GOVERNMENT OF GUAM
(GUBETNAMENTON GUÅHAN)

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(DIPATTAMENTON ATMENESTRASON)

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STUDY GUIDE FOR

CLERK I

INTRODUCTION

The Government of Guam requires an employment examination for the Clerk I position. The Written Test consists of 182 multiple-choice questions and requires approximately one (1) hour and forty (40) minutes to complete. In order to pass, you must answer 100 out of 182 questions correctly to be considered for any vacancies for this position.

Since this is only a short guide to the Exam, only a few examples are given which are similar to the ones that will be given on the test. There may be different types of questions covered that are not given as examples. Study the examples carefully. This examination consists of five sections, each section having a specific time limit to complete. Each section will be administered immediately one after the other. Once a section has been administered you are not allowed to go back to a previous section, even if there is time leftover. The written test consists of the following:

Section I	-	Alphabetic and Numeric Filing Skills Time Limit: 6 minutes	30 questions
Section II	-	Ability to Translate Information into Codes Time Limit: 7 minutes	30 questions
Section III	-	Proofreading Time Limit: 8 minutes	28 questions
Section IV	-	Comparing Information such as Names and Numbers Time Limit: 7 minutes	40 questions
Section V	-	Arithmetic Time Limit 7 minutes	54 questions
		Total:	182 questions

SAMPLE PROBLEMS

Each question has four to five possible choices for an answer. You are to select the ONE best answer lettered either A, B, C, D or E, and then completely shade in the corresponding lettered box of your choice on your test answer form. Also, completely erase any errors and stray marks. It is important to follow these instructions when taking the actual test because your test answer form will be machine scored. (The answers to the sample problems are located at the end of this guide).

Section I: Alphabetic and Numeric Filing Skills
(Time Limit: 6 minutes - 30 questions)

Instructions: In each of the following questions there is a name or number and a series of four other names or numbers in proper alphabetical or increasing order. The spaces marked with a dash between the names or numbers are lettered A, B, C, D, and E. Decide where the name or number below the examples belongs in that series, then completely shade in the corresponding lettered box of your choice below each example. (The answers are located on the last page).

EXAMPLE 1:

White, Mary

A. -
White, Annie
B. -
White, Mark
C. -
White, Mary Anne
D. -
White, Ryan
E. -

ANSWER 1: [A] [B] [C] [D] [E]

EXAMPLE 2:

31354

A. -
31351
B. -
31353
C. -
31355
D. -
31357
E. -

ANSWER 2: [A] [B] [C] [D] [E]

Section II: Ability to Translate Information into Codes
(Time Limit: 7 minutes - 30 questions)

Instructions: This section contains questions that involve coding. Four answers represented by the letters A, B, C and D are given for each question. You are to select the correct answer by shading in the letter of your choice either A, B, C or D on your answer sheet. Read the following table carefully and sample question which has been answered.

TABLE

SEX	CODE	HEIGHT	CODE	WEIGHT	CODE
Male	1	5'0"-5'3"	R	100-120	7
Female	2	5'4"-5'7"	S	120-140	8
		5'8"-5'11"	T	141-160	9
		6'0"-6'3"	U	161-180	10
				181-200	11

Choose the code for the following questions according to the table above. Note that each code must contain three numbers and/or letters.

SAMPLE A:

What is the code for a man 6'1" tall weighing 175 pounds?

A. 1 – U – 10
B. 2 – S - 11
C. 1 – U – 9
D. 1 – T – 10 ANSWER: [■] [B] [C] [D]

Refer to the sample table. In the column labeled SEX is the entry "Male" followed by a "1" under the column labeled CODE. A height of 6'1" falls between 6'0" and 6'3". In the column labeled HEIGHT is the entry 6'0" to 6'3", followed by a 'U" under the column labeled CODE. The weight of the man, 175 lbs. falls between 161-180. In the column labeled WEIGHT is the entry 161-180, followed by a "10" under the column labeled CODE. Therefore, the correct response to the sample is "1–U–10", as indicated by the letter "A" which has been shaded in as shown above.

Referring to the TABLE above, answer Examples 3 and 4.

EXAMPLE 3:

What is the code for a female 5'3" tall weighing 124 pounds?

A. 2 – S – 7
B. 2 – R – 8
C. 1 – R – 8
D. 2 – T – 9

ANSWER 3: [A] [B] [C] [D]

EXAMPLE 4:

What is the code for a male 6'2" tall weighing 185 pounds?

A. 1 – T – 10
B. 1 – S – 11
C. 1 – U – 11
D. 2 – U – 11

ANSWER 4: [A] [B] [C] [D]

Section III: Proofreading
(Time Limit: 8 minutes - 28 questions)

Instructions: This section consists of a passage of written material. You are to read each sentence carefully and indicate how many misspelled words, if any, are contained in each line by using the following KEY:

A. The line contains no spelling errors.
B. There is one spelling error in the line.
C. There are two spelling errors in the line.
D. There are three or more spelling errors in the line.

Read the following examples carefully and answer them by shading in the correct answer. (The answers are located on the last page).

EXAMPLE 5:

This ackwoledges recipet of your lettre of March 24, 1981 concerning . . .

ANSWER 5: [A] [B] [C] [D]

EXAMPLE 6:

Our Test Validetion Projects for those classifications for which we had . . . .

ANSWER 6: [A] [B] [C] [D]

EXAMPLE 7:

Recently borrowde from IPMA Test Exchagne. Our Test Validation . . .

ANSWER 7: [A] [B] [C] [D]

Section IV: Comparing Information such as Names and Numbers
(Time Limit: 7 minutes: 40 questions)

Instructions: In this section are forty (40) items each consisting of pairs of social security numbers, names and case numbers. You are to compare them and decide if:

A. Both sets of information are exactly alike.
B. There is an error(s) in one line.
C. There is an error(s) in two lines.
D. There is an error(s) in all three lines.

Read the following carefully which has been correctly answered.

SAMPLE A:

365-22-2901	365-22-2091
Horatio Hartzenburg	Horatio Hartzenburg
56-270	56-270

ANSWER: [A] [B] [C] [D]

There is an error in the social security number (365-22-2901 and 365-22-2091). The other two lines are exactly alike. Therefore, "B. There is an error(s) in one line" is the correct answer.

Now answer Examples 8 and 9. Shade in the correct answer (A, B, C or D) for each question. (The answers are located on the last page).

EXAMPLE 8:

586-07-2969	586-07-2696
John Brown	John Brown
56-6996	56-9696

ANSWER 8: [A] [B] [C] [D]

EXAMPLE 9:

197-26-9060	197-26-9090
Joe Anderson	Jeo Anderson
833-90	833-909

ANSWER 9: [A] [B] [C] [D]

Section V: Arithmetic
(Time Limit 7 minutes – 54 questions)

Instructions: This is a test of your aptitude to work with numbers. Below are two examples of the questions you will answer in the test. If you want to do some calculations, use the space available in this section. (However during the actual test, you will only be allowed to calculate problems on the scratch paper). Shade in the correct answer A, B, C, or D for each question.

EXAMPLE 10:

6 + 2 – 1 = [A] 6 [B] 7 [C] 8 [D] 9

ANSWER 10: [A] [B] [C] [D]

EXAMPLE 11:

2 x 3 + 4 = [A] 4 [B] 7 [C] 10 [D] 13

ANSWER 11: [A] [B] [C] [D]

If you have any questions concerning the test, please feel free to call the Human Resources Division, Test Development and Research Branch at 475-1120 or 475-1174. Good Luck!

Answers by example number:

1.	C	4.	C	7.	C	10.	B
2.	C	5.	D	8.	C	11.	C
3.	B	6.	B	9.	D		