

# Sorting & Coding

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  
Matching  
Filing

## Test Details

|                               |              |
|-------------------------------|--------------|
| Question Presentation Type    | Multi Choice |
| Candidate Practice Available  | Yes          |
| Randomised Questioning        | Yes          |
| Available questions in pool   | 35           |
| Number of questions presented | 30           |
| Time Allowed                  | 30 mins      |
| Average Time to Complete      | 20 mins      |

## Sample Question

**Q.** An fault error code number consists of 4 numbers followed by a letter. The letter shows where the fault is located. Where is the Fault code 9894Z located?

- A. B Brakes
- B. P Plugs
- C. C. On board computer
- D. Z. Starter motor

## Sample Results

