

Preparation Guide

Abstract Reasoning

This preparation guide helps you prepare for abstract reasoning aptitude assessments. It provides guidance on how best to approach the assessment, allowing you to give your best possible performance.

Why are Aptitude Assessments used?

Employers often use aptitude assessments as part of their assessment procedures for the selection and development of staff. Research has shown that they are powerful predictors of performance at work.

Assessments help you to:

- demonstrate your strengths
- be assessed fairly on job relevant criteria
- find out more about your strengths and development needs
- make future career decisions based on your abilities

Assessments help employers to:

- select people best suited to the demands of the job
- Identify areas where individuals might benefit from further development
- obtain objective information about people's abilities

Instructions

On the following pages are some practice questions which are similar to those you will be asked to complete in the test. Completing these will help you to understand the types of questions used and gain experience in taking ability tests.

These questions are designed to assess your ability to understand patterns and find logical rules.

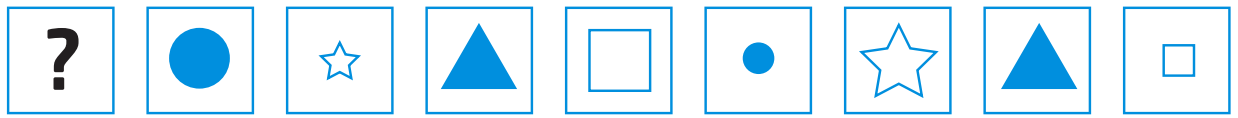
You will be presented with a series of patterns, where one of the items in the pattern has been replaced with a '?'. Your task is to find the answer option that could best replace the '?'.

Have a pen and paper to hand to indicate your answers and make notes.

The actual test is strictly timed. Try to complete each set of **4** questions within **2** minutes.

Turn to page 2 and begin.

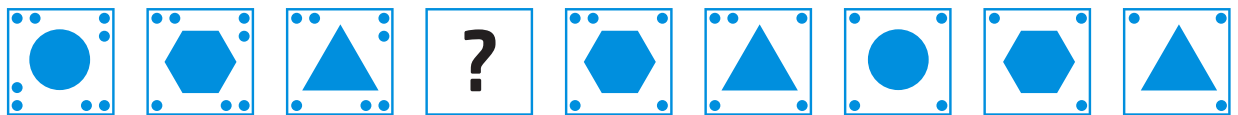
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6



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Answer Section Page 3

- | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | A | B | C | D | E | A | B | C | D | E | A | B | C | D | E | | | | |
| 5 | ● | ● | ● | ● | ● | 6 | ● | ● | ● | ● | ● | 7 | ● | ● | ● | ● | ● | 8 | ● | ● | ● | ● | ● |

Try to answer any questions you did not reach in the time limit before checking your answers.

Checking your Answers

Check your answers against the correct answers at the bottom of this page. Look at any questions you got wrong and try to understand how to arrive at the correct answer. Keep in mind that most ability assessments are designed so that the questions gradually increase in difficulty and that people typically do not complete all of the questions within the time limit. If you took much longer than 4 minutes to answer the questions, try to speed up your work rate. If you finished all of the questions within the time limit but made many mistakes, try focusing more on the accuracy of your responses.

Improving your Abstract Abilities

Some tips for improving abstract abilities are provided below:

- Work with abstract materials.
- Examine information presented in abstract forms in books and newspapers.
- Complete logic puzzles and games.
- Look for patterns and relationships in information.
- Practise creating diagrams which represent relationships, connections and sequences.

Before the Session

- Follow the suggestions included in this preparation guide.
- Get a good night's sleep before the assessment.
- Make sure you are wearing any glasses, contact lenses or hearing aids you may require.
- If you have any special requirements, such as larger print versions of the test, specific lighting or seating needs, it is important that you make these known immediately to allow appropriate accommodations to be made.

During the Assessment

- Try to stay calm. Using the practice tips above should help you feel more at ease.
- Follow the instructions carefully, and ask questions if you are not sure of anything before the assessment starts.
- Read each question carefully.
- Work as fast as you can. Do not take too much time over any one question.
- If you find a question too difficult or are unsure of an answer indicate your best choice and move on quickly.
- After an assessment always seek feedback. It is much easier to improve your abilities if you know how well you have done.

Good luck in your assessment session. We wish you every success in your career.

Answer Section Page 2 Correct Answers

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

Answer Section Page 3 Correct Answers

	A	B	C	D	E		A	B	C	D	E		A	B	C	D			A	B	C	D	E
5	●	●	●	●	●	6	●	●	●	●	●	7	●	●	●	●	●	8	●	●	●	●	●