

ABC Filing

Module: U.K. Clerical

Updated: **May 09**

Overview

A suitable test for candidates who are responsible for filing system based on the alphabet.

Skills Measured

Accuracy to detail

Reasoning

Recommended Applications

Anyone responsible for filing systems

Complementary Tests

123 Filing

Matching

Sorting and Coding

Test Details

Question Presentation Type	Multi Choice
Candidate Practice Available	Yes
Randomised Questioning	Yes
Available questions in pool	30
Number of questions presented	30
Time Allowed	30 mins
Average Time to Complete	20 mins

Sample Question

- Q.** Which of the following filing drawers would be used to file the information on Malkra International Limited
- A. Aa-Ff
 - B. Gg-Jj
 - C. Kk-Rr
 - D. Ss-Zz

Sample Results

Test Result for Sue Salt	
Test	ABC Filing
Test Started At	08th Jun 2009 14:19
Test Finished At	08th Jun 2009 14:27
Test Taken ID	1661
Remote Test	No
Answers correct	24
Out Of	30
Percentage	80

