

Clerical accuracy: full practice bank: open practice pack

100 untimed questions across 10 authored sections.

Detail	Value
Pack	cognitive-skills-clerical-accuracy
Source	cognitive-skills
Pack version	v1
Worksheet items	100
Authored hints	0
Worked explanations	100

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The answer key and worked explanations in this file belong only to this public, untimed educational practice source. No active aptitude suite or Novus Reasoning Challenge answer key is ever included in any download.

Learner worksheet

One hundred untimed checking exercises in ten themed sections, from single-field transcription checks to full record audits. Everything you need is shown in each question. Work for accuracy first and let speed build later.

Choose one answer for each item. For a delayed-recall item, read its study text, cover it, and then answer without looking back.

Transcription checking: single fields

Compare an original entry with its typed copy, character by character, and describe exactly what changed.

1. clerical-accuracy-s01-q01

An original surname is recorded as 'Whitaker'. The typed copy reads 'Whittaker'. Which statement describes the difference?

- A. The two entries are identical.
- B. The copy has one extra letter.
- C. The copy is missing a letter.
- D. Two letters in the copy have been swapped.

Your answer: _____

2. clerical-accuracy-s01-q02

An account number is recorded as 4098 3271. The typed copy reads 4098 3721. What type of error has occurred?

- A. No error. The entries match.
- B. A digit has been dropped.

- C. Two digits have been transposed.
- D. A digit has been replaced by a different value.

Your answer: _____

3. clerical-accuracy-s01-q03

Which copy matches the original reference BX-4417-QD exactly?

- A. BX-4417-QD
- B. BX-4471-QD
- C. BX-4417-QB
- D. BXX-4417-QD

Your answer: _____

4. clerical-accuracy-s01-q04

An original postcode is recorded as LS9 8BT. The typed copy reads L59 8BT. What has changed?

- A. Nothing. The entries match.
- B. The space has moved.
- C. The final two letters differ.
- D. A letter has been replaced by a similar-looking digit.

Your answer: _____

5. clerical-accuracy-s01-q05

A telephone number is recorded as 0161 496 0283. The typed copy reads 0161 496 0823. Which statement is correct?

- A. The dialling code differs.
- B. A digit has been dropped from the final block.
- C. Two digits inside the final block have been swapped.
- D. The two entries are identical.

Your answer: _____

6. clerical-accuracy-s01-q06

A date of birth is recorded as 07/11/1994. The typed copy reads 07/11/1949. Which statement is correct?

- A. The last two digits of the year have been reversed.
- B. The day and month have been swapped.
- C. The entries match.
- D. The month has been changed.

Your answer: _____

7. clerical-accuracy-s01-q07

Which copy matches the original address r.ashworth@meadowvale.org exactly?

- A. r.ashwort@meadowvale.org
- B. r.ashworth@meadowvale.org

- C. r.ashworth@meadowvale.org
- D. r.ashworth@medowvale.org

Your answer: _____

8. clerical-accuracy-s01-q08

An amount is recorded as £1,340.50. The typed copy reads £1,304.50. Which statement is correct?

- A. The entries are identical.
- B. A digit is missing from the copy.
- C. The pence differ.
- D. Two digits before the decimal point have been swapped.

Your answer: _____

9. clerical-accuracy-s01-q09

A supplier contact is recorded as 'MacIntyre'. The typed copy reads 'Macintyre'. Which statement is correct?

- A. The entries are identical.
- B. A letter is missing from the copy.
- C. The capitalisation differs at one letter.
- D. Two letters have been swapped.

Your answer: _____

10. clerical-accuracy-s01-q10

A staff code is recorded as SC-0089-14. The typed copy reads SC-089-14. Which statement is correct?

- A. A character has been dropped from the copy.
- B. A character has been added to the copy.
- C. The entries are identical.
- D. Two characters have been swapped.

Your answer: _____

Filing order: alphabetical and numerical sequencing

Apply strict filing rules to put names, numbers, and dates in the right order. The rule decides, not the impression.

11. clerical-accuracy-s02-q01

Filing by surname in strict alphabetical order, which of these entries is filed first?

- A. Harper, Nina
- B. Hanley, Tom
- C. Hallett, Ruth
- D. Hansen, Ivor

Your answer: _____

12. clerical-accuracy-s02-q02

Sorting the file numbers 4071, 471, 4017, and 4107 into ascending numerical order, which one is filed last?

- A. 4107
- B. 4071
- C. 4017
- D. 471

Your answer: _____

13. clerical-accuracy-s02-q03

This list should be in strict alphabetical order by surname: Abbott, Ruth; Abrams, Leo; Adeyemi, Sara; Adams, Nia; Ainsworth, Paul. Which entry is out of place?

- A. Abrams, Leo
- B. Adeyemi, Sara
- C. Ainsworth, Paul
- D. Adams, Nia

Your answer: _____

14. clerical-accuracy-s02-q04

A filing rule says apostrophes are ignored and the remaining letters are compared as normal. Where does O'Brien file among Oakley, Obara, Ochoa, and Odell?

- A. Before Oakley
- B. Between Obara and Ochoa
- C. Between Oakley and Obara
- D. After Odell

Your answer: _____

15. clerical-accuracy-s02-q05

Sorting the reference numbers 00982, 09082, 00892, and 08920 into ascending order, which one is filed first?

- A. 00892
- B. 00982
- C. 08920
- D. 09082

Your answer: _____

16. clerical-accuracy-s02-q06

Filing by date with the oldest first, which of these entries is filed last?

- A. 30 March 2023
- B. 3 May 2023
- C. 3 March 2024
- D. 13 March 2024

Your answer: _____

17. clerical-accuracy-s02-q07

Filing by surname and then by first name, which of these entries is filed first?

- A. Patel, Amit
- B. Patel, Amara
- C. Patel, Anil
- D. Patel, Anita

Your answer: _____

18. clerical-accuracy-s02-q08

The names Fairbairn, Fairfax, Fairclough, and Fairley are filed in strict alphabetical order. What position does Fairfax take?

- A. First
- B. Second
- C. Third
- D. Fourth

Your answer: _____

19. clerical-accuracy-s02-q09

Files are sorted by letter prefix first and then by number in ascending order. Sorting A12, B7, A7, and B12, which file is placed last?

- A. A7
- B. A12
- C. B7
- D. B12

Your answer: _____

20. clerical-accuracy-s02-q10

Records are filed by department and then by surname, both alphabetically. Which record is filed first?

- A. Finance: Abbott
- B. Estates: Naylor
- C. Estates: Whitfield
- D. Finance: Okoro

Your answer: _____

Form fields and format rules

Each item states a formatting rule in full: judge the entries against that rule alone, not against habit.

21. clerical-accuracy-s03-q01

A membership number must be two capital letters followed by six digits. Which entry follows the rule?

- A. KT094218
- B. K7094218
- C. KTO94218

- D. KT09421

Your answer: _____

22. clerical-accuracy-s03-q02

A form requires dates as DD/MM/YYYY with leading zeros. Which entry is correctly formatted?

- A. 3/7/2026
- B. 03/07/26
- C. 2026/07/03
- D. 03/07/2026

Your answer: _____

23. clerical-accuracy-s03-q03

A reference must be three digits, a hyphen, then four capital letters. Which entry breaks the rule?

- A. 418-KRTM
- B. 907-DLWS
- C. 63-PNQA
- D. 250-HFVB

Your answer: _____

24. clerical-accuracy-s03-q04

Telephone entries must contain digits and single spaces only: no brackets, dashes, or letters. Which entry is acceptable?

- A. (0114) 250 8837
- B. 0114 250 8837
- C. 0114-250-8837
- D. 0114 250 88E7

Your answer: _____

25. clerical-accuracy-s03-q05

A property name field accepts a maximum of twelve characters, counting spaces. Which entry is within the limit?

- A. Ash Terrace
- B. Willowbank House
- C. Fernside Lodge
- D. Harbour Chambers

Your answer: _____

26. clerical-accuracy-s03-q06

An email field requires exactly one @ symbol and at least one full stop after it. Which entry is valid?

- A. d.mensah@registry
- B. d.mensah@@registry.gov

- C. d.mensah@registry.gov.uk
- D. d.mensah.registry.gov

Your answer: _____

27. clerical-accuracy-s03-q07

Amounts must be entered in pounds and pence with two decimal places and no currency symbol. Which entry is correct?

- A. £45.60
- B. 45.6
- C. 45,60
- D. 45.60

Your answer: _____

28. clerical-accuracy-s03-q08

A vehicle log requires mileage as a whole number with no separators and no decimal part. Which entry is acceptable?

- A. 12,480
- B. 12480
- C. 12 480
- D. 12480.0

Your answer: _____

29. clerical-accuracy-s03-q09

A staff record requires initials as capital letters, each followed by a full stop: for example, A.B., with no spaces. Which entry follows the rule?

- A. RJ
- B. r.j.
- C. R.J.
- D. R.J

Your answer: _____

30. clerical-accuracy-s03-q10

A case reference is built as YYYY/NN, where NN is a two-digit sequence number restarting each year. What is the reference for the ninth case opened in 2026?

- A. 2026/09
- B. 2026/9
- C. 09/2026
- D. 26/09

Your answer: _____

Dates, times, and calendar consistency

Check dates and times against the calendar and against each other, using only the information each item supplies.

31. clerical-accuracy-s04-q01

A booking is dated 12 June and a note says the deposit was received 'ten days later'. The receipt is dated 22 June. Which statement is correct?

- A. The receipt is two days early.
- B. The receipt is one day late.
- C. There is not enough information to check.
- D. The receipt date agrees with the note.

Your answer: _____

32. clerical-accuracy-s04-q02

A file records a start date of 28 February 2024 and states that the review falls exactly two days later. 2024 is a leap year. What is the review date?

- A. 2 March 2024
- B. 1 March 2024
- C. 29 February 2024
- D. 3 March 2024

Your answer: _____

33. clerical-accuracy-s04-q03

One record logs an appointment as 14:45 and another logs the same appointment as 2:45 pm. Are the records consistent?

- A. Yes. They show the same time in different formats.
- B. No. The second record is twelve hours earlier.
- C. No. The second record is in the morning.
- D. There is not enough information to decide.

Your answer: _____

34. clerical-accuracy-s04-q04

A visit begins at 09:50 and lasts 1 hour 35 minutes. What time does it end?

- A. 11:15
- B. 11:35
- C. 11:25
- D. 10:25

Your answer: _____

35. clerical-accuracy-s04-q05

A record shows an invoice dated 31/09/2025. Why must this entry be queried?

- A. Because the year is written in full.

- B. Because the format is the wrong way round.
- C. Because invoices cannot be dated at a month end.
- D. Because September has only thirty days.

Your answer: _____

36. clerical-accuracy-s04-q06

A log shows a shift starting at 22:30 and finishing at 06:15 the following day. How long was the shift?

- A. 7 hours 15 minutes
- B. 7 hours 45 minutes
- C. 8 hours 45 minutes
- D. 6 hours 45 minutes

Your answer: _____

37. clerical-accuracy-s04-q07

Payment is due within 30 days of an invoice dated 15 April, and the account shows payment on 20 May. Which statement is correct?

- A. Payment was on time.
- B. Payment was 5 days early.
- C. Payment was 5 days late.
- D. Payment was 10 days late.

Your answer: _____

38. clerical-accuracy-s04-q08

A diary records a weekly Wednesday meeting on 4 March, then 11 March, then 19 March. Which statement is correct?

- A. The third date breaks the weekly pattern. It should be 18 March.
- B. The second date breaks the pattern.
- C. All three dates fit the pattern.
- D. The first date breaks the pattern.

Your answer: _____

39. clerical-accuracy-s04-q09

A record refers to the 'quarter ending 30 June' in a year whose quarters begin in January. Which three months does that quarter cover?

- A. May, June, and July
- B. April, May, and June
- C. March, April, and May
- D. June, July, and August

Your answer: _____

40. clerical-accuracy-s04-q10

The same site visit is recorded as 05/03/2026 on a UK form using DD/MM/YYYY and as 03/05/2026 on a US form using MM/DD/YYYY. Which statement is correct?

- A. The two entries describe different dates.
- B. The UK entry describes 3 May 2026.
- C. There is not enough information to compare them.
- D. Both entries describe 5 March 2026.

Your answer: _____

Name and address matching

Compare personal and address details across records and decide what genuinely differs, and what should happen next.

41. clerical-accuracy-s05-q01

Which of these pairs is an exact match?

- A. Aoife Duggan / Aoife Dugan
- B. Priya Ramanathan / Priya Ramanathan
- C. Marek Nowicki / Marek Nowiki
- D. Chloe Beaumont / Chloé Beaumont

Your answer: _____

42. clerical-accuracy-s05-q02

The master record reads '48 Kingsmead Court'. Which copy matches it exactly?

- A. 48 Kingsmead Court
- B. 48 Kingsmeade Court
- C. 48 Kingsmead Courts
- D. 84 Kingsmead Court

Your answer: _____

43. clerical-accuracy-s05-q03

Record A reads 'Dr Helena M. Achebe' and Record B reads 'Dr Helen M. Achebe'. What is the difference?

- A. The title differs.
- B. The middle initial differs.
- C. The first name differs by one letter.
- D. There is no difference.

Your answer: _____

44. clerical-accuracy-s05-q04

Two address records read '7 Fenwick Street, Flat 2B' and '7 Fenwick Street, Flat 2D'. Which field should be queried?

- A. The house number
- B. The street name

- C. Both the house number and the street name
- D. The flat identifier

Your answer: _____

45. clerical-accuracy-s05-q05

A supplier appears as 'Northgate Joinery Ltd' in one system and 'Northgate Joinery Limited' in another, with the same company registration number in both. What is the most defensible conclusion?

- A. They are very likely the same company, recorded with a different abbreviation of one word.
- B. They are certainly two different companies.
- C. The registration number in one record must be wrong.
- D. Nothing at all can be concluded.

Your answer: _____

46. clerical-accuracy-s05-q06

The master record reads 'Elspeth Carmichael, 19 Trelawney Road'. Which copy matches it exactly?

- A. Elspeth Carmicheal, 19 Trelawney Road
- B. Elspeth Carmichael, 19 Trelawney Road
- C. Elspeth Carmichael, 19 Trelawny Road
- D. Elspeth Carmichael, 91 Trelawney Road

Your answer: _____

47. clerical-accuracy-s05-q07

Record A gives 'Flat 4, 22 Beaumont Gardens, Leeds LS6 3QT' and Record B gives 'Flat 4, 22 Beaumont Gardens, Leeds LS6 3OT'. Which statement is correct?

- A. The two records match.
- B. The house number differs.
- C. The postcode differs by one look-alike character.
- D. The town differs.

Your answer: _____

48. clerical-accuracy-s05-q08

Two customer records share the surname 'Ferreira' and the address '5 Halton Way', but one gives the first name as 'João' and the other as 'Joao'. What is the safest clerical action?

- A. Flag the pair as a possible duplicate for review before anything is changed.
- B. Delete the record without the accent.
- C. Merge the two records immediately without review.
- D. Treat them as two unrelated customers.

Your answer: _____

49. clerical-accuracy-s05-q09

A delivery note reads 'Ms A. Whitcombe' and the invoice reads 'Ms A. Whitcomb'. How many characters must be added to the shorter surname to make it match the longer one?

- A. None
- B. Two
- C. Three
- D. One

Your answer: _____

50. clerical-accuracy-s05-q10

A place name is recorded as 'Llanfairfechan' and a copy reads 'Llanfairfechen'. Where does the difference lie?

- A. In the first half of the name
- B. In the final syllable
- C. There is no difference
- D. In the capitalisation

Your answer: _____

Reference codes and coding rules

Build and test codes strictly from the rule each item gives, including check digits and padding.

51. clerical-accuracy-s06-q01

A stock code is the first three letters of the item name in capitals followed by the shelf number written with two digits. What is the code for manila envelopes on shelf 7?

- A. MAN7
- B. MANILA07
- C. MAN07
- D. MAN70

Your answer: _____

52. clerical-accuracy-s06-q02

A file code ends in a check digit equal to the sum of the four digits before it, and the rule applies only when that sum is below ten. For the digits 2, 3, 1, 2, what is the complete code?

- A. 2312-2
- B. 2312-4
- C. 2312-6
- D. 2312-8

Your answer: _____

53. clerical-accuracy-s06-q03

Under the same rule, the final digit equals the sum of the four digits before it, which code is inconsistent?

- A. 4021-7
- B. 5130-8
- C. 2222-8
- D. 6001-7

Your answer: _____

54. clerical-accuracy-s06-q04

A department code is the first letter of the department name followed by the number of staff, written without padding. Estates has 14 staff. What is the code?

- A. E14
- B. 14E
- C. ES14
- D. E014

Your answer: _____

55. clerical-accuracy-s06-q05

Case references run YYYY-NNN, and the sequence number restarts at 001 each January. The final case of 2025 was 2025-236. What is the reference of the first case opened in January 2026?

- A. 2026-237
- B. 2025-237
- C. 2026-001
- D. 2026-236

Your answer: _____

56. clerical-accuracy-s06-q06

A code must end with a letter that is not a vowel. Which code satisfies the rule?

- A. 4471-A
- B. 8820-E
- C. 3095-U
- D. 7712-K

Your answer: _____

57. clerical-accuracy-s06-q07

A batch code is the two-digit year, then the two-digit month, then a two-letter site code, with no separators. What is the batch code for March 2026 at site HW?

- A. 2603HW
- B. 0326HW
- C. HW2603
- D. 260 3HW

Your answer: _____

58. clerical-accuracy-s06-q08

House rules state that every reference contains exactly ten characters, counting hyphens. Which reference should be queried?

- A. RTG-4471-8
- B. PQ-51120-77

- C. KLM-3390-2
- D. ZDN-6612-4

Your answer: _____

59. clerical-accuracy-s06-q09

A room code is the floor number followed by the room number written with two digits, so room 4 on floor 12 is coded 1204. What is the code for room 30 on floor 2?

- A. 302
- B. 0230
- C. 2030
- D. 230

Your answer: _____

60. clerical-accuracy-s06-q10

A supplier code is the first two letters of the town followed by the last two digits of the year of registration. What is the code for a supplier in Falmouth registered in 2019?

- A. FA20
- B. FL19
- C. FA19
- D. 19FA

Your answer: _____

Invoice and ledger checking

Verify totals, balances, and line values against the figures supplied. Every item is self-contained.

61. clerical-accuracy-s07-q01

An invoice lists three lines (£24.50, £13.75, and £8.20) with a stated total of £46.45. Is the total correct?

- A. Yes: the stated total matches the sum of the lines.
- B. No. The total is £1.00 too high.
- C. No. The total is £0.45 too low.
- D. There is not enough information to check.

Your answer: _____

62. clerical-accuracy-s07-q02

A ledger line shows 12 units at £6.40 each with a line total of £78.80. What is the error?

- A. The line total is understated by £2.00.
- B. The line total is correct.
- C. The line total is overstated by £2.00.
- D. The unit price should be £6.57.

Your answer: _____

63. clerical-accuracy-s07-q03

A purchase order lists 5 boxes at £11.20 each and 3 boxes at £7.50 each. What should the order total be?

- A. £77.50
- B. £78.50
- C. £79.00
- D. £81.00

Your answer: _____

64. clerical-accuracy-s07-q04

A cash sheet starts from a zero balance and records receipts of £120, £85, and £64 and payments of £45 and £30, giving a stated closing balance of £194. Is the sheet right?

- A. No. The balance should be £184.
- B. No. The balance should be £269.
- C. No. Receipts and payments have been added together.
- D. Yes: the closing balance agrees with the entries.

Your answer: _____

65. clerical-accuracy-s07-q05

An invoice subtotal of £250.00 carries a 10% discount, and delivery of £7.50 is added after the discount. What is the amount due?

- A. £225.00
- B. £232.50
- C. £242.50
- D. £257.50

Your answer: _____

66. clerical-accuracy-s07-q06

A timesheet records 7.5 hours on each of four days and 4 hours on a fifth, with a stated total of 34 hours. What should the total be?

- A. 34 hours. The stated total is correct.
- B. 33.5 hours
- C. 35.5 hours
- D. 37.5 hours

Your answer: _____

67. clerical-accuracy-s07-q07

A difference between two totals that divides exactly by 9 often signals a transposition. Two clerks total the same column as £4,318.00 and £4,138.00. What does the difference suggest?

- A. A difference of £180, which does not divide by 9
- B. A difference of £200, which divides by 9
- C. A difference of £180, which divides by 9 and fits a transposition
- D. A difference of £220, which does not divide by 9

Your answer: _____

68. clerical-accuracy-s07-q08

A stock sheet shows an opening count of 340, deliveries of 125, and issues of 168. What should the closing count be?

- A. 283
- B. 297
- C. 307
- D. 313

Your answer: _____

69. clerical-accuracy-s07-q09

An expenses claim states a total of £143.20 against lines of £52.40, £38.90, and £51.90. What is the discrepancy?

- A. The claim is overstated by £1.00.
- B. The claim is understated by £1.00.
- C. The claim is overstated by £10.00.
- D. There is no discrepancy. The lines add to the stated total.

Your answer: _____

70. clerical-accuracy-s07-q10

A pro-forma shows 24 items at £3.75 each, less a fixed handling credit of £5.00. What is the amount payable?

- A. £85.00
- B. £90.00
- C. £95.00
- D. £80.00

Your answer: _____

Cross-referencing lists and tables

Read a small table or list carefully and carry the right value across into the answer.

71. clerical-accuracy-s08-q01

A price list reads: A12 £4.20; A13 £6.75; A14 £5.10; A15 £7.40. An order line reads 'A14 x 3'. What is the value of the line?

- A. £12.60
- B. £20.25
- C. £22.20
- D. £15.30

Your answer: _____

72. clerical-accuracy-s08-q02

A room list reads: Ashby 2.04; Brandt 2.11; Coyle 3.02; Dunn 3.10. The digit before the point gives the floor. Which floor should a visitor asking for Coyle be directed to?

- A. Floor 1
- B. Floor 2
- C. Floor 3
- D. It cannot be determined.

Your answer: _____

73. clerical-accuracy-s08-q03

Two lists should hold the same names. List 1: Ahmed, Bailey, Cortez, Dorsey. List 2: Ahmed, Bailey, Dorsey. Which name is missing from the second list?

- A. Cortez
- B. Bailey
- C. Dorsey
- D. None. The lists agree.

Your answer: _____

74. clerical-accuracy-s08-q04

A rota reads: Monday Nadia; Tuesday Owen; Wednesday Nadia; Thursday Priya; Friday Owen. How many shifts does Nadia work?

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

Your answer: _____

75. clerical-accuracy-s08-q05

A code table maps 1 to Approved, 2 to Pending, 3 to Returned, and 4 to Withdrawn. A record carries status 3 with the written note 'awaiting signature'. Which statement is correct?

- A. The record is internally consistent.
- B. The status code should certainly be 1.
- C. The status code should certainly be 4.
- D. The status code and the written note disagree and should be queried.

Your answer: _____

76. clerical-accuracy-s08-q06

An extension list reads: Finance 2140; Estates 2154; Payroll 2145; Records 2451. A message asks for extension 2145. Which team is that?

- A. Finance
- B. Estates
- C. Payroll

- D. Records

Your answer: _____

77. clerical-accuracy-s08-q07

A delivery schedule reads: Route A on Tuesday and Friday; Route B on Monday and Thursday; Route C on Wednesday. A parcel is booked on Route B for Thursday. Is the booking consistent with the schedule?

- A. No. Route B runs on Tuesday.
- B. Yes. Thursday is one of the days listed for Route B.
- C. No, only Route C runs on Thursday.
- D. There is not enough information to decide.

Your answer: _____

78. clerical-accuracy-s08-q08

A fee table reads: under 5 items, £2.00; 5 to 9 items, £3.50; 10 or more items, £5.00. A request covers 9 items. What is the fee?

- A. £3.50
- B. £2.00
- C. £5.00
- D. £8.50

Your answer: _____

79. clerical-accuracy-s08-q09

Sheet 1 lists 3011, 3014, 3019, 3041, 3044, 3049. Sheet 2 lists 3011, 3014, 3019, 3041, 3044, 3094. Which number appears on Sheet 2 but not on Sheet 1?

- A. 3041
- B. 3049
- C. 3094
- D. 3044

Your answer: _____

80. clerical-accuracy-s08-q10

A supplier table gives payment terms of 14 days for Bevan & Co, 30 days for Cadogan Supplies, and 7 days for Delrose Ltd. An invoice from Delrose Ltd is dated 3 August. When is payment due?

- A. 17 August
- B. 2 September
- C. 3 August
- D. 10 August

Your answer: _____

Proofreading business correspondence

Check short pieces of business writing for spelling, punctuation, agreement, and internal sense.

81. clerical-accuracy-s09-q01

Which sentence is free of spelling errors?

- A. Please aknowledge receipt of the enclosed forms.
- B. Please acknowledge receipt of the enclosed forms.
- C. Please acknowlege receipt of the enclosed forms.
- D. Please acknowledge receipt of the enclosed forms.

Your answer: _____

82. clerical-accuracy-s09-q02

Which sentence uses standard British spelling and contains no typing errors?

- A. The team will analyze the returns.
- B. The team will analyse the retruns.
- C. The team will analize the returns.
- D. The team will analyse the returns.

Your answer: _____

83. clerical-accuracy-s09-q03

One claimant is referred to. Which sentence uses the apostrophe correctly?

- A. The claimant's documents were returned in March.
- B. The claimants documents were returned in March.
- C. The claimants' document's were returned in March.
- D. The claimant's document's were returned in March.

Your answer: _____

84. clerical-accuracy-s09-q04

Which sentence has correct subject-verb agreement?

- A. The list of outstanding items are attached.
- B. The list of outstanding items were attached.
- C. The list of outstanding items is attached.
- D. The lists of outstanding items is attached.

Your answer: _____

85. clerical-accuracy-s09-q05

House style places a comma after every element of an address except the element immediately before the postcode. Which version of 'Unit 6 Kelvin Way Rotherham S60 1AB' follows that style?

- A. Unit 6 Kelvin Way, Rotherham S60 1AB
- B. Unit 6, Kelvin Way Rotherham, S60 1AB
- C. Unit 6 Kelvin Way Rotherham, S60 1AB
- D. Unit 6, Kelvin Way, Rotherham S60 1AB

Your answer: _____

86. clerical-accuracy-s09-q06

Which sentence contains a doubled word?

- A. We have received the the signed agreement.
- B. We have received the signed agreement.
- C. We have received your signed agreement.
- D. We have received both signed agreements.

Your answer: _____

87. clerical-accuracy-s09-q07

Which sentence uses 'their', 'there', and 'they're' correctly?

- A. Their are three forms in the file that they're clerk signed.
- B. They're sending their forms; the file is over there.
- C. There sending they're forms; the file is over their.
- D. Their sending there forms; the file is over they're.

Your answer: _____

88. clerical-accuracy-s09-q08

Which sentence is internally consistent about the numbers it states?

- A. The pack contains five forms: two applications and two declarations.
- B. The pack contains four forms: two applications and three declarations.
- C. The pack contains five forms: three applications and two declarations.
- D. The pack contains six forms: three applications and two declarations.

Your answer: _____

89. clerical-accuracy-s09-q09

Which sentence is correctly capitalised for a formal letter?

- A. I have enclosed the March invoice for your records.
- B. I have Enclosed the March Invoice for your Records.
- C. i have enclosed the march invoice for your records.
- D. I Have enclosed the March invoice for your records.

Your answer: _____

90. clerical-accuracy-s09-q10

Which sentence attaches its opening phrase to the right subject?

- A. Having checked the totals, the invoice was approved by the clerk.
- B. Checked by the clerk, the totals approved the invoice.
- C. The invoice, having checked the totals, was approved.
- D. Having checked the totals, the clerk approved the invoice.

Your answer: _____

Multi-field record auditing

Each record must satisfy several rules at once. Find the field that fails, or confirm that none does.

91. clerical-accuracy-s10-q01

A record reads: reference BT-2025-014; opened 14/03/2026; closed 20/03/2026; fee £30.00. House rules state that the year in the reference must match the year the case opened, and that a closing date must not precede the opening date. Which field breaks a rule?

- A. The opening date
- B. The closing date
- C. The reference
- D. No field breaks a rule.

Your answer: _____

92. clerical-accuracy-s10-q02

A record reads: name 'A. Farrow'; date of birth 30/02/1988; postcode 'NE3 4LP'. Which entry cannot be valid on its own terms?

- A. The name
- B. The date of birth
- C. The postcode
- D. All three entries are valid.

Your answer: _____

93. clerical-accuracy-s10-q03

An order line reads: 6 units at £14.50 each; line total £87.00; delivery date 31/06/2026. Which statement is correct?

- A. The line total is wrong and the date is valid.
- B. Both the line total and the date are wrong.
- C. Both the line total and the date are correct.
- D. The line total is correct but the date cannot exist.

Your answer: _____

94. clerical-accuracy-s10-q04

A membership record reads: joined 12 January 2024; renewed every 12 months; last renewal 12 January 2026; status 'lapsed'. Membership runs for 12 months from the last renewal, and today is 31 July 2026. Which statement is correct?

- A. The status is inconsistent. The membership should still be current.
- B. The status is correct.
- C. The joining date must be wrong.
- D. There is not enough information to decide.

Your answer: _____

95. clerical-accuracy-s10-q05

A record reads: invoice 4471 dated 02/05/2026; terms 30 days; payment received 05/06/2026; marked 'paid on time'. Which statement is correct?

- A. The record is correct as marked.
- B. Payment arrived three days early.
- C. The 'paid on time' marking is wrong. Payment arrived after the due date.
- D. The payment terms should read 60 days.

Your answer: _____

96. clerical-accuracy-s10-q06

A staff record reads: start date 01/09/2025; probation 6 months; probation end 01/02/2026; review booked 15/02/2026. Which field is inconsistent?

- A. The start date
- B. The probation end date
- C. The review date
- D. Nothing is inconsistent.

Your answer: _____

97. clerical-accuracy-s10-q07

A goods-received note reads: 12 cartons ordered; 12 delivered; 2 damaged; 12 accepted. House rules state that damaged cartons are set aside and never counted as accepted. Which statement is correct?

- A. The accepted quantity disagrees with the damage recorded.
- B. The delivered quantity must be wrong.
- C. The ordered quantity must be wrong.
- D. The note is internally consistent.

Your answer: _____

98. clerical-accuracy-s10-q08

A record reads: total £240.00; deposit £60.00; balance £190.00; balance payable in 2 instalments of £95.00. Which statement is correct?

- A. Every figure on the record agrees.
- B. The deposit has been recorded incorrectly.
- C. The instalments are wrong but the balance is right.
- D. The balance does not agree with the total less the deposit.

Your answer: _____

99. clerical-accuracy-s10-q09

A file summary reads: 3 documents listed; 4 documents attached; checklist signed 'all documents present'. What is the safest next step?

- A. Sign the file off as complete.
- B. Query the difference between the listed and attached counts before signing off.
- C. Remove the extra document from the file.

- D. Amend the checklist to read four documents.

Your answer: _____

100. clerical-accuracy-s10-q10

A record reads: applicant 'R. Nkemelu'; reference APP-2026-07; submitted 07/07/2026; decision due within 20 working days; decision recorded 03/08/2026; marked 'within target'. Assume a Monday-to-Friday working week with no public holidays, and note that 7 July 2026 is a Tuesday. Which statement is correct?

- A. The decision was one working day late.
- B. The reference is inconsistent with the submission date.
- C. The 'within target' marking is supported: 3 August falls inside 20 working days.
- D. There is not enough information to check the target.

Your answer: _____

Authored hints

This cognitive practice source does not publish authored hints. Every item is listed as missing a hint, and no hint text is generated or inferred.

100 worksheet items do not have an authored hint. No hint text was generated for them.

Answer key

The answer key and worked explanations in this file belong only to this public, untimed educational practice source. No active aptitude suite or Novus Reasoning Challenge answer key is ever included in any download.

Clerical accuracy: full practice bank: open practice pack answer key

Item	Choice	Answer
clerical-accuracy-s01-q01	B	The copy has one extra letter.
clerical-accuracy-s01-q02	C	Two digits have been transposed.
clerical-accuracy-s01-q03	A	BX-4417-QD
clerical-accuracy-s01-q04	D	A letter has been replaced by a similar-looking digit.
clerical-accuracy-s01-q05	C	Two digits inside the final block have been swapped.
clerical-accuracy-s01-q06	A	The last two digits of the year have been reversed.
clerical-accuracy-s01-q07	B	r.ashworth@meadowvale.org
clerical-accuracy-s01-q08	D	Two digits before the decimal point have been swapped.
clerical-accuracy-s01-q09	C	The capitalisation differs at one letter.
clerical-accuracy-s01-q10	A	A character has been dropped from the copy.
clerical-accuracy-s02-q01	C	Hallett, Ruth
clerical-accuracy-s02-q02	A	4107
clerical-accuracy-s02-q03	D	Adams, Nia
clerical-accuracy-s02-q04	B	Between Obara and Ochoa
clerical-accuracy-s02-q05	A	00892
clerical-accuracy-s02-q06	D	13 March 2024

clerical-accuracy-s02-q07	B	Patel, Amara
clerical-accuracy-s02-q08	C	Third
clerical-accuracy-s02-q09	D	B12
clerical-accuracy-s02-q10	B	Estates: Naylor
clerical-accuracy-s03-q01	A	KT094218
clerical-accuracy-s03-q02	D	03/07/2026
clerical-accuracy-s03-q03	C	63-PNQA
clerical-accuracy-s03-q04	B	0114 250 8837
clerical-accuracy-s03-q05	A	Ash Terrace
clerical-accuracy-s03-q06	C	d.mensah@registry.gov.uk
clerical-accuracy-s03-q07	D	45.60
clerical-accuracy-s03-q08	B	12480
clerical-accuracy-s03-q09	C	R.J.
clerical-accuracy-s03-q10	A	2026/09
clerical-accuracy-s04-q01	D	The receipt date agrees with the note.
clerical-accuracy-s04-q02	B	1 March 2024
clerical-accuracy-s04-q03	A	Yes. They show the same time in different formats.
clerical-accuracy-s04-q04	C	11:25
clerical-accuracy-s04-q05	D	Because September has only thirty days.
clerical-accuracy-s04-q06	B	7 hours 45 minutes
clerical-accuracy-s04-q07	C	Payment was 5 days late.
clerical-accuracy-s04-q08	A	The third date breaks the weekly pattern. It should be 18 March.
clerical-accuracy-s04-q09	B	April, May, and June
clerical-accuracy-s04-q10	D	Both entries describe 5 March 2026.
clerical-accuracy-s05-q01	B	Priya Ramanathan / Priya Ramanathan
clerical-accuracy-s05-q02	A	48 Kingsmead Court
clerical-accuracy-s05-q03	C	The first name differs by one letter.
clerical-accuracy-s05-q04	D	The flat identifier
clerical-accuracy-s05-q05	A	They are very likely the same company, recorded with a different abbreviation of one word.
clerical-accuracy-s05-q06	B	Elsbeth Carmichael, 19 Trelawney Road
clerical-accuracy-s05-q07	C	The postcode differs by one look-alike character.
clerical-accuracy-s05-q08	A	Flag the pair as a possible duplicate for review before anything is changed.
clerical-accuracy-s05-q09	D	One
clerical-accuracy-s05-q10	B	In the final syllable
clerical-accuracy-s06-q01	C	MAN07
clerical-accuracy-s06-q02	D	2312-8
clerical-accuracy-s06-q03	B	5130-8
clerical-accuracy-s06-q04	A	E14

clerical-accuracy-s06-q05	C	2026-001
clerical-accuracy-s06-q06	D	7712-K
clerical-accuracy-s06-q07	A	2603HW
clerical-accuracy-s06-q08	B	PQ-51120-77
clerical-accuracy-s06-q09	D	230
clerical-accuracy-s06-q10	C	FA19
clerical-accuracy-s07-q01	A	Yes: the stated total matches the sum of the lines.
clerical-accuracy-s07-q02	C	The line total is overstated by £2.00.
clerical-accuracy-s07-q03	B	£78.50
clerical-accuracy-s07-q04	D	Yes: the closing balance agrees with the entries.
clerical-accuracy-s07-q05	B	£232.50
clerical-accuracy-s07-q06	A	34 hours. The stated total is correct.
clerical-accuracy-s07-q07	C	A difference of £180, which divides by 9 and fits a transposition
clerical-accuracy-s07-q08	B	297
clerical-accuracy-s07-q09	D	There is no discrepancy. The lines add to the stated total.
clerical-accuracy-s07-q10	A	£85.00
clerical-accuracy-s08-q01	D	£15.30
clerical-accuracy-s08-q02	C	Floor 3
clerical-accuracy-s08-q03	A	Cortez
clerical-accuracy-s08-q04	B	2
clerical-accuracy-s08-q05	D	The status code and the written note disagree and should be queried.
clerical-accuracy-s08-q06	C	Payroll
clerical-accuracy-s08-q07	B	Yes. Thursday is one of the days listed for Route B.
clerical-accuracy-s08-q08	A	£3.50
clerical-accuracy-s08-q09	C	3094
clerical-accuracy-s08-q10	D	10 August
clerical-accuracy-s09-q01	B	Please acknowledge receipt of the enclosed forms.
clerical-accuracy-s09-q02	D	The team will analyse the returns.
clerical-accuracy-s09-q03	A	The claimant's documents were returned in March.
clerical-accuracy-s09-q04	C	The list of outstanding items is attached.
clerical-accuracy-s09-q05	D	Unit 6, Kelvin Way, Rotherham S60 1AB
clerical-accuracy-s09-q06	A	We have received the the signed agreement.
clerical-accuracy-s09-q07	B	They're sending their forms; the file is over there.
clerical-accuracy-s09-q08	C	The pack contains five forms: three applications and two declarations.
clerical-accuracy-s09-q09	A	I have enclosed the March invoice for your records.
clerical-accuracy-s09-q10	D	Having checked the totals, the clerk approved the invoice.
clerical-accuracy-s10-q01	C	The reference
clerical-accuracy-s10-q02	B	The date of birth
clerical-accuracy-s10-q03	D	The line total is correct but the date cannot exist.
clerical-accuracy-s10-q04	A	The status is inconsistent. The membership should still be current.

clerical-accuracy-s10-q05	C	The 'paid on time' marking is wrong. Payment arrived after the due date.
clerical-accuracy-s10-q06	B	The probation end date
clerical-accuracy-s10-q07	A	The accepted quantity disagrees with the damage recorded.
clerical-accuracy-s10-q08	D	The balance does not agree with the total less the deposit.
clerical-accuracy-s10-q09	B	Query the difference between the listed and attached counts before signing off.
clerical-accuracy-s10-q10	C	The 'within target' marking is supported: 3 August falls inside 20 working days.

Worked explanations

clerical-accuracy-s01-q01: Read the two spellings letter by letter: the original has a single t in the middle and the copy has two. An inserted character is one of the four classic transcription faults, alongside omission, substitution, and transposition.

clerical-accuracy-s01-q02: Both entries contain the same eight digits and the same block lengths, but the second block reads 3271 in one and 3721 in the other. When the digits are the same and only their order changes, the fault is a transposition.

clerical-accuracy-s01-q03: Check a hyphenated reference one block at a time rather than reading it as a whole: the letter prefix, then the digits, then the suffix. Only one copy keeps all three blocks unchanged.

clerical-accuracy-s01-q04: The letter S in the original has become the digit 5 in the copy. Look-alike pairs such as S and 5, O and 0, and I and 1 cause a large share of keying errors, so check them deliberately in mixed letter-and-digit fields.

clerical-accuracy-s01-q05: The first two blocks agree, so the check narrows to the last four digits: 0283 against 0823. Both blocks hold four digits and the same set of values, with the middle two in reversed order.

clerical-accuracy-s01-q06: The day and month blocks are unchanged, so only the year needs comparing: 1994 against 1949. The first two digits hold, and the final pair appears in reversed order.

clerical-accuracy-s01-q07: Split an email address at the @ symbol and check the local part, the domain, and the ending separately. Only one copy survives all three checks unchanged.

clerical-accuracy-s01-q08: The pence are .50 in both entries, so the difference sits in the pounds: 1,340 against 1,304. The same four digits appear in both, with two of them in reversed order.

clerical-accuracy-s01-q09: Both spellings contain the same nine letters in the same order, but the internal capital in the original is lower case in the copy. Treat case as part of the data when checking names, because search and matching routines often do.

clerical-accuracy-s01-q10: Count the characters in each block before reading the values: the middle block holds four digits in the original and three in the copy. A leading zero is easy to lose and easy to miss, so count first and read second.

clerical-accuracy-s02-q01: All four surnames begin with Ha, so the decision moves to the third letter: l comes before n, and n before r. Compare letter by letter and stop at the first position where the entries differ.

clerical-accuracy-s02-q02: Compare the number of digits first: the three-digit value is smallest. Among the four-digit values, compare place by place from the left, where 4107 exceeds both 4071 and 4017.

clerical-accuracy-s02-q03: Both surnames beginning Ad are decided at the third letter, where a comes before e, so Adams belongs before Adeyemi rather than after it. Checking each neighbouring pair in turn finds the single break in the run.

clerical-accuracy-s02-q04: With the apostrophe removed the entry reads Obrien, which shares Ob with Obara. The third letter decides: a comes before r, and Ochoa begins with Oc, so the entry sits between the

two.

clerical-accuracy-s02-q05: All four entries have five digits, so compare them position by position from the left. Two share the opening 00, and the third digit then separates 8 from 9.

clerical-accuracy-s02-q06: Sort dates by year first, then month, then day: never by the day number that catches the eye. The two 2024 entries come after both 2023 entries, and within March 2024 the thirteenth follows the third.

clerical-accuracy-s02-q07: The surnames are identical, so the first name becomes the deciding key. Among the first names, the second letter separates Am from An, and the third letter then places Amara before Amit.

clerical-accuracy-s02-q08: All four names share the opening Fair, so the fifth letter decides the order: b, then c, then f, then l. That places Fairfax after Fairbairn and Fairclough but before Fairley.

clerical-accuracy-s02-q09: Apply the primary key before the secondary one: every A file precedes every B file. Within the B group the numbers are compared as values, so 12 follows 7.

clerical-accuracy-s02-q10: The department is the primary key, so both Estates records precede both Finance records however early the surname looks. The surname only breaks ties within the same department, placing Naylor before Whitfield.

clerical-accuracy-s03-q01: Check the shape in two steps: count the characters, then confirm each position holds the right type. One entry has only five digits, one begins with a letter and a digit, and one carries a third letter where a digit belongs.

clerical-accuracy-s03-q02: The rule fixes both the order of the parts and the number of digits in each. Only one entry gives two digits for the day, two for the month, and four for the year in that sequence.

clerical-accuracy-s03-q03: Count the characters in each block before reading them. Three entries give three digits ahead of the hyphen; the remaining one gives only two, which is easy to miss because the letter block looks correct.

clerical-accuracy-s03-q04: Scan for forbidden characters before checking the digits themselves. Brackets, hyphens, and a stray letter each disqualify an entry regardless of whether the number is otherwise right.

clerical-accuracy-s03-q05: Count each word and add one for every space: the shortest entry here runs to eleven characters, while the others reach fourteen, sixteen, and sixteen. Spaces count towards a field limit unless the rule says otherwise.

clerical-accuracy-s03-q06: Test the two conditions separately: count the @ symbols, then look for a full stop to the right of it. A full stop before the @ does not satisfy the second condition.

clerical-accuracy-s03-q07: The rule bans the symbol and fixes two digits after the decimal point. A single decimal digit, a comma used as a decimal separator, and a leading symbol each fail one part of it.

clerical-accuracy-s03-q08: A separator can be a comma or a space, and both are excluded here, as is any decimal part. Only the bare string of digits satisfies every condition.

clerical-accuracy-s03-q09: The rule sets two conditions: capitals, and a full stop after every initial. One entry drops the stops entirely, one drops the final stop, and one uses lower case.

clerical-accuracy-s03-q10: Build the reference part by part in the order the rule gives: full year, separator, then the sequence number padded to two digits. A single-digit sequence number and a reversed order both break the pattern.

clerical-accuracy-s04-q01: Turn the wording into arithmetic before judging it: ten days after the twelfth is the twenty-second, which is the date on the receipt. June has thirty days, so no month boundary is crossed.

clerical-accuracy-s04-q02: Count the days one at a time across the month boundary: the first day lands on 29 February because 2024 is a leap year, and the second lands on 1 March. Assuming February always ends on the twenty-eighth is the usual slip here.

clerical-accuracy-s04-q03: Convert both entries to one format before comparing them: subtracting twelve

from a 24-hour time above 12:00 gives the afternoon clock time. Both records point to the same moment.

clerical-accuracy-s04-q04: Add the whole hour first and the minutes second: 09:50 plus one hour is 10:50, and thirty-five minutes more carries past the hour to 11:25. Splitting the addition avoids miscounting the sixty-minute boundary.

clerical-accuracy-s04-q05: Check the day number against the length of the month named. September, April, June, and November each run to thirty days, so a thirty-first in any of them is impossible rather than merely unusual.

clerical-accuracy-s04-q06: Break an overnight span at midnight: 22:30 to midnight is 1 hour 30 minutes, and midnight to 06:15 is 6 hours 15 minutes. Adding the two parts gives 7 hours 45 minutes.

clerical-accuracy-s04-q07: Count the days to the end of the month first: 15 days remain in April, leaving 15 more to run into May, so the due date is 15 May. A payment on 20 May therefore arrives five days after it.

clerical-accuracy-s04-q08: A weekly series always advances by exactly seven days, so check the gaps rather than the dates. The first gap is seven days and the second is eight, which cannot fall on the same weekday.

clerical-accuracy-s04-q09: Quarters starting in January run January to March, April to June, and so on. Counting back two months from the stated end month gives the first month of the quarter.

clerical-accuracy-s04-q10: Read each entry under its own stated convention before comparing: day-then-month gives 5 March, and month-then-day gives the same date. Always confirm which convention a form uses when the day number is twelve or lower.

clerical-accuracy-s05-q01: Check each pair for length before reading it, since a dropped letter changes the count. An accent is part of the character, so a name written with one does not match the same name written without.

clerical-accuracy-s05-q02: Take an address one element at a time: number, then name, then type of road. The faults here sit in a different element each time, which is why a single sweeping glance misses them.

clerical-accuracy-s05-q03: Line the two records up field by field: title, first name, middle initial, surname. Three fields agree exactly, and the first name is one letter shorter in one record than the other.

clerical-accuracy-s05-q04: Work through the shared fields first and set them aside once they agree. Only the flat identifier differs, and a one-character difference there sends post to the wrong door.

clerical-accuracy-s05-q05: Weigh the identifying field more heavily than the display text: a registration number is unique to one company, while a trading suffix is often abbreviated. Differences in wording alone rarely outweigh a matching unique identifier.

clerical-accuracy-s05-q06: Split the record at the comma and check the name and the address separately. One copy reverses two letters in the surname, one drops a letter from the road name, and one reverses the house number.

clerical-accuracy-s05-q07: Everything up to the postcode is identical, so the check narrows to the final block. The rounded characters Q and O differ only by a tail, which makes them a common source of postcode faults.

clerical-accuracy-s05-q08: Strong overlap on surname and address makes a duplicate likely, but an accented character alone is not proof. Flagging preserves both versions until someone with the authority to decide can confirm the match.

clerical-accuracy-s05-q09: Compare the two spellings from the left until they diverge: the first eight letters are the same, and one spelling simply continues for a further letter. Differences at the end of a word are the ones a quick read most often misses.

clerical-accuracy-s05-q10: Both entries agree through the opening letters, so the fault has to sit later in the word. The vowel in the closing syllable is the single character that changes.

clerical-accuracy-s06-q01: Build the code in the order the rule gives and honour every width it specifies. Three letters come first, and a single-digit shelf number is padded with a leading zero rather than left short or reversed.

clerical-accuracy-s06-q02: Add the four digits before writing anything down: two plus three plus one plus two is eight, which is below ten, so the rule applies as stated. A check digit is recalculated rather than copied, which is what lets it catch keying faults.

clerical-accuracy-s06-q03: Recompute the sum for every code rather than spot-checking one: the four sums are seven, nine, eight, and seven. Only one code carries a final digit that disagrees with its own total.

clerical-accuracy-s06-q04: Follow the rule literally on all three points: one letter, then the count, and no padding. Adding a second letter or a leading zero introduces information the rule never asked for.

clerical-accuracy-s06-q05: Treat the two parts of the reference independently: the year moves on and the sequence resets. Carrying the old sequence number into the new year is the trap the resetting rule exists to prevent.

clerical-accuracy-s06-q06: Ignore the digits entirely, because the rule constrains only the final character. Three of the endings are vowels and one is not.

clerical-accuracy-s06-q07: Assemble the parts strictly in the stated order: year, month, site. The year 2026 shortens to 26, March pads to 03, and no space or separator belongs anywhere in the string.

clerical-accuracy-s06-q08: Count characters rather than judging length by eye, and remember to include the hyphens. Three references come to ten characters, and one comes to eleven despite looking much like the rest.

clerical-accuracy-s06-q09: Read the worked example to see which part is padded: the room number takes two digits and the floor number takes as many as it needs. Floor 2 stays a single digit, and room 30 already has two.

clerical-accuracy-s06-q10: Take the letters in the order they appear in the town name, not the ones that stand out in it, then take the final two digits of the year rather than the first two. Order matters as much as content in a coding rule.

clerical-accuracy-s07-q01: Add the lines yourself before looking at the stated figure, so the printed total cannot anchor your arithmetic: £24.50 and £13.75 make £38.25, and £8.20 brings it to £46.45.

clerical-accuracy-s07-q02: Recalculate from the quantity and the unit price: twelve at £6.40 comes to £76.80. Comparing that with the £78.80 shown gives both the direction and the size of the difference.

clerical-accuracy-s07-q03: Value each line before combining them: five at £11.20 is £56.00, and three at £7.50 is £22.50. Adding the two line values gives the order total.

clerical-accuracy-s07-q04: Total each column separately, then subtract: receipts come to £269 and payments to £75, leaving £194. Keeping the two columns apart until the final step prevents the classic sign error.

clerical-accuracy-s07-q05: Apply the steps in the stated order: 10% of £250.00 is £25.00, leaving £225.00, and delivery is then added on top. Discounting after the delivery charge would give a different and incorrect figure.

clerical-accuracy-s07-q06: Group the repeated values before adding the odd one: four days at 7.5 hours is 30 hours, and the fifth day brings it to 34. Multiplying the repeated figure is quicker and safer than adding five numbers in a row.

clerical-accuracy-s07-q07: Subtract the smaller total from the larger to get £180, then divide by nine to get twenty exactly. The digits 31 and 13 have indeed swapped places, which is why the nine test is worth running before rechecking every line.

clerical-accuracy-s07-q08: Work the movement in the order it happens: add what came in, then take away what went out. That gives 340 plus 125, less 168.

clerical-accuracy-s07-q09: Add the lines independently: £52.40 and £38.90 make £91.30, and £51.90 brings the total to £143.20. Confirming that a figure is right is as much a result as finding a fault.

clerical-accuracy-s07-q10: Value the goods first and adjust afterwards: twenty-four at £3.75 is £90.00, and the fixed credit is then deducted once. A fixed credit is not scaled by the quantity.

clerical-accuracy-s08-q01: Find the row before doing any arithmetic, and confirm the code matches in full rather than at a glance. The rate for that code is £5.10, which multiplied by three gives the line value.

clerical-accuracy-s08-q02: Locate the named row first, then apply the stated convention to the value you find there. The room number for that name begins with a three, which the rule identifies as the floor.

clerical-accuracy-s08-q03: Compare the counts first: four against three tells you exactly one name is absent. Walking both lists in the same order then shows where the sequences part company.

clerical-accuracy-s08-q04: Read every row in order and tally only the name you are counting, ignoring the others entirely. That name appears on the Monday and the Wednesday.

clerical-accuracy-s08-q05: Translate the code through the table and compare the meaning with the free-text note: 'returned' and 'awaiting signature' describe different states. Which of the two is wrong cannot be settled from the record alone, so it is raised rather than corrected.

clerical-accuracy-s08-q06: When several values share the same digits in different orders, compare them digit by digit rather than by shape. Only one entry reads 2145 in that exact sequence.

clerical-accuracy-s08-q07: Read across the row for the route named in the booking and check whether the day appears there. Days listed against other routes are irrelevant to this check.

clerical-accuracy-s08-q08: Read the band boundaries as written: the middle band runs from five to nine inclusive, so nine items sit inside it rather than in the band above. Banded tables are most often misread at their edges.

clerical-accuracy-s08-q09: Both sheets are in ascending order, so compare them position by position and stop at the first mismatch. The final entries differ, and the question asks for the one belonging to the second sheet.

clerical-accuracy-s08-q10: Take the terms from the row matching the supplier on the invoice, not from the row you read first. Seven days from 3 August falls on 10 August, still inside the same month.

clerical-accuracy-s09-q01: When one word carries all the variation, spell it out syllable by syllable rather than reading the sentence for sense. Only one version keeps every syllable of 'acknowledge' intact and unrepeatd.

clerical-accuracy-s09-q02: Two checks are needed here: the British form of the verb ends in -yse, and the rest of the sentence must also be clean. One version has the right verb but a transposition in the following word.

clerical-accuracy-s09-q03: An apostrophe marks possession, not a plural: the single claimant takes one before the s, and 'documents' is simply plural. Versions that add an apostrophe to 'documents' or drop it from the possessor both misplace it.

clerical-accuracy-s09-q04: Strip the phrase between the subject and the verb, then read what remains: a single list takes a singular verb, and plural lists would take a plural one. The nearby plural noun is what pulls the verb the wrong way.

clerical-accuracy-s09-q05: Identify the elements first (unit, road, town, postcode), then apply the rule to each boundary in turn. Commas follow the unit and the road, while the town runs straight into the postcode.

clerical-accuracy-s09-q06: Reading for meaning skips over repeated short words, so count the words instead of absorbing the sense. One sentence runs to one word more than the others.

clerical-accuracy-s09-q07: Test each word by substitution: 'they are' for the contraction, a possessive before a noun, and a place word for location. Only one sentence passes all three tests at once.

clerical-accuracy-s09-q08: Add the itemised parts and compare the sum with the stated headline figure. Only one sentence has parts that add to the total it announces.

clerical-accuracy-s09-q09: Capitals belong at the start of the sentence, on the pronoun 'I', and on proper nouns such as month names, nowhere else. Ordinary nouns given capitals for emphasis are a common house-style fault.

clerical-accuracy-s09-q10: An opening phrase describes whatever noun follows the comma, so ask who actually did the checking. Only one sentence puts the person who checked the totals in that position.

clerical-accuracy-s10-q01: Test each rule separately against the record: the closing date does follow the opening date, so that rule holds. The reference carries a year one earlier than the opening date, which the first rule forbids.

clerical-accuracy-s10-q02: Some fields can be checked without any external reference, and a date is one of them. February never reaches thirty days in any year, leap or otherwise, so that entry is impossible rather than merely doubtful.

clerical-accuracy-s10-q03: Run the two checks independently: six at £14.50 comes to £87.00, so the arithmetic holds. June has thirty days, so the delivery date fails even though the money is right.

clerical-accuracy-s10-q04: Work forward from the field the rule names, the last renewal, rather than from the joining date. Twelve months from January 2026 runs into January 2027, so a July 2026 record cannot yet have lapsed.

clerical-accuracy-s10-q05: Count the thirty days across the month boundary: May has 31 days, so twenty-nine days from 2 May reaches 31 May and the thirtieth day falls on 1 June. Payment on 5 June therefore arrives after the due date.

clerical-accuracy-s10-q06: Count the months forward from the start date: six months after September lands in March, not February. Counting on fingers from the wrong month by one is the usual cause of this kind of slip.

clerical-accuracy-s10-q07: Apply the house rule to the figures given: twelve delivered less two damaged leaves ten that can be accepted. The accepted count as written cannot be reconciled with the damage recorded on the same note.

clerical-accuracy-s10-q08: Derive the balance from the fields above it: £240.00 less £60.00 leaves £180.00, not the figure shown. The instalments add correctly to the stated balance, which is exactly why an error in that balance passes unnoticed.

clerical-accuracy-s10-q09: Two fields that should agree do not, and the record itself does not say which one is wrong. Raising the discrepancy preserves both versions, whereas altering either count hides the fault.

clerical-accuracy-s10-q10: Count working days a week at a time, dropping the weekends: from the Tuesday of submission, twenty working days reach into the first week of August. Whether or not the submission day itself is counted, the decision date still falls inside the target.

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