

Preparation Guide

Error Checking

This preparation guide helps you prepare for error checking aptitude tests. It provides guidance on how best to approach the test, allowing you to give your best possible performance.

Why are Aptitude Tests used?

Employers often use aptitude tests as part of their assessment procedures for the selection and development of staff. Research has shown that they are powerful predictors of performance at work.

Tests help you to:

- demonstrate your strengths
- be assessed fairly on job relevant criteria
- find out more about your strengths and development needs
- make future career decisions based on your abilities

Tests help employers to:

- select people best suited to the demands of the job
- identify areas where individuals might benefit from further development
- obtain objective information about people's abilities

Instructions

On the following pages are some practice questions that are similar to those you will be presented with in the actual test. Completing these will help you to understand the types of questions used and to gain experience in taking ability tests.

These questions are designed to assess your ability to check information. You will be presented with lists of information to be checked. Your task is to compare each item in the **Transposed Information** on the right hand page to the **Original Information** on the left hand page.

For columns marked with an asterisk (*) you have to check whether the coding key below the **Original Information** has been applied correctly. Each set of questions follows a different format and has different coding keys.

Follow the error checking rules below the **Transposed Information** to indicate your answers for each question in the answer section at the bottom of the right hand page.

Have a pen and paper to hand to indicate your answers and make notes.

The actual test is strictly timed. Try to complete all **8** questions within **2** minutes.

Turn to page 2 and begin.

Original Information

Subscription Details				
	Company Name	Serial Number	Type*	Date
	Premium Analysts	130163	P	11/11
	MX Venues	710302	N	12/05
	Account Manager Services	114321	G	03/05
	RSP Consulting	915363	G	07/06
	AP Communications	486368	P	08/12
	Inavat Solutions	719909	N	09/09
	Office Experts	132461	N	12/10
	Advanced Solutions	910073	P	08/11
	Softwarehouse	100333	G	01/10
	Steer Stockbrokers	663585	N	01/01
	KR Investment Advisors	688368	N	05/03
	Marketing Focus	618736	P	06/08

◀ ▶ | May | June | July | ◀ ▶

Ready

* Coding Key for Type:

P = Personal

N = National

G = Global

Transposed Information

Company Name	Serial Number	Type*	Date
Marketing Focus	618736	Personal	08/06
Advanced Solutions	910073	Personal	08/11
Inavat Solution	719009	National	03/09
Softwarehouse	10033	National	10/01
RSP Consult	913563	Global	07/06
Steel Stockbrokers	663858	National	01/01
KR Investment Advisors	688386	Global	03/05
Premium Analyst	130163	Global	11/11

Total Found : 8

Buttons: New, Print, Export

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Error Checking Rules:

- Fill in **A** if the entire item is correct
- Fill in **B** if there is an error in the Company Name
- Fill in **C** if there is an error in the Serial Number
- Fill in **D** if there is an error in the Type
- Fill in **E** if there is an error in the Date

Answer Section

	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Try to answer any questions you did not reach in the time limit before checking your answers.

Checking your Answers

Check your answers against the correct answers at the bottom of this page. Look at any question you got wrong and try to understand how to arrive at the correct answer. Keep in mind that most aptitude tests are designed to increase in difficulty and that people typically do not complete all the questions within the time limit. If you took much longer than 2 minutes to answer the questions, try to speed up your work rate. If you finished all of the questions within the time limit but made many mistakes, try focusing on the accuracy of your responses.

Improving your Checking Abilities

Some tips for improving checking abilities are provided below:

- Check different types of information for errors.
- Cross reference information to identify errors.
- Double-check your work for errors.
- Check other people’s work for errors.
- Proofread documents carefully.

Before the Session

- Follow the suggestions given in this preparation guide.
- Get a good night’s sleep before the test session.
- Make sure you are wearing or bring with you glasses, contact lenses, hearing aids or anything else you may require for the session.
- If you have any special requirements, such as larger print versions of the test, specific lighting or seating needs, it is important that you make these known as soon as possible prior to the session to allow for appropriate accommodations to be made.

During the Test

- Try to stay calm; using the practice tips provided should help you feel more at ease.
- Follow the instructions carefully, and ask questions if you are not sure of anything before the test starts.
- Read each question carefully.
- Work as fast as you can. Do not spend too much time on any one question.
- If you find a question too difficult or are unsure of an answer indicate your best choice and move on quickly.
- After completing a test always seek feedback. It is much easier to improve your abilities if you know how well you have done.

Good luck in your test session. We wish you every success in your career.

Answer Section Correct Answers

	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
1	●	●	●	●	●	2	●	●	●	●	●	3	●	●	●	●	●	4	●	●	●	●	●
	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
5	●	●	●	●	●	6	●	●	●	●	●	7	●	●	●	●	●	8	●	●	●	●	●