

Filing Test

Module: UK Clerical

Updated: May 09

Overview

A general filing test incorporating a variety of tasks.

Skills Measured

Filing Capability
 Literacy
 Numeracy
 Attention to detail

Recommended Applications

Anyone who is responsible for filing and general administrative duties.

Complementary Tests

ABC Filing
 123 Filing
 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	15
Time Allowed	15 mins
Average Time to Complete	12 mins

Sample Question

Q. Place the candidate Sarah Speakman in the correct place in the following list of names:

- A. Spakeman, John
- B. Sparkman, Sarah
- C. Spearman, Oliver
- D. Speakman, Francis

Sample Results

