PEOPLE CENTRAL
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Sylvia Park | XXyy Ltd
21 Nov 2017

EXPERT

STANDARD REPORT

CLERICAL TEST BATTERY

ABILITY

CTB2

GUIDE TO USING THIS REPORT

INTRODUCTION

The Clerical Test Battery (CTB2) provides a short, yet comprehensive assessment of a broad range of core clerical aptitudes and abilities. Consequently, the CTB2 was developed specifically for clerical staff of general level ability, who have received a basic level of education.

The Clerical Test Battery consists of four tests assessing a range of clerical aptitudes and skills. These are Verbal Reasoning (VER), Numerical Ability (NA2), Clerical Checking (CC2) and Spelling (SP2). The Clerical Test Battery can be used to either assess a specific aptitude or as a whole battery to produce a candidate profile.

The Aptitude Tests assess the candidate's ability to think logically using words, numbers and abstract concepts. They assess the ability to both understand and develop logical arguments and solve complex logical problems.

REFERENCE GROUP (NORMS) USED

The following norms were used to generate this report:

Test	Norm Used	Sample Size
Verbal Reasoning (VER)	Clerical Applicants	409
Numerical Ability (NA2)	Clerical Applicants	409
Spelling (SP2)	Clerical Applicants	409
Clerical Checking (CC2T)	Clerical Applicants	409

DISCLAIMER

This is a strictly confidential assessment report on Sylvia which is to be used under the guidance of a trained professional. The information contained in this report should only be disclosed on a 'need to know basis' with the prior understanding of Sylvia.

The results must be interpreted in the light of corroborating evidence gained from feedback and in the context of the role in question taking into account available data such as performance appraisals, actual experience, personality preferences, motivation, interests, values and skills. As such the authors and distributors cannot accept responsibility for decisions made based on the information contained in this report and cannot be held directly or indirectly liable for the consequences of those decisions.

RESULTS

VERBAL REASONING

The Verbal Reasoning Test assesses a person's ability to use words in a logical way. Consisting of items which involve an understanding of vocabulary, class membership and the relationships between words, this test measures the ability to perceive and understand concepts and ideas expressed verbally. While this test is a measure of reasoning ability rather than educational achievement, it is nonetheless generally recognised that verbal reasoning test scores are sensitive to educational factors.

When compared to the reference group, Sylvia's performance on the Verbal Reasoning test indicates that she should have an above average ability to understand complex verbal concepts. Scoring in this range suggests that her verbal reasoning ability should exceed that of most people in the reference group. She should therefore be more able than most staff to appreciate the subtle logic of a complex argument and explain fairly complex ideas with clarity.

NUMERICAL ABILITY

This test of numerical reasoning evaluates the ability to use and manipulate numbers in a logical way. Questions in this test have been specifically designed to reflect the kinds of numerical problems someone might experience in a work context and on a day-to-day basis.

Sylvia's score on this test is extremely high. This suggests that she should have a particularly strong ability to work with numbers, and carry out complex numerical operations with ease. She profiles as being more than able to meet the demands of jobs which require a high level of numerical skill and the ability to understand and use complex mathematical/numerical ideas.

SPELLING

This test evaluates the individual's ability to spell.

Sylvia has scored within the average range in terms of spelling ability. This indicates that she should be able to spell to a reasonable standard of accuracy, yet may have some difficulty when attempting to spell words which are more difficult or less frequently used.

CLERICAL CHECKING

This test of clerical speed and accuracy evaluates an individual's ability to perceive details in words and numbers quickly and to recognise the likeness and difference between words. This test provides an overall measure of checking as well as two sub-scales of numerical checking and verbal checking.

Sylvia's performance on the test of clerical checking is extremely high. This suggests that in comparison to the reference group she should be particularly strong on tasks which require attention to detail such as proof reading, punctuation, and grammar.

PROFILE SUMMARY

CLERICAL REASONING PROFILE

Scale	Description	Raw	Attempted	1 2 3 4 5 6 7 8 9	%ile
VER	Verbal Reasoning	27	35	7	84
NA2	Numerical Ability	19	19	9	96
SP2	Spelling	20	24	6	66
CC2T	Clerical Checking	42	42	9	99

Norms Used:
Verbal Reasoning (VER) = 409 Clerical Applicants
Numerical Ability (NA2) = 409 Clerical Applicants
Spelling (SP2) = 409 Clerical Applicants
Clerical Checking (CC2T) = 409 Clerical Applicants