

WORKKEYS PREP – questions from online practice tests

Applied Math – 34 questions – 55 minutes (Formulas sheet & calculator available for the entire test)

Your company insures snow removal operations. The snow removal premiums for each of the past 3 years are \$1,142, \$1,791, and \$2,003. What was the total premium for the past 3 years?

- A. \$1,412
- B. \$1,645
- C. \$1,791
- D. \$2,003
- E. \$4,936

You operate the cash register at a diner. A customer gives you a \$20 bill to pay for his check, which totals \$12.19. How much change should you give back?

- A. \$7.81
- B. \$8.19
- C. \$11.00
- D. \$12.19
- E. \$17.81

As a clinical trials monitor, you recruit subjects for a new study. You want 175 subjects per group for 3 groups. How many subjects should you recruit for the whole study?

- A. 59
- B. 172
- C. 175
- D. 178
- E. 525

Before taxes and other deductions, your pay for last week was \$230.40. You worked 30 hours. How much were you paid per hour?

- A. \$5.76
- B. \$6.68
- C. \$6.91
- D. \$7.68
- E. \$7.80

You are a mechanic. You have been given an engine repair job that has a job time of 0.7 hour. About how many minutes should you allow for the job?

- A. 7
- B. 9
- C. 42
- D. 53
- E. 70

You work at a coffee house. Roasted coffee beans retain approximately $\frac{3}{5}$ of their initial weight. Approximately what percent of their initial weight do they retain?

- A. 0.6%
- B. 1.7%
- C. 15%
- D. 35%
- E. 60%

The hardware store where you work charges 80¢, including tax, for a pound of nails. A customer purchases $5\frac{3}{4}$ pounds of nails. How much should you charge the customer for the nails?

- A. \$4.00
- B. \$4.80
- C. \$4.95
- D. \$6.55
- E. \$7.19

Toner cartridges for the laser printer in your office cost \$90 each, including tax. You receive an \$8 refund for each empty cartridge sent back for recycling. Your office uses and recycles 14 cartridges per year. What is your annual toner expense after refunds?

- A. \$1,148
- B. \$1,252
- C. \$1,260
- D. \$1,364
- E. \$1,372

Last week, in your job at a darkroom, you printed the following numbers of photographs:

Day	Number of prints made
Mon	17
Tue	21
Wed	19
Thur	21
Fri	19

On average, about how many prints did you make per day?

- A. 11
- B. 19
- C. 21
- D. 24
- E. 32

You need $4\frac{1}{8}$ yards of blue silk to make one bridesmaid's dress and $3\frac{5}{8}$ yards of the same fabric to make another. How many yards of blue silk do you need to make both dresses?

- A. $1\frac{1}{2}$
- B. $7\frac{3}{8}$
- C. $7\frac{2}{3}$
- D. $7\frac{3}{4}$
- E. 8

In your job at a restaurant, you made a 12-cup pot of coffee at 7:20 a.m. By 7:40 a.m., you had served it all and had to make another pot. At this rate, how many cups would you serve per hour?

- A. 12
- B. 18
- C. 32
- D. 36
- E. 240

You are an accountant doing an audit for a law firm. A paralegal worked for a client for 5 hours per day for 3 days. The client was billed \$50 per hour, and the paralegal was paid \$30 per hour. After the paralegal's wages were paid, what was the amount made by the law firm?

- A. \$100
- B. \$300
- C. \$450
- D. \$750
- E. \$1,200

You are a medical billing specialist. Last week, you processed 200 claims in 40 hours. Assuming each claim takes the same amount of time, how many minutes should it take you to process a single claim?

- A. 0.08
- B. 0.2
- C. 2.7
- D. 5
- E. 12

You are a sportswriter for a newspaper. Today, you are writing an article about a professional basketball player. During the player's career, the player attempted 1,507 free throws and made 1,213 of those free throws. What percentage of free throws has this player made?

- A. 8%
- B. 12%
- C. 70%
- D. 80%
- E. 124%

You work in a furniture repair shop and are taking apart an old table to refinish it. You are trying to remove a bolt with a wrench. You tried a wrench size of $\frac{1}{2}$ inch but found that it was slightly too big. Your wrenches are sized in $\frac{1}{16}$ -inch increments. What size wrench should you try next?

- A. $\frac{1}{32}$
- B. $\frac{3}{8}$
- C. $\frac{7}{16}$
- D. $\frac{9}{16}$
- E. $\frac{5}{8}$

As a supervisor, you are reviewing the production data in the table shown from the morning shift that just finished. If there is a mistake in the calculations, which row is it in?

Row	Hour	Total parts	Good parts	Bad parts
1	8:00–9:00	45	43	2
2	9:00–10:00	43	43	0
3	10:00–11:00	45	42	3
4	11:00–12:00	44	39	6

- A. 1
- B. 2
- C. 3
- D. 4
- E. There is no mistake.

As a construction supervisor, you must order concrete to fill a mold for a pillar. The volume of the mold is 186 cubic feet. Concrete is sold by the cubic yard. How many cubic yards of concrete will you need to order to fill the mold?

- A. 6
- B. 7
- C. 16
- D. 21
- E. 62

You are a bus driver and are scheduled to depart from Terminal A at 9:18 a.m. and arrive at Terminal B at 10:03 a.m. You arrive at a stop on your route at 9:58 a.m., and you have 5 more stops remaining, including your arrival at Terminal B. Average travel time between stops is 2 minutes, and loading and unloading takes an average of 1 minute. How many minutes past your scheduled arrival time should you expect to arrive at Terminal B?

- A. 0
- B. 3
- C. 10
- D. 15
- E. 60

Parking your car near where you work costs **50¢** per hour or **\$4** per day. If you park for **7** hours per day, what is the LEAST that you will pay for **5** days worth of parking?

- A. **\$3.50**
- B. **\$4.00**
- C. **\$17.50**
- D. **\$20.00**
- E. **\$35.00**

The landscaping project you are working on has a circular flower garden **18** feet in diameter. To determine the number of plants to put in the garden, you need to calculate the area. What is the approximate area of the flower garden in square feet?

- A. **57**
- B. **81**
- C. **254**
- D. **324**
- E. **1,017**

A chemist has a certain number of containers of liquid. Each container is labeled with the number of fluid ounces of liquid it contains. The chemist is assigning a lab assistant the task of labeling each container with the number of cups of liquid it contains. Which of the following formulas should the chemist give to the lab assistant to use for the task?

- A. $\text{cups} = 0.125 \times (\text{fluid ounces})$
- B. $\text{cups} = 8 \div (\text{fluid ounces})$
- C. $\text{cups} = 8 \times (\text{fluid ounces})$
- D. $\text{cups} = 8 + (\text{fluid ounces})$
- E. $\text{cups} = (\text{fluid ounces}) - 8$

You are doing annual inventory at the hardware store where you work. A box filled with brass connectors weighs **5** pounds **4** ounces. The box weighs **8** ounces when empty, and each connector weighs **0.25** ounces. About how many connectors should be in the box?

- A. **294**
- B. **304**
- C. **336**
- D. **368**
- E. **397**

In your job with a heating contractor, you photograph houses with infrared film and use the pictures to determine where to place additional insulation. You need to buy **18** rolls of the film. A local camera shop sells the film for **\$9.95** per roll, plus **5%** sales tax. A mail-order company sells the film for **\$9.75** per roll and charges **\$15.00** to ship the whole order, but charges no sales tax. If you choose the better of the two prices, how much will you pay for the **18** rolls of film?

- A. **\$175.50**
- B. **\$179.10**
- C. **\$184.10**
- D. **\$188.06**
- E. **\$190.50**

In your home ceramics business, you can make and paint 17 small planters in 5 days or 12 large planters in 5 days. You just received an order for 50 small planters and 24 large ones. About how many days will it take you to make and paint them all?

- A. 13
- B. 17
- C. 25
- D. 26
- E. 29

You work as a coordinator for data entry projects. On one project, the status report shows that 15% of the work was completed in 6 days. If the work progresses at the same rate, how many more days will be required to complete the remainder of the project?

- A. 34
- B. 46
- C. 79
- D. 90
- E. 250

At the carpet store where you work, a customer wants to buy carpet for a room that is $16\frac{1}{2}$ feet by $18\frac{1}{2}$ feet in size. The carpet, pad, and installation will cost \$17.50 per square yard. To the nearest dollar, how much will it cost this customer to carpet the room?

- A. \$68
- B. \$136
- C. \$305
- D. \$594
- E. \$1,781

You are a technician responsible for contact lens fabrication. You begin your first batch on Tuesday at 8:00 a.m. The actual lens production time takes approximately 15 minutes with a hydration step lasting 24 hours and a sterilization step lasting 1 hour 30 minutes. If you adhere to this schedule, when will your first batch be ready for shipment?

- A. Tuesday at 9:45 a.m.
- B. Tuesday at 8:45 p.m.
- C. Wednesday at 8:15 a.m.
- D. Wednesday at 8:45 a.m.
- E. Wednesday at 9:45 a.m.

Your company maintains a cylindrical oil refinery storage tank that is 190 feet across on the inside and 80 feet high. The tank is now 75% full of crude oil. You have calculated that it contains about 35,800 cubic feet of crude oil. What error, if any, did you make in your calculations?

- A. You multiplied the tank's radius by two instead of calculating r^2 .
- B. You squared the tank's diameter instead of its radius.
- C. You did not take 75% of the tank's total volume.
- D. You forgot to multiply by the tank's height.
- E. There was no error in your calculations.

You work in a machine design department and need to specify the diameter of a pin that slides back and forth through a hole. The hole diameter is specified as 0.500 inch with a tolerance of ± 0.010 inch. The maximum pin diameter must be 0.002 inch smaller than the minimum hole diameter. If the pin diameter has a tolerance of ± 0.010 inch, what diameter, in inches, should you specify for the pin?

- A. 0.468
- B. 0.478
- C. 0.482
- D. 0.488
- E. 0.498

You are a contractor installing a brick sidewalk. The brick portion of the sidewalk will occupy an area 100 feet long by 4 feet wide. Each brick will occupy an area 8 inches long by 4 inches wide. What is the minimum number of bricks you will need to build the sidewalk?

- A. 150
- B. 208
- C. 400
- D. 816
- E. 1,800

You are a pharmacy technician. You need to prepare a 0.85-gram dose of a liquid antibiotic. The medicine is concentrated at 250 milligrams of antibiotic per 5 milliliters of liquid. How many milliliters should you pour into a prescription bottle?

- A. 17.0
- B. 23.5
- C. 42.5
- D. 58.8
- E. 1,062.5

In your quilt shop, you make and sell quilts. You like to have a total of 26 yards of royal blue fabric in stock at the beginning of each month. Today your inventory includes 4 pieces of this fabric that are each $22\frac{1}{2}$ inches long and 3 pieces that are each 33 inches long. You must purchase this fabric in 3-yard-long pieces. To replenish your stock, how many pieces do you need to buy?

- A. 4
- B. 7
- C. 9
- D. 11
- E. 21

You are a sales specialist at a company that makes copper wire. You use the formula $(\text{cost in dollars}) = 0.09 \times (\text{length in feet})$ to calculate the cost of #8 copper wire. Your sales manager would like to have the formula in terms of length in meters for the international division. Which of the following formulas is correct?

- A. $(\text{cost in dollars}) = 0.027432 \times (\text{length in meters})$
- B. $(\text{cost in dollars}) = 0.09 \times (\text{length in meters})$
- C. $(\text{cost in dollars}) = 0.295276 \times (\text{length in meters})$
- D. $(\text{cost in dollars}) = 0.3048 \times (\text{length in meters})$
- E. $(\text{cost in dollars}) = 3.387 \times (\text{length in meters})$

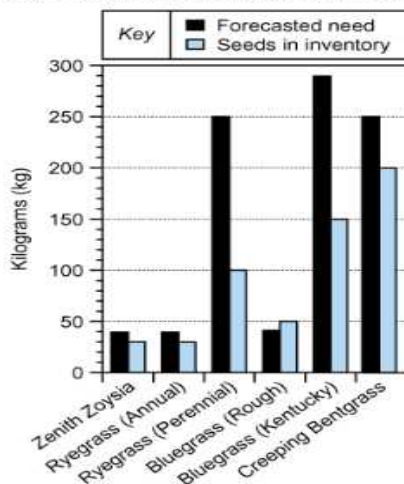
You are a mechanic who is measuring the valve clearance on a motorcycle engine. The current clearance for one of the valves is 0.30 millimeter (mm). The clearance should be at least 0.18 mm and no more than 0.22 mm. The valve clearance is set by using a spacer that reduces the distance between the cam and the valve by the size of the spacer. Spacers are available in 0.04 mm increments, and the spacer currently in the motorcycle engine is 2.84 mm. Which of the following size spacers, in millimeters, should you use to achieve a correct valve clearance?

- A. 2.54
- B. 2.62
- C. 2.76
- D. 2.80
- E. 2.92

Graphic Literacy – 38 questions – 55 minutes

The turf manager at an athletic field plans inventory for the upcoming season.

Grass Seed Inventory and Forecasted Need



What is the forecasted need, in kilograms (kg), for Bluegrass (Kentucky)?

- A. 40
 B. 150
 C. 250
 D. 290

Air traffic controllers use different lights on top of the signal tower to communicate with pilots on the ground and in flight.

What message does a steady red light indicate to an aircraft on the ground?

Airport Light Signals		
Color and type of signal	To aircraft on the ground	To aircraft in flight
Steady green	Cleared for takeoff	Cleared to land
Flashing green	Cleared to taxi	Return for landing (to be followed by steady green at proper time)
Steady red	Stop	Give way to other aircraft and continue circling
Flashing red	Taxi clear of runway in use	Airport unsafe—Do not land
Flashing white	Return to starting point on runway	N/A
Alternating red & green	General warning signal—Exercise extreme caution	

- A. Cleared for takeoff
 B. Exercise extreme caution
 C. Stop
 D. Taxi clear of runway in use

A construction manager reviews the Request for Information (RFI) Log.

Request for Information (RFI) Log

RFI #	Request date	Title	Status	Response date
RFI-0393	02/06	Mechanical Room Duct Sleeve	Canceled	
RFI-0392	02/05	Bathroom Ceilings	In Review	02/06
RFI-0391	02/04	AHU Alarm Monitoring Clarification	New Item	
RFI-0890	02/03	Union Station Ceiling Conflict	Closed	02/03
RFI-0389	02/02	AHU Smoke Damper Control	Canceled	
RFI-0388	02/02	URGENT: Terminal Unit Accessories	Canceled	
RFI-0387	01/30	Base in Vestibule	Closed	01/30
RFI-0386	01/29	Hardware for Existing Door	Pending	01/30
RFI-0385	01/28	Door	Pending	01/29
RFI-0384	01/28	Union Station Hood Fire Protection	Closed	01/29

On which date was RFI-0386 requested?

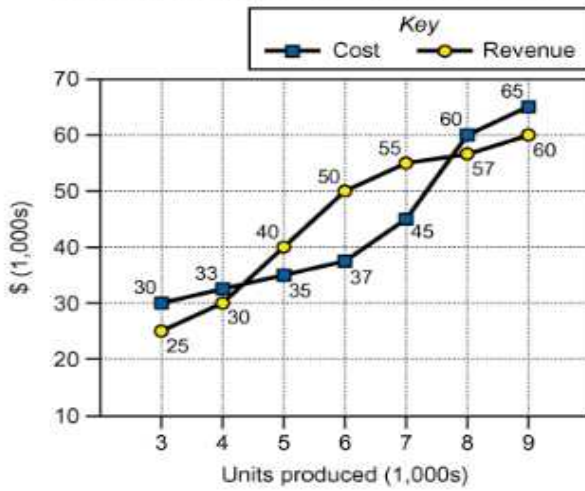
- A. 01/28
 B. 01/29
 C. 01/30
 D. 02/02

A project manager reviews projections on cost and revenue based on the number of units produced. Profits occur when revenue exceeds cost.

How much revenue is projected if 7,000 units are produced?

- A. \$45,000
- B. \$50,000
- C. \$55,000
- D. \$60,000

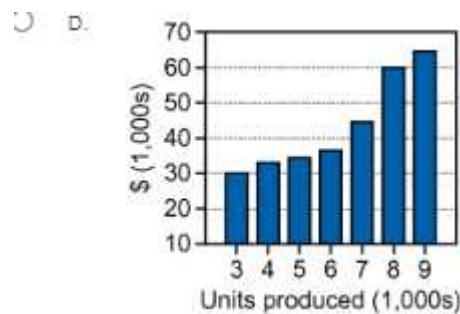
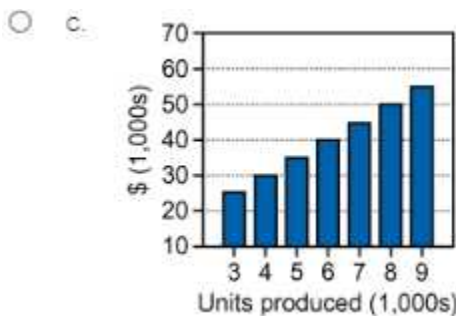
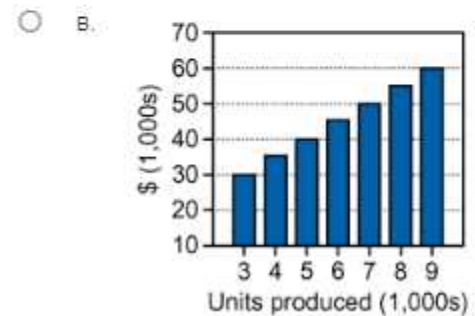
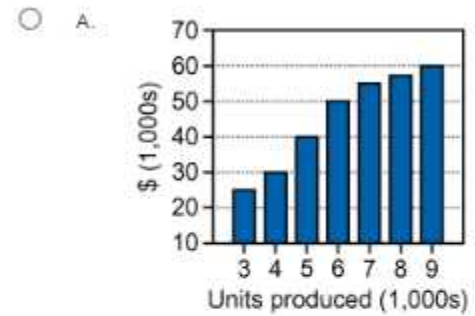
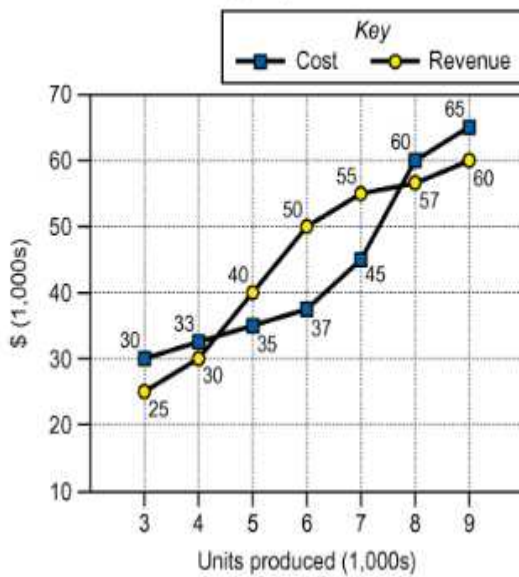
Cost and Revenue per 1,000 Units Produced



A project manager reviews projections on cost and revenue based on the number of units produced. Profits occur when revenue exceeds cost.

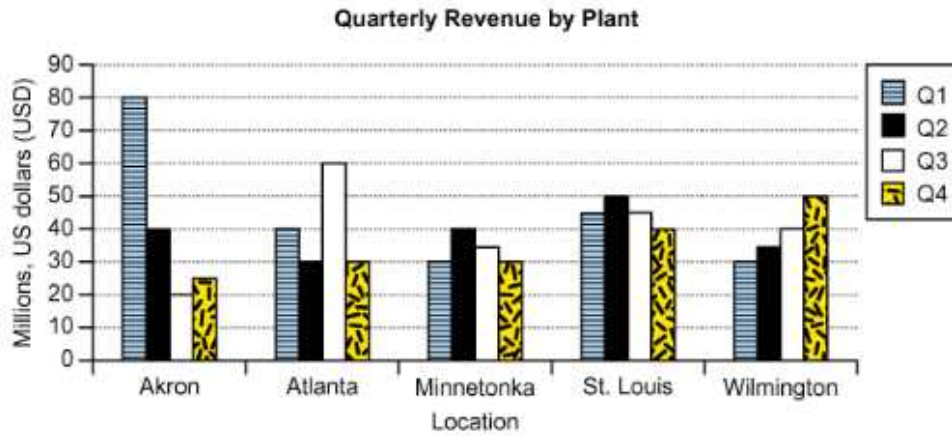
Which bar graph accurately represents the cost per units produced shown in the original data?

Cost and Revenue per 1,000 Units Produced



A financial analyst reviews one year's quarterly revenue numbers to plan for future business expansions.

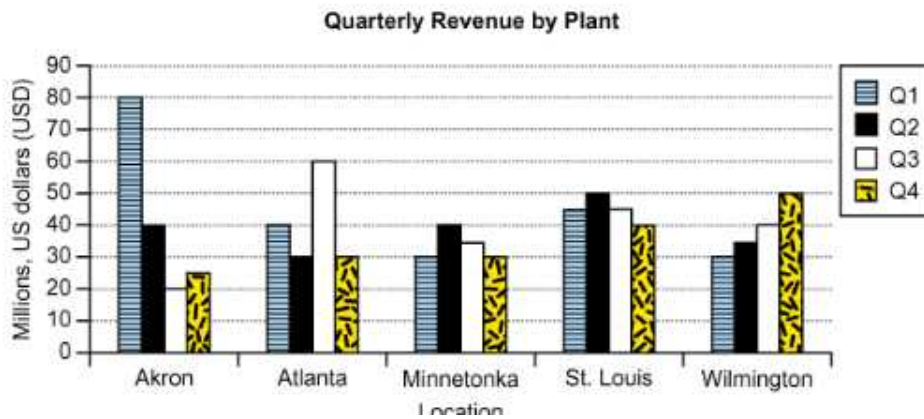
Which plant location increased revenue in each quarter?



- A. Atlanta
- B. Akron
- C. Minnetonka
- D. Wilmington

A financial analyst reviews one year's quarterly revenue numbers to plan for future business expansions.

The company would like to reallocate funds for plant improvement by selecting the location that had the most quarters under 40 million dollars in revenue. Which location should receive the improvement funds?



- A. Akron
- B. Atlanta
- C. Minnetonka
- D. St. Louis

Scientists design clinical studies to test new drugs for the treatment of eye disease in subjects with diabetes.

Frequency of Enzyme Genetic Types in Subjects with Diabetes and Eye Disease

Enzyme genetic type	Diabetic subjects without eye disease	Diabetic subjects with eye disease	Nondiabetic subjects with eye disease
Z - 2/Z - 4	100.0%	26.0%	27.0%
Z + 2/Z - 4	26.0%	78.0%	26.0%
Z - 2/Z + 2	3.0%	3.0%	5.0%
Z + 2/Z + 2	17.0%	42.0%	85.0%
Z + 2/Z + 4	89.0%	68.0%	5.0%

What is the enzyme genetic type with the highest frequency in diabetic subjects with eye disease?

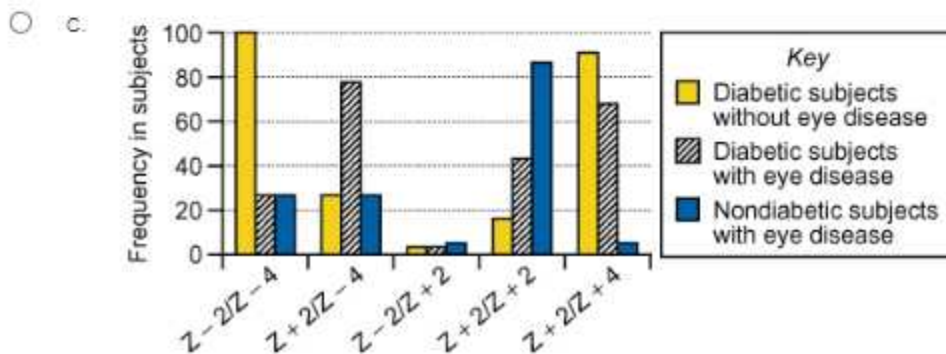
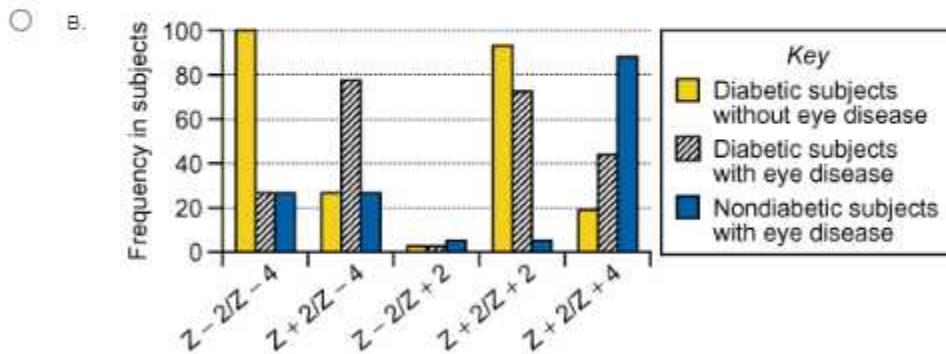
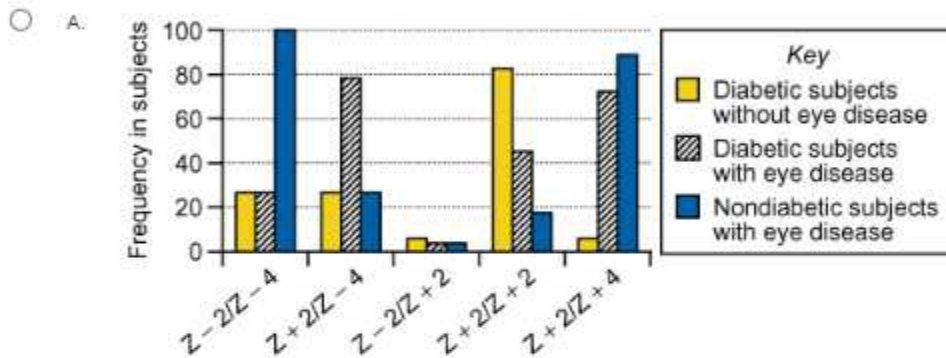
- A. Z - 2/Z - 4
- B. Z + 2/Z + 2
- C. Z - 2/Z + 4
- D. Z + 2/Z - 4

Scientists design clinical studies to test new drugs for the treatment of eye disease in subjects with diabetes.

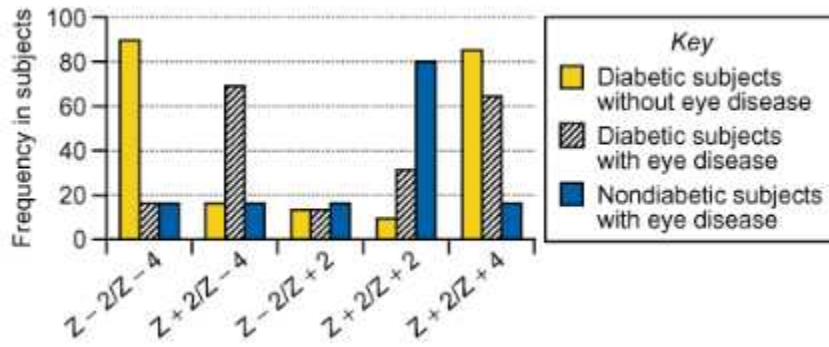
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Z + 2/Z - 4	26.0%	78.0%	26.0%
Z - 2/Z + 2	3.0%	3.0%	5.0%
Z + 2/Z + 2	17.0%	42.0%	85.0%
Z + 2/Z + 4	89.0%	68.0%	5.0%

Which bar graph accurately reflects the data from the table shown?



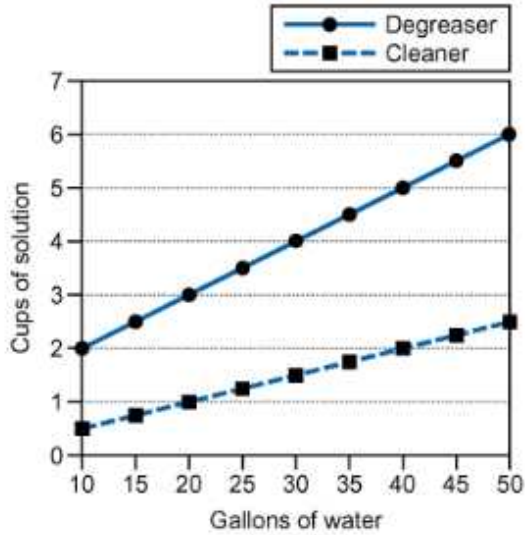
D.



A mechanic uses a mathematical formula to calculate quantities for engine cleaner and degreaser mixtures.

Each time the volume of water increases by 5 gallons, the volume of cleaner required:

Engine Cleaner and Degreaser Mixture

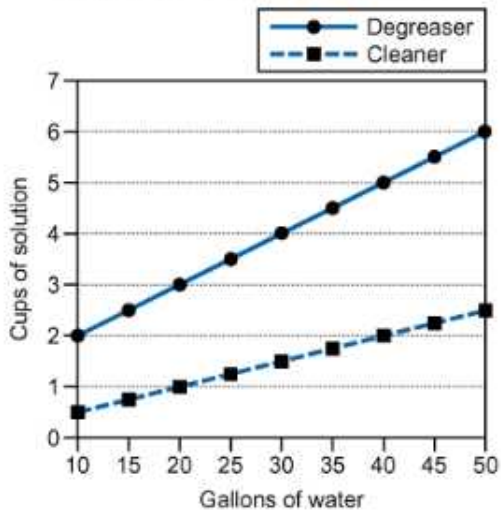


- A. increases by 0.25 cup.
- B. increases by 0.5 cup.
- C. increases by 0.75 cup.
- D. increases by 1 cup.

A mechanic uses a mathematical formula to calculate quantities for engine cleaner and degreaser mixtures.

How many cups of degreaser would be needed for 5 gallons of water?

Engine Cleaner and Degreaser Mixture



- A. 0.25
- B. 1.0
- C. 1.5
- D. 2.0

A local commercial printing business uses a spreadsheet to record time requirements for completing individual stages of a project.

Position #	Product	Color sequence	Per sheet process time (minutes)	Turnaround time (days)
3	Back	4 color process (4CP)	5	1
4	Invitation	4CP, 300, varnish	9	2
5	Poster A	4CP, aqueous coat (AC)	9	2
6	Cover	4CP, 485, 109, AC	11	3
7	Flyer	4CP	5	1
8	Poster B	4CP, AC	9	2
9	Sign A	black, 280, 116	3	1
10	Sign B	black, varnish	4	1
11	Poster C	4CP, 222, AC	10	3

Individual colors require 1 minute each to process.
 Varnish requires 3 minutes to process.
 Aqueous coat requires 4 minutes to process.

A customer requests a reprint of Poster B. Which position number should be used for this poster?

- A. Position #5
- B. Position #8
- C. Position #10
- D. Position #11

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5	Poster A	4CP, aqueous coat (AC)	9	2
6	Cover	4CP, 485, 109, AC	11	3
7	Flyer	4CP	5	1
8	Poster B	4CP, AC	9	2
9	Sign A	black, 280, 116	3	1
10	Sign B	black, varnish	4	1
11	Poster C	4CP, 222, AC	10	3

Individual colors require 1 minute each to process.
 Varnish requires 3 minutes to process.
 Aqueous coat requires 4 minutes to process.

A customer needs any materials printed as soon as possible. What two products can be made in the fewest number of minutes?

- A. Back and Flyer
- B. Invitation and Flyer
- C. Flyer and Poster C
- D. Sign A and Sign B

An event planner uses a conference room diagram to assign rooms and seating layouts for events.

Conference Rooms—Dimensions, Costs, Layouts, and Capacities											
Symbol Key ■ table ● table • chair ✱ space for standing attendees		Dimensions (ft) (All rooms have 8 ft ceilings.)			Rental cost/ hr	Layout/Capacity of Rooms					
						Banquet	Classroom	Conference	Hollow square	Theater	Display
		Width	Length	ft ² total	USD; 4 hr minimum						
1st floor	Meeting Room 1	21	16	336	50	N/A	N/A	10	N/A	N/A	N/A
	Meeting Room 2	21	18	378	55	20	18	16	16	30	12
	Meeting Room 3	21	18	378	55	20	18	16	16	30	12
	Maxwell Room	24	26	624	65	40	30	20	20	50	20
	Lewis 1	33	23	759	75	50	36	20	16	60	18
	Lewis 2	33	25	825	80	50	40	24	20	65	20
	Lewis combined	48	33	1,584	120	100	76	48	40	125	40
2nd floor	Stobbart North	47	34	1,598	125	100	78	56	44	100	42
	Stobbart South	47	38	1,786	130	130	100	54	50	169	50
	Stobbart combined	72	47	3,384	200	210	159	N/A	N/A	269	100
Entire gallery		Approx. 13,500									

Use this graphic for the following 3 questions

Which meeting room can accommodate up to 40 seats in a Hollow square layout?

- A. Lewis combined
- B. Lewis 2
- C. Maxwell Room
- D. Stobbart North

A family reunion would like to set up a meal for 44 at a single table. The family would prefer to be on the ground floor to accommodate several family members' mobility issues. Which room and layout would meet all their specifications at the lowest cost?

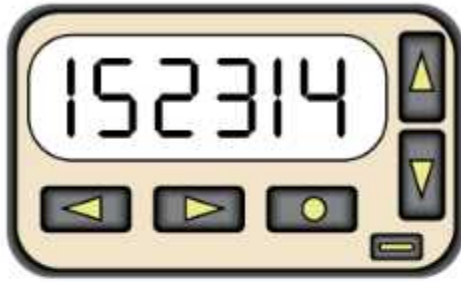
- A. Lewis combined with the Conference layout
- B. Lewis combined with the Hollow Square layout
- C. Stobbart North with the Hollow Square layout
- D. Stobbart South with the Conference layout

A room is needed to host a presentation for 50 people. Attendees will be seated facing a display that will take up 30 feet along a single wall. Which room and seating layout would be the least expensive for this event?

- A. Lewis 1 with the theater layout
- B. Lewis 2 with the theater layout
- C. Lewis combined with the classroom layout
- D. Maxwell Room with the theater layout

Use the graphic below for the 3 questions to the right

Hospital employees receive pager notifications to alert them of how to assist other staff.



Room #	
1xxx - 1st Floor room #	
2xxx - 2nd Floor room #	
3xxx - 3rd Floor room #	
Phone Extensions	Codes (Last 2 Digits)
4xxx - Cardio	00 Call
5xxx - Pediatric	13 Is dirty
6xxx - Surgery	14 Do next
7xxx - ICU	15 Bed
8xxx - Clinic	16 Meal

What room is this pager notification referring to?

- A. 152
- B. 1523
- C. 2314
- D. 314

Your pager is not functioning properly; the last two digits are not displaying. You receive a pager notification showing 5192. What is this page instructing you to do?

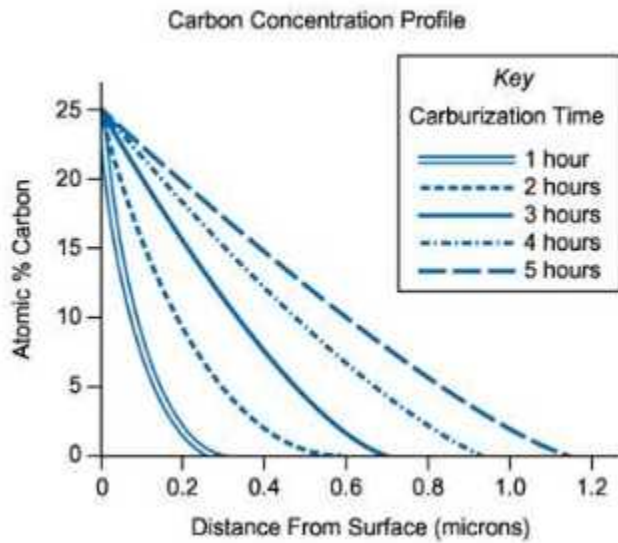
- A. Call a pediatrics extension.
- B. Come to pediatrics.
- C. Come to Room 5192.
- D. Clean Room 5192.

The nurse who received this pager notification called the room listed in the notification at extension 7144 to ask if new bedsheets were needed. What floor and unit should the nurse be going to?

- A. 1st floor; ICU
- B. 2nd floor; ICU
- C. 1st floor; Surgery
- D. 2nd floor; Surgery

Use the graphic below for the 2 questions to the right and the one below

A manufacturer uses a chart to determine the best carburization time needed to make steel stronger.



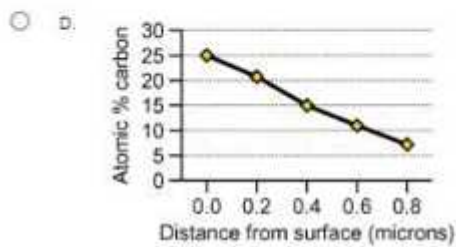
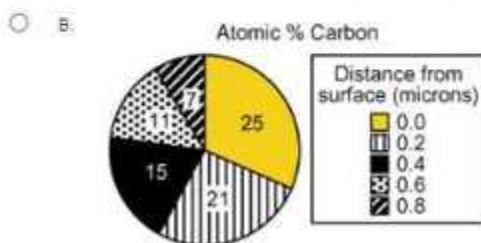
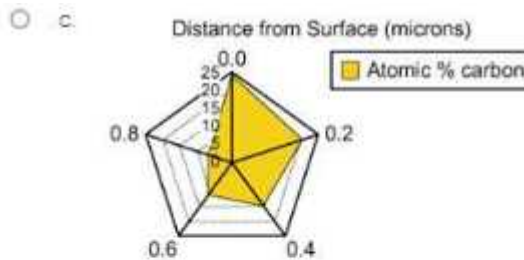
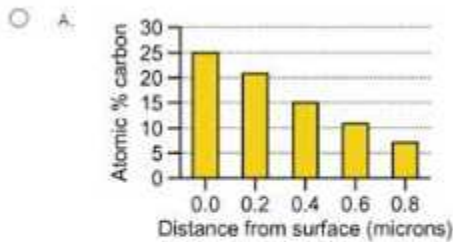
What approximate carburization time is needed to achieve a 10 atomic % carbon concentration at a distance from the surface of 0.2 microns?

- A. 1 hour
- B. 2 hours
- C. 3 hours
- D. 4 hours

What approximate carburization time is needed to achieve 5% atomic carbon at a distance from the surface of 0.4 microns?

- A. 1 hour
- B. 1.5 hours
- C. 2 hours
- D. 2.5 hours

Which graphic best shows, at a carburization time of 5 hours, the trend in atomic % carbon as the distance from surface increases?



A drill press operator who works with wood, plastic, aluminum, and steel uses drill speed recommendation tables to complete orders.

Use the graphic to the left for the 2 questions below

Drill Speeds (Recommended RPM)—Standard twist bit*				
Hole diameter	Wood	Plastic	Aluminum	Steel
1/16 to 3/16 inch	3000	2500	3000	3000
1/4 to 3/8 inch	3000	2000	2500	1000
7/16 to 5/8 inch	1500	1500	1500	600
11/16 to 1 inch	750	N/R	1000	350

Drill Speeds (Recommended RPM)—Forstner bit*				
Hole diameter	Softwood	Hardwood	Aluminum	Plastic
1/4 to 3/8 inch	2400	700	N/R	N/R
1/2 to 5/8 inch	2400	500	N/R	250
3/4 to 1 inch	1500	500	N/R	250
1 1/8 to 1 1/4 inch	1000	250	N/R	250
1 3/8 to 2 inches	500	250	N/R	N/R

N/R = Not Recommended

* = Do Not Exceed Recommended RPM

Pulley #	Drill Speed (RPM)
1	250
2	400
3	700
4	1200
5	1800
6	2400
7	3000
8	3700

An order requests four holes to be drilled into a piece of aluminum. Each hole is 5/8-inch in diameter. Which pulley would provide maximum speed without exceeding the recommended RPM for this job?

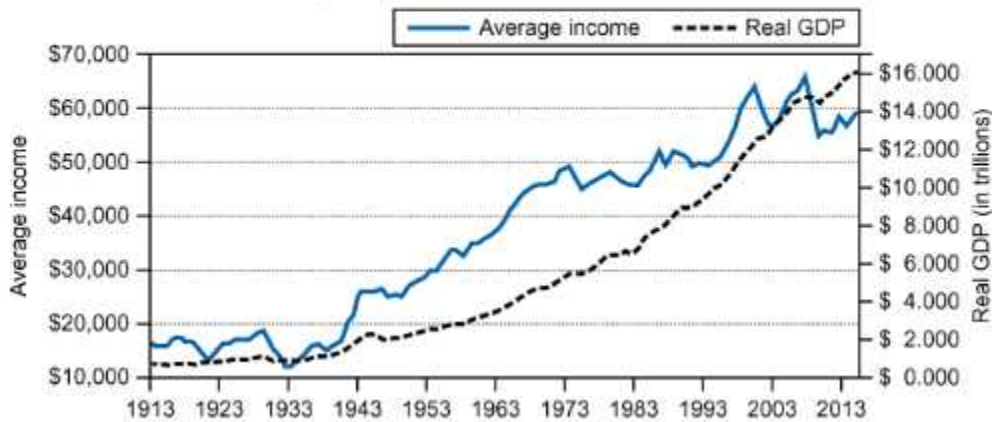
- A. Pulley #1
- B. Pulley #4
- C. Pulley #5
- D. Pulley #8

Which drill bit and pulley would be used to drill 3/4-inch holes into plastic?

- A. Forstner bit; Pulley #1
- B. Forstner bit; Pulley #2
- C. Standard twist bit; Pulley #5
- D. Standard twist bit; Pulley #6

An economist reviews average yearly household income and real GDP levels over 100 years.

Average Yearly Household Income and Real GDP



Use the graphic to the left for the 2 questions below

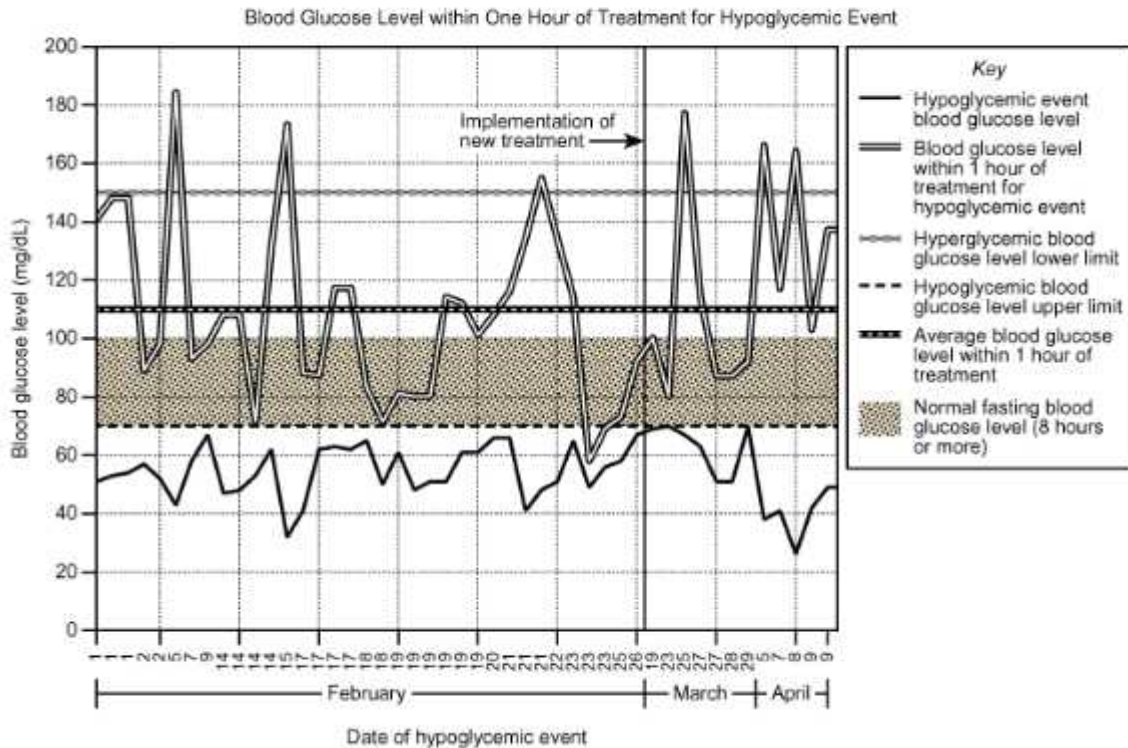
In general, what is the relationship between real GDP and average income over time?

- A. As real GDP falls, average income rises.
- B. As real GDP rises, average income falls.
- C. As real GDP rises, average income remains constant.
- D. As real GDP rises, average income rises.

In relation to real GDP, if the average income had continued at the trend shown from 1950 to 1980, the 2015 average income would be:

- A. \$59,000.
- B. \$67,000.
- C. \$70,000.
- D. above \$70,000.

A nurse manager uses data to study the results of a new treatment.



Use the graphic to the left for the 3 questions below

What was the approximate hypoglycemic event blood glucose level, in mg/dL, on February 25?

- A. 58
- B. 67
- C. 70
- D. 74

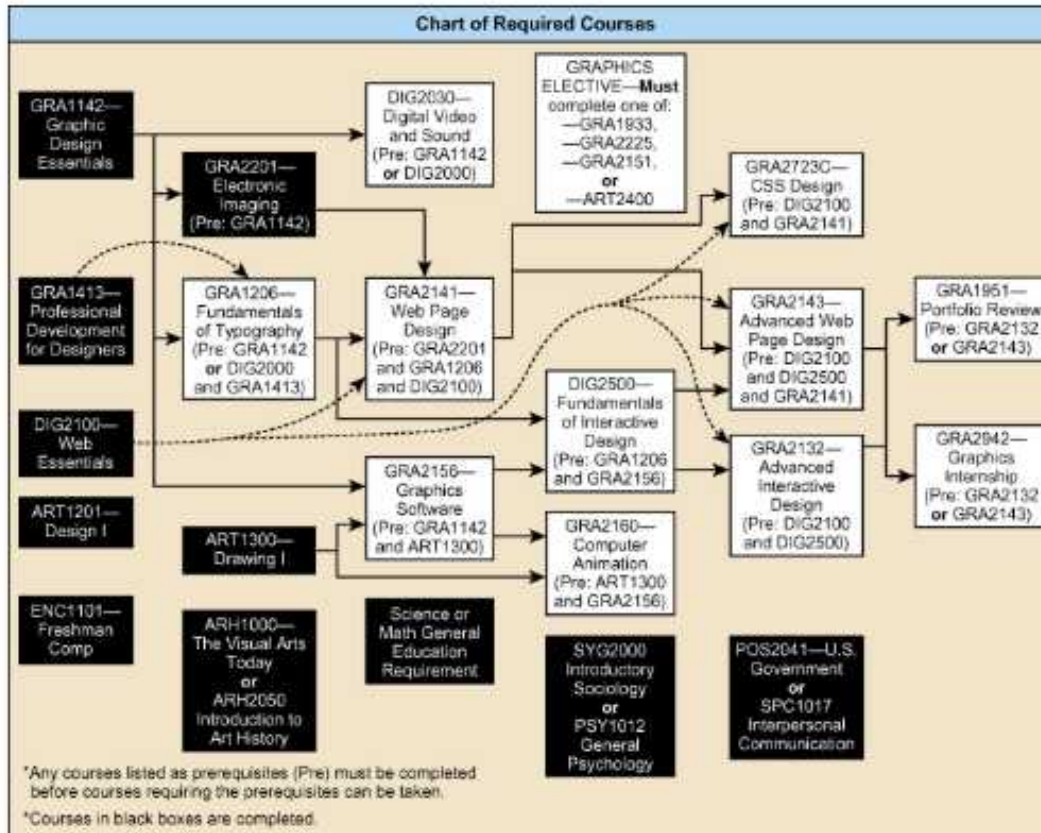
Which date after the implementation of a new treatment had the greatest difference between the hypoglycemic event blood glucose level and the blood glucose level within 1 hour of treatment?

- A. February 5
- B. February 15
- C. March 25
- D. April 8

What was the approximate highest blood glucose level, in mg/dL, within 1 hour of treatment for a hypoglycemic event on February 19?

- A. 81
- B. 82
- C. 115
- D. 182

An academic advisor uses a chart showing required courses to assist students.



Use the graphic to the left for the 3 questions below

Which prerequisite(s) for GRA2141 has this student completed?

- A. DIG2100 only
- B. GRA1206 only
- C. GRA1206 and GRA2201
- D. GRA2201 and DIG2100

DIG2100 is a direct prerequisite for how many courses?

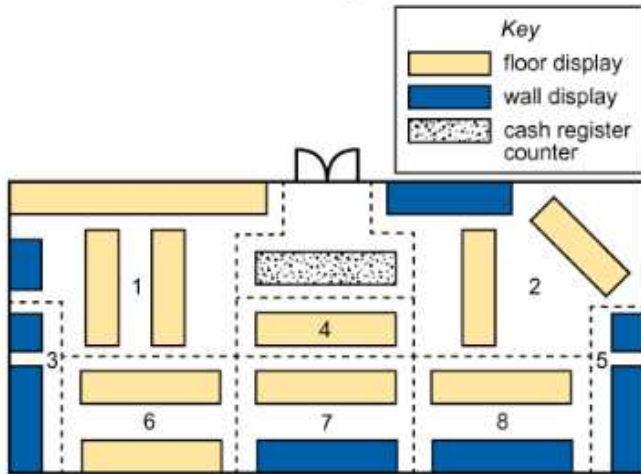
- A. 1
- B. 2
- C. 3
- D. 4

This student wanted to sign up for GRA2141 but was denied. Enrollment was not allowed because this student has not completed:

- A. any prerequisites.
- B. GRA1206 only.
- C. DIG 2100 and GRA1206.
- D. DIG2100 and GRA2201.

A sporting goods store stocks apparel and equipment and monitors the athletics schedules for area high schools.

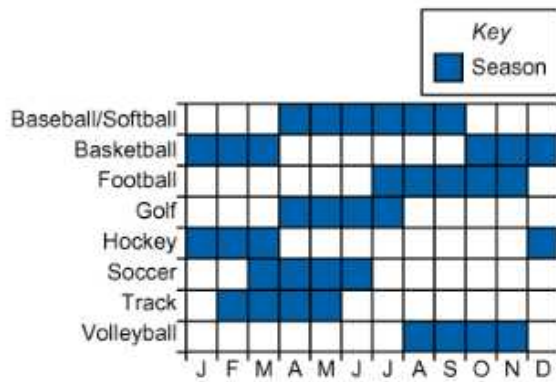
Store Layout



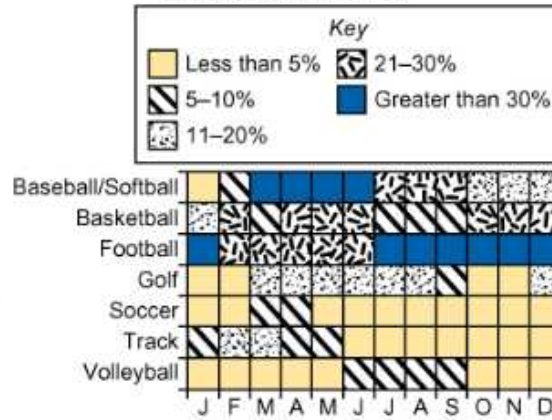
Zone	Sport
1	Football
2	Baseball/Softball and Basketball; In season
3	Volleyball
4	In-season sport (Zones 3, 6, 7, 8) w/ highest sales %
5	Baseball/Softball and Basketball; Out of season
6	Golf
7	Track
8	Soccer

Use the graphic to the left for the 3 questions below

Area HS Athletics



Average Monthly Sales



Which wall display(s) will showcase different sports throughout the year?

- A. 2 and 5
- B. 3 only
- C. 3 and 5
- D. 5 only

When would soccer be placed in zone 4?

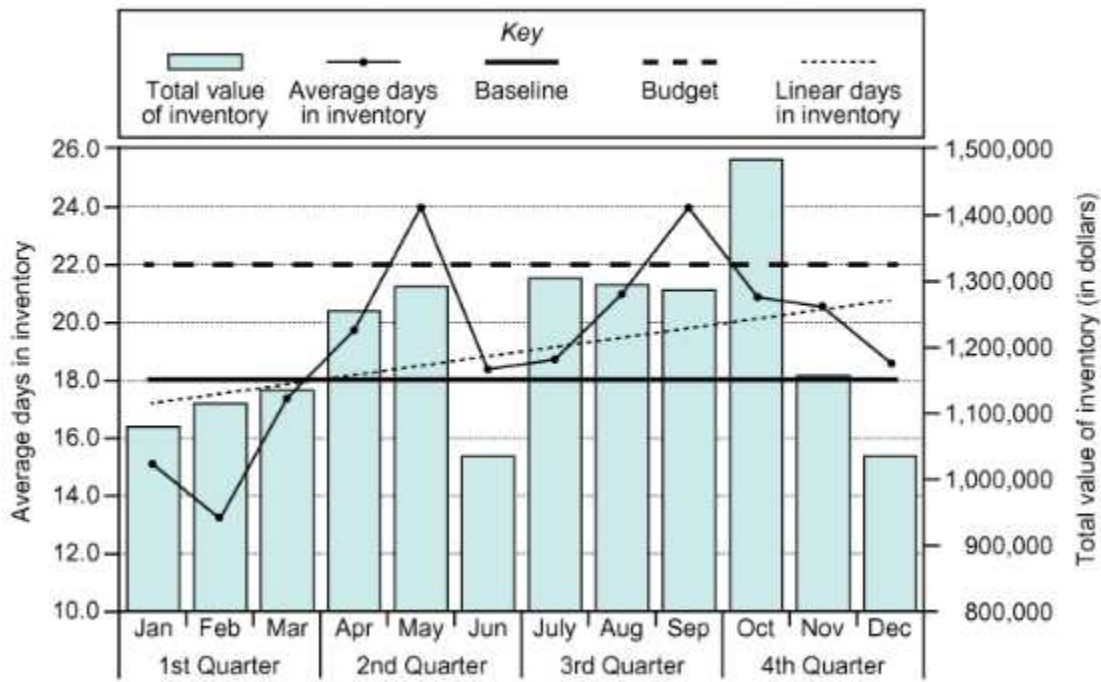
- A. March
- B. April
- C. May
- D. Never

It has been decided to place track merchandise in zone 4 during January. The best reason for making this decision is that track:

- A. is in-season.
- B. is one of the sports listed in zones 3, 6, 7, and 8.
- C. has higher average sales than golf, soccer, and volleyball.
- D. has the highest overall sales.

A manager tracks the total value of warehouse inventory and the average number of days an item spends in inventory before being sold each month.

Monthly Inventory—Total Warehouse Inventory



Use the graphic above for the 3 questions below

What is the approximate total value of inventory for the month with the lowest number of average days in inventory?

- A. 13.5
- B. 17.5
- C. \$1,120,000
- D. \$1,170,000

From July to September, how did the total value of inventory and the average days in inventory change?

- A. The total value of inventory decreased, and the average days in inventory decreased.
- B. The total value of inventory decreased, and the average days in inventory increased.
- C. The total value of inventory increased, and the average days in inventory decreased.
- D. The total value of inventory increased, and the average days in inventory increased.

Which month reflects an increase in total value of inventory from the prior month with the largest drop in average days in inventory?

- A. December
- B. February
- C. June
- D. October

Workplace Documents – 35 questions – 55 minutes

Oak Valley Food Service Employee Notice

Everyone working in the kitchen or on the line needs to dress properly for their shift. Both men and women must wear either a cap or a scarf to cover their hair. If you lose your cap or scarf, tell your supervisor. Men must be clean-shaven. Everyone must wear a white shirt. Get a shirt from the rack near the door at the start of your shift. You may also wear an apron, though this is not required. Aprons are in the crate under the rack of shirts. Black pants are also available but are not required.

You work for Oak Valley Food Service. The main purpose of the document shown is to:

- A. describe how employees should dress for their shift.
- B. identify the location of aprons.
- C. identify the location of shirts.
- D. instruct men to shave.
- E. tell employees what to do if they lose a cap or scarf.

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You work for Oak Valley Food Service. According to the document shown, if you lose your cap, what should you do?

- A. Get a new cap from the crate.
- B. Get a new cap from the rack.
- C. Leave your hair uncovered.
- D. Tell your supervisor.
- E. Wear a scarf instead.

On-the-job Injuries

If medical attention beyond first aid is needed, report to your supervisor and go to the Stenson Clinic, which is located one block west of here on North Broadway. As soon as possible, you or someone else should fill out an accident report form. These forms are available at the display rack in the cafeteria. Failure to follow these directions may lead to delays in payment of insurance claims. Following these directions will lead to faster claim payment.

According to the document shown, if you need medical attention beyond first aid, you should first:

- A. file your claim.
- B. fill out an accident report.
- C. go immediately to the clinic.
- D. report to your supervisor.
- E. wait for the insurance to pay your claim.

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According to the document shown, you can get an accident report form:

- A. at the clinic.
- B. from the claims office.
- C. from your supervisor.
- D. in the cafeteria.
- E. on North Broadway.

Central Utilities-Customer Service Policies & Procedures

2. Equal Payment Plan

Some customers find it to their advantage to set up an Equal Payment Plan (EPP). The customer receives a regular monthly bill but pays only the estimated average monthly amount for the following 12 months of bills. The estimate is based on the customer's previous 12 months of bills. Any anticipated future rate increases within the EPP period are taken into consideration in determining the monthly payment.

Monthly EPP payments begin with the May billing. The customer account must have a zero balance following the April billing, by either using any credit which was accumulated or by paying the difference over the average amount. Any credit balance may be refunded or used to offset future billings, as the customer desires. A customer may remain on the EPP until the customer moves from the address where the plan was used, notifies Central Utilities to terminate participation in the plan, or is delinquent more than two times during the preceding 12 months.

As used in the second paragraph of the document shown, **offset** means:

- A. apply to.
- B. determine.
- C. estimate.
- D. set up.
- E. stop.

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To: Under-Cuts Hair Salon #64 employees
Re: Price increases

The home office has informed us of new treatment prices: Haircuts will be \$30, a haircut and shampoo will be \$35, highlighting will be \$45, permanents will be \$55, and straightening will be \$65.

Buy-one-get-one-free haircut coupons can be given over the next several weeks to help maintain customer loyalty.

Choices requiring the most employee time and/or supplies have the biggest price increases. Changes are in response to rent and utilities increases. Record all negative customer comments in the daily log. The home office also stressed the need to increase take-home merchandise sales. See the general manager with any questions you may have.

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Neward Publishing

Employee File Access Request Policy

Employee File Access Request forms are available at the Employee Services desk. You can also download the form from Neward's Human Resources (HR) website. Complete the form and submit it by mail or email to the HR records manager.

On receipt of the form, the HR records manager will set up a time for you to view your employee file. You must provide an identification card before viewing the file. An HR representative will be present during the viewing. Requests for photocopies should be made to the HR representative. If you want to view related material not contained in your employee file, contact Information Services.

You work in the billing department at Central Utilities. An EPP customer calls in April and wants to know how much her monthly EPP payment will be next year. According to the document shown, you should explain that the payment will be based on her:

- A. accumulated credit at the end of the year.
- B. history of paying the monthly bill on time.
- C. next twelve months of EPP bills.
- D. previous twelve bills less any refund.
- E. previous twelve months of EPP bills.

You are a stylist at Under-Cuts Hair Salon. A customer tells you that longtime customers like her should not be charged the new price. According to the document shown, you need to:

- A. ask the general manager if she can pay the old price.
- B. explain that the home office sets all prices.
- C. give her a coupon to use on her next visit.
- D. offer her a take-home product at a reduced price.
- E. record her comment in the daily log.

You are a stylist at Under-Cuts Hair Salon. According to the document shown, why are prices changing?

- A. Customer loyalty has decreased.
- B. Not enough take-home products are being sold.
- C. Rent and utilities have increased.
- D. Things are stressful at the home office.
- E. Wage and supply costs have gone up.

You are an employee at Neward Publishing. According to the document shown, if you want to view your employee file, you should complete an Employee File Access Request form and submit it to:

- A. an HR representative.
- B. Information Services.
- C. the Employee Services desk.
- D. the HR records manager.
- E. the HR website.

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You are an employee at Neward Publishing. You want to access your employee file. According to the document shown, when do you need to provide an identification card?

- A. Before getting an Employee File Access Request form
- B. Before viewing material not in the file
- C. Before viewing your employee file
- D. When requesting photocopies
- E. When submitting the Employee File Access Request form

Gas Welding Guidelines

All personnel, including helpers and assistants, shall adhere to these guidelines when involved in gas welding activities.

1. All personnel shall wear appropriate protective clothing and eye protection.
2. Matches, cigarette lighters, or other hot work shall not be used to light a torch. A friction lighter or stationary pilot light should be used. It is important to not create a large spark that might cause an unsafe situation around gas equipment.
3. Defective welding hoses shall be removed from service and replaced with approved hoses.
4. When gas welding equipment is not in use, the cylinder valve shall be closed and the pressure in the hose released.
5. Acetylene cylinder valves shall be opened not more than one and one-half turns. The wrench shall be left in position on the stem while the cylinder is in use. Acetylene should not be used at a pressure greater than 15 PSI.
6. When in use, all tank valves, except acetylene gas, shall be opened fully against the back seat to prevent leakage around the stem.
7. Acetylene cylinders shall be kept in an upright position at all times to prevent damage to the valve stem.

You are a new assistant to a welder at a utility company. According to the document shown, when the welder asks you to light a torch, what should you use?

- A. A cigarette lighter
- B. A friction lighter
- C. A lit torch
- D. Hot work
- E. Matches

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7. Acetylene cylinders shall be kept in an upright position at all times to prevent damage to the valve stem.

You are a new assistant to a welder at a utility company. According to the document shown, acetylene cylinders should always be:

- A. lit with stationary pilot lights.
- B. maintained at constant pressure.
- C. maintained in a vertical position.
- D. opened fully against the back seat.
- E. opened more than one and one-half turns.

Play Hard Dog Daycare

Revised Schedule

When dogs arrive between 7 and 8 a.m., they should be taken immediately to their preselected warm-up groups. Group A dogs are high energy and should go to the large indoor play area at the southern end of the facility. Group B dogs include puppies, shy dogs, and older dogs, and they play in our large indoor area at the northern end. Our new warm-up group time ends at 10 a.m. rather than 9 a.m. so dogs will spend more time with their preselected warm-up groups.

From 10 a.m. to 12 p.m. pack playgroups go to their respective areas of the facility. The groups and staff are set up by staff leaders prior to the day's activities with dogs being grouped according to temperament and engagement level. The play groups are held in the two large indoor areas, the three smaller indoor areas, and occasionally in the outdoor area if our numbers are at maximum capacity for the day.

Crated rest time is from 12 p.m. to 2 p.m. From 2 to 3:30 p.m. group play takes place again. The groups and locations are the same as the warm-up session. Starting at 3:30 p.m. each dog has an individualized rest, feeding, and play schedule based on pickup time.

As in the past, watch for signs of trouble of both the submissive and active nature. Separate the dogs in question, or allow those wanting to avoid conflict who show threat-reduction signals to rest in our crate-comfort room along with any dogs that may need "break time" due to overstimulation.

You work at Play Hard Dog Daycare. According to the document shown, you should put a puppy that arrives at 8 a.m. in the:

- A. crate-comfort room.
- B. large, northern indoor play area.
- C. outdoor play area.
- D. large, southern indoor play area.
- E. small indoor play area.

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Revised Schedule

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As in the past, watch for signs of trouble of both the submissive and active nature. Separate the dogs in question, or allow those wanting to avoid conflict who show threat-reduction signals to rest in our crate-comfort room along with any dogs that may need "break time" due to overstimulation.

You work at Play Hard Dog Daycare and receive the following message:

Two trainers plan to work in the afternoon with some dogs in the small indoor areas. Please follow the revised Saturday schedule when dogs complete training.

Based on the document and message shown, if a shy dog finishes a training session at 1:30 p.m., you should take her to:

- A. join Group A.
- B. join Group B.
- C. play in a small indoor area.
- D. rest in her crate.
- E. work with her second trainer.

Hargrave Medical Institute

Pharmacy Procedures - Disposal of controlled drugs

A controlled drug destruction kit (denaturing kit) should be ordered in advance, preferably as soon as any controlled drug stock is ordered. The CDs (controlled drugs) quarantined for destruction should be added to the denaturing kit according to the process below.

Order of adding products to kit:

- solid oral dose forms (e.g., tablets/capsules, suspected illicit solids), powder containing injection, and transdermal patches
- small volume liquids (e.g., injection ampules)
- large volume liquids (e.g., oral liquids)

Processing products before adding to kit:

- Tablets and capsules should be removed from all packaging.
- Injection ampules/vials should be opened and the contents and glass added to the kit, and transdermal patches should be cut in two.
- Liquids should be emptied from the container and the container rinsed with a small volume of water and then added.

The CDs must be removed from the CD record book as they are added to the kit. The remaining CD stock must be reconciled.

Once all products being destroyed have been added to the kit, water should be added, as necessary, in accordance with the manufacturer's instructions. If there are a large number of items being destroyed, the inactivation process may take up to 24 hours to complete. The kit should be left in the CD cupboard while the inactivation process is taking place. The CDs are now considered irretrievable.

As used in the third heading of the document shown, **processing** most closely means:

- A. adding.
- B. destroying.
- C. mixing.
- D. ordering.
- E. preparing.

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As a pharmacist at Hargrave Medical Institute, you are disposing of some controlled drugs in a denaturing kit. According to the document shown, the drugs are considered irretrievable once they:

- A. are added to the kit.
- B. are removed from their containers.
- C. have been quarantined for destruction.
- D. have been removed from the record book.
- E. have begun the inactivation process.

Document A

Pottery Plus Shack

Cleanup Instructions for Pottery Classes

Use these cleaning guidelines for each pottery class offered at the shop this weekend. Students should wear protective masks during cleanup because the dust from clay and the glazes used before firing is harmful if ingested or inhaled. Twenty minutes before the end of class, start the cleanup procedure by having the students place the pottery they created on the back table near the kiln room so pottery can be fired. When the back table is full, put the pottery that is ready on the side table next to the east wall. If side table space is filled, put pieces on the front table. Have all students wipe their pottery wheels with wet, natural sponges to cut down on dry clay dust, which is harmful. Pottery cleaner wet wipes should be used on all stainless steel surfaces. Wedging boards and tools should be washed in the sink with soap and water; clay debris from tools will collect in the receptacle beneath the sink and should be recycled. While some students wash tools in the sinks, one student can wet mop the floor around the pottery wheel, moving water and clay debris to the floor drain. Wet mopping is necessary because the sweeping action of a broom could force dust particles into the air.

Document B

Kiln Instructions

Before each use, brush a combination of 50% water with 50% alumina hydrate on the kiln shelf. Since the pottery on the back table was completed earliest, fire it first. After pieces are fired and removed, brush the remaining 50/50 mixture onto the shelf to clean the kiln and preserve it. Staff are responsible for washing the kiln shelf at the end of each day.

You work at Pottery Plus Shack. According to the documents shown, when cleaning the wedging boards, clay debris should be:

- A. fired in the pottery kiln.
- B. removed with pottery cleaner wet wipes.
- C. removed using a natural sponge.
- D. moved into the floor drain with a wet mop.
- E. washed off with soap and water into a receptacle.

You are operating the kiln at Pottery Plus Shack. Based on the documents shown, once you have fired and removed the pottery that was on the back table, you should:

- A. sprinkle a 50/50 mixture onto the shelf and gather pottery left near the pottery wheels to be fired next.
- B. apply a water and alumina hydrate mixture to the shelf and gather pottery from the side table to be fired.
- C. brush a 50/50 mixture onto the shelf and start firing clay to be recycled.
- D. wash the kiln shelf and move the water and clay debris to the floor drain.
- E. wash the kiln shelf in the sink with soap and water.

SMOCKROOM

This room is divided into areas; the smock area and the fab shoe area are separated by a red line across the floor. The smock area is demarcated by the entrance and exit doors of the smockroom and also by the red line across the floor of the smockroom. The fab shoe area is demarcated by the red line and the air shower entrance.

Remove jewelry and store it inside the assigned locker near the door to the shoeroom. Wipe down all approved production-related items with clean wipes and IPA. This minimizes the risk of contaminants in the fab area. Wash hands at hand washer for a full cycle and dry completely under hand dryer.

Select smock: visually check hood for tears and holes. If a tear or hole is found, replace the hood. Put on the hood and cleanroom safety glasses. Remove smock from hanger, keeping top half of the smock from touching the floor. Visually inspect smock, checking for tears and holes, and replace it if necessary.

Put on the smock, tucking the hood neatly underneath the smock. Fasten smock zippers completely and the smock collar. Clip your cleanroom badge on the chest strap. Obtain a new pair of gloves from the dispenser. Roll back smock sleeve, put on one glove and roll sleeve back over the cuff of the glove so it is not exposed. Do not touch the outside glove surface with bare hands. This is to reduce contamination of the gloves.

You need to store your watch inside the assigned locker. According to the document shown, where is this locker located?

- A. Between the fab shoe area and the air shower entrance
- B. Between the smockroom and the fab shoe area
- C. In the shoeroom, next to the hand dryer
- D. Near the shelves in the smockroom
- E. Near the shoeroom entrance

As used in the document shown, IPA is probably used as a:

- A. deodorizer.
- B. disinfectant.
- C. insecticide.
- D. lubricant.
- E. polish.

When you are following these instructions in the document shown, you can still wear the smock you selected even if:

- A. it has a small tear in the left sleeve.
- B. its collar was touched by your just-dried hands.
- C. its right sleeve has been dragged on the floor.
- D. the collar has a broken fastener.
- E. the zipper of the smock does not close all the way.

Consumer Product Safety Commission

§ 1512.4 Mechanical requirements for bicycles.

(a) Assembly. Bicycles shall be manufactured such that mechanical skills required of the consumer for assembly shall not exceed those possessed by an adult of normal intelligence and ability.

(b) Sharp edges. There shall be no unfinished sheared metal edges or other sharp parts on bicycles that are, or may be, exposed to hands or legs; sheared metal edges that are not rolled shall be finished so as to remove any feathering of edges, or any burrs or spurs caused during the shearing process.

(c) Integrity. There shall be no visible fracture of the frame or of any steering, wheel, pedal, crank, or brake system component resulting from testing in accordance with the handbrake loading and performance test, § 1512.18(d); the foot brake force and performance test, § 1512.18(e); and the road test, § 1512.18(p) (or the sidewalk bicycle proof test, § 1512.18(q)).

(d) Attachment hardware. All screws, bolts, or nuts used to attach or secure components shall not fracture, loosen, or otherwise fail their intended function during the tests required in this part. All threaded hardware shall be of sufficient quality to allow adjustments and maintenance. Recommended quality thread form is specified in Handbook H28, "Screw Thread Standards for Federal Service," issued by the National Bureau of Standards, Department of Commerce; recommended mechanical properties are specified in ISO Recommendation R898, "Mechanical Properties of Fasteners," and in ISO Recommendations 68, 262, and 263, "General Purpose Screw Threads."

(e)–(h) [Reserved]

(i) Control cable ends. Ends of all control cables shall be provided with protective caps or otherwise treated to prevent unraveling. Protective caps shall be tested in accordance with the protective cap and end-mounted devices test, § 1512.18(c), and shall withstand a pull of 8.9 N (2.0 lbf).

(j) Control cable abrasion. Control cables shall not abrade over fixed parts and shall enter and exit cable sheaths in a direction in line with the sheath entrance and exit so as to prevent abrading.

You are a production manager at Johnson Bicycles reviewing the rules regarding sheared metal edges. Based on the document shown, the purpose of these rules is to:

- A. eliminate the need to roll or finish edges.
- B. ensure the integrity of bicycle frames.
- C. produce sleek and streamlined bicycles.
- D. protect riders from abrasions caused by the bicycle.
- E. reduce the need for bicycle maintenance.

You are a production manager at Johnson Bicycles. You are responsible for ensuring that the company adheres to federal manufacturing requirements. According to the document shown, in terms of assembly, what do you need to guarantee for every bicycle sold by your company?

- A. That a set of assembly instructions is packed with it
- B. That instruction manuals include a list of all safety features
- C. That instruction manuals list resources for help with assembly
- D. That routine repairs are reasonably easy to perform
- E. That the assembly is sufficiently simple to complete

You are a production manager at Johnson Bicycles. You are reading about control cables. Based on the document shown, 8.9 N refers to:

- A. a degree of flexibility.
- B. a direction of movement.
- C. a measure of circumference.
- D. a unit of force.
- E. a unit of weight.

Importing & Exporting

Arrival of Goods

Imported goods may not legally enter U.S. commerce until the shipment has arrived within the port of entry and Customs has authorized delivery of the merchandise. This is normally accomplished by filing the appropriate documents, either by the importer or by the importer's agent. To expedite this process, Customs entry papers may be presented before the merchandise arrives, but entry will not take place until the merchandise arrives within the port limits.

The Customs Service does not notify the importer of the arrival of the shipment. The carrier of the goods usually makes notification of arrival. Arrangements should be made to ensure that the importer or their agent is informed immediately of arrival so that the entry can be filed and delays in obtaining the goods avoided.

The Customs Service defines "entry" not merely as the arrival of goods at a port, but as the process of presenting documentation for clearing goods through Customs. Imported merchandise not entered through Customs in a timely manner (within 15 calendar days of arrival) is sent by Customs to a general order warehouse to be held as unclaimed. The importer is responsible for paying storage charges while unclaimed merchandise is held at the warehouse. If it remains unclaimed at the end of six months, the merchandise is sold at auction.

Some type of Customs entry must be made at the first port of arrival. Ordinarily entry is made there for consumption, for entry into a bonded warehouse, or for transportation in bond to another port where a consumption or warehouse entry will be made. If an importer is unable to be there to prepare and file the entry, commercial brokers, known as customs brokers and licensed by the Customs Service, may act as an agent for the importer. These brokers charge a fee for their services. A list of customs brokers may be obtained from the local Customs office or found in the yellow pages of the local telephone directory.

In the case of a single noncommercial shipment, a relative or other individual may act as the importer's agent for customs purposes. This person must know the facts pertaining to the shipment and must be authorized in writing to act for the importer.

The law prohibits Customs employees from performing these tasks for the importing public. However, they will advise and give information to importers about Customs requirements.

Three weeks ago, your imported goods arrived in San Francisco. You were unable to file an entry at that time. Based on the document shown, to get your goods you must:

- A. buy them back at the next Customs Service auction.
- B. file for entry into a bonded warehouse.
- C. hire a commercial broker to act as your agent.
- D. hire a relative or other individual to act as an agent for you.
- E. pay the storage charges on them.

You are in the shipping business and one of your carriers has just arrived in New York with a cargo of goods for a particular importer. Based on the document shown, you should immediately:

- A. arrange for transfer of goods to a general order warehouse.
- B. let the importers or their agent know of the arrival.
- C. notify a licensed customs broker of the arrival.
- D. notify an agent of the Customs Service of the arrival.
- E. send a crew member to file for entry.

Your regular commercial shipment of imported cheeses arrives in Detroit, en route to your Cincinnati cheese shop. You cannot get to the Customs Office to file for entry. Based on the document shown, who could be authorized to file for you?

- A. A Customs Service employee
- B. A friend in Detroit
- C. A licensed customs broker
- D. The carrier of the shipment
- E. The manager of a bonded warehouse

You work at River Bend Restaurant. Based on the document shown, the purpose of attaching the purchase order form and the packing slip to the check for payment of purchases is to ensure that:

Meat Purchasing Procedures

Determining Needs:

The cook completes a purchase order form to obtain meat (beef, chicken, etc.) from vendors. This form includes specifics about the meat needed (pounds, quality of product, etc.), which allows the cook to manage use and quality. The cook gives the purchase order form to the restaurant manager.

Getting a Price Quote:

The restaurant manager sends copies of the purchase order form to vendors. The vendors review the form and give price quotes to the restaurant manager. The restaurant manager selects the vendor with the lowest price. The price quote process prevents River Bend from overpaying for product. The restaurant manager adds the vendor name and price to the purchase order form, signs the form, and forwards it to the accounting manager.

Verifying the Vendor:

The accounting manager reviews the purchase order form to verify that the vendor is listed as an approved company. If not, the accounting manager contacts the restaurant manager to verify that the new vendor is the company processing the order. The accounting manager signs the form, sends it to the vendor and requests that the order be filled.

Shipment:

The vendor ships the meat to the restaurant based on the purchase order form. The shipment arrives with a packing slip, which lists the meat that was shipped.

Verifying the Shipment:

When the order is received, the restaurant manager matches the type of meat and the total amount on the packing slip to the purchase order form. The restaurant manager foots the amounts to make sure the total quoted price agrees with the total price charged. If the forms do not agree, the restaurant manager contacts the vendor. Both documents are sent to the accounting manager.

Processing the Payment:

The accounting manager generates a check for payment and attaches the purchase order form and the packing slip to the check. All of the documentation is forwarded to the owner.

Signing and Mailing the Check:

The owner reviews all of the documentation and signs the check, which ensures that the correct vendor is paid. The office secretary mails the check to the vendor.

Recordkeeping:

The purchase order form and the packing slip are filed by the accounting clerk, along with a copy of the check.

Bank Account Reconciliation:

The accounting manager reconciles the bank account and reviews the check written to the vendor. The vendor name and amount on the check are matched to the packing slip.

- A. if there is confusion, the accounting clerk can provide documentation of the order.
- B. the accounting manager is able to match the bank activity to the company checkbook.
- C. the cook can monitor food quality and the amount of meat ordered for the restaurant.
- D. the restaurant manager selects the lowest price quote to keep costs down.
- E. the restaurant will make payment to the vendor that filled the order and delivered the meat.

Before the procedures shown were put in place, River Bend's cook noticed that vendors were sending more meat than he ordered. The accounting manager confirmed that these larger shipments were paid for. Based on the document shown, what is the first step that prevents this from happening now?

- A. Before the owner signs the check, he notes the amount that was ordered on the packing slip.
- B. The accounting clerk reviews all of the documents that relate to the order.
- C. The cook determines the amount to be ordered by completing the purchase order form.
- D. The restaurant manager determines the lowest price quote for a specific order amount.
- E. The restaurant manager matches the purchase order form's amount with the packing slip.

As used in the Verifying the Shipment section of the document shown, what is meant by "the restaurant manager foots the amounts"?

- A. Adds the totals on the purchase order form and the packing slip
- B. Compares the types of meat on the purchase order form to the packing slip
- C. Pays the total vendor bill once the meat order is received
- D. Selects the vendor that has given the lowest price quote
- E. Verifies that the meat received was ordered by the cook

Portfolio Development for Teacher Candidates

This information is intended to help teacher candidates systematically gauge their progress in the teaching profession by developing portfolios. More importantly, it is intended to help teacher candidates think reflectively about their decisions and experiences. As hiring supervisors in the Crates Independent School District, please disseminate this information to job applicants seeking teaching positions in our district as portfolios are an important component of applications.

The dynamics of the current US educational reform movement have led to renewed emphasis on teacher quality and preparation. In recent years, the National Council for Teacher Education has redefined its set of standards for accrediting teacher education programs and begun requiring documentation of the impact preservice teachers have on the learning of their students. The NCTE standards also require teacher education programs to assess the performance of preservice teachers over time using multiple measures and linking performance to institutional, state, and professional standards. As a result, teacher education programs are adopting portfolios as one means to assess preservice teachers in a performance-based standards environment. Some licensing agencies also require portfolios, and they are a major requirement for experienced teachers seeking board certification from the National Board for Professional Teaching Standards.

The contents of a portfolio depend on what it is intended to demonstrate to whom. It is very common for instructors, licensing agencies, or certification bodies to establish guidelines for portfolio development. Portfolios might include written work such as reports, term papers, graded tests and assignments, lesson/unit plans, artwork, lists of professional books and articles read, lists of conferences attended and sample materials from those conferences, letters from parents, notes from students, and video recordings of teaching. Products might come from multiple sources, including course work, field experiences, and volunteer activities in student groups or professional organizations. What keeps the portfolio from simply being a scrapbook is the reflection the teacher candidate undertakes regarding what each artifact demonstrates about his or her educational philosophy, learning, and professional growth and development.

You are a hiring supervisor in the Crates Independent School District. Based on the document shown, how should you emphasize the importance of portfolio development to local teacher education programs seeking accreditation?

- A. Preservice teacher portfolios are required by universities seeking accreditation.
- B. State licensing agencies must submit teacher portfolios to hiring school districts.
- C. Teaching programs must submit portfolios to the National Board for Professional Teaching Standards.
- D. The National Council for Teacher Education requires documentation of preservice teacher performance.
- E. The US Department of Education requires portfolios as proof that teachers are board certified.

As a hiring supervisor in the Crates Independent School District, you have offered a job to a candidate who graduated from a teaching education program in another state. Based on the document shown, what is the most likely reason the candidate would need to revise his portfolio?

- A. Informal formats are no longer accepted by the Crates Independent School District.
- B. Performance standards for teacher assessment can vary from state to state.
- C. Portfolios submitted to school districts require the inclusion of state-specific documents.
- D. State licensing agencies have changed their guidelines for portfolio development.
- E. The National Council for Teacher Education has redefined its portfolio requirements.

As used in the document shown, what best describes an artifact?

- A. A certified document that states a teacher's level of competency
- B. A collection of evidence that proves a teacher's qualifications
- C. A compilation of work that shows a teacher's professional development
- D. A piece of work-related evidence that reveals a teacher's professional skills
- E. A self-created product that demonstrates a teacher's progress over time

4.2 Under this Bylaw, the City reserves the right to require the removal, at any time, of existing signs or structures that are wholly or partially located on or over municipal property or on a highway right-of-way, except those erected by the City, State Government Agencies, or authorized Utility Companies.

Violation and Enforcement:

4.3 As determined by the signage officer, any person who:

1. violates, causes, or allows any of the provisions of this Bylaw to be violated; or
2. fails to comply with any provision of this Bylaw or applicable statute; or
3. refrains from doing anything required under the provisions of this Bylaw; or
4. obstructs, or seeks or attempts to prevent or obstruct a person who is involved in the execution of duties under this Bylaw, is deemed to have committed an infraction of, or an offense against, this Bylaw.

4.4 Any person deemed to be in violation of this Bylaw is liable for any monetary assessment provided for in Schedule B of this Bylaw, and each day that such a violation is caused, or allowed to continue, constitutes a separate offense.

4.5 In addition to the remedies available in Section 4.4 of this Bylaw, the City shall have the right to deal with infractions of, or offenses against this Bylaw, in any lawful manner available to the City, including, but not limited to the Municipal Ticket Information Process.

4.6 If at any time any sign does not conform in every respect with the provisions of this Bylaw or any other bylaw applicable thereto, or if any sign is, in the opinion of the signage officer, in an unsafe or defective condition or in disrepair, or, if the information on the sign has become obsolete due to changed use or occupancy of the parcel, the signage officer may give notice to the owner of such sign, or owner or occupier of the parcel or premise upon which it is displayed, to repair or remove the same within the period specified in the notice. It shall be the duty of such owner to repair or remove such sign in accordance with said notice, failing which, the City Council will authorize the removal of said sign in accordance with the applicable State Statutes.

4.7 The City's bylaw enforcement officer is hereby empowered to advise the City Council to order removal, detainment or impoundment of a sign occupying, or encroaching upon, a portion of any City property or right-of-way, in addition to monetary assessments for noncompliance. Upon removal by the City's Building and Zoning Department, the sign's owner shall be billed for any and all costs incurred by the City.

You are a clerk for the City of Astoria. The city removed a sign from a business because the sign was determined to be in an unsafe condition. The manager of the business would like to know who approved its removal. Based on the document shown, approval for the sign's removal would have come from the:

- A. Building and Zoning Department.
- B. bylaw enforcement officer.
- C. City Council.
- D. State Government Agencies.
- E. signage officer.

Based on the document shown, the purpose of Schedule B is to:

- A. determine the penalty for violating a bylaw provision.
- B. establish who is guilty of committing a violation.
- C. explain the importance of correcting a violation.
- D. list the provisions enforced by the signage officer.
- E. provide sign owners with guidelines for displaying signs.