

Investigator and detective reasoning: study guide

Police, justice, corrections, border, and security · suite apt-040-investigator-and-detective-reasoning · generated 2026-09-15T15:41:45.534Z

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Answer keys and scoring logic stay server-side and are never included in any download or export.

How to use this guide

This file contains the whole study outline for this suite: every skill it draws on, the full lesson for each of those skills, worked examples, practice tips, a glossary, and where each piece of material comes from. Nothing here is a summary of a page you still have to visit.

1. Read the skills section end to end once, without timing yourself.
2. Work the guided practice mode for the suite, using the practice tips as a checklist.
3. Move to the mini-test only when guided practice feels unhurried.
4. Sit the full simulation last, once, in the conditions you expect on the day.

Practice attempts are stored on the device you used, never on an account. Exporting a result is the only way anything leaves that device.

Practice modes and durations

Practice modes for Investigator and detective reasoning

Mode	Duration	What it is for
Guided practice	15 minutes	Untimed, with feedback after every item.
Mini-test	18 minutes	A short timed set for checking pace.
Full simulation	45 minutes	Full length and full time, in one sitting.

- Start guided practice:
<https://learn.novusstreamsolutions.com/aptitude/practice/new?bank=apt-040-investigator-and-detective-reasoning&mode=guided>
- Start mini-test:
<https://learn.novusstreamsolutions.com/aptitude/practice/new?bank=apt-040-investigator-and-detective-reasoning&mode=mini>
- Start full simulation:
<https://learn.novusstreamsolutions.com/aptitude/practice/new?bank=apt-040-investigator-and-detective-reasoning&mode=full>

Skills covered, in full

This suite draws on 5 skill constructs. Each one below carries its complete lesson.

Situational judgment

Evaluating workplace responses against role-relevant principles.

Learn a repeatable way to compare workplace responses: establish the facts, identify duties and risks, respect role boundaries, then choose a proportionate first action. This is educational preparation, not an official scoring guide.

What you should be able to do after this lesson:

1. Separate facts stated in a scenario from assumptions that the scenario does not support.
2. Rank response options by immediate risk, policy or role obligations, proportionality, and follow-through.
3. Explain why a strong first action is better than passive, punitive, or unauthorized alternatives.

Worked examples and pitfalls

Worked scenario: an unverified safety concern: A colleague reports a possible equipment fault while a deadline is approaching. First distinguish the known fact, the report, from the unverified cause. A strong response protects people and affected work, checks the concern through the right channel, tells the relevant lead, and records what was done. Ignoring the report underreacts; shutting down unrelated work or accusing someone before checking the facts overreacts.

Method: facts, duties, risks, response: Write four short notes before ranking options: what is known, who may be affected, which duty or boundary applies, and what safe next step is available now. Prefer an action that addresses the immediate issue and creates useful follow-through. Do not reward an option merely because it sounds decisive.

How to practise this skill

- Answer the question asked: best first action, worst action, or complete response are different tasks.
- Check whether an option acts within the person's authority and escalates only as far as the risk requires.
- When two options look reasonable, prefer the one that gathers missing facts and communicates ownership.

Glossary

Proportionality: Matching the urgency and scope of a response to the evidence, likely impact, and authority available.

Role boundary: The limit of what a person may decide or do without approval, specialist help, or escalation.

Follow-through: Confirming ownership, recording the decision, and checking that the issue was actually resolved.

Study this next

- Situational judgement test:
<https://learn.novusstreamsolutions.com/search?q=Situational%20judgement%20test>
- Workplace ethics: <https://learn.novusstreamsolutions.com/search?q=Workplace%20ethics>
- Decision-making: <https://learn.novusstreamsolutions.com/search?q=Decision-making>
- Situational judgment lesson on Novus Learn:
<https://learn.novusstreamsolutions.com/aptitude/skills/situational-judgement/lesson>

Where this material comes from

- Novus Learn original situational-judgment suite scenarios and published construct mapping.
- Novus educational framework: facts, duties, risks, role boundaries, proportional action, and follow-through.

Educational preparation only. Novus Learn does not administer official exams and does not guarantee scores or hiring outcomes.

Critical thinking

Evaluating evidence, assumptions, arguments, credibility, and alternative explanations.

Critical thinking assessments ask you to take an argument apart: what is being concluded, what it rests on, what evidence would settle it, and whether a proposed conclusion actually follows. Published critical-thinking batteries typically run five task types - inference, recognition of assumptions, deduction, interpretation, and evaluation of arguments - and they are deliberately built so that agreeing with a conclusion and judging the argument as strong come apart. The construct is heavily weighted in policy analysis, audit, legal, investigative and graduate selection, and it is the same skill that stops a plausible chart from turning into a bad decision. Practice stays on this device; there is no account and nothing is uploaded unless you export it.

What you should be able to do after this lesson:

1. State an argument's conclusion in your own words before evaluating it, and identify which sentences are premises and which are background.
2. Use the negation test to separate a required assumption from a statement that would merely strengthen the argument.
3. Distinguish validity from truth, and identify affirming the consequent as distinct from the valid modus tollens form.
4. Compute a posterior probability on a screening example and explain why the rate of true positives among all positives is far lower than intuition suggests.
5. Generate at least two alternative explanations - selection, reverse causation, a common third factor - for any claimed causal effect, and name the comparison that would rule them out.
6. Judge argument strength on relevance and directness rather than on agreement, including marking arguments you personally reject as strong.

Worked examples and pitfalls

The negation test finds assumptions; nothing else does: Argument: 'The council should fit bin sensors across the district. In the trial depot they cut collection trips by a fifth.' Candidate assumption A: 'The trial depot's waste pattern is broadly representative of the rest of the district.' Negate it - suppose the trial depot is nothing like the rest of the district - and the argument collapses, because a result that does not transfer supports nothing about the district. So A is a required assumption. Candidate assumption B: 'Bin sensors are the cheapest available technology for this purpose.' Negate it - suppose they are the most expensive - and the argument still stands as given, since it argued from a reduction in trips, not from cost. B is not required; it would strengthen a cost-based argument that was never made. Candidate C: 'Fewer collection trips reduce total operating cost.' Negate it and the recommendation loses its point, so C is required too, even though the argument never mentions cost. That last case is the one candidates miss, because the required assumption is what bridges the evidence to the recommendation, and bridging assumptions are by definition unstated. The failure mode across this whole item type is picking statements that support the conclusion instead of statements the argument cannot survive without.

Base rates: 90 percent accurate, 15 percent right: A production line runs an automated defect test. Defects occur in 1 percent of units. The test flags 90 percent of genuinely defective units, and wrongly flags 5 percent

of good units. A unit has just been flagged - how likely is it to be defective? Work in whole units rather than probabilities. Take 10,000 units: 100 are defective and 9,900 are good. Of the 100 defective, the test flags 90. Of the 9,900 good, it wrongly flags 5 percent, which is 495. Total flags: $90 + 495 = 585$. Of those, 90 are genuine, so the answer is $90 / 585 = 15.4$ percent. Better than the 1 percent base rate, and nowhere near the 90 percent that intuition offers. The error has a name - confusing the probability of a flag given a defect with the probability of a defect given a flag - and it has a practical consequence: the rework queue has to be sized for 585 units a batch, not 100, and 495 of the 585 units sitting in it are perfectly good. Whenever a test, screening rule or model accuracy figure appears in an item, ask how many of the negatives there are, because with a rare condition the false positives from a large clean population swamp the true positives from a small affected one.

Three alternative explanations, and the comparison that settles it: Claim: 'Employees who attended the optional resilience workshop took 30 percent fewer sick days last year, so the workshop works.' Alternative one, selection: attendance was optional, so the people who signed up may have been the healthier and more engaged to begin with, and would have taken fewer sick days regardless. Alternative two, reverse direction: employees who were frequently unwell were the least able to attend a full-day workshop, so illness determined attendance rather than the other way round. Alternative three, a common third factor: the workshop ran on Thursday afternoons at head office, so attendance largely tracks being an office-based rather than shift-based worker, and shift workers take more sick leave for reasons that have nothing to do with resilience training. What would settle it: randomly assigning the offer to half the workforce and comparing the two groups. Failing that, the cheapest useful check already exists in the payroll data - compare attendees' and non-attendees' sick days in the year before the workshop. If attendees were already 30 percent lower, selection is doing the entire job. The habit worth building is to name the comparison group before you accept any before-and-after number.

Deduction: affirming the consequent versus modus tollens: Rule: 'If an invoice is over 10,000 euro, it requires two signatures.' Argument A: 'This invoice has two signatures, therefore it is over 10,000 euro.' Invalid - this is affirming the consequent. The rule makes two signatures necessary for large invoices; it says nothing that prevents a cautious manager from double-signing a 400 euro invoice, so a two-signature invoice of any size is consistent with the rule. Argument B: 'This invoice has only one signature, therefore it is not over 10,000 euro.' Valid - this is modus tollens, denying the consequent to deny the antecedent, and it holds assuming the rule was followed. Argument C: 'This invoice is not over 10,000 euro, therefore it does not have two signatures.' Invalid again, denying the antecedent. Two further points that deduction items test directly. First, validity is about form alone: 'All banks close on Sundays; Riverton Mutual is a bank; therefore Riverton Mutual closes on Sundays' is perfectly valid even if the first premise is false, and a valid argument with a false premise can deliver a false conclusion. Second, in these items you must accept the premises as given even when you know them to be untrue, because the question is whether the conclusion follows, not whether it is true.

Interpretation: what a survey figure does and does not license: Data: all 1,200 employees of a firm were surveyed. 62 percent said they would accept a four-day week at 90 percent pay. Of those who said yes, 71 percent were under 35. Conclusion one: 'A majority of this firm's employees would accept the trade.' This follows - 62 percent of a complete census of the firm is a majority, and the conclusion is properly limited to this firm. Conclusion two: 'A majority of the firm's under-35 employees would accept the trade.' This does not follow, and the arithmetic shows why. Sixty-two percent of 1,200 is 744 accepters, and 71 percent of 744 is about 528 accepters aged under 35. That is the composition of the accepters, not the acceptance rate within the under-35 group, and without knowing how many under-35s the firm employs the rate is undetermined: if there are 900, the rate is $528 / 900 = 59$ percent; if there are 600, it is 88 percent; if there were 1,100 the rate would be below half. Conclusion three: 'The firm should move to a four-day week.' This does not follow either - a stated preference about pay says nothing about output, shift cover, customer hours or cost. Notice that conclusion two is the base-rate error from the screening example, wearing survey clothing.

Strong and weak arguments on the same question: Question: should the agency publish raw inspection scores for every site? Strong argument for: 'In the neighbouring authority, publication was followed by a measurable fall in repeat violations, which is the stated aim of the inspection regime.' It is directly about this decision, it addresses the regime's own objective, and it offers evidence - and if true it would change your view. Weak argument for: 'Yes, because transparency is always good.' Sweeping, unsupported, and it would apply identically to publishing anything at all, which is the tell. Strong argument against: 'Raw scores omit the severity weighting, so a site with one critical failure can rank above a site with six minor ones, and a member of the public cannot see the difference.' Specific, mechanistic, directly about the proposal, and it would change your view. Weak argument against: 'No, because businesses will object.' It may be true and it may matter politically, but it does not bear on whether publication achieves the regime's aim, and no evidence is offered. Two tests separate strong from weak: is the argument about the exact question asked, and would accepting it change the decision? Note that you can hold a firm personal view on publication and still be required to mark the argument on the other side as the strong one - that split is what the item type is measuring.

How to practise this skill

- Negate every candidate assumption out loud. If the argument survives the negation, it was never an assumption, however supportive it sounds. This single habit converts the assumption item type from guesswork into a mechanical check.
- Write the conclusion in your own words before reading any option. Half of the wrong answers on inference and evaluation items are responses to a conclusion the argument never reached.
- Ask 'percentage of what?' on every percentage in the stimulus and reconstruct the denominator in whole units. Base-rate and composition errors both dissolve the moment you write out counts instead of rates.
- Deliberately practise marking arguments you disagree with as strong and arguments you agree with as weak. Assessments in this construct are built to catch agreement masquerading as evaluation, and the effect is largest on politically loaded stimuli.
- For any causal claim, write two alternatives - selection and a third factor - and name the comparison group that would rule them out, before you decide whether the evidence supports the claim.
- Log wrong answers by task type rather than by topic: inference, assumption, deduction, interpretation, evaluation. Candidates are rarely weak across all five, and the profile tells you where the next hour of practice belongs.

Glossary

Conclusion: The claim an argument is trying to establish. It is not always last, is often signalled by therefore, so, or should, and locating it correctly determines every subsequent judgement about the argument.

Assumption: An unstated premise the argument requires in order to work. Identified by negation: negate it and a genuine assumption brings the argument down, while a merely helpful statement leaves it standing.

Validity and soundness: An argument is valid when the conclusion cannot be false while the premises are true, which is a property of form alone. It is sound when it is valid and the premises are actually true.

Affirming the consequent: The invalid pattern 'if P then Q; Q; therefore P'. It is the most common deductive distractor because it differs from the valid modus tollens form by only the position of a negation.

Base rate: How common something is in the population before any test or evidence is applied. Ignoring it makes accurate-sounding tests appear far more informative than they are when the condition is rare.

Confounder: A third factor associated with both the supposed cause and the outcome, capable of producing the entire observed relationship on its own. Ruled out by randomisation or by an explicit comparison group.

Selection effect: A difference between groups created by how people entered them rather than by the treatment under study. Optional programmes and voluntary surveys are where it appears most often.

Falsifiability: The property of a claim that some observation could show it to be wrong. A claim compatible with every possible result carries no information, which is why 'what would change your mind?' is a diagnostic question.

Study this next

- Critical thinking skill hub: <https://learn.novusstreamsolutions.com/aptitude/skills/critical-thinking>
- Practise the critical thinking bank: <https://learn.novusstreamsolutions.com/cognitive-skills/critical-thinking>
- Verbal reasoning lesson: <https://learn.novusstreamsolutions.com/aptitude/skills/verbal-reasoning/lesson>
- Government audit suite: <https://learn.novusstreamsolutions.com/aptitude/tests/government-audit>
- Investigator and detective reasoning suite:
<https://learn.novusstreamsolutions.com/aptitude/tests/investigator-and-detective-reasoning>
- Critical thinking lesson on Novus Learn:
<https://learn.novusstreamsolutions.com/aptitude/skills/critical-thinking/lesson>

Where this material comes from

- Worked items written for Novus Learn. The arguments, survey figures, defect-test numbers and evaluation options above are original and invented for this lesson; no published or copyrighted test item is reproduced.
- The five task types named in the summary - inference, assumption, deduction, interpretation, evaluation of arguments - describe a structure used publicly across several critical-thinking assessments; no affiliation with any publisher is claimed or implied.
- Terminology follows standard, widely published usage in introductory logic and research methods - validity, soundness, affirming the consequent, base rate, confounder, selection effect.
- Novus Learn aptitude construct registry (catalog seed) for the construct scope and the suite mapping shown in the related links.
- Public educational framing only - not affiliated with any official exam board, publisher or employer.

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Case analysis

Synthesizing multiple documents and making a reasoned recommendation.

Build a recommendation from several documents without blurring facts, interpretations, and assumptions. The core method is to frame the decision, organize evidence, test alternatives, and state conditions or gaps.

What you should be able to do after this lesson:

1. Translate a broad case prompt into a decision question, criteria, constraints, and required output.
2. Create an evidence table that separates supported findings from inference and missing information.
3. Write a recommendation that compares alternatives, acknowledges trade-offs, and names the next validation step.

Worked examples and pitfalls

Worked scenario: two service proposals: Proposal A is cheaper and can start now; Proposal B costs more but has stronger reliability evidence. The case does not provide peak-demand data. State the decision criteria first (cost, launch timing, reliability, and demand risk), then compare only supported facts. A defensible recommendation might select a limited A pilot with a reliability threshold and request peak-demand evidence before wider rollout, rather than claiming either proposal is universally best.

Evidence matrix: Use columns for claim, supporting document, strength, contradiction, and gap. When sources conflict, report the conflict and explain how it affects confidence. Repeating every document is summary; connecting evidence to the decision criteria is analysis.

How to practise this skill

- Begin with the decision and criteria so interesting but irrelevant details do not take over.
- Use calibrated language: supported, suggests, uncertain, and conditional communicate different evidence strength.
- End with an owner, next step, and condition for revisiting the recommendation.

Glossary

Finding: A conclusion directly supported by the evidence supplied in the case.

Inference: A reasoned interpretation that goes beyond a directly stated fact and therefore needs justification.

Decision criterion: A standard used to compare options, such as cost, safety, feasibility, equity, or timing.

Study this next

- Case study: <https://learn.novusstreamsolutions.com/search?q=Case%20study>
- Evidence: <https://learn.novusstreamsolutions.com/search?q=Evidence>
- Recommendation: <https://learn.novusstreamsolutions.com/search?q=Recommendation>
- Case analysis lesson on Novus Learn:
<https://learn.novusstreamsolutions.com/aptitude/skills/case-analysis/lesson>

Where this material comes from

- Novus Learn original case-study, policy-analysis, investigation, and evidence suite scenarios.
- Novus educational framework: frame the decision, map evidence, compare alternatives, qualify confidence, and recommend.

Educational preparation only. Novus Learn does not administer official exams and does not guarantee scores or hiring outcomes.

Problem solving

Selecting methods, combining information, troubleshooting, and reaching practical solutions.

Problem solving is the construct that asks you to choose a method, not just execute one: to combine a table with a rule, decide whether an estimate settles the question or an exact calculation is needed, narrow a fault by halving the search space, and check the answer against the constraint that actually binds. It shows up across operations, logistics, manufacturing, technician and analyst selection, and in the situational sections of public-safety batteries. It is also the construct where the marking rewards a defensible route as much as a number. Everything you practise stays on this device unless you export it.

What you should be able to do after this lesson:

1. Combine a pricing or specification table with a written brief to reach an answer neither source contains on its own, and find the break-even point where the better option changes.
2. Narrow a fault on a chain of components by bisection, and state the worst-case number of tests before you begin.
3. Solve a working-backwards problem from a known end state, then verify by running the sequence forwards.

4. Decide whether an order-of-magnitude estimate settles a feasibility question or whether the margin is close enough to require exact arithmetic.
5. Identify the binding constraint in a resource-allocation problem and explain why a per-unit heuristic on the non-binding resource gives the wrong answer.
6. Separate a root cause from a symptom, and describe the test that would confirm the cause rather than merely correlate with it.

Worked examples and pitfalls

Two price structures and the distance where they cross: A delivery of 55 km. Courier A charges 8.00 base plus 0.45 per km. Courier B charges 20.00 flat for the first 40 km, then 0.90 per km beyond that. Which is cheaper? Courier A costs 8 plus 0.45 times 55, which is 8 plus 24.75, giving 32.75. Courier B costs 20 plus 0.90 times 15, which is 20 plus 13.50, giving 33.50. Courier A wins by 0.75. Now the question the item is really testing: is A always cheaper? At 45 km, A costs 8 plus 20.25 which is 28.25, while B costs 20 plus 4.50 which is 24.50. B wins comfortably. So the answer flips somewhere between, and finding where is one line of algebra. Above 40 km, B costs 20 plus 0.9 times distance minus 40, which simplifies to $0.9d$ minus 16. Set that equal to A's 8 plus $0.45d$: $8 + 0.45d = 0.9d - 16$, so $24 = 0.45d$, so d is about 53.3 km. Below 53.3 km B is cheaper; above it A is. Check at the crossover: A is 8 plus 24 which is 32.00, and B is 48 minus 16 which is also 32.00. The general lesson is that whichever option has the lower per-unit rate always wins eventually, regardless of the base charges, and the base charges only decide where eventually starts. A single quoted distance never answers a which-is-cheaper question for a fleet.

Halving the search space beats walking the chain: Forty sensors sit on a single daisy-chained cable and exactly one connection is broken, cutting off everything downstream. How many tests do you need in the worst case? Walking the chain from one end and testing each sensor in turn takes up to 40 tests and 20 on average. Test the midpoint instead. If sensor 20 responds, the break is in the upper half and you have eliminated 20 candidates in one measurement; if it does not, the break is below and you have eliminated the other 20. Repeat on the surviving half: 40 becomes 20, then 10, then 5, then 3, then 2, then 1. Six tests, worst case, because each test halves what is left and two to the power six is 64, comfortably more than 40. The saving grows as the problem grows: 1,000 candidates need only ten tests. Two conditions have to hold for bisection to be valid, and stating them is part of the answer. The fault must be monotone, meaning everything on one side of the break behaves differently from everything on the other; and a single test at any point must tell you which side you are on. When there are two independent breaks, or when a test is only meaningful at the ends, bisection does not apply and a different strategy is needed. Candidates who reach for bisection reflexively on a problem that fails those conditions lose more than they save.

Working backwards from the number you were given: A team started a quarter with an unknown budget. In week one it spent half of it. In week two it spent 400 of what remained. In week three it spent a third of what remained after that. It finished with 1,200. How much did it start with? Attempting this forwards means carrying an unknown through three operations. Backwards it is arithmetic. After week three, 1,200 is what is left having spent a third, so 1,200 represents two thirds of the week-three opening balance, which was therefore 1,800. Before week two's spend of 400, the balance was 1,800 plus 400, which is 2,200. That 2,200 is what remained after spending half, so the starting budget was 4,400. Verify forwards, always: 4,400 less half is 2,200; less 400 is 1,800; less a third of 1,800, which is 600, leaves 1,200. Correct. The mechanical rule is to invert each operation and apply the inversions in reverse order. The inverse of spending a third is dividing by two thirds, not multiplying by three, and that specific slip is the most common wrong answer in this family. Working backwards is the right tool whenever the end state is known exactly and the operations are individually invertible, which covers most budget, mixture and journey problems phrased as how much did it start with.

When an estimate is enough, and when it is not: A maintenance window is three hours. Two technicians must service 1,850 units, each taking about 4.5 minutes, plus a shared 20-minute setup and 15-minute

teardown. Feasible? Estimate first: 1,850 units at 4.5 minutes is 8,325 technician-minutes; split between two people that is about 4,163 minutes, which is roughly 69 hours. The window is 3 hours. The answer is no by a factor of more than twenty, and no refinement of the setup and teardown figures could change it. Precision here would be wasted effort. Now the same problem with 90 units. Ninety at 4.5 minutes is 405 technician-minutes, halved to 202.5 minutes, plus 35 minutes of setup and teardown, giving 237.5 minutes. That is 3 hours and 57 and a half minutes against a 3-hour window. Still no, but only just, and now every assumption matters: whether the technicians can genuinely work in parallel, whether setup is shared or duplicated, whether 4.5 minutes is a mean or a best case. The judgement being assessed is knowing which regime you are in. If your rough figure misses the target by an order of magnitude, stop and answer. If it lands within a factor of two, the estimate has not settled anything and you must do the exact arithmetic and name your assumptions.

The binding constraint decides, and it is rarely the obvious one: A van carries at most 900 kg and at most 6 cubic metres. Pallet type X weighs 150 kg, occupies 0.8 cubic metres and is worth 200. Pallet type Y weighs 90 kg, occupies 1.4 cubic metres and is worth 260. What mix maximises value? The instinctive heuristic is value per kilogram: X gives 200 over 150, about 1.33, while Y gives 260 over 90, about 2.89, so load Y. That is wrong, and the reason is that weight is not what runs out. Value per cubic metre tells the opposite story: X gives 250 and Y gives about 186. Enumerate the feasible whole-pallet mixes. Six X uses 900 kg and 4.8 cubic metres, worth 1,200. Five X and one Y uses 840 kg and 5.4 cubic metres, worth 1,260. Four X and two Y uses 780 kg and exactly 6.0 cubic metres, worth 1,320. Three X and three Y needs 6.6 cubic metres and does not fit. Two X and three Y uses 570 kg and 5.8 cubic metres, worth 1,180. Four Y alone uses 5.6 cubic metres and is worth 1,040. The best mix is four X and two Y at 1,320. Look at what binds it: volume is used to the last cubic metre while 120 kg of payload goes unused. Once volume is identified as the binding constraint, X's superior value per cubic metre explains the X-heavy answer, and the spare weight explains why two Y still get on board. The transferable move is to compute the usage of every constraint at your proposed answer and see which one is exhausted; a per-unit ratio computed against a non-binding resource is worse than no heuristic at all.

Cause, symptom, and the test that tells them apart: A pump trips out twice a shift. The obvious fix is to reset it, which works for about four hours. Ask why once and you find the thermal overload relay is tripping. Ask again and the motor is running hot. Again and the bearing is running hot. Again and the grease has dried out. Again and the lubrication interval was set for a duty cycle far lighter than the pump has actually been running since the line was rebalanced last year. Each level supports a different fix: resetting the trip costs nothing and lasts four hours; replacing the relay costs a part and lasts until the bearing seizes; regreasing lasts weeks; changing the lubrication schedule to match the real duty cycle is the one that stops the fault recurring. Stop asking why when the next answer stops being something you can act on, or when it leaves the boundary of the system you can change. There is one discipline that separates this from storytelling. A correlation is a lead, not a cause: the fact that the trips started after the line was rebalanced is suggestive, not proof. The confirming test is to intervene and observe: restore the original duty cycle, or apply the corrected greasing interval to this pump and not to the identical one on the parallel line, and see which one trips. If a proposed cause cannot be tested by changing it, treat it as a hypothesis and say so rather than closing the investigation.

How to practise this skill

- Write the question you are actually being asked at the top of your working, in your own words. Problem-solving items usually supply more information than the question needs, and the commonest failure is a correct calculation of something nobody asked for.
- Before any comparison of two options, ask where they cross. One quoted quantity never settles which is cheaper or faster, and the break-even is usually a single line of algebra away.
- State the worst-case number of steps before starting a search or a fault trace. If bisection applies, say so and say why; if the fault is not monotone or a test only works at the ends, say that instead and pick a

different method.

- Estimate before you compute, then decide explicitly which regime you are in. Missing the target by an order of magnitude ends the question; landing within a factor of two means the estimate proved nothing and the exact numbers are now compulsory.
- Finish every allocation or capacity problem by listing how much of each constraint your answer consumes. The constraint you exhaust is the one that explains the answer, and the one you do not is where a per-unit heuristic will mislead you.
- Always verify a backwards solution by running it forwards. Attempts stay on this device, so the extra minute costs nothing and catches the inverted-fraction error that makes this family's most attractive wrong answer.

Glossary

Break-even point: The value at which two options cost or take the same. Below it one option wins and above it the other does, which is why a single quoted case never answers a comparison question.

Binding constraint: The limit that is fully consumed by the chosen solution. Identifying it explains the answer and reveals which per-unit ratios are relevant and which are noise.

Slack: The unused portion of a constraint at a proposed solution. Spare capacity in one resource is what lets a mix include items that look inefficient on the binding resource.

Bisection: Halving a search space with each test. It reduces a search of n candidates to about log base two of n tests, but only where the fault is monotone along the chain.

Working backwards: Solving from a known end state by inverting each operation in reverse order. The reliable method whenever the final value is given and every step is individually invertible.

Order-of-magnitude estimate: A rough calculation intended to settle feasibility rather than produce a figure. It is decisive when the answer is off by a factor of ten and useless when the margin is within a factor of two.

Root cause: The condition whose removal stops the fault recurring, as opposed to a symptom whose treatment suppresses it temporarily. A candidate cause that cannot be tested by changing it remains a hypothesis.

Monotone fault: A fault where everything on one side of a break behaves differently from everything on the other. The precondition that makes bisection valid, and the assumption most often left unstated.

Study this next

- Problem solving skill hub: <https://learn.novusstreamsolutions.com/aptitude/skills/problem-solving>
- Problem solving practice bank: <https://learn.novusstreamsolutions.com/cognitive-skills/problem-solving>
- Diagrammatic reasoning lesson: <https://learn.novusstreamsolutions.com/aptitude/skills/diagrammatic-reasoning/lesson>
- Maintenance technician suite: <https://learn.novusstreamsolutions.com/aptitude/tests/maintenance-technician>
- Supply chain planner suite: <https://learn.novusstreamsolutions.com/aptitude/tests/supply-chain-planner>
- Problem solving lesson on Novus Learn: <https://learn.novusstreamsolutions.com/aptitude/skills/problem-solving/lesson>

Where this material comes from

- Every figure above was computed and checked for Novus Learn: the courier break-even at about 53.3 km, the six-test bisection bound for 40 candidates, the 4,400 starting budget verified forwards, and the four-X-two-Y loading enumerated across all feasible whole-pallet mixes.
- Terminology checked against the public Wikipedia articles 'Binary search algorithm', 'Break-even',

'Shadow price' and 'Root cause analysis'. Definitions only; every scenario above is original.

- Novus Learn aptitude construct registry (catalog seed) for the construct scope and related suite mapping.
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Reading comprehension

Understanding passages, instructions, policies, technical material, and workplace documents.

Reading comprehension is the ability to take a passage, a policy clause, a procedure or a technical note and answer accurately about what it says, what it means, and how it applies to a case in front of you. It is assessed directly in casework, policy analysis, immigration and language-focused batteries, and it sits underneath almost every other written test as the thing that has to work before anything else can. On the job it is the difference between applying an eligibility rule correctly the first time and generating an appeal. Everything you practise here is stored on this device; there is no account and no upload.

What you should be able to do after this lesson:

1. Choose a main-idea answer by testing scope first, and reject options that are true but too narrow, too broad, or about a different passage entirely.
2. Apply a written rule to specific cases, reading AND, OR, 'at least', 'more than' and 'unless' exactly as written and checking the exception clause last.
3. Infer the meaning of a word from the sentence around it rather than from its most common everyday sense.
4. Track referents across sentences - it, this, the former, the latter, the team - and name what each one points at.
5. Separate the author's own stance from views the author is reporting, and read hedging as evidence of stance.
6. Work through a numbered procedure with conditional steps, including cases where two steps both apply.

Worked examples and pitfalls

Main idea: scope, not truth: Passage: 'When the Kirkwall depot adopted route-optimisation software in 2021, its drivers covered 9 percent fewer kilometres in the first quarter, and fuel spending fell by a similar margin. Delivery times improved on urban routes only; rural routes were unchanged, and two drivers reported longer split shifts. The depot manager has kept the software but now overrides its rural schedules by hand.' Which option states the main idea? (a) 'Route-optimisation software reduces fuel costs.' True, and it is exactly one third of the passage - it drops the mixed results and the override, so it is too narrow. (b) 'The software failed at Kirkwall.' Contradicted: mileage and fuel both improved, and the depot kept it. (c) 'Rural deliveries are harder to optimise than urban ones.' A generalisation the passage never makes; it reports one depot, one year, without explaining why rural routes were unchanged. Too broad. (d) 'At one depot the software produced clear mileage and fuel savings but uneven results elsewhere, so it is now used with manual override.' Correct - it covers all three sentences and no more. The lesson generalises: main-idea distractors are usually wrong for scope, and the two commonest failures are a true detail promoted to the main point, and a reasonable-sounding claim the passage never actually makes.

Reading a clause exactly: and, at least, more than, unless: Rule: 'An employee may claim the remote-working allowance if they work from home on at least three scheduled days per week AND their home is more than 40 km from their assigned office, unless they already receive the travel-card subsidy.' Four cases. Priya works from home four days, lives 52 km away, and receives the travel-card subsidy: not

eligible - she satisfies both qualifying conditions, and the 'unless' clause overrides both. Tom works from home three days, lives 38 km away, no subsidy: not eligible, because the connective is AND and 38 is not more than 40. Dan works from home two days, lives 60 km away, no subsidy: not eligible, failing the days condition for the same structural reason. Mira works three days, lives 41 km away, no subsidy: eligible - 'at least three' includes exactly three, and 41 is more than 40. Three separate traps live in one sentence: reading AND as OR under time pressure, treating 'more than 40' as including 40, and forgetting that an exception clause outranks the conditions it follows. The reliable method is to rewrite the rule as a checklist - condition 1, connective, condition 2, then exception - before you look at any case.

Vocabulary in context: the evidence is in the next clause: Sentence: 'The auditor's remarks were characteristically dry, and the board took a full minute to realise she had been criticising them.' Which meaning does 'dry' carry here? (a) arid or lacking moisture, (b) dull and lacking interest, (c) understated and quietly ironic, (d) free of alcohol. Option (b) is the distractor that catches most people, because it is the commonest figurative sense and it half-fits an auditor. But the clause after 'and' is doing the work: a remark that takes a minute to land as criticism is understated, not boring - dullness would not delay recognition, it would only reduce attention. The answer is (c). The general method for vocabulary-in-context items is to ignore the word for a moment, read the rest of the sentence as evidence, and ask what property the sentence requires the word to have. Test items are built so that the most frequent sense of the word is available as an option and is wrong; if the most obvious meaning were correct, the item would measure nothing.

Referents: the former, the latter, and the noun three sentences back: Passage: 'Two remedies were proposed: a fixed surcharge on late filings, and a sliding penalty tied to the amount owed. The committee rejected the former on fairness grounds, noting that it would fall hardest on the smallest filers.' Which remedy was rejected? 'The former' is the first item mentioned, so the fixed surcharge. Candidates who skim choose the sliding penalty because it sits nearer to the pronoun, which is exactly why the item is written this way. Notice also the free consistency check built into the sentence: a fixed amount is the one that lands hardest on small filers, because the same sum is a larger share of a smaller liability, while a penalty tied to the amount owed scales with size by construction. When a passage gives you the reason alongside the reference, use it to confirm the reference. The harder version of this item type replaces 'the former' with a bare 'it' after a sentence containing three noun phrases, and the technique is the same: write the candidate referents in the margin and substitute each one into the sentence to see which produces a sentence the passage could have meant.

Whose view is this? Stance versus report: Passage: 'Supporters of the levy argue that it will fund three new depots within a decade. That projection rests on traffic volumes holding at 2019 levels, which no forecast in the sector now expects.' Question: what is the author's position? (a) The author supports the levy. (b) The author opposes the levy. (c) The author doubts the depot projection. (d) The author has no view. The correct answer is (c). The stance markers are 'rests on', which frames the projection as dependent on a condition, and 'which no forecast now expects', which tells you the condition is not met. Option (b) is the trap, and it is a scope error dressed as a tone question: undermining one argument made by supporters is not opposition to the policy, and the passage says nothing about the levy's other merits or costs. Reading for stance means reading the author's verbs and qualifiers rather than the content of the views being described - a passage can spend four sentences laying out a position it goes on to dismantle in the fifth.

Procedures: when two steps both fire: Instructions: '1. Record the meter reading. 2. If the reading is lower than last month's, do not submit; raise a query instead. 3. Otherwise, submit the reading and file the photo. 4. If the reading is more than double last month's, submit the reading and flag it for review.' Case A: last month 4,180, this month 9,020. Step 2 does not apply, since 9,020 is higher. Step 3 applies: submit and file the photo. Does step 4 also apply? Double 4,180 is 8,360, and 9,020 is more than that, so yes - submit, file the photo, and flag for review. Steps 3 and 4 are not alternatives; nothing in the list makes them exclusive, and both instruct you to submit, which is consistent. Case B: last month 4,180, this month 4,090. Step 2 fires: do

not submit, raise a query. Steps 3 and 4 never come into play, because step 3 begins 'otherwise' and step 4's condition is not met either. The trap in case A is treating a numbered list as a decision tree where exactly one branch executes. Read each step's condition independently unless the procedure explicitly says to stop.

How to practise this skill

- Map the passage before you answer: read the first and last sentence of each paragraph and write a three-word label for each. On a 400-word passage this takes about twenty seconds and makes every detail question a lookup instead of a search.
- For every detail answer, put a finger on the sentence that supports it. If you cannot point at one, you are answering an inference question by feel, and that is where the marks go.
- On main-idea items, test scope before truth. Ask of each option: does it cover the whole passage, and does it cover nothing outside it? Two options will usually be true and only one will be the right size.
- Rewrite any policy or eligibility clause as a numbered checklist with the connective and the exception written out separately. Assessors build these items around AND read as OR, and around the boundary values on 'at least' and 'more than'.
- Do not pre-read the options on inference and stance items. Answer in your own words first, then find the option that matches; reading four polished options first makes three of them sound reasonable.
- Log wrong answers by cause - scope, connective, referent, stance, boundary value - rather than by passage topic. The topic never repeats; the cause always does.

Glossary

Main idea: The claim that covers the whole passage and nothing beyond it. It is not the first sentence, not the most interesting fact, and not the most general statement available.

Scope: How much an answer option claims relative to the passage. Most wrong main-idea and inference options are true statements that are simply too narrow or too broad, which is why checking truth alone does not separate them.

Referent: The noun a pronoun or phrase such as it, this, the former, or the team points back to. Ambiguous referents are deliberate in test passages and are resolved by substituting each candidate into the sentence.

Connective: A logical joining word in a rule - and, or, unless, provided that, except where. AND requires every condition; OR requires one; unless introduces an override that outranks what precedes it.

Boundary value: The exact number at the edge of a condition. 'At least three' includes three; 'more than 40' excludes 40; 'up to five' usually includes five. Items are written on these edges because that is where careless reading shows.

Stance: The author's own position, signalled by qualifiers, framing verbs and concessions rather than by direct statement. Distinct from any view the author reports.

Skimming versus scanning: Skimming is a fast first pass for structure and gist; scanning is a targeted hunt for a specific word or figure. Comprehension sections reward doing the first once and the second repeatedly.

Topic sentence: The sentence carrying a paragraph's central claim, most often first or last. Locating them across paragraphs gives you the passage's argument in about a fifth of the reading time.

Study this next

- Reading comprehension skill hub:
<https://learn.novusstreamsolutions.com/aptitude/skills/reading-comprehension>
- Practise the reading comprehension bank:
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Where this material comes from

- Worked items written for Novus Learn. The passages, eligibility rule, instruction list and figures above are original and invented for this lesson; no published or copyrighted test item is reproduced.
- Terminology follows standard, widely published usage in reading instruction and assessment writing - main idea, scope, referent, topic sentence.
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Recommended preparation

- Practice situational judgement:
<https://learn.novusstreamsolutions.com/aptitude/skills/situational-judgement/lesson>
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