HELPFUL TIPS TO PREPARE FOR AN ASSESSMENT TEST

Before the Assessment Testing

- Confirm the location and timing for the assessment testing. If you are not certain of the location, get specific instructions from the test administrator so you know exactly where you are going.
- Suggest a time to complete the assessment tests that will allow you to work at your best (ie if you know yourself to be a 'morning person', choose a time for testing before lunch.)
- Ask the test administrator what tests the organisation would like you to complete. This may help you in your preparation.
- Find out how long the assessment testing should take. This will ensure that you do not double book yourself with any other appointments.
- If the assessment testing is estimated to take more than 2 hours, you may prefer to complete the assessment programme over two sittings – ask the test administrator if this is possible.
- The night before the assessment try to get a good sleep.
- If you require reading glasses, remember to take them with you.
- In case the testing room does not have a clock, you may find it valuable to take a watch to keep track of the time.
- Plan to arrive five minutes early. Remember to allow time for transport and parking.
- If for health reasons, you do not feel able to perform to the best of your ability on the day of testing, please inform the test administrator before commencing the programme.
- Try to remain calm and relaxed! Remember that this is only one part of the selection process.

How to Prepare for Specific Exercises

- To prepare for a verbal reasoning exercise, you may find it beneficial to do crosswords or other deduction puzzles and explore words in the dictionary that you do not understand.
- To prepare for a verbal critical reasoning exercise, you may find it valuable to give meaning to your reading. For instance, read through a newspaper article, jot down the key points and go back to check that you have inferred what you have read accurately.
- To prepare for a numerical reasoning exercise, you may find it beneficial to practice basic subtraction, addition or multiplication problems since many numerical tests do not allow you to use a calculator. Other basic calculations that may be worth reviewing include; number sequences, ratios, percentages, fractions and decimals.
- To prepare for a numerical critical reasoning exercise, it would be beneficial to study any numerical information that is presented in tabular form, such as currency rates, timetables and share market prices.

During the Assessment Testing

- Remember to turn your mobile phone off before beginning the first assessment exercise.
- Listen very carefully to the instructions. Ask the test administrator to repeat or explain any instructions you do not understand.
- If you are completing more than one exercise and require a break between assessments, ask the test administrator for five minutes to get some fresh air.
- Do not panic if you do not finish all the timed exercise questions – remember, that these exercises are not designed to be finished. Instead, try to work as accurately and as quickly as you can.
- If you feel that you have not worked to the best of your ability on any one exercise, try not to let it get you down and focus instead on the next exercise. Remember all exercise results are considered in light of what else is known about you from the interview and reference checking.
- For personality, interest and value questionnaires, answer the questions as honestly as you can. Remember, there are a number of questions imbedded in the exercise which are designed to check the accuracy of your responding.
- Although personality and interest questionnaires are not timed, try not to spend too long answering any one question. Your first, instinctive response is generally the most accurate.

After the Assessment Testing

- After completing the assessment programme, check with the test administrator if you are able to receive feedback on your results and what form this will take. Please note that you are entitled to receiving feedback and are likely to find this helpful in terms of your own professional development. Arrange a suitable time for the feedback to be given – if you are to call the test administrator, it may be valuable to ask for their business card.
- If you have the time, take a break, relax and put your feet up. Depending on the length and type of exercises you completed, you may feel mentally drained and tired.
- Try not to dwell on your performance in the assessment testing – you may be pleasantly surprised! Again, remember that the assessment testing is just one part of the selection process.