Clerical Test Battery
For Clerical and Administrative Staff

CTB2
CLERICAL TEST BATTERY

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This battery consists of four tests assessing a range of clerical aptitudes and skills: Verbal Reasoning (VR2), Numerical Ability (NA2), Clerical Checking (CC2) and Spelling (SP2). Designed for general clerical and administrative positions, tests can either be administered individually to assess a specific aptitude or as a whole battery to produce a candidate profile. CTB2 also includes optional on-screen typing and filing tests.

Who is the CTB2 for?

CTB2 provides a short, yet comprehensive assessment of a broad range of core clerical aptitudes and abilities. Appropriate for all people who have achieved a basic level of education, CTB2 is an indispensable tool for assessing clerical and junior administrative staff for recruitment, promotion and training.

Advantages

Quick to administer, taking only 27 minutes (plus administration time), CTB2 provides a detailed and comprehensive assessment of clerical skills and aptitudes. Available on-sceeen or in paper-and-pencil format, CTB2 is an essential battery for ensuring that clerical and administrative staff have the core skills and aptitudes required for successful performance.

Reports for CTB2

Decision-maker and candidate feedback reports are provided for CTB2. Profiles in decision-maker reports present raw score, sten and percentile ranks against clerical norm groups. The group report option additionally provides decision-makers with a summary of the results from a number of respondents.

The Tests

Verbal Reasoning (VR2) measures basic vocabulary, verbal fluency and the ability to reason using words.

Numerical Ability (NA2) measures the ability to use numbers efficiently in clerical and administrative contexts. This test assesses the ability to perform such tasks as calculating travelling expenses and working out the unit pricing of goods.

Clerical Checking (CC2) assesses the ability to quickly and accurately check verbal and numerical information (names, addresses, code numbers and telephone numbers, etc.) against a target. CC2 is a classic speed/precision test which assesses the ability to quickly and accurately code data.

Spelling (SP2) assesses the ability to correctly spell commonly misspelt words. This test provides a quick and reliable measure of the candidate's ability to spell accurately.

Filing (for on-screen application only) assesses the ability to classify names quickly and accurately into an existing electronic alphabetical filing system.

KEY FACTS

What it Measures
Clerical aptitudes and skills including Verbal Reasoning, Numerical Ability, Clerical Checking and Spelling.

Use With
All grades of clerical and administrative staff.

Use For
Selection, individual development and guidance.

Administration & Scoring
Paper-and-pencil or computerised administration with scoring through the GeneSys Assessment System.

Report Options
Decision-maker and candidate reports, with group report option for decision-makers.

Qualification
Level A

Timing
27 minutes + administration time

Cost
1-2 Credits per scored assessment

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