

Information about the Literacy and Numeracy Tests

Literacy Test

This test is designed to assess your basic literacy skills. As a member of a DWP team, you need to be able to read and understand written communications, as well as having to write short letters to customers or colleagues.

The test contains a passage of written information and your task is to identify the 8 errors in the text. The types of errors in the test will be spelling mistakes, incorrect word usage and grammatical mistakes.

Have a go at the following example and then look at the answers, which can be found at the end of this booklet, to see how many you got correct.

Example

Read the passage below and identify the errors by circling them. The actual test will be timed, so to make it more realistic, try to do this example in 2 minutes.

“I am writing to update you of further changes that have been made in the Finance Department.

Improvements have been made to our administration and payment systems. This means that expenses can now be pade on a weekly basis insted of just once a month. Although not everyone incurrs expenses, I hope people will agree that it was worthwhile investing in this improvement.

The changes do not mean that everyone has to submit their expenses form once a week.

The improvements mean that money will be transferred into people bank accounts on the Friday of the week after the expenses form has been submitted. To insure that the money is paid promptly on the Friday, people submitting expenses forms must submit there expenses form by Wednesday.

over the next two months all office computers will be upgraded with the necessary software to submit expenses forms. No training will be required as the procedures for inputting expenses will remain the same.

Regards

John Brown”

Numeracy Test

This test is designed to assess your skills at identifying information and making basic calculations. As part of your work in DWP, you may need to understand how things have been calculated, a client's benefit for example, or you may need to calculate things for yourself, such as a person's annual salary based on information on a wage slip.

In the test, you will be presented with several tables which contain numerical information and you will have to answer questions about the information. You will need to identify the relevant information in the tables to enable you to work out the answers to the questions. A calculator will be provided to assist you.

Have a look at the example below. There is one worked example for you, and then some practice questions. The answers to the practice questions are given at the end of this booklet.

Example

You work in the accounts department of Acme PLC and part of your role is to keep track of stationery spending. The tables below show the types of stationery purchased by different departments, as well as the cost per item.

	Accounts	Personnel	IT
Note pads	100	25	15
Staplers	5		20
Post It Notes		20	
Biros	100	200	5
Blue Tack		15	

Stationery	Unit Cost
Note pads	£1.15
Staplers	£5.00
Post It Notes	£1.50
Biros	£0.75
Blue Tack	£1.36

Questions

1. How much did accounts spend on note pads?
 - A. £130
 - B. £115
 - C. £95
 - D. £100

The correct answer is B, £115. Accounts purchased 100 pads at a cost of £1.15 each.

Now try the other examples. As the actual test is timed, try to do them in 3 minutes.

2. How much did IT spend on staplers?
 - A. £50
 - B. £75
 - C. £100
 - D. £150

3. How much did Personnel spend in total on stationery?
 - A. £229.15
 - B. £129.15
 - C. £200
 - D. £143

4. How much more did Accounts spend on notepads than Personnel?
 - A. By twice as much
 - B. By five times as much
 - C. By four times as much
 - D. By three times as much

5. Which one of the following is wrong?
 - A. All three departments bought note pads.
 - B. Only Personnel bought Blue Tack
 - C. Only IT bought Biro's
 - D. Accounts bought notepads, staplers and biro's.

Summary

Both the Literacy and Numeracy tests you will be asked to take are like the examples given here. However, the actual tests are longer and some of the items are more difficult.

Answers to Literacy and Numeracy Test examples

Literacy Test Example

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Regards

John Brown

Numeracy Test Example

Correct Answers:

1. B
2. C
3. A
4. C
5. C