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These tests present you with number of tables of information which must be checked against each other. This type of test is used to measure how quickly and accurately errors can be detected in data. It is used to select candidates for clerical and data input jobs, particularly where accuracy is important. For example, accounting, banking and healthcare.

Data Checking	Operatives	Supervisory	Management
Craft & Technical			
Clerical & Administrative	Y	Y	
Police, Fire, Military etc.			
Management Trainee			
Graduate & Professional			

This data may be either meaningless, for example account numbers, or may be fairly meaningful, for example names and addresses. In both cases it is vital to check each character rather than 'read' the data normally. You should also bear in mind that there may be more than one error in any single piece of data.

These tests usually contain between 20 and 40 questions and take 10-20 minutes to complete. It is important, although difficult, to maintain your concentration for the full duration of the test. The speed at which you can answer these questions is the critical measure, as most people could achieve a very high score given unlimited time in which to answer.

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Test 1—40 Questions

Instructions: Answer as many questions as you can in 15 minutes. Find the two identical codes on each line and circle the corresponding letters on the right.

1)

A	B	C	D	E
1QhJp	1Qhjp	1QhJp	1QhJP	1QkJp

A B C D E

2)

A	B	C	D	E
V%4k	V*/4k	V*%4K	V*%4k	V*%4k

A B C D E

3)

A	B	C	D	E
sSAAa	sS4Aa	SS4Aa	SSAAa	sS4Aa

A B C D E

4)

A	B	C	D	E
Is5Sii	Is5Sji	Is5Sij	Is5Sij	is5Sij

A B C D E

5)

A	B	C	D	E
L873E	LB73E	LB78E	L873E	L878E

A B C D E

6)

A	B	C	D	E
pGeCC	pCeCc	pGeCc	pGeCG	pGeCc

A B C D E

7)

A	B	C	D	E
FaFAf	FafAf	FafAF	FafAf	FefAf

A B C D E

8)

A	B	C	D	E
9g6dB	9g6bB	986bB	9g6bB	986dB

A B C D E

9)

A	B	C	D	E
Ogt7G	Qgt7G	Qgt7G	Ogy7G	Og7tG

A B C D E

10)

A	B	C	D	E
B8B98	BBb89	B8b89	BBb98	B8b89

A B C D E

11)

A	B	C	D	E
2vuuw	2vww	2vuuw	2wuw	2wwv

A B C D E

12)

A	B	C	D	E
5S5ihj	5S5hij	5Si5hj	5S5hj	5S5hj

A B C D E

13)

A	B	C	D	E
B6r%2	B6r/2	B6%2	B6r/i2	B6r/2

A B C D E

14)

A	B	C	D	E
T4z2k	T4z2K	T4Z2k	T4Z2k	T4Z2K

A B C D E

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15)

A	B	C	D	E
221321	221312	212312	221321	223121

A B C D E

16)

A	B	C	D	E
S5$£&	S5$£&	S5£&	S5$&	S5$£

A B C D E

17)

A	B	C	D	E
33232	32332	33232	32323	33223

A B C D E

18)

A	B	C	D	E
jkJkSS	jKJkSS	jKJksS	jkJksS	jkJksS

A B C D E

19)

A	B	C	D	E
Qwuvu	Qwvvu	Qvvuvu	Owvvu	Qwvvu

A B C D E

20)

A	B	C	D	E
2B8B8	2888B	288B8	288B8	28888

A B C D E

21)

A	B	C	D	E
Ccc*cC	Cc*ccC	Cc*CcC	Ccc*cC	Cc*cC

A B C D E

22)

A	B	C	D	E
X£&^!	X££^!	X£&^!	X££N!	X£&N!

A B C D E

23)

A	B	C	D	E
5555S	55555	55S55	55S5S	55S5S

A B C D E

24)

A	B	C	D	E
L11Li	L11L1	L1LJi	L1LLi	L11L1

A B C D E

25)

A	B	C	D	E
KFkkf	KFKkf	KFkkf	KFkKf	KFkkF

A B C D E

26)

A	B	C	D	E
eeaoea	eaeoea	eaeoae	eeaoea	eeaoae

A B C D E

27)

A	B	C	D	E
030020	030020	030020	030C20	030020

A B C D E

28)

A	B	C	D	E
dbbdbb	dbbdbd	dbbddb	dbbddb	ddbddb

A B C D E

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Instructions: Identify whether the hand written information matches the printed version. Check each line of the printed version and if you find an error then circle the corresponding letters on the right (There may be more than one error). If there are no errors then circle 'E '

Name:	Mrs LJ Bailey		
Address:	44 Rivermead Walk	Policy No:	AP4388W2312
	Stretton	Premium:	£183:44
	Gloucestershire	Excess:	£50:00
	GL44 5TY	Renewal Date:	18 Jan 2009
Telephone:	01276 448484	Customer Since:	18 Jan 2000

Name:	Mrs N Kwok		
Address:	16a Claremont St	Policy No:	AZ527V7768
	Welford	Premium:	£324:84
	Warwickshire	Excess:	£50:25
	CV56 9ET	Renewal Date:	11 May 2009
Telephone:	01789 166533	Customer Since:	17 Feb 2001

Name:	Mr P Hamilton-Voss		
Address:	27 High St	Policy No:	GV9462W2115
	Wolverhampton	Premium:	£354:37
	West Midlands	Excess:	£80:00
	WV88 9TJ	Renewal Date:	21 Jan 2010
Telephone:	0121 445 333	Customer Since:	1 June 2002

29)

A	Policy No: GV9462W2115	Premium: £354:37	Excess: £80:00
B	Name: Mr P Hamilton-Voss	Telephone: 0121 455 333	
C	Address: 27 High St, Wolverhampton, West Midlands, WV88 9TJ		
D	Customer Since: 1 June 2002	Renewal Date: 21 Jan 2010	

A B C D E

30)

A	Policy No: AP4388W2312	Premium: £183:44	Excess: £50:00
B	Name: Mrs LJ Bailey	Telephone: 01276 448484	
C	Address: 27 Rivermead Walk, Stretton, Gloucestershire, GL44 5TY		
D	Customer Since: 18 Jan 2000	Renewal Date: 18 Jan 2000	

A B C D E

31)

A	Policy No: AZ527V7768	Premium: £324:4	Excess: £50:25
B	Name: Mrs N Kwok	Telephone: 01789 166533	
C	Address: 16a Claremont St, Welford, Warwickshire, CV56 9FT		
D	Customer Since: 17 Feb 2001	Renewal Date: 11 May 2009	

A B C D E

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Name:	Mr A Krawiec		
Address:	33 Hamilton Drive	Policy No:	FW6549W9859
	Tiddington	Premium:	£122:43
	Warwickshire	Excess:	£40:00
	CV37 7JT	Renewal Date:	17 Dec 2009
Telephone:	01789 319883	Customer Since:	8 Jan 2002

Name:	Mr A Gillespie		
Address:	185 Woodwynd St	Policy No:	FH6682X2949
	Alveston	Premium:	£413:40
	Warwickshire	Excess:	£55:50
	CV78 5FK	Renewal Date:	23 Sept 2009
Telephone:	01789 218421	Customer Since:	20 May 2000

Name:	Mrs R Singh		
Address:	2 Brigge Street	Policy No:	ES4186C4296
	Coventry	Premium:	£221:00
	West Mids	Excess:	£55:00
	CV2 4RT	Renewal Date:	23 Nov 2009
Telephone:	07171 49573	Customer Since:	1 March 2000

32)

A	Policy No: ES4186C4296	Premium: £221:00	Excess: £55:00
B	Name: Mrs R Singh	Telephone: 07171 49573	
C	Address: 2 Bridge Street, Coventry, West Mids, CV2 4RT		
D	Customer Since: 1 March 2000	Renewal Date: 23 Nov 2009	

A B C D E

33)

A	Policy No: FH6682X2949	Premium: £413:40	Excess: £55:50
B	Name: Mr A Gillespie	Telephone: 01789 218421	
C	Address: 185 Woodwynd St, Alveston, Warwickshire, CV78 5FK		
D	Customer Since: 20 May 2000	Renewal Date: 23 Sept 2009	

A B C D E

34)

A	Policy No: FW6549w9859	Premium: £212:43	Excess: £40:00
B	Name: Mr A Krawiec	Telephone: 01789 319883	
C	Address: 33 Hamilton Drive, Tiddington, Warwickshire, CV37 7JT		
D	Customer Since: 8 Jan 2002	Renewal Date: 17 Dec 2009	

A B C D E

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Name:	Mrs M Reeves		
Address:	12 Margesson Walk Leamington Spa Warks LT63 7KL	Policy No: Premium: Excess: Renewal Date:	KA4529X3795 £223:44 £40:00 13 March 2009
Telephone:	01926 537923	Customer Since:	11 March 2000

Name:	Mrs V Regis		
Address:	26a Lynchgate St Kenilworth Warwickshire CV26 9AW	Policy No: Premium: Excess: Renewal Date:	ZA448A8844 £428:55 £50:30 23 May 2009
Telephone:	01789 359977	Customer Since:	18 June 2002

Name:	Mrs V Baxter		
Address:	62 Vine St Alcester Warwickshire CV44 3GK	Policy No: Premium: Excess: Renewal Date:	VH8666X3129 £113:00 £50:50 6 Sept 2009
Telephone:	01789 219375	Customer Since:	24 May 2000

35)

A	Policy No: ZA4A8A8844	Premium: £428:55	Excess: £50:30
B	Name: Mrs V Regis	Telephone: 01789 359977	
C	Address: 26 Lynchgate St, Kenilworth, Warwickshire, CV26 9AW		
D	Customer Since: 18 June 2002	Renewal Date: 23 May 2009	

A B C D E

36)

A	Policy No: VH8666X3129	Premium: £113:00	Excess: £50:00
B	Name: Mrs V Baxter	Telephone: 01789 219375	
C	Address: 62 Vine St, Alcester, Warwickshire, CV44 3GK		
D	Customer Since: 6 Sept 2009	Renewal Date: 24 May 2000	

A B C D E

37)

A	Policy No: KA4529X3795	Premium: £223:44	Excess: £40:00
B	Name: Mrs M Reeve	Telephone: 01926 537923	
C	Address: 12 Margesson Walk, Leamington Spa, Warks, LT63 7KL		
D	Customer Since: 11 March 2000	Renewal Date: 13 March 2009	

A B C D E

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Name:	Mr VP Sanders		
Address:	56 Reginald St Salford Cheshire SA1 4HK	Policy No:	WB216H7338
		Premium:	£94:00
		Excess:	£25:00
		Renewal Date:	15 May 2009
Telephone:	07937 255583	Customer Since:	27 Feb 2000

Name:	Mr D Nuyen		
Address:	321 Wood St Napton Warwickshire CV32 7FF	Policy No:	NM5827A8355
		Premium:	£104:21
		Excess:	£50:00
		Renewal Date:	22 Feb 2010
Telephone:	07973 221452	Customer Since:	3 July 2002

Name:	Ms K Kelly		
Address:	12 Saughton St Bidford Warwickshire B55 7RT	Policy No:	AT3921X4358
		Premium:	£323:00
		Excess:	£40:00
		Renewal Date:	9 Dec 2009
Telephone:	01789 219334	Customer Since:	14 Jan 2001

38)

A	Policy No: NM5827A8355	Premium: £104:21	Excess: £40:00
B	Name: Mr D Nuyen	Telephone: 07973 221452	
C	Address: 321 Wood Rd, Napton, Warwickshire, CV32 7FF		
D	Customer Since: 3 July 2002	Renewal Date: 22 Feb 2010	

A B C D E

39)

A	Policy No: WB216H7388	Premium: £94:00	Excess: £25:00
B	Name: Mr VP Sanders	Telephone: 07937 255583	
C	Address: 56 Reginald St, Salford, Cheshire, SA1 4HK		
D	Customer Since: 27 Feb 2002	Renewal Date: 15 May 2009	

A B C D E

40)

A	Policy No: AT3921X4358	Premium: £323:00	Excess: £40:00
B	Name: Mr K Kelly	Telephone: 01789 219334	
C	Address: 12 Saughton St, Bidford, Warwickshire, B53 7RT		
D	Customer Since: 14 Jan 2001	Renewal Date: 9 Dec 2009	

A B C D E

End of Data Checking Test 1

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Answers

1)	AC		21)	AD			
2)	DE		22)	AC			
3)	BE		23)	DE			
4)	CD		24)	BE			
5)	AD		25)	AC			
6)	CE		26)	AD			
7)	BD		27)	AC			
8)	BD		28)	CD			
9)	BC		29)	B			
10)	CE		30)	CD			
11)	AC		31)	AC			
12)	DE		32)	C			
13)	BE		33)	E			
14)	CD		34)	A			
15)	AD		35)	AC			
16)	AB		36)	AD			
17)	AC		37)	B			
18)	DE		38)	AC			
19)	BE		39)	AD			
20)	CD		40)	BC			

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