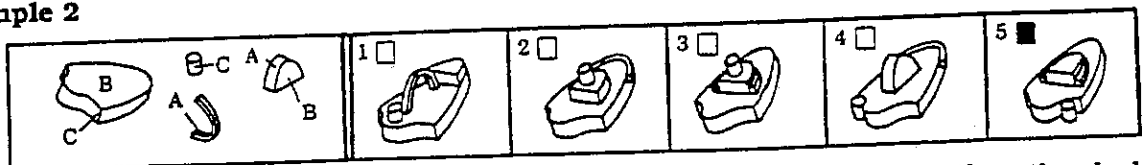
Look at the ends marked A. If the ends marked A were put together, how would they look?

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 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 Computation

This is a test of your ability to perform basic mathematical computations.

See the sample problems below.

			19	20	21	23	X
S1.	$18 + 2 =$	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		100	125	150	175	X
S2.	$25 \times 5 =$	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For some of the problems, there is no correct answer shown. If the correct answer is not given, mark the circle below the X.

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.

Now mark the next four items for practice.

- | | | | | |
|------------|-------|-------|---|---|
| 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. | 3333 | 33323 | <input type="radio"/> S | <input checked="" type="radio"/> D |
| 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.**

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!