

CRTB2
Critical Reasoning Test Battery 2
Administration Instructions

Instructions for Paper Based Testing

Time 40 minutes
 (15 minutes Verbal Critical Reasoning)
 (25 minutes Numerical Critical Reasoning)

Materials Critical Reasoning Test Booklet 2 and Answer Sheet
 Blank paper for any working out
 Two pencils, one eraser
 A glass of water
 Stopwatch

Introduction

SAY: *“Because these exercises provide information beyond what can be obtained in an interview, they give you the opportunity to demonstrate where your strengths lie as well as your potential training needs. The exercises are recommended for selection and professional development.”*

SAY: *“Before we begin, I just have some administrative documents for you. The first is a Candidate Information and Release form, which is compulsory to fill in. It provides some information about the reasons, as well as terms and conditions for carrying out this sort of assessment process.”*

SAY: *“Would you mind also completing the Bio data sheet, which is used for statistical purposes by the test provider? The information you include here is not attached to the report at all, it is for statistical purposes only, to build up as much information as possible relating to the normative groups used.”* (see last page of this document for a copy)

Answer any questions about the Data Sheet’s use (it is voluntary to complete and used for statistical purposes only), and **thank the candidate for completing it.**

SAY: *“This is a timed critical reasoning test which has two parts; verbal and numerical critical reasoning. Please use the blank paper you have been supplied with to do any working out that is required.”*

SAY: *“Before you start the questionnaire please make sure you have recorded your name and any other details requested on the answer sheet. Today’s date is _____.”*

Commencing the Exercise

Verbal Critical Reasoning

SAY: *“The first exercise is designed to assess verbal critical reasoning and the ability to draw logical conclusions and inferences from written information.”*

“Please open your question booklet to page 2 and follow through the instructions while I read them out.” **Instructions are to be read verbatim from the question booklet or the following text;**

In this test you have to draw inferences from short passages of text.

You will be presented with a passage (there are 8 pieces of text in all) followed by a number of statements. Your task is to decide, on the basis of the information contained in the passage, whether each statement is true, false or cannot be inferred from the passage. Your decision should be based **only** on the information contained in the passage and not on your own knowledge or opinions.

Mark your answer, by filling in the appropriate box on your answer sheet, that corresponds to your choice.

You now have a chance to complete the example questions on page 3 in order to make sure that you understand the test. *(Enter your responses to the example questions in the section marked Example Questions at the top of the answer sheet.)*

SAY: *“Begin by reading through the three different response categories, followed by the paragraph. Next answer the three example questions in relation to the paragraph. There are no marks for the example questions, as they have been included to help you understand the types of questions you will be asked in the exercise. Please mark your answers to the example section in the portion of your answer sheet marked E1 to E3. You may commence now.”*

SAY: *“The correct answer to **Example 1** is **3**. It is stated that further growth is limited by a lack of new frequencies and additionally it is expected that some existing stations will go bankrupt.”*

*“The correct answer to **Example 2** is **1**. It is stated that many stations are running at a loss due to the limited amounts they can charge for advertising space because they have poor audience figures.”*

*“The correct answer to **Example 3** is **3**. It is stated some radio stations face bankruptcy as a result of their losses.”*

SAY: *“Do you have any questions at this point that you would like to ask?”*

SAY: *“Please follow me while I read aloud the instructions in the box at the bottom of page 2.”*
Instructions are to be read verbatim from the question booklet or the following text;

Time is short, so when you begin the timed test work as quickly and as accurately as you can. If you are unsure of an answer, mark your best choice and move on to the next question.

If you want to change an answer, fully erase your first choice and fill in your new choice on the answer sheet. There are **8** passages of text and a total of **40 questions**. You have **15 minutes** in which to answer the questions.

If you have any questions please ask now, as you will not be able to ask questions once the test has started.

Additional Information

SAY: *“Please avoid marking the test booklet as it will be used again by others.”*

SAY: *“If you reach the ‘end of the test’ before time is called, you may review your answers if you wish.”*

At this point, seek confirmation from the candidate that they understand test instructions, but *give no further help beyond what is indicated in the question booklet*. Remember, your role is to ensure that the candidate knows the correct procedure for completing this exercise, it is not to give them information about how to respond or how to interpret individual test items.

SAY: *“If you are ready to begin, please turn over the page and start now.”*

At this point, start your stopwatch and leave the room. After exactly fifteen minutes time, re-enter the room and say:

SAY: *“Please stop and put your pencil down.”*

Numerical Critical Reasoning

SAY: *“Please now turn to page 14 in your question booklet. This next exercise is designed to measure people’s ability to understand and critically evaluate a wide range of numerical data that is presented in tabular form.”*

SAY: *“Please follow the numerical reasoning instructions while I read them out.”* **Instructions are to be read verbatim from the question booklet or the following text;**

In this test you will have to draw inferences from numerical information which is presented in tabular form.

You will be presented with a numerical table and asked a number of questions about this information. You will then have to select the correct answer to each question from one of six possible choices. One and only one is correct in each case.

Mark your answer, by filling in the appropriate box that corresponds to your choice, on your answer sheet.

You now have a chance to complete the example questions on page 15 in order to make sure that you understand the test.

SAY: *“Answer the three example questions in relation to the paragraph. There are no marks for the example questions, as they have been included to help you understand the types of questions you will be asked in the exercise. Please mark your answers to the example section in the portion of your answer sheet marked E1 to E3. You may commence now.”*

SAY: *“The correct answer for **Example 1** is 5. For women the least important feature of a car is design.”*

*“The correct answer for **Example 2** is 1. For men over the age of 39 the most important feature of a car is performance.”*

*“The correct answer for **Example 3** is 5. Performance is 10.4 times as important as safety for men under the age of 30.”*

SAY: *“Do you have any questions at this point that you would like to ask?”*

“Please follow me while I read aloud the instructions in the box at the bottom of page 14.”

Instructions are to be read verbatim from the question booklet or the following text;

Time is short, so when you begin the timed test work as quickly and as accurately as you can. If you want to change an answer, fully erase your first choice, and fill your new choice of answer. There are 6 tables of information and a total of **25 questions**. You have **25 minutes** in which to answer the questions.

If you reach the ‘**end of the test**’ before time is called, you may review your answers to the Numerical section if you wish. Please do not return to the Verbal part of the test.

If you have any questions please ask now, as you will not be able to ask questions once the test has started.

Additional Information

SAY: *“Please avoid marking the test booklet as it will be used again by others.”*

At this point, seek confirmation from the candidate that they understand test instructions, but *give no further help beyond what is indicated in the question booklet*. Remember, your role is to ensure that the candidate knows the correct procedure for completing this exercise, it is not to give them information about how to respond or how to interpret individual test items.

SAY: *“If you are ready to begin, please turn over the page and start now.”*

At this point, start your stopwatch and leave the room. After exactly twenty five minutes time, re-enter the room and say:

SAY: *“Please stop and put your pencil down.”*

Please see overleaf for
Instructions for Computer Based Testing

CRTB2
Critical Reasoning Test Battery 2
Administration Instructions

Instructions for Computer Based Testing

Time 40 minutes
 (15 minutes Verbal Critical Reasoning)
 (25 minutes Numerical Critical Reasoning)

Materials GeneSys Remote Questionnaire Administrator (RQA)
 Blank paper for any working out
 Two pencils, one eraser
 A glass of water

Introduction

- SAY:** *“Because these exercises provide information beyond what can be obtained in an interview, they give you the opportunity to demonstrate where your strengths lie as well as your potential training needs. The exercises are recommended for selection and professional development.”*
- SAY:** *“This is a timed critical reasoning test which has two parts; verbal and numerical critical reasoning. Please use the blank paper you have been supplied with to do any working out that is required.”*
- SAY:** *“I will arrange to give you feedback on your responses to this test once it has been analysed.”*
- SAY:** *“Before we begin, I have a Candidate Information and Release form for you, which is compulsory to fill in. It provides some information about the reasons, as well as terms and conditions for carrying out this sort of assessment process.”*

Commencing the Exercise

SAY: *“Now, would you please fill in your details on the Details screen displayed on the Computer.”*

After the candidate has completed their details

SAY: *“Would you mind also filling in this Bio data information, which is used for statistical purposes by the test provider? The information you include here is not attached to the report at all, it is for statistical purposes only, to build up as much information as possible relating to the normative groups used.”* (see last page of this document for a copy)

Answer any questions about the Bio data form’s use (it is voluntary to complete and used for statistical purposes only), and **thank the candidate for completing it.**

After the candidate has completed their details

SAY: *“Could you please follow through with me as I read through the screens out loud.”*

Commence the On-Screen Test Administration with the first screen

After the candidate has completed the Example Questions, and you have read through the last screen;

SAY: *“If you complete the test within the required timeframe, you will be given an option to review your questions at the end.*

When you reach the screen with the large FINISHED sign, please let me know so that I can save your results.”

Additional Information

At this point, seek confirmation from the candidate that they understand test instructions, but *give no further help beyond what is indicated in the on-screen Test Administration*. Remember, your role is to ensure that the candidate knows the correct procedure for completing this exercise, it is not to give them information about how to respond or how to interpret individual test items.

SAY: *“If you are ready to begin, I will leave the room and you can press any key to commence the test.”*

IMPORTANT NOTE FOR TEST BATTERY USERS:

Standard Practice When Using Test Batteries

If the candidate is doing a battery of two or more tests, you should advise them that each test will come up on the screen one after the other. After you have finished the administration for the first test or questionnaire, the candidate should work through the instructions and examples for the remaining tests on their own. If they need help with any of the example questions, they should call you.

They should of course understand that they cannot seek help once they have started a timed ability test.

Customised Test Batteries

If you are using customised test batteries, and the personality profile follows the ability tests (this is the order we advise), it is good practice to get the candidate to call you at the end of the ability tests. At this point you should re-enter the room, and do the test administration for the personality profile in person, using the appropriate test administration sheet. The reason behind this is that the sheet includes important phrases that are not included in the on-screen administration.

GeneSys Test Data Sheet – 1 minute of your time please

I agree to the use of this information for statistical use only, with my name confidential. *(please circle)* Yes / No (if No, then skip this page)

Name: _____ **Date:** _____ **Org:** _____
(tested by)

Is English your first language? Yes / No **Status** Applicant / Non applicant

About You

Education/Qualifications	
1	Less than completed secondary
2	Completed Secondary School yr 12/13
3	Industry, Trade Training
4	Certificate, Diploma
5	Polytech, TAFE, Institute
6	University Degree
7	Post Graduate Qualification
8	Masters
9	MBA
10	PhD

Ethnicity	
1	Australian
2	Aboriginal / Torres Strait Islander
3	NZ European
4	Maori
5	African
6	Asian
7	European
8	Indian
9	Latin, Hispanic
10	Middle East
11	Pacific Islander
12	South African European
13	Other: <i>(Please print) below</i>

Occupation	
1	Clerical, Administration
2	Company Director, Partner, Owner
3	Customer Service
4	Designer, Creative
5	Driver, Operator
6	Graduate (within past year)
7	Home executive
8	Hourly paid Worker
9	Human Resources
10	Managerial
11	Manager of \$60M+ pa
12	Marketing
13	Process worker, Industrial
14	Professional
15	Salaried Staff
16	Sales
17	Student, School leaver
18	Supervisor, Team leader
19	Trades-person, Certified worker
20	Unemployed
21	Volunteer

About the Position

Position *(please print)*

Organisation *(please print)*

Sector	
1	Public service, Federal/State Government
2	Local Government/Authority
3	State Owned Corporation
4	Private – small/medium
5	Corporate, Multinational

Industry	
1	Accounting
2	Advertising, Marketing
3	Agribusiness
4	Banking, Finance, Investment
5	Call Centre
6	Compliance, Law enforcement
7	Consulting
8	Construction, major works, roads
9	Defence, Armed Services
10	Education, Training
11	Emergency Services
12	Engineering, Technical
13	Entertainment
14	Forestry
15	Health, Therapy, Care
16	Hospitality, Tourism, Travel
17	Insurance
18	Information Technology
19	Internet
20	Legal
21	Manufacturing, Assembly
22	Media, Broadcasting
23	Mining
24	Property, Real Estate
25	Public Relations
26	Research
27	Recruitment
28	Retail
29	Service
30	Telecommunications
31	Trades, Building, Automotive, other
32	Transport, Shipping
34	Utilities, electricity, etc
35	Wholesale, Trading

Office Use
Requested by:

Code:
Location:

Earnings Band of Position	
1	Nil
2	Up to \$19,000 pa / \$9.99 per hr
3	\$20,000 to \$29,000 / \$10 to \$14
5	\$30,000 to \$49,000 / \$15 to 24
6	\$50,000 to \$69,000 / \$25 to \$34
7	\$70,000 to \$99,000
8	\$100,000 to \$149,000
9	\$150,000 to \$199,000
1	\$200,000+
0	



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Thank you 😊