



VICTORIA POLICE

Police Custody Officers Employment Suitability Testing

Candidate Information Booklet

Contents



Background 4

Victoria Police Values.....	4
Eligibility.....	4
About the role.....	5
What does a Police Custody Officer do?	6
Recruitment Process	6

Test Centre Procedures and Regulations 9

Reporting to the Test Centre	9
Identification on the Assessment Day	9
Security	10
Permitted Items	10
Leaving Early	10
Misconduct and Penalties	10
Infringement of Copyright	11



About the Police Custody Officer Assessment 7

Test Components	7
Test Dates and Centres	8
Special Testing Consideration.....	8

Results 12

Police Custody Officer Assessment Results	12
Currency of Results	12
Appeals	12



Preparation Strategies 13

Self-improvement	13
Preparation Materials	13
Literacy Skills.....	13
Reading.....	13
Reasoning Tests – (Verbal, Numerical and Abstract).....	14



Sample Questions 15

Literacy Skills.....	15
Practice Questions:	16
• Task 1: Read and understand a text	16
• Task 2: Correct the mistakes in the text	19
• Task 3: Use the right word or punctuation	20
Reasoning Test.....	23
• Verbal Reasoning	23
• Numerical Reasoning	25
• Abstract Reasoning	27
Sample Questions Answers.....	29
Legal Notice	31

Background



VICTORIA POLICE



Victoria Police Values

Victoria Police provides policing services to the Victorian community 24 hours a day, 7 days a week working to keep Victorians safe. We are committed to ensuring that all our people follow our core values:

- › Integrity
- › Leadership
- › Flexibility
- › Respect
- › Support
- › Professionalism

Eligibility

TO BECOME A POLICE CUSTODY OFFICER YOU MUST:

- › Be over 18 years of age
- › Be an Australian Citizen or permanent resident
- › Hold a full or probationary Australian drivers licence (must be transferred to Victorian drivers licence at commencement of employment)
- › Hold Level 1 First Aid Certificate valid for 12 months at commencement of employment
- › Have a "Working with Children" card on commencement of employment
- › Body Mass Index must not exceed 30
- › Must not have any outstanding warrants, payment orders or payment plans in relation to traffic or parking infringements
- › Be fit and ready to work in a demanding and physically challenging role



For more information on the application process and to apply go to the Victoria Police website: <http://www.policecareer.vic.gov.au/pco>

About the role

As a Police Custody Officer (PCO), you will commence your employment with 8 weeks of paid training at the Victoria Police Academy, Glen Waverley.

Upon graduation from the Victoria Police Academy you will be stationed at your appointed Police Station where you will be responsible for overseeing the management of persons in the custody of Victoria Police. Police Custody Officers will be stationed at the following 22 locations across Victoria:

- | | |
|-----------------|--------------------|
| 1. Ballarat | 12. Bendigo |
| 2. Dandenong | 13. Swan Hill |
| 3. Heidelberg | 14. Mill Park |
| 4. Geelong | 15. Warrnambool |
| 5. Sunshine | 16. Morwell |
| 6. Broadmeadows | 17. Shepparton |
| 7. Frankston | 18. Wangaratta |
| 8. Mildura | 19. Bairnsdale |
| 9. Ringwood | 20. Horsham |
| 10. Moorabbin | 21. Sale |
| 11. Wodonga | 22. Melbourne West |

As a Police Custody Officer, you will be a valued member of the Victoria Police team and we look forward to having you join our great organisation.



What does a Police Custody Officer do?

Throughout your shift you will perform all duties relating to the management of persons in the custody of Victoria Police. You will ensure the health, wellbeing, safety and supervision of persons in custody, staff and visitors. You will liaise with internal and external stakeholders regarding the management, transport, offsite attendance or video links for persons in custody. You will also be responsible for carrying out all custody management functions in accordance with established legislation, policies and procedures, including preparing routine correspondence, attendance registers, reports and other administrative tasks whilst ensuring appropriate follow-up is made when required.

The Police Custody Officer role is suited to people who want a career that is stable, have a healthy level of fitness, are able to demonstrate maturity, strong communication skills, and the ability to react to challenging situations, and possess good computer skills. You must be available to be rostered on rotating shifts to perform day, afternoon and night shifts. The start and finish times may vary depending on location:

- Day shift – commencing between 6am and 10am
- Afternoon shift – commencing between 2pm and 6pm
- Night shift – commencing between 10pm and 12 midnight

Recruitment Process

The Victoria Police recruitment process involves a number of stages designed to determine an applicant's suitability for the role.

1. Submit an application online
2. Preliminary background checks
3. Assessment Day
4. Fitness testing
5. Cognitive and job skills testing
6. Psychological screening
7. Medical assessment
8. Psychological interview
9. Comprehensive background checks
10. Selection interview

It is vital that applicants understand all stages of the Victoria Police application process and comply with the minimum entry requirements before submitting an application.

About the Police Custody Officer Assessment



Test Components

The Police Custody Officer Assessment is made up of four (4) components, with all sections of the test conducted on a computer. All candidates deemed eligible to sit the Police Custody Officer Assessment following the preliminary background checking process will be contacted by the Police Custody Officer Employment Team with the date, time and location of their examination.



There is no provision for interstate or international testing dates or venues.

Test Section	Type of Assessment	Number of Questions	Time Allowed
Literacy Skills	Online Multiple Choice	50	45 min
Verbal reasoning	Online Multiple Choice	34	15 min
Numerical reasoning	Online Numeric Entry	34	20 min
Abstract reasoning	Online Multiple Choice	45	20 min

Test Dates and Centres

Frequency, location and timing of the tests are determined by the Police Custody Officer induction schedule. Candidates deemed eligible to sit and complete the Police Custody Officer Assessment will be registered and invited to attend at the location closest to their nominated preferred work location. All sessions are conducted during the day on weekends.

Testing will be offered near the following locations:

 Metropolitan Centres	 Regional Centres
Victoria Police Academy, Glen Waverley	Ballarat
	Mildura
	Wangaratta
	Morwell (Churchill)



For more information on the test content see the Test Preparation section page 13.



Special Testing Consideration

All applicants wishing to apply for special testing consideration should contact the Police Custody Officer Employment Team to discuss their needs. Victoria Police will work to ensure equitable testing arrangements are made where reasonably practicable and appropriate.

Test Centre Procedures and Regulations



Reporting to the Test Centre

You must report to the assessment centre at the time listed on your invitation. At this time the assessment supervisors will begin registration and complete pre-assessment procedures. Your assessment will begin once registration is complete. We suggest reporting to the assessment centre venue approximately ten (10) minutes prior to the time on your invitation.

If you report to the centre after all candidates have been seated in the testing room you may not be admitted. No latecomers can be admitted once the test has started.

When you report to the test centre you must bring current and suitable identification (see opposite).

Identification on the Assessment Day

All candidates must provide multiple forms of identification when reporting to the Police Custody Officer Assessment Day. Below is a list of Categories and their documents; you are required to bring one form of original identification from each of the three categories.

Category 1:

- Full Birth Certificate
- Current Passport, or expired within the past 12 months
- Australian Citizen Certificate

Category 2:

- Full or Probationary Drivers Licence – issued within Australia
- Current Learners Permit – issued within Australia
- Proof of Age Card/Key Pass

Category 3:

- Identification card issued to a student by a tertiary education institution
- Signed statutory declaration from a current Victoria Police employee, who has known the candidate for a period of no less than 12 months
- Victorian Firearms Licence
- Medicare Card
- Health Care Card

Please note documentation supporting any name changes must be produced in addition to the above i.e. Change of Name certificate, Marriage certificate.

All candidates will be required to show their multiple forms of identification to supervisors on attendance at the test centre; only originals will be accepted and any costs for identification documents are the applicant's responsibility.

Security

The Police Custody Officer Assessment is a high stakes test. Victoria Police has established security procedures which have been outlined in this booklet and will be strictly enforced at all times.

Permitted Items

No dictionaries, calculators or electronic equipment of any kind are permitted to be used during the test.



Please Note: Mobile phones, pagers, calculators, stopwatches, audio or recording devices of any kind (including MP3 players), note paper, food and bags will not be permitted inside the test room. In addition, pencil cases, highlighters and rulers are not permitted.

You may bring a bottle of drinking water into the test centre with you.

Leaving Early

The Police Custody Officer Assessment is a high stakes test administered under secure conditions. Candidates may not leave the test centre before the full testing has been elapsed, except in the case of illness. In this instance, candidates are expected to provide a medical certificate explaining their need to leave the test centre within seven (7) days of the test administration; failure to do so may result in their application being cancelled.

Once a candidate has departed the test centre it is not possible to re-enter and continue the test.

Misconduct and Penalties

Misconduct includes:

- › breach of any security arrangements for the Police Custody Officer Assessment;
- › impersonation;
- › attempting to copy or memorise all or part of the test, or take any notes, from the testing room;
- › failure to follow test supervisor's instructions at all times;
- › giving or receiving assistance during the test;
- › creating a disturbance;

- › using prohibited aids (e.g. notes, note paper, calculator, mobile phones, audio/recording device, etc.);
- › copying another candidate's work;
- › using the test questions; their content or information about them for purpose other than your sitting of the Police Custody Officer Assessment. This includes: publishing the examination questions or any of their content or information about them on the internet, any digital format or otherwise; and/or passing the Police Custody Officer Assessment questions, or any of their content or information about them to third parties;
- › the giving of false or misleading information; infringement of copyright. This includes: performing those acts which only the copyright holders may do or authorising or allowing a person on the candidate's behalf to infringe Victoria Police or ACER's copyright material.
- › PENALTIES for misconduct include: withholding of your Police Custody Officer Assessment results or disqualification from sitting the assessment in the future. **YOU ARE PUT ON NOTICE** that there is **NO APPEAL** from any penalty applied.

Infringement of Copyright

The Police Custody Officer Assessment is copyright material owned by ACER and Victoria Police. Any infringement of the Police Custody Officer Assessment copyright material, in addition to any right at law, will be treated as misconduct for the purpose of the agreement you sign at the time of registration.



Results

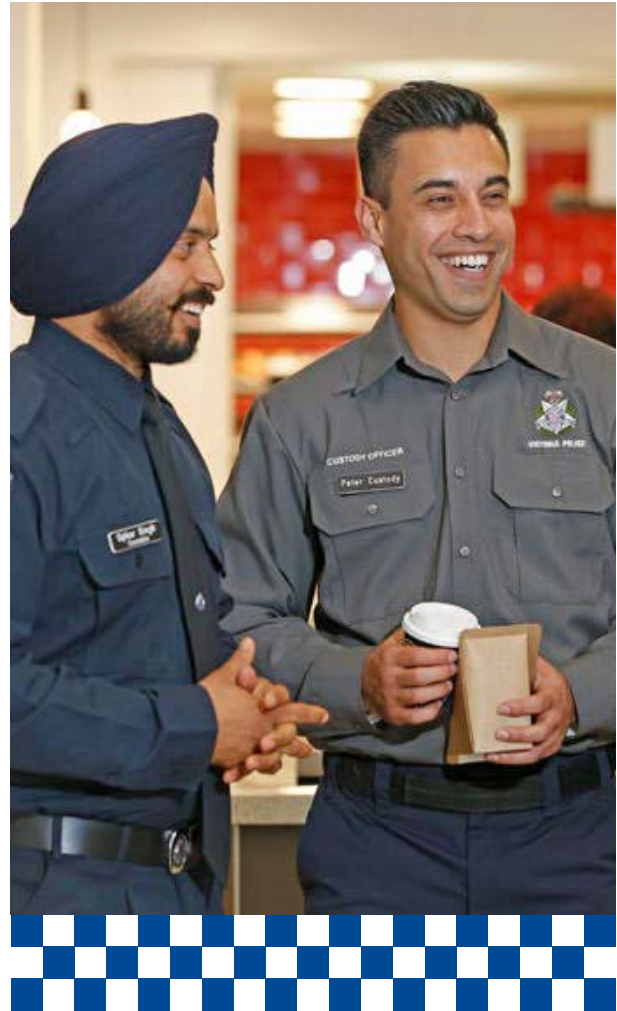
Police Custody Officer Assessment Results

The Police Custody Officer Employment Team will advise candidates by email of the outcome of the Assessment Day.

If you pass all components of the Assessment Day, Victoria Police will correspond with you via email to advise you of the next stage in the selection process. Candidates that fail any of the assessments on their first attempt will be allowed to apply again in the next recruitment round. However, if a candidate fails to succeed a second time their application will be rejected by Victoria Police and they must wait a period of twelve (12) months from the re-sit date before re-applying.

Currency of Results

Police Custody Officer Assessment results are valid for a period of three (3) years from the date that you **passed** all components of the test.



Appeals

ACER and Victoria Police will not enter into appeals against the test results. Should you wish to query a particular question on the day of the test, you should alert the supervisor to your concern and submit an incident report before you leave the test centre. Your query will be reviewed by the PCO Employment Team and you will be notified of the outcome.

Similarly, any complaints relating to the test venue or physical discomfort suffered should be reported to the supervisor on the day, or in writing to the PCO Employment Team within five (5) days of the test administration day.

It is not possible to give special consideration for impaired performance on the day of the test caused by illness or other unexpected personal situations.

Preparation Strategies



Self-improvement

It is recommended that candidates take steps to ensure that they are adequately prepared for the Police Custody Officer Assessment.

To achieve the best results, a number of strategies can be used to prepare for this assessment.

Preparation Materials

Sample questions are provided in this booklet by Victoria Police and ACER and can assist you to improve your skills.

It is recommended you attempt these questions to identify areas needing development then continue practising to improve your results. You may choose to complete the sample questions several times to become familiar with the types of questions you will encounter in the exam. It is also a good idea to time yourself so you become familiar with time constraints.

Literacy Skills

Literacy skills are improved through a combination of practising reading, writing, listening and speaking. To improve these literacy skills, it is suggested that you read and write daily, and practise listening and speaking.

Below are some general tips to improve your literacy skills.

Reading

1. Read something different than what you normally read and read more! E.g. read the newspaper from front to back each day.
2. Read each article all the way through, then re-read them and identify the main points.
3. Scan before you read the article in full as this will give you an understanding of what it's about before you read the details.

Reasoning Tests – (Verbal, Numerical and Abstract)

The **Verbal and Numerical** reasoning tests are designed to measure these abilities as demonstrated by the capacity to see relationships and solve problems. The tests are primarily intended as a measure of general ability for selection into occupations that involve a moderate to high level of demand on reasoning ability, and for other purposes where the ability to think clearly with words and numbers is involved. While the questions require the use of words and numbers, the level of knowledge required is within that of most people who have completed Year 10. The **Abstract** reasoning test is included in order to give a balanced measure of general cognitive ability.

The reasoning tests are **multiple choice** format for the **Verbal** and **Abstract** reasoning. The **Numerical reasoning** involves entering numbers as answers to the questions.

It is recommended that you work steadily through the test. It is not advisable to spend too much time on any one question. Try each question as you come to it. Answer the questions you find easiest first. If you find a question is too difficult, leave it and come back to it later if you have time.

For the **Verbal and Abstract** reasoning read through all the alternative answers to a question, even if you think the first one is correct, before marking your chosen response. If you think you know the answer to a question, mark it, even if you are not certain. Go on to the next question and come back later if you have time.

For the **Numerical** reasoning read through the question carefully and write down any notes on the working paper to help you make calculations before entering your answer. If you think you know the answer to a question, enter it, even if you are not certain – you can always change it later. If you find a question too difficult, or hard to understand, leave it and go on to the next question and come back later if you have time.

Please note the following:

- › All questions have the same value, therefore by attempting as many questions as possible you stand the best chance of maximising your score.
- › No marks are deducted for a wrong answer.

VERBAL REASONING

Verbal reasoning is the ability to understand and reason using concepts framed in words. It aims at testing your ability to think logically, understand relationships, solve problems and think critically, rather than simply understanding vocabulary.

NUMERICAL REASONING

Numerical reasoning measures your ability to understand, analyse, interpret and draw logical conclusions based on numerical data and situations presented in words, patterns and tables.

ABSTRACT REASONING

The abstract reasoning assessment is used to measure the ability to think clearly to solve problems and quickly identify patterns and logical rules based on abstract visual patterns rather than numbers and words. It involves recognising the rule or rules that govern the progression of a pattern from one diagram to another in a series, or to identify the part which is missing from a diagram.

Sample questions are provided to help you prepare for the Victoria Police Entrance examination. The sample questions help you to practise your skills for the Literacy Skills.

Sample Questions

Literacy Skills

The Literacy Skills assessment requires you to demonstrate competent use of the English language including grammar, spelling, punctuation, vocabulary and comprehension of texts.

The Literacy Assessment is divided into four sections:

- **Task 1 and 2:**
You will be given a short passage of text followed by 9 comprehension multiple-choice questions (Task 1) and 6 vocabulary multiple-choice questions (Task 2). You will be required to choose the best answer for each question from the options provided.

- **Task 3:**
You will be given a short piece of text and you will be required to correct the 11 mistakes by selecting the answer from the alternatives provided.

- **Task 4:**
You will be given 24 multiple-choice questions and you will be required to select the correct answer from the alternatives provided.

Time allowed: 45 minutes.



Practice Questions:

TASK 1: READ AND UNDERSTAND A TEXT

Read and understand the text and answer the five multiple-choice questions following.

Mandatory ID cards for Australians

The Australian National Identification card was first raised at the National Tax summit in 1985 as a way to amalgamate government identification systems and reduce the ability to avoid tax and commit health and welfare fraud. The Federal government was keen to introduce legislation to streamline identification for Australian citizens. However, the bill was not passed by the parliament.

Ewart Smith, a retired public servant, noticed some flaws in the draft legislation. Certain regulations necessary for the operation of the ID card system could be overturned by the Senate, which, at the time, was hostile to the idea of the card. As a result, the ID card for Australian citizens was dropped.

After the 2005 London terrorist bombings, the Australian Government once again proposed the introduction of the Australian ID card as a way to help the government combat terrorism and address flaws in the immigration system. The Government believed that an ID card would make a person's ability to enter Australia under a false identity more difficult and this would deter potential terrorists.

In 2005, critics of the Australian ID card both in Parliament and the general community believed the ID card would infringe on the privacy rights of Australian citizens. The card was seen as an unnecessary piece of bureaucracy that the current Australian passport and Tax File Number systems already addressed.

Ultimately, the idea of an Australian National Identification card has been shelved. However, in today's current climate of international terrorism, it can never be ruled out.

COMPREHENSION

Question 1

What is the main purpose of this text?

- A** To inform about the history of a potential Australian identification card
- B** To criticise the Australian Government's failure to introduce the Australian identification card
- C** To advocate for the necessity of an Australian identification card
- D** To persuade Australian citizens to accept a national identification card

Question 2

What does the passage state is the benefit to the Australian people of the Australian ID card?

- A** Facilitate entry to and exit from Australia
- B** Reduce entry to Australia under a false identity.
- C** Help Australians consolidate their government records.
- D** Improve the Australian Government's control of records.

Question 3

Which of the following statements is a personal opinion?

- A** The Government believed introduction of the ID card would make terrorist acts in Australia less likely.
- B** After 2005, the Australian Government again proposed the introduction of the Australian ID card.
- C** The idea of an Australian national identification card was first proposed at the National Tax summit in 1985.
- D** Ewart Smith noticed some flaws in the draft legislation, which would prevent the bill from being passed.

VOCABULARY

Question 4

The legislation for the Australian National Identification card was not passed through parliament because...

- A** the flaws in the draft legislation were too restrictive
- B** the ID cards system would allow entry into Australia under a false identity
- C** critical operational regulations could be rejected
- D** the government did not have the general public's support for the ID Card

Question 5

The writer refers to the card as being proposed to "amalgamate government identification systems". This means they would be ...

- A** consolidated
- B** eliminated
- C** substituted
- D** regenerated

TASK 2: CORRECT THE MISTAKES IN THE TEXT

The following paragraph contains gaps for grammar, spelling and punctuation.

For each multiple-choice question below, select the correct option to fill the corresponding gap, ensuring that the meaning of the sentence is retained.

Newspaper – Gender pay gap

The Workplace Gender Equality Agency (WGEA) has been advocating equal pay for both men and women for some time. The Agency has seized on international research that indicates the pay ___(6)___ in an organisation begins to shrink when the boss has a daughter.

As part of a national pay equity campaign ___(7)___ the statutory agency has come up with a new approach to highlight the ___(8)___. The WGEA will ___(9)___ bottles of ‘daughter water’ to the heads of more than 3000 companies that have not conducted an internal gender pay analysis.

The WGEA will also launch a new website for employees to check whether their company has conducted a gender pay analysis.

Question 6

- A disparity
- B disperety
- C disparity
- D desperity

Question 7

- A ,
- B ;
- C !
- D ?

Question 8

- A descrepancy
- B discrepancy
- C discrepency
- D descrepency

Question 9

- A despatch
- B dispach
- C dispatch
- D despach

TASK 3: USE THE RIGHT WORD OR PUNCTUATION

Answer the 10 multiple-choice questions.

Question 10

Select the underlined word that is spelled incorrectly.

Fully grown caterpillars attach themselves to a suitable twig or leaf before shedding their outer skin to reveal a hard skin underneath.

- A attach
- B shedding
- C reveal
- D underneath

Question 11

Which word should go between these two sentences?

Tom was excited to be travelling again _____ so many years had passed since his last trip.

- A while
- B during
- C before
- D after

Question 12

Select the word that would best fit the gap in the sentence.

"I'm _____ to the store to buy some milk"

- A go
- B going
- C gone
- D went

Question 13

In the sentence below, a comma should be placed after which phrase?

Lots of people want to ride with you in the limo but what you want is someone who will take the bus with you when the limo breaks down – Oprah Winfrey

- A Lots of people,
- B ride with you in the limo,
- C what you want is someone,
- D who will take the bus,

Question 14

Select the word that would best fill the gap in the sentence.

“I will eat fish for dinner and also _____ some milk.”

- A** drank
- B** drink
- C** drunk
- D** drank

Question 15

Select the underlined word that is out of place in this text.

Dear Auntie May,

I was very happy to see you at our family lunch last Sunday.

Would you be free on the weekend for a visit? I want to catch up with you and share all my news. It has been too long since we caught up by ourselves.

I am happy to visit whatever day suits you best. FYI, Saturday is a good day for me.

I'm looking forward to seeing you soon.

- A** weekend
- B** too
- C** FYI
- D** soon

Question 16

Select the word that would best fit the gap in the sentence.

“Snakes have a flexible jaw which _____ them to eat prey that is larger than their own head.”

- A** authorises
- B** accepts
- C** affirms
- D** allows

Question 17

Select the underlined word that is out of place in this text.

Australia is internationally recognised for many interesting facts. For instance, Melbourne has the largest Greek population in the world outside of Athens, Greece. More than 80 per cent of Australians live within 100 kilometres of the coastline, making ours one of the world's most urbanised coastal-dwelling populations. Australia also has the highest proportion of immigrants in a developed nation with over 25% of Aussies born in another country. Australia truly is a unique country.

- A interesting
- B population
- C urbanised
- D Aussies

Question 18

Which word should go between these two sentences?

The police officer took statements from witnesses at the road accident _____ these would be needed later in court.

- A because
- B therefore
- C although
- D despite

Question 19

Select the underlined word that is out of place in this text.

Dear Sir/Madam,

My payment is overdue but this does not justify your collection officer's recent dodgy behaviour. Since we agreed a payment plan last week, the telephone calls have continued and I feel harassed. These calls must stop immediately or I will take further action.

Sincerely,

Robert Hughes

- A a. dodgy
- B b. agreed
- C c. harassed
- D d. immediately

Reasoning Test

VERBAL REASONING

1 Car is to land as ship is to

- A oar.
- B sail.
- C travel.
- D sea.
- E plane.

2 Sun is to day as moon is to

- A star.
- B sky.
- C night.
- D clouds.
- E satellite.

3 Four of the following are alike in some way. Check the boxes of the other two.

- A coat
- B hat
- C ball
- D dress
- E cup
- F shoe

4 Four of the following are alike in some way. Check the boxes of the other two.

- A walk
- B run
- C skip
- D sit
- E jog
- F sleep

5 Find the word that means most nearly the same as join.

- A mend
- B connect
- C choose
- D like
- E scatter

6 Find the word that means most nearly the same as slender.

- A loud
- B untrue
- C slim
- D smooth
- E young

7 Find the two statements which together prove that planes travel faster than ships.

- A Planes travel faster than trains.
- B Some planes have jet engines.
- C Ships travel on the water.
- D Trains travel faster than ships.
- E Some trains travel very fast.

8 Find the two statements which together prove that Bob Smith owns a car.

- A All employees at the Border Garage are mechanics.
- B Everyone who works at the Border Garage owns a car.
- C Bob Smith is a mechanic.
- D Mechanics need to have a driver's licence.
- E Bob Smith works at the Border Garage.

NUMERICAL REASONING

1 Find the missing number in the following sequence.

3	6	9	12	?
---	---	---	----	---

2 Find the missing number in the following sequence.

4	3	6	5	?	7	10
---	---	---	---	---	---	----

3 Find the two missing numbers in the following sequence.

2	4	?	8	?	12
---	---	---	---	---	----

4 Find the number that should be in the empty square.

3	5	7
6	-	10
9	11	?

Sample Questions

5 Find the number that should be in the empty square.

4	6	8
7	?	11
10	12	-

6 Find the number that should be in the empty square.

9	5	2
13	-	6
*	14	?

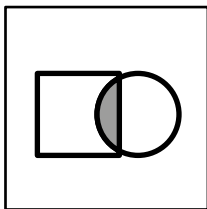
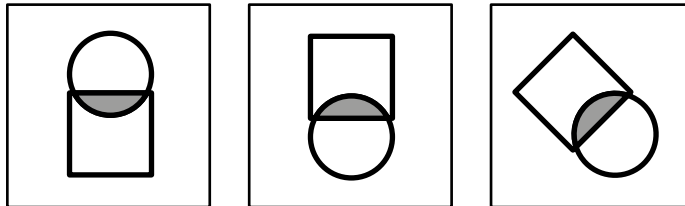
7 A car travels at an average speed of 60 kilometres per hour. How many hours will it take to travel 180 kilometres?

 hours

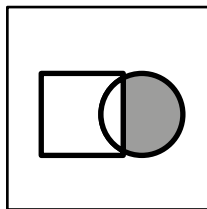
ABSTRACT REASONING

Practice Question 1

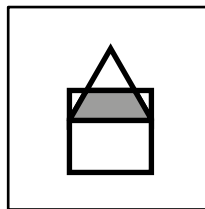
The three shapes in the top row are alike in some way. Which shape in the bottom row is most like them?



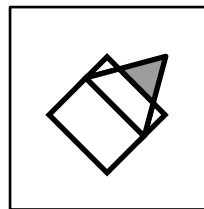
A



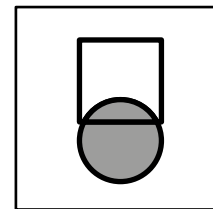
B



C



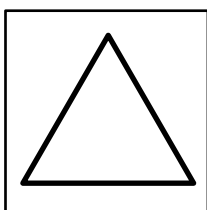
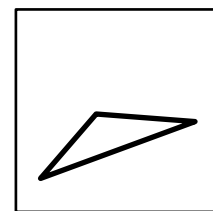
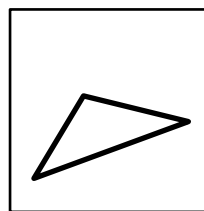
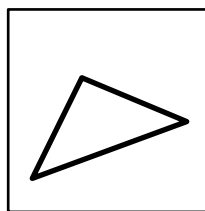
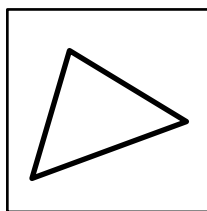
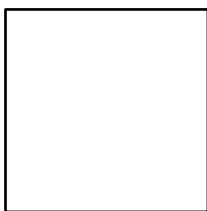
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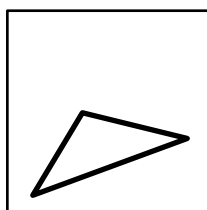
E

Practice Question 2

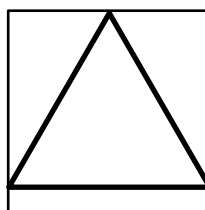
On the top row there are five squares with shapes arranged in order. One shape is missing. Which shape from the bottom row best completes the pattern?



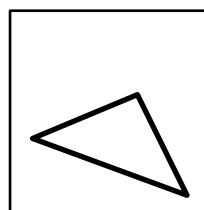
A



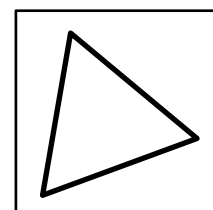
B



C



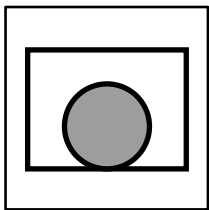
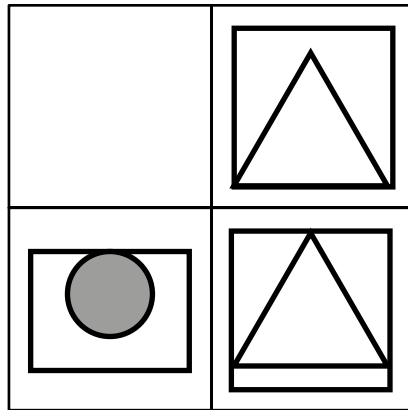
D



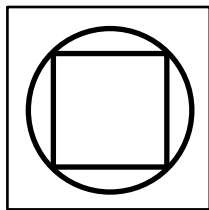
E

Practice Question 3

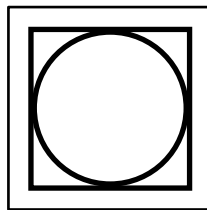
There is one missing shape in the pattern at the top. Which shape from the bottom row best completes the pattern?



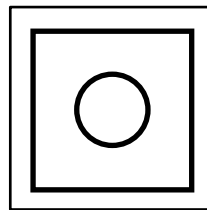
A



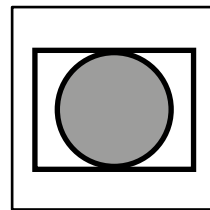
B



C



D



E

Sample Questions Answers

LITERACY

Task 1		Task 2		Task 3	
1	A	6	C - disparity	10	10. B
2	B	7	A - ,	11	11. D
3	A	8	B - discrepancy	12	12. B
4	C	9	C - dispatch	13	13. B
5	A			14	14. B
				15	15. C
				16	16. D
				17	17. D
				18	18. A
				19	19. A

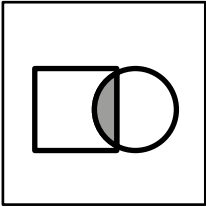
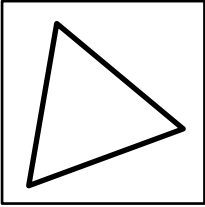
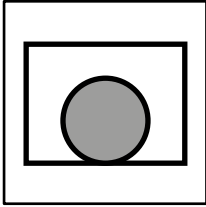
VERBAL REASONING

1	D - Sea
2	C - night
3	C - Ball; E - Cup
4	D - sit; F - sleep
5	B - connect
6	C - slim
7	A - Planes travel faster than trains; D - Trains travel faster than ships
8	B - Everyone who works at the Border Garage owns a car. E - Bob Smith works at the Border Garage.

NUMERICAL REASONING

1	15
2	8
3	6, 10
4	13
5	9
6	11
7	3 hours

ABSTRACT REASONING

1	2	3
 <p>A</p>	 <p>E</p>	 <p>A</p>

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