

# CTB2

CLERICAL TEST  
BATTERY

Sally Sample

Sample Customer

17/09/2003

N.B. This is a CONFIDENTIAL report, containing personal information to be shown only to decision-makers on a 'NEED-TO-KNOW' basis with the understanding of Sally Sample. If you are unauthorised to read this report, please return it immediately to a qualified test user.

## **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, the 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. Thus significant discrepancies between verbal and abstract reasoning scores are often used to give an indication of the difference between a person's 'intellectual potential' and their actual attainment.

Sally Sample's performance on the Verbal Reasoning Test places her within the middle band when compared to the reference group. Her score is typical of the comparison group suggesting that her verbal reasoning ability is as strong as most other people's. While she will be able to understand instructions and explanations without too much difficulty it may take her a little time to fully appreciate the logic underlying complex arguments. As able as most to use words in a logical, rational way she should be able to explain concepts she is familiar with a fair degree of clarity.

## **Numerical Reasoning**

The test of Arithmetic evaluates the individual's ability to use and manipulate numbers in a logical way. The questions in the test have been specifically designed to reflect the kinds of numerical problems an Administrator may experience on a day-to-day basis.

Sally's score on the test of Arithmetic is well above average, indicating that she is very unlikely to make many mistakes when engaged in figure work or other general duties involving arithmetic computation.

## **Spelling Reasoning**

The test of spelling evaluates the individual's ability to spell commonly misspelt words.

Sally's high score on the test of spelling ability indicates that she would rarely have any difficulty with spelling words correctly, and would only occasionally misspell words which are thought to be more difficult. Her score places her at the 85 percentile. (ie. 85 % of people score lower).

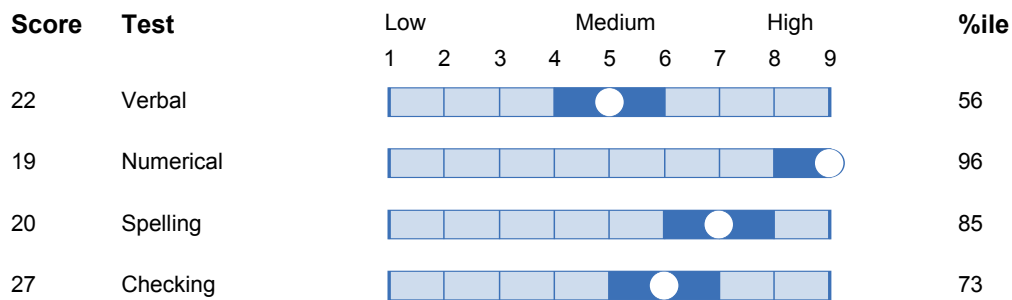
## Clerical Speed and Accuracy

The test of clerical speed and accuracy evaluates the individual's ability to perceive details in words and numbers quickly, to recognise likenesses and differences rapidly. This test provides an overall measure of checking and also measures the two sub-scales of numerical checking and verbal checking.

Sally's overall score places her at percentile 73 (ie. 73 % of people score lower). Scoring above average on this test suggests that she will quite good at tasks such as proof reading and the like.

Sally's verbal checking score places her at percentile 77 whereas her numerical checking score places her at percentile 66.

### CTB2 Profile Chart



**Norms used:**

- Verbal : 794 General Population.
- Numerical : 100 General Population.
- Spelling : 100 General Population.
- Checking : 100 General Population.