**Most Common Subtests**

**Oral Comprehension** is the ability to listen and understand spoken words and sentences. This ability is tested using oral instructions played on an audio tape. You must listen carefully and answer multiple-choice questions based on the information given.

**Written Comprehension** also referred to as **Reading Comprehension** is the ability to read and understand written materials. This ability is tested using multiple-choice questions based on a provided reading passage.

**Oral Communication** is the ability to use words and sentences in speaking so others will understand. This ability is tested using an oral board examination. This type of examination requires a candidate to speak in front of a group (or board) through a presentation, role play, or question and answer format.

**Written Communication** is the ability to communicate in writing so that others understand. This ability is tested through a written work sample.

**Written Expression** is the ability to use words and sentences in writing so others will understand. This ability is typically tested through topics such as grammar, punctuation, spelling, and report writing.

**Problem Sensitivity** is the ability to tell when something is wrong or likely to go wrong. This ability is tested using multiple-choice questions that ask about best solutions in a given scenario.

**Logic and Reasoning** is the ability to use logic and analysis to solve problems. These items require a candidate to use the information provided to figure out the best answer.

**Information Ordering** is the ability to correctly follow a rule or set of rules in order to arrange things in a certain order. Multiple-choice questions must be answered by following a set of rules or steps provided.

**Mathematics** is the ability to use mathematics to solve problems, including the ability to add, subtract, multiply or divide whole numbers, fractions, or decimals. Word problems are often used.

**Memorization** is the ability to remember information such as words, numbers, pictures, or procedures. After studying a sheet of paper containing a chart or scenario for a set amount of time (usually five minutes), a candidate must answer multiple-choice questions based on the information.
**Name/Number Comparison** is the ability to compare names, numbers, objects, pictures, or patterns quickly and accurately. For this ability, two columns of information are provided side by side. A candidate must indicate whether the sets match or do not match. This subtest is generally timed separately from other portions of an examination.

**Reading Maps or Plans** is the ability to read a map, plan, atlas or blueprint. Multiple-choice questions are asked about a provided map or plan.

**Knowledge** is used to test areas specific to a classification. Some examples of knowledge areas are tool identification and usage, plumbing, automotive repair, or painting.

**Training and Experience Evaluations** award credit for work experience and/or classes taken within a specified area. For some examinations, this test is completed at our testing center, but for others, they must be completed and returned with documentation. In all cases, a Work History Questionnaire is included. This is a listing of previous job experience and employer details.

**Performance** examinations require candidates to physically perform a task. This may include diagnosing an automobile, driving a dump truck, or climbing a utility pole.

**Computer Skills** require a candidate to operate a computer, performing tasks within various software programs such as Excel, Outlook, Power Point, and Word.