

SAMPLE QUESTIONS

The questions shown below are for illustrative purposes only. They are examples of the different question types and formats that candidates may encounter on the multiple-choice examination. Questions that appear on the actual examination vary in difficulty and may be easier or more difficult than the questions illustrated below.

Clerical Checking - These questions assess applicants' ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. There are three sets of information which may appear in different fonts. Applicants are asked to compare the information in the three sets and identify whether the sets differ. Applicants must use the directions provided to determine the correct answer.

SAMPLE QUESTION:

The following question consists of three (3) sets of information in different typefaces (fonts). To answer the questions, you must compare the information in each of the three (3) sets and then select one of the following choices below that best describes the set.

Deming, Richard	Deming, Richard	Deming, Richard
Civil law at work	Civil law at work	Civil law at work
New York: McGraw-Hill	New York: McGraw-Hill	New York: McGraw-Hill
KF387.D39	KF378.D39	KF387.D39

- A. all three sets are exactly alike
- B. only the first and third sets are exactly alike
- C. only the second and third sets are exactly alike
- D. none of the sets are exactly alike

The correct Answer is B (only first and third sets are exactly alike). The information in the second set, line 4 should be KF387 and not KF378.

Choice A is not correct, because in the second set, the code in line 4 is '378' and not '387' as in sets 1 and 3.

Choice C is not correct, because sets 2 and 3 are not identical because the code in line 4 is not the same.

Choice D is not correct because sets 1 and 3 are exactly alike.

Coding and Decoding - These questions assess applicants' ability to use written sets of directions to encode information and use coded information for keeping records. Applicants are presented with a table of coded information and are then asked to apply a set of coding rules to encode information accurately.

SAMPLE QUESTION:

Each employee in Steel Industries Corporation has a "13-digit computer identification code" which has the following layout:

- Character 1-2: Location
- Character 3: Network
- Character 4-5: Printer
- Character 6-7: Installation year
- Character 8-10: Security Level
- Character 11: Priority Level
- Character 12-13: Mainframe Access

CHARACTER 1-2	CHARACTERS 3	CHARACTERS 4-5
LOCATION	NETWORK	PRINTER
BD - 200 Broadway MS - 545 Main Street H1 - Headquarters (1st Floor) H2 - Headquarters (2nd Floor) H3 - Headquarters (3rd Floor)	0 - No Network 1 - Local Network 2 - Systemwide Network	00 - Mainframe Printer 01 - Laser Printer 02 - Color Printer

CHARACTER 6-7	CHARACTER 8-10	CHARACTERS 11	CHARACTERS 12-13
INSTALLATION YEAR	SECURITY LEVEL	PRIORITY LEVEL	MAINFRAME ACCESS
17 - 2017 16 - 2016 15 - 2015 14 - 2014 13 - 2013	000 - Basic 050 - Systems Analyst 075 - Senior Management 100 - Security Coordinator	L - Low N - Normal H - High	01 - Yes 00 - No

For example: An employee with the computer identification code H110115000N00 would mean that the computer is located at Headquarters (1st Floor), has local network, laser printer, installed in 2015, basic security, normal priority, no mainframe access.

Below is a list of employees and the corresponding codes assigned to them. Using this information, answer the following question.

V. Russell	MS10114050H00
K. Fran	H100015100N01
D. Thomas	H220216075H01
J. Wong	H310017050N01
L. Cortez	BD00113000L00
E. Benson	H220016075N00

Which of the following employees has a color printer?

- A. L. Cortez
- B. F. Thomas
- C. V. Russell
- D. E. Benson

The correct Answer is B. (F. Thomas). Of all the six employees, only F. Thomas has a color printer (02) as indicated by the 4th and 5th characters in the code.

Choice A is not correct because L. Cortez has a laser printer.

Choice C is not correct because V. Russell also has a laser printer

Choice D is not correct because E. Benson uses a mainframe printer.

Filing - These questions assess applicants' ability to arrange information into files according to categories specified by the directions in alphabetical, numerical and chronological order. Questions are based on the completed files.

SAMPLE QUESTION:

EMPLOYEE INFORMATION

<u>Name</u>	<u>Date of Hire</u>	<u>Title</u>	<u>Office</u>	<u>Location</u>
Bell, T.	7/22/85	Law Librarian	Courthouse	NYC Civil Court
Uchida, J.	01/15/96	Court Analyst	Budget	Administration
Lars, W.	11/16/08	Director	Personnel	Administration
Saunders, P.	04/03/92	Court Clerk	Courthouse	County Court
Wiley, T.	03/01/99	Court Officer	Courthouse	District Court

Worksheet:

<u>File 1</u>	<u>File 2</u>	<u>File 3</u>	<u>File 4</u>	<u>File 5</u>
Bell	07/22/85 - Bell	Court Analyst - Uchida	Budget - Uchida	Administration - Lars
Lars	04/03/92 - Saunders	Court Clerk - Saunders	Courthouse - Bell	Administration - Uchida
Saunders	01/15/96 - Uchida	Court Officer - Wiley	Courthouse - Saunders	County Court - Saunders
Uchida	03/01/99 - Wiley	Director - Lars	Courthouse - Wiley	District Court - Wiley
Wiley	11/16/08 - Lars	Law Librarian - Bell	Personnel - Lars	NYC Civil Court - Bell

Which employee should be filed second from the bottom in File 2?

- A. Lars, W.
- B. Uchida, J.
- C. Saunders, P.
- D. Wiley, T.

The correct choice is D. Reviewing File 2, we see that Wiley, T. is filed second from the bottom.

Choice A is not correct because Lars, W is at the bottom in File 2.

Choice B is not correct because Uchida, J. is third from the bottom in File 2.

Choice C is not correct because Saunders, P. is second from the top in File 2.

Alternatively, you could also look at the second most recently hired employee and that is Wiley, T. It is recommended that you complete the worksheet to assist you answering the questions in this section.

Reading, Understanding, And Interpreting Written Material - These questions assess applicants' ability to understand brief passages. Applicants are provided with short passages from which words or phrases have been removed. Applicants are required to select from four alternatives the word or phrase that logically completes the sentence within the passage when inserted for the missing word or phrase.

SAMPLE QUESTION

Directions: The passage below contains five numbered blanks. Read the passage once quickly to get the overall idea of the passage. Read it a second time, this time thinking of words that might fit in the blanks. Below the passage are listed sets of words numbered to match the blanks. Pick the word from each set which seems to make the most sense both in the sentence and the total paragraph.

Adoption records are not public. You have to get _____^① court order to open them after they are sealed _____^② the time of the adoption. Ask the Adoptions Clerk of the Surrogate's Court in the county where you _____^③ the adoption happened. Please be aware that requesting the unsealing of an adoption record is a _____^④ of case _____^⑤ the advice and other help of a lawyer may be needed for success.

Question 1

- A. that
- B. another
- C. this
- D. a

Question 2

- A. at
- B. for
- C. into
- D. behind

Question 3

- A. accept
- B. tell
- C. believe
- D. suggest

Question 4

- A. special
- B. kind
- C. reason
- D. offer

Question 5

- A. where
- B. what
- C. whether
- D. with

Question 1

The correct Answer is D, because "a court order" fits the general paragraph as well as the specific sentence in which the blank appears.

Choice A is not correct because you would not normally say "that court order" unless the paragraph indicated that you were talking about a specific order.

Choice B is not correct because "another court order" would suggest that you had already filed one, and there is no indication of that in the paragraph.

Choice C is not correct because you would only say "this court order" if it had been referred to earlier in the paragraph.

Answer Key:

Q2. A; Q3. C; Q4. B; Q5. A

Number Facility - These questions assess applicants' ability to perform basic calculations involving addition, subtraction, multiplication, division, and percentages. These questions do not require the use of a calculator, and calculators are **not** permitted at the test center.

SAMPLE QUESTION

The office manager ordered boxes of pens. She distributed 60% of the boxes and still has 30 boxes left. Originally, she had:

- A. 65
- B. 75
- C. 80
- D. 100

The correct Answer is B (75). 30 boxes equal 40% of the original boxes ordered. $30/0.4$ equals 75. Originally, there are 75 boxes.

Choice A is not correct because 65 is not equal to $30+(60\% \text{ of } 65)$.

Choice C is not correct because 80 is not equal to $30+(60\% \text{ of } 80)$.

Choice D is not correct because 100 is not equal to $30+(60\% \text{ of } 100)$.

Preparing Written Material - These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. Applicants are presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation, and sentence structure.

SAMPLE QUESTION

- A. While the victim lay injured on the floor of the store, the police dispatcher counseled the shopkeeper on how to perform first aid.
- B. While the victim laid injured on the floor of the store, the police dispatcher concealed the shopkeeper on how to perform first aid.
- C. While the victim lay injured on the floor of the store, the police dispatcher counceled the shopkeeper on how to perform first aid.
- D. While the victim laid injured on the floor of the store, the police dispatcher cancelled the shopkeeper on how to perform first aid.

The correct answer is A, because "counseled" is the appropriate word in the given context.

Choice B is not correct. Conceal means to hide and therefore, "concealed" is not the appropriate word in the given context.

Choice C is not correct. Counceled (wrong spelling and wrong form of the word) is not the appropriate word in the given context.

Choice D is not correct. Cancelled means to decide to not perform and is not the appropriate word in the given context.

OR

- A. There is a reason why drivers and passengers should have seatbelts securely fastened.
- B. Seatbelt fastened is known to prevent injuries.
- C. Highway patrolman see many fatal accidents without seatbelts fastened.
- D. Speed limits and seatbelts fastened are their to reduce fatal injuries.

The correct answer is A.

Choice B is not correct because the word order is awkward.

Choice C is not correct because it lacks subject verb agreement (Highway patrolmen see or Highway patrolman sees) and a missing verb (Highway patrolmen see a many fatal accidents that occur.....).

Choice D is not correct because it should be 'there' and not 'their'.

Applying Facts and Information to Given Situations - These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure similar to what a Clerical Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

SAMPLE QUESTION

Directions: Use the information preceding each question to answer the question. Only that information should be used in answering the questions. Do not use any prior knowledge you may have on the subject. Choose the alternative that best answers the question.

Procedure:

A department has the following rules for submitting "Preferred Payment Vouchers" (PPV's): All Preferred Payment Vouchers (PPV) must have a unique index number which is assigned at the time of submission of the PPV. All vouchers which have a total amount over \$100 or which are for food/beverages must have a pre-approval memo signed by a supervisor. PPV's are never for an amount more than \$250.00. They are never for wages. Any staff member may submit a PPV, but not more than two from any employee in any one calendar month. All incorrectly submitted PPV's are returned to the employee.

The types of PPV's are:

- BLUE** -- for purchasing books, reference manuals and professional journals. Computer manuals, however, cannot be purchased using PPVs.
- PINK** -- for food and/or beverages served at meetings or conferences held at the office.
- GREEN** -- for printing and duplication material. One of three approved local companies must be used.
- YELLOW** -- for office supplies. There must be an attached memo stating that the item(s) needed are not available through the regular standing order for basic supplies such as paperclips, staples and/or notepads.

Situation: Mary Gaumont submitted a Pink PPV. It was returned to her for being incorrect. Which of the following would be a reason(s) for having it returned?

1. There was not a pre-approval memo signed by a supervisor.
 2. She had already submitted one Pink PPV that calendar month.
 3. It was an order for a subscription to an Accounting Journal.
 4. The PPV did not have an index number.
- A. 1 only, but not 2, 3 or 4
B. 2 only, but not 1, 3 or 4
C. 1 and 3, but not 2 or 4
D. 1, 3, and 4, but not 2.

The correct Answer is D, because 1, 3 and 4 are all reasons for the PPV to be returned. All PPV's must also have an index number and 4 states that the PPV did not have one.

Choice A is not correct because although it is a reason for the PPV to be returned, food and beverage Pink PPV's must have a memo attached, which is not the only reason.

Choice B is not correct because an employee is permitted to submit two PPV's in a month and would not be a reason for it to be returned.

Choice C is not correct because again, although 1 is a reason for it to be returned, 3 is also a reason for it to be returned because if it was an order for an Accounting Journal, she should have used a Blue PPV, but again, they are not the only reasons.

COURT RECORD KEEPING - These questions assess applicants' ability to read, combine, and manipulate written information organized from several sources. Applicants are presented with different types of tables, which contain names, numbers, codes and other information, and must combine and reorganize the information to answer specific questions.

Directions: Answer the questions based on the information contained in the following tables. Remember, all of the information needed to answer the questions correctly can be found in the tables. Complete the "Daily Breakdown of Cases" and "Summary of Cases" tables before you attempt to answer any of the questions.

Daily Log of Cases Thursday			
Judge	Date Filed	Status	Money Award
Abrams	11/08/14	Adjourned	X
Carter	11/15/14	Adjourned	X
Jones	02/12/16	Dismissed	X
Evans	03/27/15	Adjourned	X
Jones	08/23/14	Dismissed	X

Daily Log of Cases Friday			
Judge	Date Filed	Status	Money Award
D'Amico	07/13/14	Settled	X
Evans	05/09/15	Settled	\$11,400
Jones	01/06/16	Settled	\$15,444
Abrams	06/27/15	Dismissed	X
Evans	10/05/14	Defaulted	X
D'Amico	06/08/14	Adjourned	X
Abrams	07/18/15	Settled	\$760
Jones	09/26/15	Settled	X

Some of the information in the table below has already been filled in. You must fill in the remaining cells of the table to answer the questions.

Daily Breakdown of Cases (Thursday and Friday)			
CASE STATUS	Thursday	Friday	Total Cases
Dismissed	2	1	3
Adjourned			
Defaulted			
Settled-No Money Award			
Settled-Money Award			
Total Cases			
Cases Filed by Year			
2014	3	3	6
2015			
2016			
Total Cases			

Summary of Cases (Thursday and Friday)						
Judge	<u>Status</u>			<u>Settled No Money Award</u>	<u>Settled Money Award</u>	<u>Total Cases</u>
	<u>Dismissed</u>	<u>Defaulted</u>	<u>Adjourned</u>			
Abrams						
D'Amico						
Evans						
Carter						
Jones						

SAMPLE QUESTION:

What was the total number of adjourned cases on Thursday?

- A. 2
- B. 3
- C. 5
- D. 8

The correct Answer is B – 3.

You could have answered this question by counting up all the cases in Thursday's "Daily Log of Cases" that said "Adjourned" in the "Status" column.

Alternatively, you could have looked in your completed "Daily Breakdown of Cases" table under "Thursday" and across from "Adjourned. It is recommended that you complete these tables before you begin answering the question to make it easier for you to answer more questions.

More sample questions may be accessed by clicking on the link below:

<https://www.surveygizmo.com/s3/4967109/New-quiz>

GRADING THE EXAM

In general, for multiple-choice exams, final scores are converted from raw scores (*number of questions answered correctly*) and placed on a scale that ranges from 0 to 100. The passing raw score (*number of questions answered correctly*) is determined after an exam is given and all the test results have been analyzed. A test taker must receive a scaled score of 70 in order to pass an examination. A scaled score of 70 may or may not be equivalent to 70% of the questions answered correctly on any exam. For example, if an exam contains 100 questions and it's determined that a test taker needs to have gotten at least 65 questions correct in order to pass the exam, then 65 (the raw score), is converted to a scaled score of 70, and the test taker will receive a 70 on the exam. Similarly, if an exam contains 100 questions and it's determined that a test taker needs to have gotten at least 80 questions correct in order to pass the exam, then 80 (the raw score), is converted to a scaled score of 70, and the test taker will receive a 70 on the exam.

The passing score is also in part determined by Rules of the of Chief Judge, §25.13:

The Chief Administrator of the Courts may authorize the use of any professionally recognized examination scoring and conversion methods, taking into consideration the type of examination, the examination difficulty, the size of the applicant population in relation to the number of positions to be filled, labor market conditions, or other factors which can affect the number of eligibles.