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Aptitude Test Descriptions

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Descriptions of Aptitude Tests

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2D Form Pattern Recognition Test

Purpose: This test evaluates a candidate's ability to think in terms of two dimensions and to see how flat shapes fit together. It is appropriate for any job where the employee must be able to conceptualize how parts fit together and it is often used in combination with the 3D Spatial Reasoning Test.

More About This Test: The 2D Form Pattern Recognition Test should be used to assess appropriateness for design work where the individual must visualize how shapes and patterns fit together to form a whole (e.g., architectural drawings, equipment design) as well as for jobs that require dismantling and re-assembly (e.g., machine setup, mechanical troubleshooting).

Recommended For: We recommend using this test for positions such as: Maintenance technician, mechanic, machine designer, architect, draftsman, CAD technicians, pattern designers, tool and die makers.

High Scorers: People scoring high on the 2D Form Pattern Recognition Test are better able to see how parts fit together, so they are quicker and more capable in accomplishing tasks.

Low Scorers: People scoring low on the 2D Form Pattern Recognition Test may not be able to perform the same tasks as high scorers. They may not be able to figure out the relationships of how objects fit together, so their efforts to do troubleshooting or design work may be exceedingly long; they often need assistance from other workers to complete their assignment.

Number of Items: 24

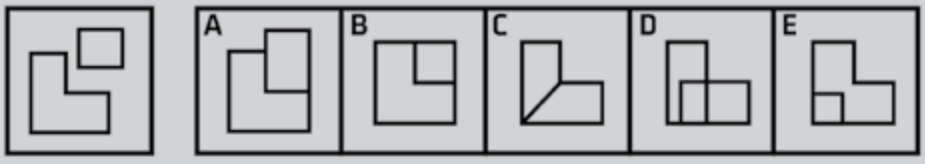
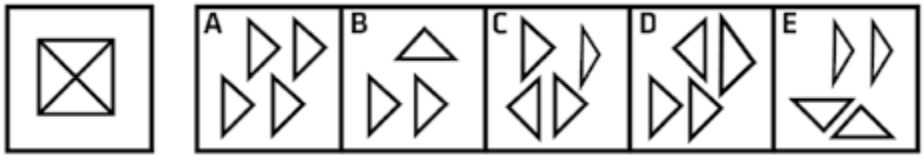
Time Limits: 7 minutes

Validity: On average, this test is significantly related: with productivity for maintenance technicians (r=.36**); with overall performance ratings (r=.31**); with for openness to new learning (r=.26**); with skills competence (r=.28**).

* p<.05 ** p<.01

Sample Questions

A target figure is shown on the left with a set of five answer figures (A, B, C, D, E) on the right. In Example 1, some of the target figures are separate parts – here the answer choices will be solid objects. In Example 2, the target figure is a solid part, so the answer choices are separate parts. Your task is to determine which one of the answer figures is the correct match for the target figure.

1	
2	

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3D Spatial Reasoning Test

Purpose: This test evaluates a candidate's ability to think in terms of three dimensions and to see how objects fit together. It is appropriate for any job where the employee must be able to conceptualize how parts fit together in ways that are unable to be visualized from the surface.

More About This Test: The 3D Spatial Reasoning Test should be used to screen for jobs where the individual is responsible for taking things apart and putting things together (e.g., machine setup, mechanical troubleshooting), as well as for design work with solid objects that must fit together (e.g., architectural drawings, equipment design.)

Recommended For: We recommend using the 3D Spatial Reasoning Test for positions such as maintenance technician, mechanic, machine designer, architect, draftsman, CAD technicians.

High Scorers: People scoring high on the 3D Spatial Reasoning Test are better able to see how parts fit together, so they are quicker and more capable in accomplishing tasks.

Low Scorers: People scoring low on 3D Spatial Reasoning Test may not be able to perform the same tasks as high scorers. They may not be able to figure out how objects fit together, so their efforts to do troubleshooting or design work may be exceedingly long; they often need assistance from other workers to complete their assignment.

Number of Items: 45

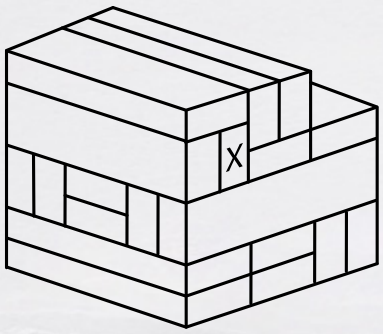
Time Limits: 5 minutes

Validity: On average, this test was found to be significantly related: with productivity (*r*=.22*); with quality (*r*=.34**); with overall job performance rating (*r*=.28*); with relations with supervisor (*r*=.24*); with stress tolerance (*r*=.22*); with attendance (*r*=.23*); with ability to learn (*r*=.30**); with teamwork (*r*=.24**); with judgment (*r*=.20*); with planning ability (*r*=.21**); with skills competence (*r*=.24*); with openness to new learning (*r*=.39**); with dependability / reliability (*r*=.21*).

* p<.05 ** p<.01

Sample Items

In the pile of blocks shown below, you must look at a specific block, then decide how many other blocks it touches -- on either the top, sides, bottom, or ends. You should not count those blocks where they touch only at the corners.



	Sample Question	Sample Answers
1	How many blocks is the X touching?	(A) 4 (B) 3 (C) 7 (D) 6

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Accounting / Bookkeeping Math Test

Purpose: This test evaluates the candidate's skills in basic accounting and bookkeeping principles.

More About This Test: The Accounting / Bookkeeping Math Test would be appropriate for candidates going into a bookkeeping or entry-level accounting job where they would be expected to have some basic skills.

High Scorers: People scoring high on the Accounting / Bookkeeping Math Test will be able to take on basic tasks without much supervision, and they will move quickly to learn new accounting tasks specific to your company.

Low Scorers: People scoring low on the Accounting / Bookkeeping Math Test will need a great deal of new employee orientation and training. They will not be able to function on their own without guidance.

Number of Items: 20

Time Limits: Untimed

Validity: This test was developed by subject matter experts (SMEs), and has been reviewed by other experts in the accounting field to demonstrate content validity. Before using this test, we recommend that you review the content of the items to determine its appropriateness in your work environment.

Sample Questions	Sample Answers
What is the decimal version of ¼?	(A) .40 (B) .44 (C) .25 (D) .14 (E) .60
If the Operations Manager wants to bring in an Engineer at 120% of the top salary range of $70,000, what would the job offer total?	(A) $75,000 (B) $82,000 (C) $84,000 (D) $105,000
What formula would you use if you wanted to find out Sandra Martin's average monthly sales for the third quarter?	(A) =SUM(B8:D8)/3 (B) =(B8:D8)/3 (C) SUM(B8:D8)/3 (D) =SUM(B8-D8)/3

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Accounting / Bookkeeping Math with Excel

Purpose: Test potential accountants & bookkeepers with this specialized online math test.

More About This Test: The Accounting & Bookkeeping Math would be appropriate for candidates going into a bookkeeping or entry-level accounting job where the new hire is expected to have some basic skills.

High Scorers: Candidates scoring high on this test will be able to take on basic tasks without much supervision, and they will move quickly to learn new accounting tasks specific to your company.

Low Scorers: Candidates scoring low on this test will need a great deal of new employee orientation and training. They will not be able to function on their own without guidance.

Number of Items: 24

Time Limits: 25 minutes

Validity: This test was developed by subject matter experts (SMEs), and has been reviewed by other experts in the accounting field to demonstrate content validity. Before using this test, we recommend that you review the content of the items to determine its appropriateness in your work environment.

	Sample Questions	Sample Answers
Part 1	What is the decimal version of ¼?	(A) .40 (B) .44 (C) .25 (D) .14 (E) .60
Part 2	If the Operations Manager wants to bring in an Engineer at 120% of the top salary range of $70,000, what would the job offer total?	(A) $75,000 (B) $82,000 (C) $84,000 (D) $105,000
Part 3	What employee had the greatest sales in March?	(A) Kisha Jones (B) Sarah Bates (C) Total (D) Joe Smith (E) James Proud

Source Information

	A	B	C	D	E
1	First Quarter Sales Department G				
2		January	February	March	
3	Joe Smith	$10,456.00	$18,646.00	$13,586.00	
4	Sarah Bates	$23,183.00	$23,584.00	$31,251.00	
5	Kim Peterson	$12,358.00	$12,358.00	$18,543.00	
6	James Proud	$32,158.00	$32,186.00	$28,543.00	
7	Norm Davis	$10,896.00	$12,384.00	$12,328.00	
8	Kisha Jones	$32,285.00	$28,435.00	$32,265.00	
9	Dominique Kleer	$21,584.00	$12,183.00	$21,548.00	
10	Jerry Palmer	$32,217.00	$32,157.00	$28,560.00	
11	**TOTAL**	$175,137.00	$171,933.00	$186,624.00	
12					

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Bank Teller Math Test

Purpose: This test measures basic math skills for banking jobs.

More About This Test: The Bank Teller Math Test is recommended for candidates for tellers and loan officer jobs in banks and other financial institutions.

Recommended For: We recommend using the Bank Teller Math Test for entry-level bank tellers and loan officer candidates.

High Scorers: High scorers are likely to catch on quickly to various math functions in teller and loan officer jobs. They are not as likely to make errors as someone who scores low.

Low Scorers: Low scorers will have a hard time dealing with the everyday math functions associated with jobs in banking. During and after training, they are likely to make more errors than normal.

Number of Items: 20

Time Limits: Untimed

Validity: Content validity based on subject matter expert reports of job content.

	Sample Questions	Sample Answers
1	356 +187 =_____	(A) 553 (B) 543 (C) 564 (D) 433 (E) 453
2	8% of $12,000 =_____	(A) $1048 (B) $920 (C) $860 (D) $960 (E) $840
3	If a customer opens a savings account with a balance of $4000 and the account earns 12% interest per year, what will the account balance be at the end of the year?	(A) $480 (B) $4480 (C) $4840 (D) $44800 (E) Correct answer not given

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Basic Computer Knowledge

Purpose: This test measures a candidate's familiarity with terms and functions related to common work-related computer tasks such as opening files and saving documents, printing, using the internet and recognizing various office-based applications.

More About This Test: The Basic Computer Knowledge test should be used where employees need basic computer literacy to effectively do their jobs.

High Scorers: People scoring high on the Basic Computer Knowledge Test should be familiar with the computer-oriented terms and aspects of their jobs, and as a result, require less supervision or training for simple computer tasks.

Low Scorers: People scoring low on the Basic Computer Knowledge Test are likely to have a minimal understanding of computer terms and functions and need more training and supervision, even for simple tasks.

Number of Items: 20

Time Limits: Untimed

Validity: Content validity based on Subject Matter Expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	Which Microsoft Office Application would you use to create spreadsheets to manage data and other information?	(A) Microsoft Access (B) Microsoft Word (C) Microsoft Excel (D) Microsoft PowerPoint

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Basic Math Skills I - Arithmetic Test

Purpose: This test measures skill in five areas of basic math with whole numbers: (1) adding, (2) subtracting, (3) multiplying, (4) dividing, and (5) using arithmetic to solve simple work-related word problems.

More About This Test: The Basic Math Skills I – Arithmetic test should be used where employees need to be competent in making simple calculations in their jobs. The test points to areas of deficiency that could be remediated by targeted training on the job. We believe that even though most jobs allow use of calculators, people who cannot do simple math in their head or by hand calculations will make a lot more mistakes when using calculators. Therefore, we advise against allowing candidates to use calculators for this test.

Recommended For: We recommend using the Basic Math Skills I – Arithmetic Test for any position where you need to know employees' level of math skills and areas of deficit.

High Scorers: People scoring high on the Basic Math Skills I– Arithmetic Test should perform the quantitative aspects of their job more quickly with a minimum of mistakes.

Low Scorers: People scoring low on the Basic Math Skills I –Arithmetic Test are likely to make a lot of mistakes in their work, thus causing problems with production and record keeping.

Number of Items: 25

Time Limits: Untimed

What the Report Provides: The report provides an overall score for all 25 problems, as well as separate scores for the five topic areas: Adding, Subtracting, Multiplying, Dividing, and Word Problems.

Validity: Content validity based on subject matter expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	28 - 13 = _____	(A) 12 (B) 13 (C) 14 (D) 15 (E) Correct answer not given
2	83 x 22 = _____	(A) 1826 (B) 1816 (C) 1736 (D) 1636 (E) Correct answer not given
3	This morning you had 1527 widgets in inventory. Then you accepted two cases of 150 each to add to the inventory, but you also had to dispense 35 to the production line. How many widgets were in inventory at the end of the day?	(A) 1609 (B) 1792 (C) 1542 (D) 1532 (E) Correct answer not given

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Basic Math Skills II - Decimals Test

Purpose:	This test measures skill in six areas of basic math with decimals: (1) adding, (2)subtracting, (3) multiplying, (4) dividing, (5) converting decimals to fractions, and (6) identifying which decimal is larger.
More About This Test:	The Basic Math Skills II – Decimals Test should be used where employees need to be competent in basic math on their jobs. The test identifies areas of deficiency that could be remediated by targeted on the job training. We believe that even though most jobs allow use of calculators, people who cannot do simple math in their head or by hand calculations will make a lot more mistakes when using calculators. Therefore, we advise against allowing candidates to use calculators for this test.
Recommended For:	We recommend using the Basic Math Skills II - Decimals Test for any position where you need to know employees' level of math skills and areas of deficit.
High Scorers:	People scoring high on the Basic Math Skills II– Decimals Test should perform the quantitative aspects of their job more quickly with a minimum of mistakes.
Low Scorers:	People scoring low on the Basic Math Skills II – Decimals Test are likely to make a lot of mistakes in their work, thus causing problems with production and record keeping.
Number of Items:	30
Time Limits:	Untimed
What the Report Provides:	The report provides an overall score for all 30 problems, as well as separate scores for the six topic areas: Adding, Subtracting, Multiplying, Dividing, Conversion to Fractions, and "Which is Larger?"
Validity:	Content validity based on subject matter expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	1.24 + .05 = _____	(A) 1.245 (B) 1.524 (C) 1.29 (D) 1.74 (E) Correct answer not given
2	.2 = _____	(A) 1/2 (B) 1/3 (C) 1/20 (D) 1/5 (E) Correct answer not given
3	Which is larger?	(A) .0438 (B) .127

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Basic Math Skills III - Fractions Test

Purpose: This test measures skill in five areas of basic math with fractions: (1) adding, (2) subtracting, (3) multiplying, (4) dividing, (5) converting fractions to decimals.

More About This Test: The Basic Math Skills III - Fractions Test should be used when employees need to be competent in fractions on their jobs. The test identifies areas of deficiency that could be remediated by targeted training on the job.

Recommended For: We recommend using the Basic Math Skills III - Fractions Test for any position where you need to know employees' level of math skills and areas of deficit.

High Scorers: People scoring high on the Basic Math Skills III - Fractions Test should perform the quantitative aspects of their job more quickly with a minimum of mistakes.

Low Scorers: People scoring low on the Basic Math Skills III - Fractions Test are likely to make a lot of mistakes in their work, thus causing problems with production and record keeping.

Number of Items: 25

Time Limits: Untimed

What the Report Provides: The report provides an overall score for all 25 problems, as well as separate scores for the five topic areas: Adding, Subtracting, Multiplying, Dividing, Conversion to Decimals.

Validity: Content validity based on subject matter expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	1/8 + 3/4 =	(A) 4/4 (B) 7/8 (C) 5/8 (D) 3/8 (E) Correct answer not given
2	1/16 x 1/4 =	(A) 1/32 (B) 1/4 (C) 1/25 (D) 1/64 (E) Correct answer not given
3	2 1/8 =	(A) 2.18 (B) 2.125 (C) 2.80 (D) 2.28 (E) Correct answer not given

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Basic Math Skills Test – General

Purpose:	This test measures skill in several areas of basic math: (1) adding, (2) subtracting, (3) multiplying, (4) dividing, (5) decimals, (6) fractions, (7) simple word problems, and (8) reading simple graphs.
More About This Test:	The Basic Math Skills Test should be used when employees need to be competent in basic math on their jobs.
Recommended For:	We recommend using this for any position where you need to know employees' level of math skills and problem areas.
High Scorers:	People scoring high on the Basic Math Skills Test should perform the quantitative aspects of their job more quickly with a minimum of mistakes.
Low Scorers:	People scoring low on the Basic Math Skills Test are likely to make a lot of mistakes in their work, thus causing problems with production and record keeping.
Number of Items:	10
Time Limits:	Untimed
Validity:	Content validity based on subject matter expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	14 + 28 =	42
2	59 – 14 =	45
3	12 x 125 =	1500
4	135 ÷ 12=	11 ¼ (remember to reduce your fractions to the lowest terms)
5	2.11 + .078 =	2.188
6	2/3 + 1/16 =	35/48
7	You are scheduling a job that will need 3 Certified Lab Techs, 12 Associates, and 1 Supervisor. These particular employees are paid as follows: Supervisor: $14/hour; Lab Tech: $12/hour; and Associates: $8.50/hour. What will the labor costs for this job be per week?	$6080

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Basic Math Skills for Delivery Drivers

Purpose:	This test measures skill in several areas of typical math problems for truck drivers who make deliveries: (1) adding, (2) subtracting, (3) multiplying, (4) dividing, and (5) simple job-related word problems.
More About This Test:	Basic Math Skills for Delivery Drivers Test should be used where employees need to be competent in basic math on their jobs.
Recommended For:	We recommend using this for any position where you need to know employees' level of math skills and areas of deficit.
High Scorers:	People scoring high on the Basic Math Skills for Delivery Drivers Test should perform the quantitative aspects of their job more quickly with a minimum of mistakes.
Low Scorers:	People scoring low on the Basic Math Skills for Delivery Drivers Test are likely to make a lot of mistakes in their work, thus causing problems with production and record keeping.
Number of Items:	25
Time Limits:	Untimed
Validity:	Content validity based on subject matter expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	12 + 9 =	(A) 19 (B) 20 (C) 21 (D) 23 (E) not given
2	115 – 97 =	(A) 15 (B) 16 (C) 17 (D) 18 (E) not given
3	12 x 6 =	(A) 72 (B) 70 (C) 60 (D) 45 (E) not given
4	36 ÷ 12 =	(A) 3 (B) 4 (C) 5 (D) 6 (E) not given
5	Joe Driver was dispatched 22 orders to be delivered for Friday. His beginning inventory of oil on the truck was 3235 gallons. He delivered 235 gallons to stop #1. Joe then drove 13 miles to stop #2 that took 250 gallons of oil. He then stopped for lunch for 17 minutes. He drove an additional 7 miles to stop #3, where he delivered on 500 gallons. What was the oil inventory level after stop #1?	(A) 2235 (B) 2246 (C) 2000 (D) 3000 (E) not given

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Cashier Math Test

Purpose: This test is a minimal screen to assess basic math skills related to retail tasks where employees have to calculate total bills and make change.

More About This Test: The Cashier Math Test should be used when employees are working a cash register or writing up tickets for retail purchases or meals in a restaurant. The test is appropriate for screening out people with poor math skills.

Recommended For: People applying for retail positions that involve handling money.

High Scorers: People who score high on the Cashier Math Test should be quicker at figuring total bills, making change, and spotting problems with arithmetic.

Low Scorers: People who score low on the Cashier Math Test will be slow and make a lot of mistakes.

Number of Items: 16

Time Limits: Untimed

Validity: This is a content-valid test that uses "real-life" situations to evaluate capacity for handling money transactions in a retail setting. Scores are provided as "Percent Correct."

	Sample Questions	Sample Answers
1	$35.50 + $14.35 = _____	(A) $39.85 (B) $39.75 (C) $44.55 (D) $49.85 (E) $50.85
2	A customer's purchase is $8. When he gives you $20, what will you give back in change?	(A) $2.00 (B) $12.00 (C) $10.00 (D) $12.99 (E) $28.00

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Categorization Ability Test

Purpose: This test requires the candidate to quickly read & compare sets of information, then make simple decisions about the appropriateness of the information being sought.

More About This Test: The Categorization Ability Test can be used where employees look up information in large files in order to copy information or gather data. It is a good measure of both processing speed and accuracy.

Recommended For: We recommend using the Categorization Ability Test for positions such as bookkeeper, administrative assistant, inventory control personnel, shipping/receiving clerk, accounting personnel or finance clerk.

High Scorers: People scoring high on the Categorization Ability Test are quick to complete administrative tasks; they do not make many errors.

Low Scorers: People scoring low on the Categorization Ability Test are somewhat slow in completing their work and they tend to make more errors than expected.

Number of Items: 60

Time Limits: 5 minutes

Validity: The Categorization Ability Test was found to be significantly related: with overall performance for telephone sales people (r=.43**); with productivity for clerical workers (r=.31**).

* p<.05 ** p<.01

	Sample Questions	Sample Answers
1	Beck, K.T.	C
2	Clement, H.L.	D

Source Information

In this test, your task is to categorize the monthly bill according to a code. Several examples are shown below. You will need to:

- Look up the name in the monthly statement list.
- Find what that person's balance is on the monthly statement list.
- Enter the correct code.

MONTHLY STATEMENT LIST		CODE	
Abelson, A.C.	$45.76	Under $15.95	A
Adkins, S.B.	$24.44	$15.96 to $29.95	B
Akana, M.M.	$99.41	$29.96 to $45.95	C
Andrews, G.L.	$26.74	$45.96 to $98.95	D
Amos, J.B.	$11.34		
Barron, J.T.	$35.64		
Beck, K.T.	$38.57		
Benson, D.R.	$56.27		
Clement, H.L.,	$55.87		

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Clerical Speed & Accuracy Test

Purpose: This timed test uses a classic approach to measuring a candidate's ability to read last and first names quickly, compare each set to identify errors, and make simple decisions. The test can be used with good results where the position requires a lot of paperwork, and where both processing speed and minimizing errors are important.

More About This Test: This is a timed 7-minute pre-employment test.

Recommended For: We recommend using this test when selecting candidates for roles such as administrative assistant, administrative secretary, data entry clerk, file clerk, records clerk, medical office assistant, and more.

High Scorers: People scoring high on the Clerical Speed and Accuracy Test are quick and they do not make many errors.

Low Scorers: People scoring low on the Clerical Speed and Accuracy Test are somewhat slow in completing their work and they tend to make more errors than you probably expect.

Number of Items: 150

Time Limits: 7 minutes

Validity: In several empirical studies, this test was significantly correlated: with productivity (r=.28**); with quality (r=.21*); with safety (r=.24*); with teamwork (r=.24*); with dependability (r=.24*); with attendance (r=.33**); with overall job performance in a variety of entry-level jobs (r=.31**).

* p<.05 ** p<.01

Sample Items

In this test, candidates are asked to look at a list of names. Their task is to look at each pair and quickly decide which ones are the same and which ones are different.

- When the pair of names is the same, click Yes
- When the pair of names is not the same, click No

	Left Side	Sample Answers		Right Side
1	Jack Brown	Yes	No	Jack Brown
2	Steve Clark	Yes	No	Steve Clerk
3	Mark King	Yes	No	Mark King
4	Carla Smith	Yes	No	Carlo Smith
5	Jane White	Yes	No	Jane White

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Clerical Work Sample Test

Purpose: This test requires the candidate to search for specific information from a page of complex data, then accurately type information onto a computer template.

More About This Test: The Clerical Work Sample Test should be used to evaluate whether people are capable of quickly searching for information, then remembering it long enough to type it in a new location. The Clerical Work Sample Test is also useful when you are concerned that candidates might transpose letters and numbers when copying information.

Recommended For: We recommend using the test for positions such as bookkeeper, administrative assistant, inventory control personnel, shipping & receiving clerk, accounting personnel and finance clerk.

High Scorers: People scoring high on the Clerical Work Sample Test are quick to complete administrative tasks and they do not make many errors. This test predicts who can quickly & accurately type information onto a computer.

Low Scorers: People scoring low on the Clerical Work Sample Test are somewhat slow in completing their work and they tend to make more errors than expected. Low scorers may not be very familiar with using computer keyboards.

Number of Items: 50

Time Limits: 5 minutes

Validity: The Clerical Work Sample Test was content validated based on an extensive job analysis for warehouse personnel in a manufacturing company distribution center. Materials used in this test come from actual employee work activities but is not company specific. A benchmark analysis (n ~ 30) was conducted to establish the scoring formula with subject matter expert judgments used in setting cutoffs.

Source Information Page

Marks and Numbers of Packages	Description and Quantity of Merchandise		Gross Weight	Value (Dollars Only)
DRW-68-1026				
12	Fuse Box	156	9.0000	$141.00
4	Clamps	29	18.0000	$590.00
6	Vinyl Tube	650	150.0000	$210.00
1	PLASTIC COVER	1,200	38.0000	$1,138.00
		2,035	215.0000	$2,079.00

Sample Questions			
DRW-68-1026	Vinyl Tube	Value	$210.00
DRW-68-1026	Fuse Box	# Packages	12
DRW-68-1026	Plastic Cover	Quantity	?
DRW-68-1026	Clamps	Gross Weight	?

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Cognitive Skills Test

Purpose: The Cognitive Skills Test screens for problem-solving, basic math and writing skills and is appropriate to use for a wide variety of job titles and work settings.

More About This Test: This test should be used when employees need to effectively problem-solve, multi-task and handle complex information; provide error-free written communications, such as business emails, letters, memos, or web content; and perform math calculations like inventory tracking, simple spreadsheets, billing tasks or sales transactions.

Recommended For: We recommend using this test for office administration and office managers, customer service and sales support, field technicians and representatives, and a variety of entry level professional to supervisory positions.

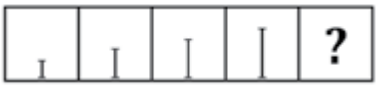
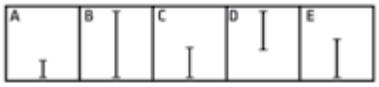
High Scorers: People scoring in the higher ranges on the three sections of this test should perform the cognitive (problem-solving, math and writing) aspects of their job more quickly with a minimum of mistakes and without the need for constant supervision.

Low Scorers: People scoring low on the sections of this test may have trouble learning and problem-solving, or may lack the ability to effectively execute basic math or writing/proofreading tasks. Low scorers will likely make more mistakes than high scorers or need regular assistance and closer supervision.

Number of Items: 119

Time Limits: Untimed

Validity: RA's Cognitive Aptitude Test (general mental ability) was found to be significantly related to: general professional jobs (r=.28**); managers (r=.42**) and sales positions (r=.38**), among others. The test correlates highly with the Wonderlic Personnel Test (r=.74**) and with the Otis Lennon Intelligence Test (r=.70**). The Comprehensive Basic Math Skills Test was significantly related to: composite job performance ratings (r=.30**); productivity (r=.22*); new learning (r=.28*); quality (r=.37**); and with overall job performance ratings (r=.29**). The Grammar and Spelling is scored as a percent correct.

	Sample Questions	Sample Answers
1	House is to dwelling as car is to _____.	(A) transportation (B) traveling (C) speed (D) automobile (E) mechanical
2	Which number comes next in this series? 3 6 9 19 22 25	(A) 32 (B) 35 (C) 52 (D) 15 (E) 28
3	Which figure would come next in the series? 	
4	_____ is usually _____ of snow in _____.	(A) Their.....alot.....january (B) There.....alot.....January (C) Their.....a lot.....January (D) There.....a lot.....January
5	87 - 25 = _____	
6	1/9 of 45 = _____	
7	20% of $130 = _____	

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Cognitive Skills Test - Basic Reading & Math

Purpose: The Cognitive Skills Test screens for problem-solving, basic math and writing skills and is appropriate to use for a wide variety of job titles and work settings.

More About This Test: This test should be used to hire temporary or permanent workers who need to comprehend reading materials (training manuals, instructions, customer correspondence), and perform math calculations (counting, inventory, simple spreadsheets).

Recommended For: We recommend using this test for general office and clerical workers, customer service and sales representatives, support staff assistants, and a variety of entry level to supervisory positions.

High Scorers: People scoring high on The Cognitive Skills Test are usually faster in completing math related and reading tasks and they make fewer mistakes. They are quicker to learn and less likely to need constant supervision and repeated training.

Low Scorers: People scoring low on The Cognitive Skills Test are slower to complete math related and writing tasks. They make more mistakes which then takes extra time to resolve. Low scorers may also need constant supervision to make sure they are producing error-free and accurate materials.

Number of Items: 53

Time Limits: Basic Math Arithmetic – 25 questions, untimed
Reading Comprehension – 28 questions, 6 reading passages; timed at 16 minutes

Validity: This test battery combines RA's Reading Comprehension and Comprehensive Basic Math tests. These tests have been shown to be significantly related with: overall performance (*r*=.21*); ability to learn (*r*=.37**); reasoning ability (*r*=.36**); skills competence (*r*=.24*); openness to new learning (*r*=.28**); overall performance ratings (*r*=.29**); and ability to get along with coworkers (*r*=.28**).

* p<.05 ** p<.01

Source Information

Most auto mechanics advise allowing your car to idle for only about 30 seconds -- even on cold mornings. Racing or idling a cold car (one that hasn't run for at least four hours) causes as much as 90 percent of all mechanical wear in the engine. The main reason for the wear is that very little lubrication is flowing yet and the metal parts rub against each other and begin to wear out. Idling also uses gas unnecessarily.

	Sample Questions	Sample Answers
1	What percent of engine wear is caused by idling a cold car?	90%
2	When starting your engine in the morning, how long should you allow it to idle?	About 30 seconds
3	Why does idling a cold car cause engine wear?	Because only a little lubrication is flowing and the metal parts rub against each other.
4	28 - 13 = _____	(A) 12 (B) 13 (C) 14 (D) 15 (E) Correct answer not given
5	83 x 22 = _____	(A) 1826 (B) 1816 (C) 1736 (D) 1636 (E) Correct answer not given
6	This morning you had 1527 widgets in inventory. Then you accepted two cases of 150 each to add to inventory, but you also had to dispense 35 to the production line. How many widgets were in inventory at the end of the day?	(A) 1609 (B) 1792 (C) 1542 (D) 1532 (E) Correct answer not given

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Comprehensive Basic Math Skills Test

Purpose: This test measures a candidate's ability to do basic arithmetic, including decimals and fractions.

More About This Test: The Comprehensive Basic Math Skills Test can be used in situations where math skills are needed to compute total sales, discounts & refunds, or when access to a computer-based system is not always available.

Recommended For: We recommend using the Comprehensive Basic Math Skills Test for positions such as retail clerks & customer service representatives.

High Scorers: People scoring high on this test are usually faster in completing math related tasks and they make fewer mistakes.

Low Scorers: People scoring low on this test are slower to complete math related tasks. They make more mistakes which then takes extra time to resolve.

Number of Items: 50

Time Limits: 6 minutes

Validity: In several studies, the Comprehensive Basic Math Skills Test was significantly related: with composite job performance ratings (*r*=.30**); with productivity (*r*=.22*); with dependability (*r*=.24*); with ability to work under stress (*r*=.28**); with productivity (*r*=.20*); with new learning (*r*=.28*); with quality (*r*=.37**); with teamwork (*r*=.23*); with overall job performance rating (*r*=.29**).

* p<.05 ** p<.01

	Sample Questions
1	12 + 9 =
2	87 - 25 =
3	1/9 of 45 =
4	20% of $130 =

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Engineering / Technical Math Test

Purpose: This test is focused on reasoning as well as basic math and engineering subjects. Approximately 70% of the knowledge required for the test is classified as "general engineering job knowledge" and the remaining 30% involves more formal engineering education content, such as what might be learned in a classroom setting.

More About This Test: The Engineering/Technical Math Test is used for assessing a candidate's knowledge of engineering math skills in a manufacturing and design setting.

Recommended For: The Engineering/Technical Math Test is suitable for a wide range of engineering-related and technical positions.

High Scorers: People scoring high on the Engineering/Technical Math Test should be able to handle a wide range of engineering-related duties without a great deal of mentoring or input from supervisors. They are less likely to make serious mistakes. When dealing with complex problems, they are more likely to figure out a solution quickly.

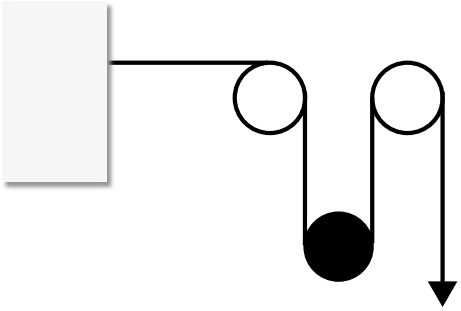
Low Scorers: When confronting sticky, complex problems, they are easily confused or stumped about what to do. Low scorers are also more likely to make serious errors in judgment which could lead to costly outcomes. People scoring low on the Engineering/Technical Math Test will probably need a great deal of mentoring and practical help from their managers and other seasoned professionals.

Number of Items: 28

Time Limits: Untimed

Validity: We can present test results as "Percent Correct" as well as an interpretation of whether that score is High, Above Average, Below Average, or Low.

	Sample Questions	Sample Answers
1	Which situation could flow more water?	(A) Single 6" pipe (B) Group of nine 1" pipes (C) Both would flow the same (D) Neither of the above
2	What tension *"X"* must be applied to keep the 75 lbs. black weight from moving in the system shown below?	(A) 25 lbs (B) 50 lbs (C) 75 lbs (D) 100 lbs (E) 150 lbs



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Entry Level Basic Skills Test

Purpose: This test measures minimal levels of aptitude in basic math, reading, computers, ruler measurement, clock reading, safety policies, tool identification.

More About This Test: When the intellectual demands of your jobs are low and you simply need to weed out the people who would be most difficult to train, the Entry Level Basic Skills Test would be appropriate.

Recommended For: The Entry Level Basic Skills Test is suitable for a wide range of simple, manual labor jobs across different industries.

High Scorers: People scoring high on the Entry Level Basic Skills Test should be able to learn the basic skills needed to perform their job adequately.

Low Scorers: People scoring low on the Entry Level Basic Skills Test may be illiterate or simply lacking in intellectual talents. Low scorers are likely to be very difficult to train, thus they will need a lot of supervision. If hired, these people should probably be assigned to your simplest jobs.

Test Content and Number of Items: *(NOTE: Test content can be easily customized to better fit your particular job/screening needs)*

- Basic Arithmetic: 20
- Word Problems: 3
- Ruler Reading: 3
- Reading a Clock Face: 3
- Recognizing Safety Violations: 3 situations where a picture is presented along with several possible safety violations.
- Reading Company Policies: 6 items where candidates have to read a company policy, and then answer multiple-choice questions.
- Tools Identification: 9 items where a picture is presented along with multiple choice answers. This section may be modified to include the tools most often used at your company.

Time Limits: Untimed

Scoring: Test results are presented as results are presented as “Percent Correct” for each section of the test. Alternatively, we can work with your organization to test a number of your workers, then build a norm to establish cutoffs for satisfactory scores vs. unsatisfactory scores.

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Excel Proficiency 2020 Test

Purpose:	This updated Excel Proficiency Test evaluates a candidate's knowledge of Microsoft Excel and is useful when candidates have limited credentials in this software beyond job experience.
More About This Test:	When there is no history on the resume of certifications, achievements, or continuing education in Microsoft Excel of any kind, this test will give an honest interpretation of their level of ability.
Recommended For:	We recommend using this test for general administrative, bookkeeping, accounting, clerical, data analysis, data entry or any position requiring regular use of Excel.
Number of Items:	20
Time Limits:	Untimed
Scoring:	Test results are presented as "Percent Correct" for each section of the test. Alternatively, we can work with your organization to test a number of your workers, then build a norm to establish cutoffs for satisfactory scores vs. unsatisfactory scores.
Options:	Contact us to learn how we can customize the test content for your hiring process or the way information is presented in the report to meet your specifications.

(NOTE: The spreadsheet referenced in this question is not provided here)

	Sample Questions	Sample Answers
1	What formula would you use if you wanted to find out Sandra Martin's average monthly sales for the third quarter?	(A) =SUM(B8:D8)/3 (B) =(B8:D8)/3 (C) SUM(B8:D8)/3 (D) =SUM(B8-D8)/3

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Excel Proficiency Test

Purpose: This updated Excel Proficiency Test evaluates a candidate's knowledge of Microsoft Excel and is useful when candidates have limited credentials in this software beyond job experience.

Recommended For: This test is suitable when there is no history on the resume of certifications, achievements, or continuing education in Microsoft Excel of any kind, this test will give an honest interpretation of their level of ability.

High Scorers: People scoring high on the Excel Proficiency Test should be able to learn the basic skills needed to perform their job adequately.

Low Scorers: People scoring low on the Excel Proficiency Test will probably need additional training on Excel before they can perform adequately on tasks requiring skill in Excel.

Number of Items: 20

Time Limits: 15 Minutes

Scoring: Test results are presented as "Percent Correct" for each section of the test. Alternatively, we can work with your organization to test a number of your workers, then build a norm to establish cutoffs for satisfactory scores vs. unsatisfactory scores.

(NOTE: The spreadsheet referenced in this question is not provided here)

	Sample Questions	Sample Answers
1	What formula would you use if you wanted to find out Sandra Martin's average monthly sales for the third quarter?	(A) =SUM(B8:D8)/3 (B) =(B8:D8)/3 (C) SUM(B8:D8)/3 (D) =SUM(B8-D8)/3

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Filing Aptitude Test

Purpose:	This test assesses the ability to quickly and efficiently place papers in the proper order.
More About This Test:	The Filing Test is often used for clerical positions where the job requires organizing, inserting or pulling documents from files.
Recommended For:	We recommend using the Filing Test for clerical / office positions where filing accuracy is a priority.
High Scorers:	People scoring high in the Filing Test are quick, efficient, and make few errors.
Low Scorers:	People scoring low on the Filing Test tend to be slow and prone to errors.
Number of Items:	80
Time Limits:	Untimed

Source Information

The Filing Test provides a monthly statement list into which new items are to be added.
The candidate's task is to determine between which two names the new one should be inserted.

Sample Monthly Statement List
1. Aamer, L.K.
2. Alter, R.J.
3. Amos, S.A.
4. Baah, D.K.
5. Barnes, C.A.
6. Borum, H.G

	Sample Answers	
1	Baba, J.A.	4 – 5
	Alvis, C.L.	2 - 3
	Bump, F.M.	6 – 7
	Autry, G.M.	
	Barr, A.E.	
	Allis, C.L.	

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Forms Comprehension Test

Purpose: This test assesses the simple reading skills typical of entry-level jobs where documents are fact-based and require little, if any, interpretation.

More About This Test: The Forms Comprehension Test should be used in place of a more complex reading test.

Recommended For: We recommend using the Forms Comprehension Test for positions such as warehouse, inventory control, data entry clerks, shipping & receiving.

High Scorers: People scoring high on the Forms Comprehension Test demonstrate a minimal level of reading comprehension.

Low Scorers: People scoring low on the Forms Comprehension Test probably have low mental ability and will be slow to perform simple mental tasks.

Number of Items: 40

Time Limits: 3 Minutes

Validity: The Forms Comprehension Test was significantly correlated: with job skills competencies (*r*=.28*); and with overall job performance for a variety of industrial jobs (*r*=.26*).

* p<.05 ** p<.01

Shipping Order

Order #	Shipping Date	Stock #	Carrier
112000	9/15/2018	ZBD26854	101
112001	9/16/2018	ANS26444	102
112002	9/18/2018	ZCY66429	104
112003	9/20/2019	BCP53976	105

	Sample Questions
1	For Order 112000, Stock # =_____
2	For Order 112000, Carrier =_____
3	For Carrier 104, Shipping Date =_____

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General Cognitive Aptitude Test

Purpose: This test provides a fairly quick, easy to administer test of general mental ability. Like most general intelligence tests, it taps verbal reasoning, numerical reasoning, and general abstract reasoning.

More About This Test: The General Cognitive Aptitude Test is often used in conjunction with personality-based tests. It can also be used as a stand-alone measure of general mental ability.

Recommended For: The General Cognitive Aptitude Test can be used with any type of candidate for any job.

High Scorers: High scorers are quick to pick up new information, capable of grasping difficult and complex concepts, able to handle large amounts of information. Able to assess relevant factors in ambiguous situations to come up with logical, insightful decisions & solutions.

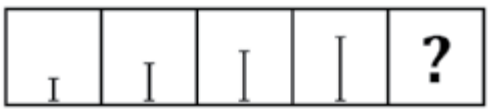
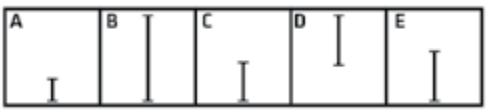
Low Scorers: Low scorers need structured learning experiences to consume new information. They need rules and procedures to guide their decision making on the job. Preferring jobs with narrow assignments and responsibilities, low scorers do not cope well with complexity or large volume of information.

Number of Items: 44

Time Limits: Untimed

Validity: In various validation studies, this test is correlated with: overall job performance for engineers (r=.42**); for banking professionals (r=.31**); for insurance professionals (r=.29**); managers (r=.42**); store managers (r=.39**); restaurant managers (r=.37**); technical support (r=.32**); customer service (r=.27**); MIS professionals (r=.35**); general professional jobs (r=.28**); and with sales positions (r=.38**). The test correlates highly (r=.74**) with the Wonderlic Personnel Test, and (r=.76**) with MAB-Full Scale (MAB is the Multiple Aptitude Battery); (r=.70**) with the Otis Lennon Intelligence Test and (r=.72**) with the Resource Associates General Reasoning Test.

* p<.05 ** p<.01

	Sample Questions	Sample Answers
1	**Sample verbal reasoning item:** House is to dwelling as car is to _____.	(A) transportation (B) traveling (C) speed (D) automobile (E) mechanical
2	**Sample numerical reasoning item:** Which number comes next in this series? 3 6 9 19 22 25	(A) 32 (B) 35 (C) 52 (D) 15 (E) 28
3	**Sample abstract reasoning item:** Which figure would come next in the series? 	

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General Reasoning Test

Purpose: This test provides a quick, easy to administer evaluation of general mental ability. Like most "omnibus" general intelligence tests, it taps several types of reasoning: Verbal reasoning, numerical reasoning, logic, math skills, spatial reasoning, and basic knowledge. It is designed to give a single measure of mental ability based on several types of mental processes.

More About This Test: The General Reasoning Test is appropriate for jobs that require the ability to learn, retain information & problem solve.

Recommended For: The General Reasoning Test can be used with any type candidate for any type of job.

High Scorers: High scorers are quick to learn new information, are alert to new ideas, capable of grasping difficult concepts, can handle a large fund of information & deal with various forms of complexity in a job with ease.

Low Scorers: Low scorers need structured learning experiences to consume new information. They need rules and procedures to guide their decision making on the job. Preferring jobs with narrow assignments and responsibilities, low scorers do not cope well with complexity or volume of information.

Number of Items: 50

Time Limits: 12 minutes

Validity: The test correlates highly (r=.76**) with the Wonderlic Personnel Test; (r=.83**) with MAB-Verbal; (r=.91**) with MAB-Performance; and (r=.91**) with MAB-Full Scale (MAB is the Multiple Aptitude Battery). It also correlates (r=.72**) with the Resource Associates Cognitive Aptitude Test; (r=.36**) with the B scale on the 16PF; (r=.86**) with the Otis Lennon Mental Ability Test; and (r=.90**) with college grade point average (i.e. academic achievement). These data provide solid evidence that the predictive power of scores on the General Reasoning Test is very similar to other tests of general mental ability, thus demonstrating convergent validity.

* p<.05 ** p<.01

	Sample Questions	Sample Answers
1	**Sample verbal reasoning item:** Graceful is to clumsy as natural is to _____.	(A) Uncomfortable (B) Artificial (C) Optional (D) Wood (E) Nature
2	**Sample numerical reasoning item:** Which comes next in this series? 2 4 8 18 36 72	(A) 118 (B) 128 (C) 98 (D) 124 (E) 144
3	**Sample spatial reasoning item:** Look at the complete figure on the right. Which of the five choices represents all of the parts separately?	
4	**Sample logic item:** Assume the first two statements are true. - All job candidates have to take a pre-employment test. - Some of the people in the room are job candidates. - All of the people in the room will have to take pre-employment tests.	Is the last statement: (A) True (B) False (C) Uncertain

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Grammar & Spelling Test

Purpose:	This test assesses simple grammar and spelling skills.
More About This Test:	The Grammar & Spelling Test should be used for staff who prepare or proof documents to be sent to clients or vendors.
Recommended For:	We recommend using this test for positions such as secretary, clerical support staff & administrative support staff.
High Scorers:	People scoring high on Grammar & Spelling Test should be able to spot and correct grammar & spelling mistakes.
Low Scorers:	People scoring low on this test may not notice various grammar or spelling mistakes or they may not know the underlying language use rules. Low scores may allow documents to leave your office with numerous flaws, causing you to lose credibility with clients.
Number of Items:	25
Time Limits:	Untimed
Scoring:	This test has not yet been normed for administrative staff. Ideally, you would want someone to score close to 100% correct. For now, the scores are presented in terms of "Percent Correct," rather than in comparison to other similar workers.

	Sample Question	Sample Answer
2	**EXAMPLE:** _____ is usually _____ of snow in _____.	(A) Their.....alot.....january (B) There.....alot.....January (C) Their.....a lot.....January (D) There.....a lot.....January

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Inventory Stock Picking Test

Purpose: This test serves as a measure of clerical speed and accuracy, plus it has high face validity for job candidates.

More About This Test: The Inventory Stock Picking Test is appropriate to use when employees need to exercise a small amount of judgment when locating stock numbers from inventory.

Recommended For: We recommend using this test for many warehouse, inventory, and production associate positions.

High Scorers: High scorers are usually fast and accurate in how they perform their work.

Low Scorers: Low scorers tend to be slow in locating stock from inventory and tend to make more mistakes.

Number of Items: 60

Time Limits: 4 minutes

Validity: This test was validated in two different studies: One with production workers who also worked in a warehouse picking stock and one with warehouse workers. On average, validity coefficients are learning ability (*r*=.34**); reasoning / problem solving ability (*r*=.29**); skills competence (*r*=.27**); productivity (*r*=.24**); and overall supervisor rating (*r*=.26**).

* p<.05 ** p<.01

Sample Items

	A	B	C	D
1	YUI4444 – YUI4485	72P16 – 72P35	N34K26 – N34K40	72X31 – 72X40
2	YUI4486 – YUI4550	72P36 – 72P50	N34K41 – N34K55	72Y41 – 72Y50
3	YUN5310 – YUN5475	72C20 – 72C35	N34K56 – N34K70	72Y51 – 72Y60
4	YUN5476 – YUN5530	72C36 – 72C60	N34K71 – N34K85	72Z61 – 72Z70

Below are four sample questions. For the particular part number, you must identify in what bin you would find that part using the table.

	Sample Questions	Sample Answer
	Part Number	Location
1	YUI4486	2A
2	N34K30	1C
3	72Y56	?
4	N34K68	?

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Math for Industry Test

Purpose: This test contains math problems that are often found in industrial settings. It measures a candidate's ability to solve word problems, reading graphs, measure, and analyze graphical measurement problems. Difficulty level is approximately ninth grade competency.

More About This Test: The Math for Industry Test should be used when employees need math skills to solve various technical problems, particularly when problems require reasoning, and solutions cannot necessarily be learned by rote memorization.

Recommended For: We recommend using this test for positions such as: Entry-level industrial workers, manufacturing professionals, shipping and receiving personnel, technical maintenance workers, lab assistants/quality control personnel.

High Scorers: People scoring high on the Math for Industry Test tend to be efficient in handling their duties. They can work independently to solve fairly complex quantitative problems and they tend not to make many math or math reasoning errors.

Low Scorers: People scoring low on this test do not profit well from instruction on how to solve basic math problems in the work place. They are easily confused by math problems and tend to depend on others to handle these aspects of the job.

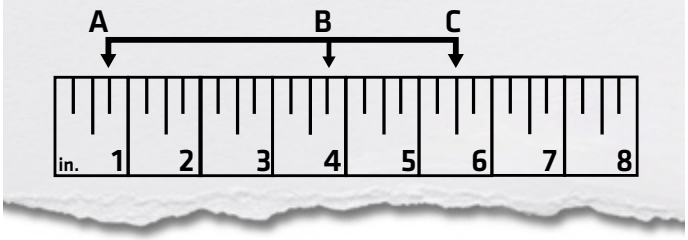
Number of Items: 40

Time Limits: 15 minutes

Validity: On average, this test was found to be significantly related: with productivity (r=.22*); with quality (r=.27*); with overall job performance (r=.31**); with teamwork (r=.41**); with safety (r=.37**); with attendance (r=.23*); with relations with peers (r=.26*); with productivity (r=.46); with safety (r=.39*); with reasoning ability (r=.38**); with skills competence (r=.29**); openness to new learning (r=.32**).

* p<.05 ** p<.01

	Sample Questions
1	What is the weight of a case of 10 mufflers if each muffler weighs 32 pounds?
2	What will an employee make if there were 40 hours worked at $8.50 per hour, plus 6 hours worked at $11.25 per hour?
3	What is the overall length of 2 panels where each is 2 3/4 feet long?
4	What is the length of line BC?



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Math Test For Setup Positions

Purpose: The Math Test For Setup Positions contains math problems often found in manufacturing & production settings. It measures a candidate's ability to use basic arithmetic (adding, subtracting, multiplying and dividing), decimals, ranges, metric measurement, and need reasoning to solve math problems. Difficulty level is approximately ninth grade competency.

More About This Test: The Math Test For Setup Positions should be used when employees need math skills to solve various technical problems, typically those which require math competence for advanced mechanical functions.

Recommended For: We recommend using The Math Test For Setup Positions for roles such as: Machine setup, maintenance technicians.

High Scorers: People scoring high on the Math Test for Setup Positions tend to be efficient in handling their duties. They can work independently to solve fairly complex quantitative problems and they tend not to make many math or math reasoning errors.

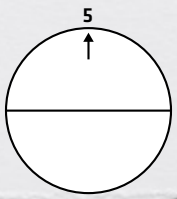
Low Scorers: People scoring low on this test do not profit well from instruction on how to solve basic math problems in the work place. They are easily confused by math problems and tend to depend on others to handle these aspects of the job.

Number of Items: 46

Time Limits: Untimed

	Sample Questions
1	14 + 28 =
2	59 – 14 =
3	12 x 125 =
4	135 ÷ 15 =
5	2.11 + .078 =
6	Which number is larger? 0.159 OR 1.520
7	Is 12 within the range of 10 +/- 3?

Shown to the right is a dial that is pointing to a setting of 5. You can increase the setting by turning it to the right, or you can decrease the setting by turning it to left. One quarter (1/4) turn equals a .02 change in the setting.



8	How many quarter turns are required to achieve a setting of 5.08?
9	Which direction would you turn the dial? _____Left _____Right

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Math Test For Telemarketers

Purpose: This test contains math problems that require arithmetic skills and numerical reasoning to solve basic retail pricing questions.

More About This Test: The Math Test For Telemarketers should be used when employees must remember pricing schedules, make calculations, and then give a customer a price that is based on a unique combination of products or services, discounts, late fees, and special promotions.

Recommended For: We recommend using the Math Test For Telemarketers: Customer service, telemarketing, telephone sales & service or call center positions.

High Scorers: People scoring high on the Math Test for Telemarketers tend to be efficient in handling customer requests for pricing based on their unique needs.

Low Scorers: People scoring low on this test do not profit well from instruction on how to solve basic math problems in the work place. They are easily confused by math problems and tend to take a long time to figure out answers. Low scorers also make a lot of mistakes.

Number of Items: 12

Time Limits: 10 minutes

Validity: In a validation study of telemarketing/sales/customer service representatives, the math test was correlated with general ability on the job (r=.42). And, using a composite aptitude score comprised of a CSR math and a CSR reading test, there was a ten-fold increase in the scores for employees rated "Superior Performers."

---

* p<.05 ** p<.01

Source Information

The following monthly service rates & fees of service apply to the problems below:

(A) Less than three months = $10.75 per month.
(B) From three months or more, but less than six months = $9.95 per month.
(C) From six months or more, but less than one year = $9.45 per month.
(D) For one year or more = $8.95 per month.
(E) Late fee of 15% applies to overdue bills.
(F) Charges are prorated for a partial month's use of the service.
(G) New customer account setup fee is $25

	Sample Questions
1	Charles Appleton has an outstanding bill of $34.95. A late fee is also due on this bill because it is 15 days overdue. How much does Charles owe all together? $_____
2	First time customer Seth Lassiter wishes to purchase exactly five and one-half months of service. How much will Seth be billed? $_____

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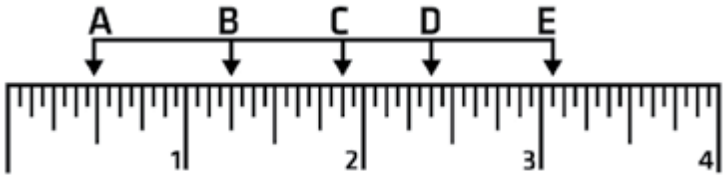
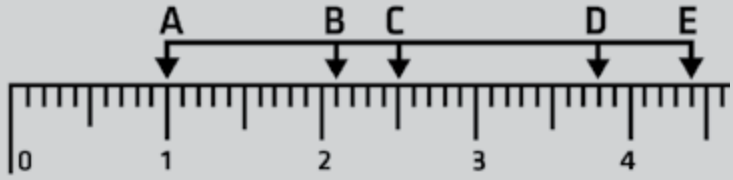
Measurement Math / Ruler Test

Purpose:	This test measures a candidate's knowledge of how to use a ruler to measure both centimeters & inches.
More About This Test:	The Measurement Math / Ruler Test is appropriate for employees who must use rulers to measure things and to do simple math problems using rulers.
Recommended For:	We recommend using The Measurement Math / Ruler Test for positions such as: entry-level industrial workers, manufacturing professionals & construction workers, etc.
High Scorers:	People scoring high on this test understand how to measure in inches or centimeters.
Low Scorers:	People scoring low on this test need instruction/training in how to use a ruler.
Number of Items:	20
Time Limits:	Untimed
Validity:	Content validity based on subject matter expert reports of job content. Scores are reported as "Percent Correct."

* p<.05 ** p<.01

	Sample Questions	Sample Answer
1	Using the inches ruler to the right, what is the distance between point A and point B? 	(A)1/2 inch (B) 3/4 inch (C) 3/8 inch (D) 5/8 inch (E) 6/16 inch
2	Using the metric ruler to the right, what is the distance between point B and point C? 	(A) .1 centimeter (B) 2 centimeters (C) 3 centimeters (D) 4 centimeters (E) .4 centimeters

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Mechanical Concepts Test

Purpose: This test measures a candidate's familiarity with mechanical principles, reasoning in two dimensions and overall problem-solving ability, and should help you determine if they have the strong mechanical and technical skills needed to effectively do their jobs.

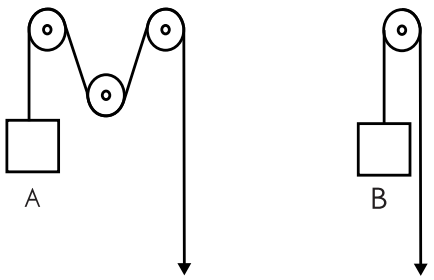
More About This Test: The Mechanical Concepts test should be used in environments where employees work with equipment operations and are tasked with troubleshooting or repairs.

Recommended For: We recommend using this test for a wide range of positions from entry-level production associates to higher level maintenance workers in industrial settings.

Number of Items: 68 questions

Time Limits: 40 minutes

	Sample Question	Sample Answers
1	Sample verbal reasoning item: House is to dwelling as car is to _____.	(A) transportation (B) traveling (C) speed (D) automobile (E) mechanical
2	Sample numerical reasoning item: Which comes next in this series? 3 6 9 19 22 25	(A) 118 (B) 128 (C) 98 (D) 124 (E) 144
3	Sample logic item: Assume the first two statements are true. • All job candidates have to take a pre-employment test. • Some of the people in the room are job candidates. • All of the people in the room will have to take pre-employment tests.	Is the last statement: (A) True (B) False (C) Uncertain



	Sample Question	Sample Answers
1	Which system will allow the 50 lb. crate to be picked up with the least effort?	(A) System A (B) System B

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Mechanical Reasoning Test

Purpose: This test assesses understanding of basic physical and mechanical principles and their application to everyday situations.

More About This Test: The Mechanical Reasoning Test should be used to screen candidates who will work around large equipment, who are expected to understand basic equipment operations and engage in troubleshooting of equipment failures.

Recommended For: We recommend using this test for a wide range of positions from entry-level production associates to higher level maintenance workers in industrial settings.

High Scorers: People scoring high on this test tend to pick up new information more quickly. They profit from formal instruction and demonstrate a higher ability to apply what they have learned. They are the employees that you tend to give additional responsibility to for the more complicated equipment – with multiple systems.

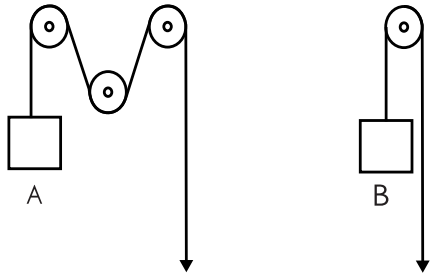
Low Scorers: People scoring low on the Mechanical Reasoning Test tend to have a great deal of difficulty learning new things about equipment operations, preventive maintenance and more complicated mechanical troubleshooting. They are less likely to be able to take on full responsibility for automated equipment and they tend to ask a lot of questions about simple problems. Low scorers on the Mechanical Reasoning Test are more likely to engage in behavior that could lead to an accident and to persist in activities that are inefficient methods of solving equipment problems.

Number of Items: 68 questions

Time Limits: 20 minutes

Validity: This test was developed through an iterative process using the expertise of multiple degreed engineers with experience in manufacturing. In various validation studies, this test has found to significantly related: with composite job performance (r=.40**); with teamwork (r=.33**); with task competence (r=.24*); with overall performance (r=.31**); with productivity (r=.20*); with openness to training and dealing with change (r=.27**); with safety mindedness (r=.19*); with teamwork (r=.29**); with relations with supervisors (r=.35**); with decrease in turnover among production workers (r=.26**); with job knowledge (r=.28**); with reasoning skills and judgment (r=.32**); with planning ability (r=.28**); with ability to learn (r=.37**); with reasoning ability (r=.39**); with skills competence (r=.30**); with openness to new learning (r=.32**); with attendance (r=.18*). In a test of convergent validity, the Resource Associates Mechanical Reasoning Test was correlated (r=.81**) with the Bennett Mechanical Comprehension Test.

* p<.05 ** p<.01



	Sample Question	Sample Answers
1	Which system will allow the 50 lb. crate to be picked up with the least effort?	(A) System A (B) System B

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MS PowerPoint Proficiency Test

Purpose: This test measures a candidate's familiarity with basic, intermediate and advanced terms and functions related to Microsoft PowerPoint's presentation program. Test questions tap knowledge areas such as basic PowerPoint terms, commands and functions, slide formatting, and presentation customization. The MS PowerPoint test should be used when employees need experience completing tasks related to creating and giving presentations to internal or external customers.

Number of Items: 20

Time Limits: 15 mintues

Scoring: Content validity based on Subject Matter Expert reports of job content. Scores are reported as "Percent Correct."

Select Validity Information: Content validity based on Subject Matter Expert reports of job content. Scores are reported as "Percent Correct."

	Sample Questions	Sample Answers
1	What size slide would be most appropriate for a widescreen monitor?	A) 4:3 B) 1080 x 960 C) 16:9 D) 80%

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MS Word Proficiency Test

Purpose: This test measures a candidate's familiarity with basic, intermediate and advanced terms and functions related to Microsoft's word processing program. Test questions tap knowledge areas such as page layouts, formatting, editing, and file review functionality.

More About This Test: This is an untimed test that takes candidates about 15 minutes to complete.

Recommended For: The MS Word test should be used where employees need experience using the MS Office software to effectively do tasks related to document creation, editing and sharing with internal or external customers.

High Scorers: People scoring high on the MS Word Test should be familiar with the terms and functions of the software program, and as a result, require less supervision or training for simple word processing tasks.

Low Scorers: People scoring low on the MS Word Test are likely to have a minimal understanding of the software and need more training and oversight, even for basic tasks and functionality.

Number of Items: 20

Time Limits: Untimed

Scoring: Test results are presented as "Percent Correct" for each section of the test. Alternatively, we can work with your organization to test a number of your workers, then build a norm to establish cutoffs for satisfactory scores vs. unsatisfactory scores.

	Sample Questions	Sample Answers
1	What function does this symbol represent? Aa	(A) Edit (B) Font size (C) Change case (D) Spelling & Grammar (E) Formatting
2	To find text in a document:	(A) Press Ctrl + Alt F (B) Select Find and type in keywords (C) Press Ctrl + F (D) Both A + C (E) Both B + C

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Numeric Reasoning Test

Purpose: This test is an excellent measure of basic numerical reasoning ability, and it measures the degree to which candidates can work comfortably with quantitative concepts.

More About This Test: The Numeric Reasoning Test can be used in situations where candidates need to think through math problems on the job, for example salespeople who must think through quotes in their head as they talk to a customer; or customer service reps who need to quickly calculate the cost of a set of services that have been tailored to that individual request; or employees who need to compute large sets of numbers, quickly to spot errors, and find causes of imbalances.

Recommended For: We often recommend using this test for technical professionals such as engineers, computer programmers, accounting personnel, estimators, field sales people, managers / supervisors as well as jobs like buyers, finance clerks, bank tellers and loan officers.

High Scorers: People scoring high on this test handle their responsibilities for quantitative tasks quickly, easily and with a minimum of errors, plus they can deal with a very high level of quantitative complexity.

Low Scorers: People scoring low on this test have a harder time thinking through quantitative problems than do people with higher scores. They do not spot inaccuracies very quickly and they do not reason through the causes of problems in the dataset as quickly as others.

Number of Items: 24

Time Limits: 6 minutes

Validity: In several empirical studies, this test was significantly correlated: with task performance (r=.30), and (r=.29) with overall performance in a number of entry-level jobs. We were able to demonstrate that performing well on this test predicted success in managerial roles when scoring more than the 60th percentile produced a group that was 300% more likely to survive the first year on the job.

* p<.05 ** p<.01

Sample Items

In this test, candidates are presented with a series of numbers. Each series of numbers is followed by a question mark because the last number is missing. Candidates have to figure out what sort of pattern exists in the series of numbers and what number would most logically appear next in the series.

	Sample Question	Sample Answers
1	1 3 6 8 11 ?	(A) 12 (B) 13 (C) 16 (D) 22 (E) Correct answer not given

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Pattern Series / Abstract Reasoning Test

Purpose: This test is an excellent measure of basic mental ability. We recommend it be included whenever a company is designing a general aptitude test battery.

More About This Test: The Pattern Series Test of Abstract Reasoning is one of our best tools for predicting how fast candidates can learn new ideas, grasp difficult concepts, and utilize the knowledge they have been taught in a meaningful, insightful manner.

Recommended For: We recommend using this test for any job where mental ability is an important aspect of overall performance. This test is also well-suited to ESL candidates.

High Scorers: People scoring high on the Pattern Series / Abstract Reasoning Test learn quickly and perform at a high level on mentally challenging tasks; they also tend to advance into the more demanding jobs in your company. High scorers also continue to grow and mature as your company's processes change.

Low Scorers: People who with low scores on the Pattern Series / Abstract Reasoning Test tend to have difficulty applying what they have learned in formal training sessions. Low scorers are hard to train because they require a lot of focused, supervised assistance from a supervisor or mentor. Complex problems tend to be difficult for them, so they either guess, make a lot of mistakes, or call for help from someone more experienced and knowledgeable.

Number of Items: 40

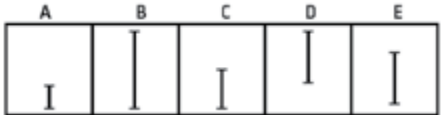
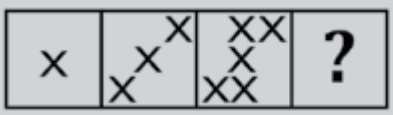
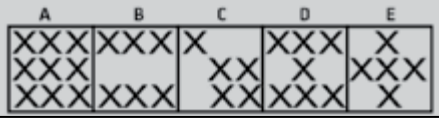
Time Limits: 20 minutes

Validity: This test was found to significantly related: with teamwork (r=.42**); with task proficiency (r=.38**); with overall performance (r=.40**); productivity (r=.42**); with work quality (r=.41**); with decrease in involuntary turnover (r=.35**); with productivity (r=.52*); with attendance (r=.52*); with openness to new learning (r=.41**); with integrity (r=.26**); with ability to learn (r=.39**); with judgment (r=.31**); with proper use of time (r=.29**); with reasoning ability (r=.43**); with skill competence (r=.32**); with dependability / reliability (r=.26**).

* p<.05 ** p<.01

Sample Items

For each test question, candidates are presented with a series of figures on the left side of the page. The last frame has a question mark indicating that they are to decide what figure would come next in the series. Five possible answers are given on the right side of the page. The task is to choose a figure from the answer choices on the right that represents the best choice for the next figure in the series.

	Sample Questions	Sample Answers
1		
2		

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Perceptual Speed & Accuracy Test

Purpose: This test aims to gauge a candidate's ability to work quickly while paying close attention to detail. They will be required to compare sets of information and identify discrepancies in alphanumeric strings, codes and stock numbers, while reading and responding quickly to each piece of information before the timer runs out.

More About This Test: The Perceptual Speed & Accuracy test will be a good predictor of potential on-the-job performance in roles that require quick thinking and accurate handling of detailed paperwork. It is a valuable tool to identify candidates who are strong in situations where both processing speed and minimizing errors are important.

Recommended For: We recommend using this test for positions such as inventory control / warehouse personnel, shipping & receiving clerk, accounting personnel, finance clerk, and administrative positions.

High Scorers: People scoring high on the Clerical Speed and Accuracy Test are quick and they do not make many errors.

Low Scorers: People scoring low on the Clerical Speed and Accuracy Test are somewhat slow in completing their work and they tend to make more errors than you probably expect.

Number of Items: 150

Time Limits: 7 minutes

Validity: In several empirical studies, this test was significantly correlated: with productivity (r=.28**); with quality (r=.21*); with safety (r=.24*); with teamwork (r=.24*); with dependability (r=.24*); with attendance (r=.33**); with overall job performance in a variety of entry-level jobs (r=.31**).

* p<.05 ** p<.01

Sample Items

In this test, candidates are asked to look at a list of numbers, letters, or symbols. Their task is to look at each pair and quickly decide which ones are the same and which ones are different.

- When the pair of numbers/letters is the same, click Yes
- When the pair of numbers/letters is not the same, click No

	Left Side	Sample Answers		Right Side
1	4556	Yes	No	4556
2	NM345559	Yes	No	NN345559
3	FJK898999	Yes	No	FJK898999
4	2323	Yes	No	2332
5	#-45778	Yes	No	#-45778

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Reading Comprehension Test

Purpose: This test assesses reading comprehension for written materials typically found in organizational policies, training manuals, company emails & more.

More About This Test: The Reading Comprehension Test should be used when employees are expected to be able to accurately read and interpret written materials such as: MSDS information, company policies, customer correspondence, company memos and emails.

Recommended For: We recommend using this test for a wide range of positions from entry-level associates to supervisory personnel.

High Scorers: People scoring high on this test demonstrate good comprehension of what they read and they make reasonable judgments and decisions based on what has been communicated in the written documents. High scorers are also fast readers, so they have little difficulty with written materials. They tend to make use of available written materials so that they can be well informed about pertinent information in the company. High scorers respond well to formal training. They also solve problems on their own because they can access written information in policy manuals and equipment instructions.

Low Scorers: People scoring low on the Reading Comprehension Test may not be able to grasp written materials very well, or they may be very slow to comprehend print matter. Consequently, they tend not to put much time or effort into reading company documents, thus they often remain ignorant of information that managers feel has already been communicated. Low scorers tend to lack the necessary resources to solve new or non-standard problems and often ask more experienced people for answers they could have obtained on their own.

Number of Items: 6 passages with 4-6 questions each

Time Limits: 16 minutes

Validity: On average, this test is significantly related: with ability to get along with coworkers (r=.28**); with overall performance (r=.21*); with ability to learn (r=.37**); with reasoning ability (r=.36**); with skills competence (r=.24*); with openness to new learning (r=.28**); overall performance rating (r=.29**).

* p<.05 ** p<.01

Sample Items

Most auto mechanics advise allowing your car to idle for only about 30 seconds -- even on cold mornings. Racing or idling a cold car (one that hasn't run for at least four hours) causes as much as 90 percent of all mechanical wear in the engine. The main reason for the wear is that very little lubrication is flowing yet and the metal parts rub against each other and begin to wear out. Idling also uses gas unnecessarily.

	Sample Questions	Sample Answers
1	What percent of engine wear is caused by idling a cold car?	90%
2	When starting your engine in the morning, how long should you allow it to idle?	About 30 seconds
3	Why does idling a cold car cause engine wear?	Because only a little lubrication is flowing and the metal parts rub against each other.

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Reading Test for Customer Service Representatives

Purpose: This test assesses reading comprehension for the types of materials often used by CSRs and Telemarketers.

More About This Test: The Reading Test for Customer Service Representatives should be used when the CSR / Telemarketers will have to comprehend written material, communicate it to customers & recall information for problem solving.

Recommended For: We recommend using this test for a wide range of positions that require interaction with customers, vendors & other employees.

High Scorers: People scoring high on the Reading Test for Customer Service Representatives demonstrate good comprehension of what they read and they make reasonable judgments and decisions based on what has been communicated in the written documents. High scorers are also fast readers, so they have little difficulty with written materials. They tend to make use of available written materials so that they can be well-informed about pertinent information in the company. High scorers respond well to formal training. They also solve problems on their own because they can access written information in policy manuals and equipment instructions.

Low Scorers: People scoring low on the Reading Test for Customer Service Representatives may not be able to grasp written materials very well, or they may be very slow to comprehend print matter. Consequently, they will have difficulty grasping the information presented in company memos, and they will probably do poorly with cross-selling or problem-solving with customers. Not being able to grasp all the information they need to do their jobs, these employees may feel stressed & overwhelmed, thus creating turnover.

Number of Items: 25

Time Limits: 17 minutes

Validity: This test is significantly related to general ability (r=.42**), social performance (r=.32**) and selling (r=.28**).

* p<.05 ** p<.01

Sample Memo

To: .....All Customer Service Representatives

From: .....Personnel

Re: .....Year End Bonuses

All employees with at least ten years of company service with Premiere Cable will receive a $1,000 bonus. Employees with less than ten years of company service will receive a holiday turkey. The bonuses will be awarded at the annual Christmas Dinner. This year, the Christmas Dinner will be held at the Marriott Hotel (downtown) on December 21st. Thanks for being a valuable part of the team.

	Sample Questions	Sample Answers
1	If you have twelve years of service, what will your year end bonus be?	$1,000
2	Where will the Christmas Dinner be held?	Marriott Hotel (downtown)
3	Who will get a holiday turkey at the Christmas Dinner?	Employees with less than 10 years company service.

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Retail Sales Math Aptitude Test

Purpose: This test uses the traditional Pay T.V. market as the setting to assess the basic math skills typical of many sales and customer service jobs. It measures skills in addition, subtraction, percents, fractions, and word problems.

More About This Test: The Retail Sales Math Aptitude Test should be used when employees must quickly calculate prices of products or services & be adept at working through problems in their head or by use of a calculator.

Recommended For: We recommend using this test for positions such as field sales representative, customer service representative, sales clerk, account executive & telemarketer.

High Scorers: People scoring high on the Retail Sales Math Aptitude Test should perform the quantitative aspects of their job more quickly with a minimum of mistakes.

Low Scorers: People scoring low on the Retail Sales Math Aptitude Test are likely to make a lot of mistakes in calculating pricing for customers. This translates to low productivity because they either require the customer to wait an inordinately long time before completing the transaction or because subsequent errors must be corrected.

Number of Items: 56

Time Limits: 16 minutes (4 minutes for each of 4 sections)

Validity: On average, the Retail Sales Math Aptitude Test is significantly related with productivity for telephone sales representatives (r=.23*) and with overall job performance (r=.25**).

* p<.05 ** p<.01

Sample Items

In this test the candidate must work several types of math problems: Addition, subtraction, fractions, percentages and word problems.

	Sample Questions
1	$15.50 + $21.95 = _____
2	$45.50 - $13.95 = _____
3	12% of $32.00 = _____
4	1/3 of $68 = _____
5	Mary Carter's existing services cost $29.95. Now, she wants two additional converter boxes and three pay-per-view movies. The cable boxes are $7.95 each and On Demand movies are $6.95 each. What will her total bill be next month? _____

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Spelling Test

Purpose: This test evaluates the degree to which someone can identify commonly misspelled words.

More About This Test: The Spelling Test is appropriate when the job requires employees to spot and correct misspellings.

Recommended For: We often recommend using the Spelling Test for most types of clerical tasks where documents are prepared, edited & proofread before being finalized.

High Scorers: People scoring high on the Spelling Test are more likely to spot commonly misspelled words and make corrections.

Low Scorers: People scoring low on the Spelling Test will create spelling errors themselves. When checking others' work, they will be less likely to spot mistakes that Word Processing programs miss.

Number of Items: 200

Time Limits: Untimed

Validity: This test is based on content validity. Several books and internet sites that listed misspelled words were used to prepare this list. Scores are presented as "Percent Correct."

Sample Items

In this test, the candidate will look at a pair of words where one is spelled correctly and the other is not. An X is to be placed by the correct choice. Here are three examples:

Sample Questions				
1	Apparent	X		Apparant
2	Exilarate		X	Exhilarate
3	Mispelled		X	Misspelled
4	The sentences with embedded blanks are similar to the following. She wanted to _____ her friend's offer to do most of the driving, _____ her insurance would not allow it. (A) accept, except (B) accept, except			

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Technical Drawing Test

Purpose: This test evaluates a candidate's understanding of mechanical drawings typically used in manufacturing settings.

More About This Test: The Technical Drawing Test would be appropriate for a wide range of candidates who normally work with mechanical drawings, technical drawings, and blueprints in their jobs, e.g., engineers, machine setup specialists, industrial mechanics, product designers, industrial electricians, welders, machinists, and some construction workers.

High Scorers: People scoring high on this test will be able to read complex drawings accurately and quickly.

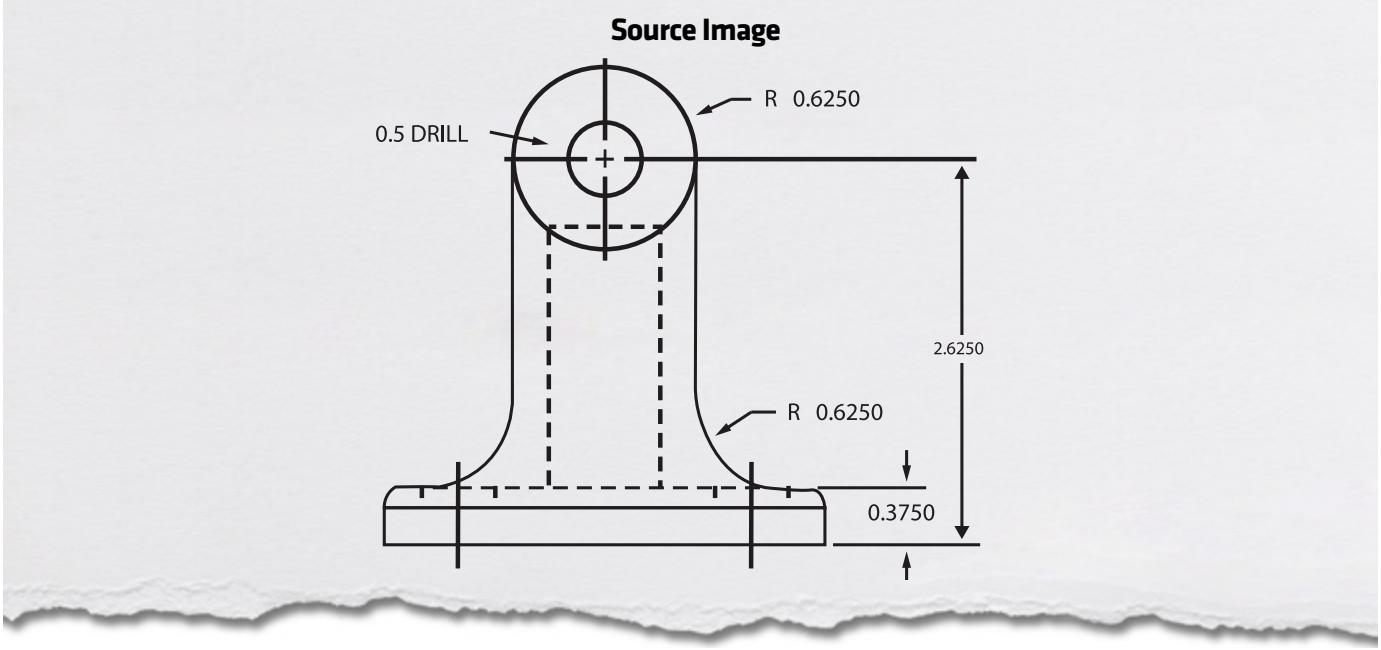
Low Scorers: People scoring low on this test will struggle to read complex drawings and may make mistakes when making interpretations.

Number of Items: 36

Time Limits: 12 minutes

Validity: This test was developed by degreed engineers with years of manufacturing equipment experience and it has been reviewed by other experts in the engineering field to demonstrate content validity and consensus. Before using this test, we recommend that you review the questions to determine its appropriateness in your work environment.

Source Image



	Sample Questions	Sample Answers
1	What is the height from the base to the center of the circle?	(A) 2.5000 (B) 2.6500 (C) 2.6250 (D) none of the above
2	What is the radius of the outer circle at the top of the figure?	(A) 0.5000 (B) 0.6250 (C) 0.6200 (D) none of the above

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Verbal Reasoning Test

Purpose: This test assesses a candidates' vocabulary and the ability to both understand subtle differences between words and the many ways one can use words to make a point.

More About This Test: The Verbal Reasoning Test should be used to assess candidates who must be very effective communicators, to inform, persuade, motivate, counsel, or coordinate activities among customers, vendors or coworkers.

Recommended For: We recommend using the Verbal Reasoning Test for positions such as sales, administrative assistants, office managers, supervisors and team leader.

High Scorers: People scoring high on the Verbal Reasoning Test are more effective communicators. They are better able to explain their ideas and respond appropriately to others in a conversation. High scorers tend to be good at communicating with all levels of people – from executives to members of the general public.

Low Scorers: People scoring low on the Verbal Reasoning Test are less effective at communicating and responding to others in a conversation. Low scorers tend to be effective in communicating with only a narrow group of people – those who are similar to themselves.

Number of Items: 26

Time Limits: 12 minutes

Validity: In several empirical studies, the Verbal Reasoning Test was significantly correlated: with teamwork (r=.26*); with customer service (r=.29**); with overall performance for a variety of entry-level jobs (r=.25*). We were able to demonstrate that performing well on this test predicted success in managerial roles when scoring more than the 60th percentile produced a group that was 300% more likely to survive the first year on the job.

* p<.05 ** p<.01

Sample Items

The questions on this test have two blanks. The candidate must select words that would go in the blanks so that the sentence will make sense.

	Sample Questions	Sample Answers
1	_____ is to boat as _____ is to car. (1) push (2) pedal (3) row (4) roll (A) haul (B) pull (C) tilt (D) drive	3 D
2	_____ is to head as glove is to _____. (1) sweater (2) tie (3) belt (4) hat (A) hand (B) neck (C) foot (D) ankle	4 A

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Visual Acuity Test

Purpose: This test assesses a candidate's ability to see obscure details and small defects.

More About This Test: The Visual Acuity Test should be used where the job requires close attention to small objects or features.

Recommended For: We recommend using the Visual Acuity Test for a wide range of inspector positions as well as manufacturing positions where inspection is a key job requirement. When administering this test, be sure to instruct people to wear their glasses to the testing session.

High Scorers: People scoring high on the Visual Acuity Test are able to identify very small differences in pattern, shape & texture that other people would not recognize as a quality problem.

Low Scorers: People scoring low on the Visual Acuity Test are less able to spot blemishes and may not see potential problems.

Number of Items: 104 items

Time Limits: 3 minutes

Sample Questions

For the product code BN7I9J,
B is in position #1.
N is in position #2.
7 is in position #3.
I is in position #4.
9 is in position #5.
J is in position #6.

Below is a sample of what the candidate will be asked to do. There are four sample items. The first two items have been completed correctly.

1	7	BN7I9J	3
2	K	3L1VK0	5
3	2	H285MN	?
4	T	90TU94	?

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Visual Inspection Test

Purpose: This test assesses a candidate's ability to spot small visual quality differences in products. The test taps both visual acuity and attention to detail.

More About This Test: The Visual Inspection Test should be used where the job requires very close attention to visual detail.

Recommended For: The Visual Inspection Test should be used for a wide range of inspector positions as well as manufacturing positions where inspection is a key job requirement.

High Scorers: People scoring high on this test are able to identify very small differences in pattern, shape & texture that other people would not recognize as a quality problem.

Low Scorers: People scoring low on this test are less able to spot blemishes and may not see potential problems.

Number of Items: 20 questions

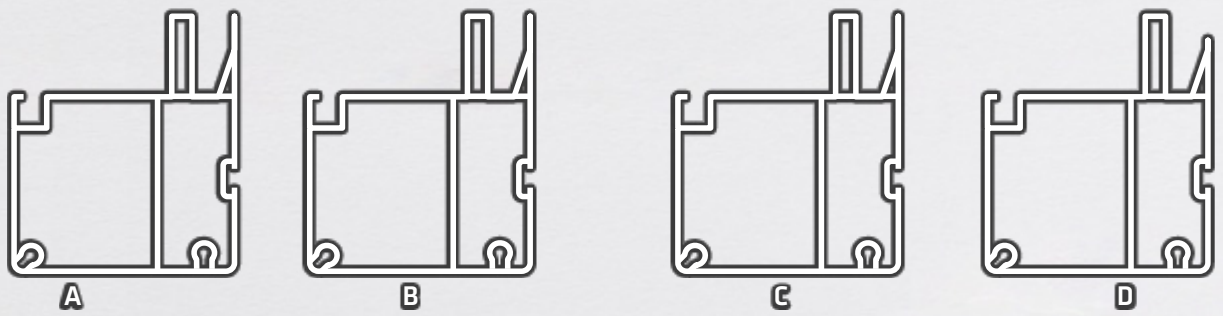
Time Limits: 6 minutes

Validity: On average, this test is significantly related with overall job performance composite for production / extrusion workers (r=.27*).

* p<.05 ** p<.01

Sample Question

In the example below, the respondent's task is to look at each drawing and determine which one has a defect.



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Writing Sample I Test

Purpose:	For candidates who need to properly compose, format, edit and proofread professional business correspondence as part of their job duties.
More About This Test:	This unscored writing sample test instructs a candidate to compose a business-oriented, multi-part email. Please view the sample report PDF in the sidebar of this page to see an example of a test question.
Recommended For:	Writing Sample 1 Test is appropriate for screening office, clerical, secretarial and support staff in entry level or intermediate positions.
What the report gives you:	The candidates' transcribed and unaltered response to the test question.
Time Limits:	Untimed

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