



IN-TRAY TEST



OVERVIEW

Candidate's answers are subjective to an organisations requirements. Each question is marked by an administrator in context. Therefore, you have the ultimate control over what constitutes an appropriate response and score to the given scenario.

This test simulates an everyday working environment by testing an individual's ability to recognise priority tasks and organise their workload and work flow. Candidates are required to multitask by prioritising the correspondences, writing a free text draft response and provide reasoning for prioritising the tasks in their respective positions. At Professional level the difficulty of the task is raised by increasing the complexity of the scenario presented, the quantity of text presented and language used.

Candidates are presented with either 6 questions (Core) or 8 questions (Professional) to complete within 45 minutes. Skipped questions or those that are not taken will result in no points being awarded.

Sample question
Core level



SKILLS MEASURED: PLANNING | ORGANISING | PERSUASIVE WRITING | DEDUCTION | COMMUNICATION SKILLS

TEST DETAILS



PRACTICE TEST AVAILABLE



QUESTION REVIEW ENABLED



INTERACTIVE MARKING



FIXED QUESTION ORDER



45 MINUTES ALLOWED



35 MINS AVERAGE COMPLETION TIME

COMPLEMENTARY TESTS: VERBAL REASONING | READING COMPREHENSION | MICROSOFT OUTLOOK



CORE

In this test candidates are required to demonstrate the ability to allocate time appropriately by prioritising a set of 5 short correspondences and drafting a reply.

A candidate taking the Core level of a test is expected to have subject knowledge aligned to a higher level GCSE graduate.



PROFESSIONAL

In this test candidates are required to demonstrate the ability to allocate time appropriately by prioritising a set of 7 long correspondences and drafting a reply to each correspondence. The Professional level builds on Core by increasing the number of questions asked, the complexity of the scenario, time pressure and the length of the correspondences.

A candidate taking the Professional level of a test is expected to have subject knowledge aligned to an A-Level graduate.