

Information Technology Test Series

> Practice Leaflet

➤ An Introduction to ITTS

Why do we use tests?

- Tests are often used by employers when people apply for jobs.
- The tests help the employer decide if someone has the abilities needed to do the job.
- This leaflet is designed to help you prepare for the tests that we use. The questions shown inside are similar to those you might be asked to do.

How can tests help you?

- They will help to show where your strengths lie.
- They have been chosen because the abilities they involve are used in the job.
- The tests are carefully designed so that they are fair to all applicants.
- Taking tests will help you find a job which suits you.

How can they help us?

- We get the right sort of people to do the job.
- We find out which jobs might be right for you.
- Tests give us real measures of your strengths and limitations.
- People who do well on the tests usually do well in the job itself.

What sort of tests will you have to do?

The Information Technology Test Series is made up of a number of tests. You will probably be asked to do only some of the tests, depending on the job for which you have applied.

The tests in the series look at the following abilities:

- Understanding written information in a technical context.
- Reasoning with numbers.
- Checking material quickly and accurately.
- Applying and inferring rules within symbolic systems
- Manipulating shapes in three dimensions.

Practice makes perfect

It will help if you are familiar with the kind of questions that will be asked. When you turn over the page you will find several practice questions for each of the abilities listed above.

How to do the practice questions

- Each set of practice questions contained in this practice leaflet has its own set of instructions – follow these instructions carefully.
- Mark your answers to the practice questions by filling in the circle in the sections provided.
- Each set of questions has a time limit, so time yourself and try to finish as many questions as you can in the time.
- Afterwards, finish any questions you did not manage to answer in this time.
- Score your answers – the correct answers are found on the back page of this leaflet.

➤ Verbal Reasoning

In this test, you are given two passages, each of which is followed by several statements. Your task is to evaluate the statements in the light of the information or opinions contained in the passage and to select your answer according to the rules given below.

MARK CIRCLE A

If the statement is patently **TRUE** or follows logically, **given the information contained in the passage.**

MARK CIRCLE B

If the statement is patently **UNTRUE** or if the opposite follows logically, **given the information contained in the passage.**

MARK CIRCLE C

If you **CANNOT SAY** whether the statement is true or follows logically **without further information.**

Test 1 Answer Sheet

1	(A)	(B)	(C)
2	(A)	(B)	(C)
3	(A)	(B)	(C)
4	(A)	(B)	(C)
5	(A)	(B)	(C)
6	(A)	(B)	(C)

See how many of the following questions you can complete in 5 minutes.

Among the useful features available on this computer system is the **Notebk** feature. The **Notebk** feature organises lists of information in a record format. Its most obvious use is for lists of names, phone numbers and addresses but many other applications can be defined. One of the biggest advantages of using **Notebk** is that the files are stores in a format that can be used directly by other features. This means that files do not have to be converted or altered in any way.

- 1 The **Notebk** feature can only be used to organise lists of names, phone numbers and addresses.
- 2 If users wish to use **Notebk** files with other features, they do not need to alter the files.
- 3 The **Notebk** feature enables the user to instantly update lists of names and addresses.

Software engineering is an approach to the improvement of system productivity. In most circumstances, it has a modest impact on the productivity of the system during the initial development stage. However, systems developed using software engineering techniques have substantially lower maintenance costs and higher reliability.

- 4 Lower maintenance costs can be expected if the system used was developed using software engineering techniques.
- 5 Systems developed with these techniques are more likely to break down.
- 6 Software engineering is a widely used methodology when developing new systems.

> Number Series

In the questions below, find the number which replaces the question mark in the series. See how many you can do in 5 minutes.

1 2 ? 8 16

2 15 13 ? 9 7

3 1/3 2/6 3/9 4/12 ?

4 1.5 3.0 4.5 ? 7.5

5 3 4 6 7 ?

6 ? 14 12 11 11

7 4 10 18 ? 40

8 2 4 8 10 20 ?

9 2 3 5 8 ? 21

10 2 3 1 4 0 5 ?

A B C D E
3 4 5 6 7

A B C D E
10 11 12 13 14

A B C D E
5/12 5/13 5/15 6/15 6/16

A B C D E
5 5.5 6 6.5 7

A B C D E
9 10 11 12 13

A B C D E
13 15 16 17 28

A B C D E
28 30 32 34 36

A B C D E
22 24 28 36 40

A B C D E
9 11 13 15 17

A B C D E
-1 0 1 2 3

Test 2 Answer Sheet

1	(A)	(B)	(C)	(D)	(E)
2	(A)	(B)	(C)	(D)	(E)
3	(A)	(B)	(C)	(D)	(E)
4	(A)	(B)	(C)	(D)	(E)
5	(A)	(B)	(C)	(D)	(E)
6	(A)	(B)	(C)	(D)	(E)
7	(A)	(B)	(C)	(D)	(E)
8	(A)	(B)	(C)	(D)	(E)
9	(A)	(B)	(C)	(D)	(E)
10	(A)	(B)	(C)	(D)	(E)

Computer Checking

Find the **two** sets of characters which are the same in each line and mark the letters of their appropriate columns (A, B, C, D or E) on the answer sheet.

See how many you can find in 3 minutes.

	A	B	C	D	E
1	15*TZ	1*5TZ	15*T2	15*TZ	IS*TZ
2	TVB\$	TBV\$	TBVS	TB\$V	TBV\$
3	GS24B	G2S4B	GS24B	GS2B4	GS42B
4	LOGGB	LO6GB	LOGG8	LOG68	LOG68
5	\$*T(\$*T(\$*2(S*2(\$*T)
6	986538	968538	986588	968538	998538
7	B27JP	B2J7P	B277P	B27PP	B277P
8	PC4#!	PC7#!	PC47!	PC4#1	PC4#!
9	GA!9%	GA!98	GA198	GA!98	GA19%
10	D*8XD	D*X*D	DX8XD	DX8XD	D*86D
11	969G)	669G)	696G)	669G)	699G)
12	EO(((EO((EO((EO((EO()))
13	HEX09	HEX07	#EX09	H4X09	HEX09
14	47S\$	44S\$\$	47S\$\$	44SS\$	44S\$\$
15	NVBR	NVR8	NVRB	NVRB	NVBB
16	69LBJ	69BLJ	99LBJ	69LBJ	69LJB
17	TXENE	TTENE	TXENN	TEXNE	TXENE
18	08%%Q	088%Q	0%8%Q	Q8%%Q	088%Q
19	LOP23	LOB23	LOP32	LOB32	LOB23
20	A79QA	A7Q9A	A790A	A970A	A970A

Test 3 Answer Sheet

1	(A)	(B)	(C)	(D)	(E)
2	(A)	(B)	(C)	(D)	(E)
3	(A)	(B)	(C)	(D)	(E)
4	(A)	(B)	(C)	(D)	(E)
5	(A)	(B)	(C)	(D)	(E)
6	(A)	(B)	(C)	(D)	(E)
7	(A)	(B)	(C)	(D)	(E)
8	(A)	(B)	(C)	(D)	(E)
9	(A)	(B)	(C)	(D)	(E)
10	(A)	(B)	(C)	(D)	(E)
11	(A)	(B)	(C)	(D)	(E)
12	(A)	(B)	(C)	(D)	(E)
13	(A)	(B)	(C)	(D)	(E)
14	(A)	(B)	(C)	(D)	(E)
15	(A)	(B)	(C)	(D)	(E)
16	(A)	(B)	(C)	(D)	(E)
17	(A)	(B)	(C)	(D)	(E)
18	(A)	(B)	(C)	(D)	(E)
19	(A)	(B)	(C)	(D)	(E)
20	(A)	(B)	(C)	(D)	(E)

➤ Syntax Checking

In this test, you will find lines taken from a mock programming language. Some lines do not conform to the rules of the language. Your task is to find which rules (if any) have been broken.

The rules for building these lines are found in the boxes below. There are two sorts of lines: those specified by an 'X' and those specified by a 'Y'. Each sort of line has its own set of 3 rules.

Using the appropriate set of rules, you must check which, if any, of the 3 rules have been broken. If a rule has been broken, fill in the appropriate circle on the answer sheet. More than one rule may be broken, so you may need to fill in more than one circle. If no rule has been broken, fill in circle D on the answer sheet.

Look at the following example:

X Feature 16; update file list

This is an 'X' line, so look at the "Rules for Building 'X' lines". Rule A has been broken, as there is no semi-colon at the end of the line. Rule B has been broken because the number 16 does not appear in brackets/parentheses. Therefore, circles A and B should be filled in, as below.

Example ● ● (C) (D)

Now, see how many of the following questions you can complete in 3 minutes.

Rules for Building 'X' lines

- A Lines must end in a semi-colon
- B Numbers must be in brackets/parentheses
- C All characters may be used except for # ' '

Rules for Building 'Y' lines

- A Lines must begin with the word Comment
- B Numbers must be in quotation marks (ie ' ')
- C All characters may be used except for .@ &

Remember, fill in circle D if no rules are broken.

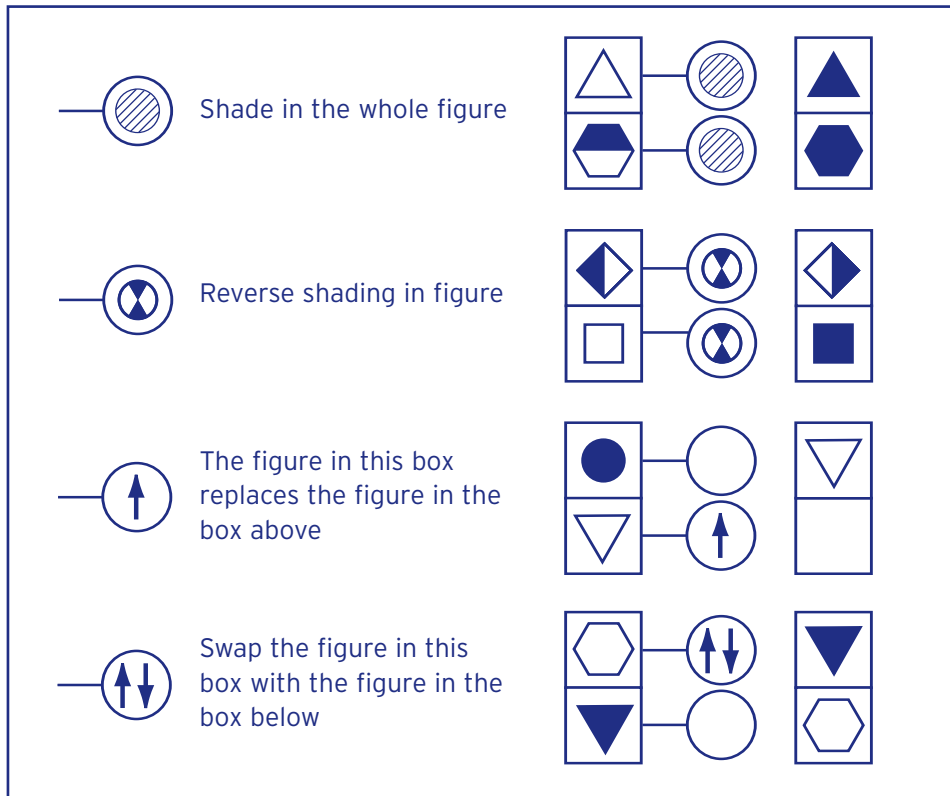
- | | |
|---|---|
| <p>1 X Set Var PQ to 10;</p> <p>2 X Change character set to 'modern' Greek;</p> <p>3 Y Comment Flag next 5 lines.</p> <p>4 Y Comment. Move (file) To Directory (new)</p> <p>5 Y Comment Read Value From Register (2);</p> <p>6 X Stop run if ABC<(23);</p> | <p>7 Y Copy All Strings equal to '6' & '7' letters to buffer '1'</p> <p>8 Y Comment Let String - '10'</p> <p>9 X Allocate Demarcation (#) Bounds</p> <p>10 Y If A Greater Than 10, Replace Value A With Upper Value B</p> <p>11 X Enable's Automatic Printing, Speed # 200;</p> <p>12 X Cut file (XY) from line (8) to line 921);</p> |
|---|---|

Test 4 Answer Sheet

1	(A)	(B)	(C)	(D)
2	(A)	(B)	(C)	(D)
3	(A)	(B)	(C)	(D)
4	(A)	(B)	(C)	(D)
5	(A)	(B)	(C)	(D)
6	(A)	(B)	(C)	(D)
7	(A)	(B)	(C)	(D)
8	(A)	(B)	(C)	(D)
9	(A)	(B)	(C)	(D)
10	(A)	(B)	(C)	(D)
11	(A)	(B)	(C)	(D)
12	(A)	(B)	(C)	(D)

➤ Diagramming

In this test, figures (shapes) in BOXES are presented in columns. They are changed in various ways by commands represented as symbols in CIRCLES. A complete list of these commands and what they do is shown below.



For each question, work **DOWN** the column, starting at the top and deal with each command in turn to find which of five alternative columns is the correct answer.

See how many you can do in 4 minutes.

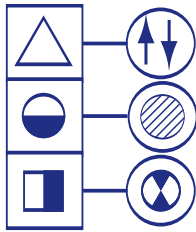
1

A B C D E

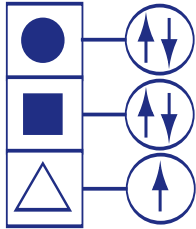
2

A B C D E

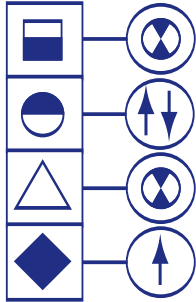
3



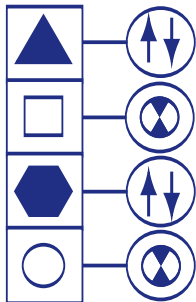
4



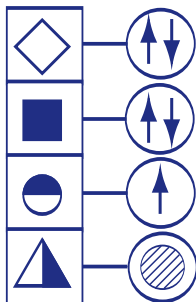
5



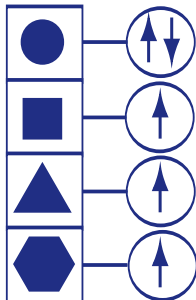
6



7



8



A



B



C



D



E



A



B



C



D



E



A



B



C



D



E



A



B



C



D



E



A



B



C



D



E



A



B



C



D



E

Test 5 Answer Sheet

1

(A) (B) (C) (D) (E)

2

(A) (B) (C) (D) (E)

3

(A) (B) (C) (D) (E)

4

(A) (B) (C) (D) (E)

5

(A) (B) (C) (D) (E)

6

(A) (B) (C) (D) (E)

7

(A) (B) (C) (D) (E)

8

(A) (B) (C) (D) (E)

➤ Diagrammatic Reasoning

In this test, you are shown a number of diagrams in which figures in boxes are altered by rules shown as symbols in circles.

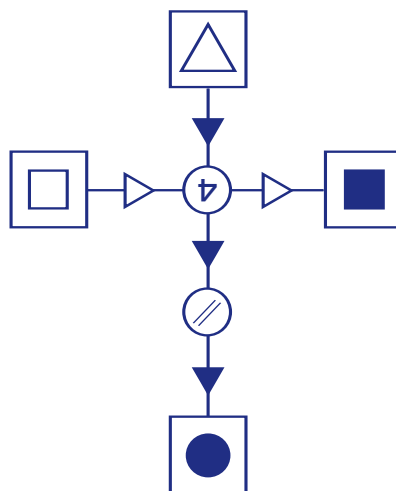
The rules can alter each figure by changing its colour, its size, its shape or by turning it upside down.

Paths through each diagram are shown as black or white arrows. You must follow paths which include only one type of arrow.

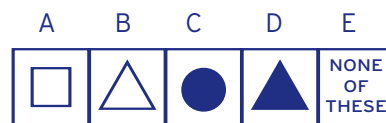
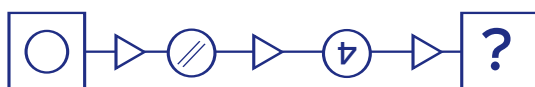
Work out what each rule does and then answer the questions below each diagram.

Look at the example below.

DIAGRAM



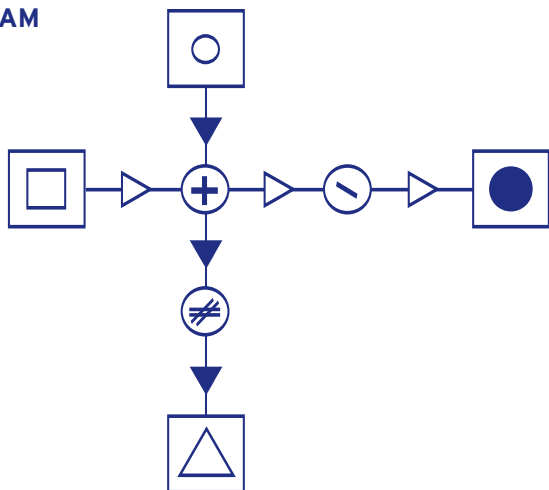
QUESTION



In the diagram, working horizontally, the white square becomes a black square so ▴ must be a colour changing rule. Working vertically, the white triangle becomes a black circle. Since we know that ▴ changes the colour of a figure, // must be a shape-changing rule. Applying these rules to the question, it is possible to identify that the white circle becomes a black triangle, so D is the correct answer to the question.

See how many questions you can do in 5 minutes.

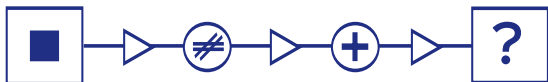
DIAGRAM



1



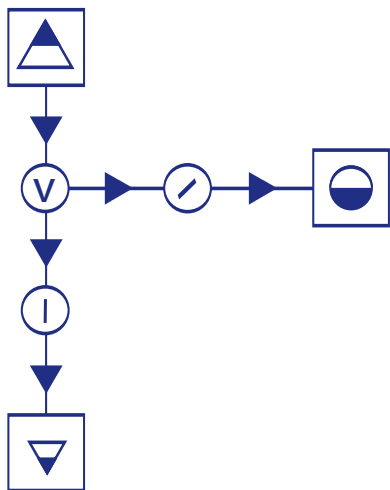
2



3



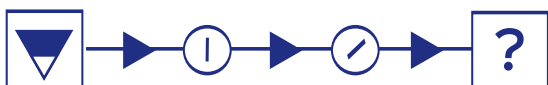
DIAGRAM



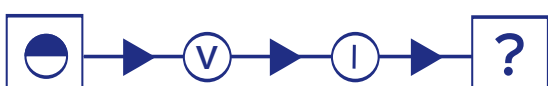
4



5



6



Test 6 Answer Sheet

1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E
5	A	B	C	D	E
6	A	B	C	D	E

A	B	C	D	E
				NONE OF THESE

A	B	C	D	E
				NONE OF THESE

A	B	C	D	E
				NONE OF THESE

A	B	C	D	E
				NONE OF THESE

A	B	C	D	E
				NONE OF THESE

A	B	C	D	E
				NONE OF THESE

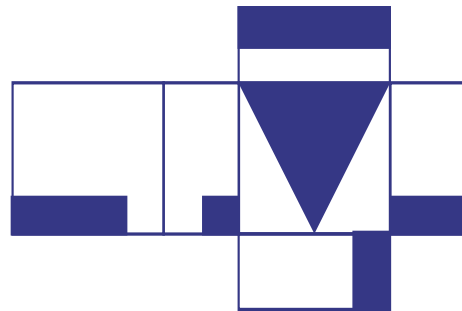
➤ Spatial Reasoning

In this test, you are given a pattern which, if cut out, could be folded to make a three-dimensional shape (a box). You must decide which, if any, of the four boxes could be made by folding the pattern, and indicate this by filling in completely the appropriate circle. If you think that none of the boxes could be made from the pattern, fill in circle 'E' on your answer sheet.

See how many of the following questions you can do in 3 minutes.

Test 7 Answer Sheet

1	(A)	(B)	(C)	(D)	(E)
2	(A)	(B)	(C)	(D)	(E)
3	(A)	(B)	(C)	(D)	(E)
4	(A)	(B)	(C)	(D)	(E)



1

ABCD

2

ABCD

3

ABCD

4

ABCD

➤ What can you do to give your best performance?

Don't be too concerned if you found the questions difficult or got a number of them wrong. There are things you can do to improve your performance.

On verbal tests

- Read books, manuals and newspapers - especially those which are more technical. Check that you understand what is written.

On numerical tests

- Do number puzzles. Practice doing arithmetic without using a calculator. Estimate costs and discounts.

On checking tests

- Use catalogues and compare entries from one year to the next. Check sports or financial results.

On diagramming tests

- Check flowcharts, installation and circuit diagrams. Draw flowcharts for everyday activities. Play games involving a step by step approach.

On spatial tests

- Look at plans and DIY manuals. Make up patterns or designs. Imagine how various objects look from different angles.

MOST IMPORTANTLY, BE PREPARED FOR THE TESTING SESSION

Before the session

- Get a good night's sleep - fatigue affects performance.
- Give yourself plenty of time to get to the session so you do not have to rush.
- If you wear glasses or a hearing aid, be sure to take them with you.
- If you have a disability which might make taking the test difficult for you, let us know in advance so we can make appropriate arrangements.

At the session

- Listen to instructions and follow them carefully.
- Do not be afraid to ask questions.
- Read each question carefully before answering.
- Work quickly and accurately, as most tests have short time limits.
- Do not spend too long on any one question. Try as hard as you can. The more questions you get right, the higher your score.

GOOD LUCK!

➤ Answers to the Practice Questions

Test 1

Verbal Reasoning

1	(A)	●	(C)
2	●	(B)	(C)
3	(A)	(B)	●
4	●	(B)	(C)
5	(A)	●	(C)
6	(A)	(B)	●

Test 2

Number Series

1	(A)	●	(C)	(D)	(E)
2	(A)	●	(C)	(D)	(E)
3	(A)	(B)	●	(D)	(E)
4	(A)	(B)	●	(D)	(E)
5	●	(B)	(C)	(D)	(E)
6	(A)	(B)	(C)	●	(E)
7	●	(B)	(C)	(D)	(E)
8	●	(B)	(C)	(D)	(E)
9	(A)	(B)	●	(D)	(E)
10	●	(B)	(C)	(D)	(E)

Test 3

Computer Checking

1	●	(B)	(C)	●	(E)
2	(A)	●	(C)	(D)	●
3	●	(B)	●	(D)	(E)
4	(A)	(B)	(C)	●	●
5	●	●	(C)	(D)	(E)
6	(A)	●	(C)	●	(E)
7	(A)	(B)	●	(D)	●
8	●	(B)	(C)	(D)	●
9	(A)	●	(C)	●	(E)
10	(A)	(B)	●	●	(E)
11	(A)	●	(C)	●	(E)
12	(A)	(B)	●	●	(E)
13	●	(B)	(C)	(D)	●
14	(A)	●	(C)	(D)	●
15	(A)	(B)	●	●	(E)
16	●	(B)	(C)	●	(E)
17	●	(B)	(C)	(D)	●
18	(A)	●	(C)	(D)	●
19	(A)	●	(C)	(D)	●
20	(A)	(B)	(C)	●	●

Test 4

Syntax Checking

1	(A)	●	(C)	(D)
2	(A)	(B)	●	(D)
3	(A)	●	●	(D)
4	(A)	(B)	●	(D)
5	(A)	●	(C)	(D)
6	(A)	(B)	(C)	●
7	●	(B)	●	(D)
8	(A)	(B)	(C)	●
9	●	(B)	●	(D)
10	●	●	(C)	(D)
11	(A)	●	●	(D)
12	(A)	●	(C)	(D)

Test 5

Diagramming

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

Test 6

Diagrammatic Reasoning

1	(A)	●	(C)	(D)	(E)
2	(A)	(B)	●	(D)	(E)
3	(A)	(B)	(C)	●	(E)
4	●	(B)	(C)	(D)	(E)
5	(A)	(B)	(C)	●	(E)
6	(A)	(B)	(C)	(D)	●

Test 7

Spatial Reasoning

1	(A)	●	(C)	(D)	(E)
2	(A)	(B)	(C)	●	(E)
3	(A)	(B)	●	(D)	(E)
4	(A)	(B)	(C)	(D)	●



© 1993-2005, SHL Group plc
www.shl.com

SHL is a trademark of SHL Group plc.

All rights reserved. No part of this publication may be reproduced or distributed
in any form or by any means or stored in a database or retrieval system
without the prior written permission of SHL Group plc.