



Clerical Tests

Formatting a Letter

Test takers must select the appropriate pre-sorted paragraphs, retrieve them, and format a letter per instructions.

Transcription

Test takers must accurately transcribe a letter from a supplied cassette tape.

Composing Minutes

Using handwritten notes, the test taker must compose and format minutes of a meeting, according to a specific guide provided.

Alphabetic Filing

Test takers assign correct filing names to a group of files, then sort them in a computer-simulated filing cabinet.

Numeric Filing

Test takers determine the correct consecutive filing order for numeric records.

Proofreading

Test takers proofread a document, correcting errors in the following areas.

- ◆ Grammar
- ◆ Spelling
- ◆ Capitalization
- ◆ Punctuation
- ◆ Possessives
- ◆ Abbreviation
- ◆ Number Usage

Spelling

Measures the ability to properly spell and use homonyms (words that sound alike but have different meanings according to the way they are spelled) according to the context in which they are being used.