

PRACTICE EXAM 10: NYC BRIDGE EXAM SIMULATION

(100 QUESTIONS)

This practice exam contains 100 multiple-choice questions covering the six abilities identified by NYC DCAS for Exam No. 6977. Select the best answer for each question. A score of at least 70% is required to pass the official multiple-choice test. DCAS does not publish an official question count or time limit; use a two-hour practice limit for this simulation.

1. A bridge maintenance ticket displays identifier SPAN-6120-03-4. Select the choice that duplicates the identifier with no changed character.

- A. SPAN-6121-03-4
- B. SPAN-6120-03-4
- C. SPAN-6120-04-4
- D. SPAN-6120-03-5

2. A bridge maintenance ticket displays identifier DECK-6149-04-5. Select the choice that duplicates the identifier with no changed character.

- A. DECK-6150-04-5
- B. DECK-6149-05-5
- C. DECK-6149-04-6
- D. DECK-6149-04-5

3. A bridge maintenance ticket displays identifier PIER-6178-05-6. Select the choice that duplicates the identifier with no changed character.

- A. PIER-6179-05-6
- B. PIER-6178-06-6

- C. PIER-6178-05-6
- D. PIER-6178-05-7

4. A bridge maintenance ticket displays identifier GATE-6207-06-7. Select the choice that duplicates the identifier with no changed character.

- A. GATE-6207-06-7
- B. GATE-6208-06-7
- C. GATE-6207-07-7
- D. GATE-6207-06-8

5. A bridge maintenance ticket displays identifier LIFT-6236-07-8. Select the choice that duplicates the identifier with no changed character.

- A. LIFT-6237-07-8
- B. LIFT-6236-07-8
- C. LIFT-6236-08-8
- D. LIFT-6236-07-9

6. A bridge maintenance ticket displays identifier SPAN-6265-08-9. Select the choice that duplicates the identifier with no changed character.

- A. SPAN-6266-08-9
- B. SPAN-6265-09-9
- C. SPAN-6265-08-0
- D. SPAN-6265-08-9

7. A bridge maintenance ticket displays identifier DECK-6294-09-0. Select the choice that duplicates the identifier with no changed character.

- A. DECK-6294-09-0

- B. DECK-6295-09-0
- C. DECK-6294-10-0
- D. DECK-6294-09-1

8. A bridge maintenance ticket displays identifier PIER-6323-01-1. Select the choice that duplicates the identifier with no changed character.

- A. PIER-6324-01-1
- B. PIER-6323-02-1
- C. PIER-6323-01-1
- D. PIER-6323-01-2

9. A bridge maintenance ticket displays identifier GATE-6352-02-2. Select the choice that duplicates the identifier with no changed character.

- A. GATE-6353-02-2
- B. GATE-6352-02-2
- C. GATE-6352-03-2
- D. GATE-6352-02-3

10. A bridge maintenance ticket displays identifier LIFT-6381-03-3. Select the choice that duplicates the identifier with no changed character.

- A. LIFT-6382-03-3
- B. LIFT-6381-04-3
- C. LIFT-6381-03-4
- D. LIFT-6381-03-3

11. A bridge maintenance ticket displays identifier SPAN-6410-04-4. Select the choice that duplicates the identifier with no changed character.

- A. SPAN-6411-04-4
- B. SPAN-6410-05-4
- C. SPAN-6410-04-4
- D. SPAN-6410-04-5

12. A bridge maintenance ticket displays identifier DECK-6439-05-5. Select the choice that duplicates the identifier with no changed character.

- A. DECK-6439-05-5
- B. DECK-6440-05-5
- C. DECK-6439-06-5
- D. DECK-6439-05-6

13. A bridge maintenance ticket displays identifier PIER-6468-06-6. Select the choice that duplicates the identifier with no changed character.

- A. PIER-6469-06-6
- B. PIER-6468-07-6
- C. PIER-6468-06-7
- D. PIER-6468-06-6

14. A bridge maintenance ticket displays identifier GATE-6497-07-7. Select the choice that duplicates the identifier with no changed character.

- A. GATE-6497-07-7
- B. GATE-6498-07-7
- C. GATE-6497-08-7
- D. GATE-6497-07-8

15. A bridge maintenance ticket displays identifier LIFT-6526-08-8. Select the choice that duplicates the identifier with no changed character.

- A. LIFT-6527-08-8
- B. LIFT-6526-09-8
- C. LIFT-6526-08-8
- D. LIFT-6526-08-9

16. A bridge maintenance ticket displays identifier SPAN-6555-09-9. Select the choice that duplicates the identifier with no changed character.

- A. SPAN-6556-09-9
- B. SPAN-6555-09-9
- C. SPAN-6555-10-9
- D. SPAN-6555-09-0

17. A bridge maintenance ticket displays identifier DECK-6584-01-0. Select the choice that duplicates the identifier with no changed character.

- A. DECK-6584-01-0
- B. DECK-6585-01-0
- C. DECK-6584-02-0
- D. DECK-6584-01-1

18. A bridge maintenance ticket displays identifier PIER-6613-02-1. Select the choice that duplicates the identifier with no changed character.

- A. PIER-6614-02-1
- B. PIER-6613-03-1
- C. PIER-6613-02-1
- D. PIER-6613-02-2

19. A bridge maintenance ticket displays identifier GATE-6642-03-2. Select the choice that duplicates the identifier with no changed character.

- A. GATE-6643-03-2
- B. GATE-6642-04-2
- C. GATE-6642-03-3
- D. GATE-6642-03-2

20. A bridge maintenance ticket displays identifier LIFT-6671-04-3. Select the choice that duplicates the identifier with no changed character.

- A. LIFT-6672-04-3
- B. LIFT-6671-04-3
- C. LIFT-6671-05-3
- D. LIFT-6671-04-4

21. Procedure note 1 directs employees to date-stamp the application before they check required fields; they then scan the completed form and conclude by route the electronic file. Which order follows the note?

- A. check required fields, date-stamp the application, scan the completed form, route the electronic file
- B. date-stamp the application, check required fields, scan the completed form, route the electronic file
- C. date-stamp the application, scan the completed form, check required fields, route the electronic file
- D. date-stamp the application, check required fields, route the electronic file, scan the completed form

22. Procedure note 2 directs employees to inspect the work area before they identify the defect; they then record the condition and conclude by send the inspection report. Which order follows the note?

- A. identify the defect, inspect the work area, record the condition, send the inspection report
- B. inspect the work area, record the condition, identify the defect, send the inspection report
- C. inspect the work area, identify the defect, record the condition, send the inspection report
- D. inspect the work area, identify the defect, send the inspection report, record the condition

23. Procedure note 3 directs employees to receive the invoice before they match the purchase order; they then obtain approval and conclude by release the payment record. Which order follows the note?

- A. receive the invoice, match the purchase order, obtain approval, release the payment record
- B. match the purchase order, receive the invoice, obtain approval, release the payment record
- C. receive the invoice, obtain approval, match the purchase order, release the payment record
- D. receive the invoice, match the purchase order, release the payment record, obtain approval

24. Procedure note 4 directs employees to open the service ticket before they verify the caller's details; they then assign the responsible unit and conclude by send the tracking number. Which order follows the note?

- A. verify the caller's details, open the service ticket, assign the responsible unit, send the tracking number
- B. open the service ticket, assign the responsible unit, verify the caller's details, send the tracking number
- C. open the service ticket, verify the caller's details, send the tracking number, assign the responsible unit
- D. open the service ticket, verify the caller's details, assign the responsible unit, send the tracking number

25. Procedure note 5 directs employees to collect the daily totals before they reconcile the subtotals; they then enter the verified amount and conclude by archive the worksheet. Which order follows the note?

- A. reconcile the subtotals, collect the daily totals, enter the verified amount, archive the worksheet
- B. collect the daily totals, enter the verified amount, reconcile the subtotals, archive the worksheet
- C. collect the daily totals, reconcile the subtotals, enter the verified amount, archive the worksheet
- D. collect the daily totals, reconcile the subtotals, archive the worksheet, enter the verified amount

26. Procedure note 6 directs employees to review the leave request before they confirm available balance; they then record the decision and conclude by notify the employee. Which order follows the note?

- A. confirm available balance, review the leave request, record the decision, notify the employee

- B. review the leave request, confirm available balance, record the decision, notify the employee
- C. review the leave request, record the decision, confirm available balance, notify the employee
- D. review the leave request, confirm available balance, notify the employee, record the decision

27. Procedure note 7 directs employees to receive the supply delivery before they compare the packing slip; they then record any shortage and conclude by store the accepted items. Which order follows the note?

- A. receive the supply delivery, compare the packing slip, record any shortage, store the accepted items
- B. compare the packing slip, receive the supply delivery, record any shortage, store the accepted items
- C. receive the supply delivery, record any shortage, compare the packing slip, store the accepted items
- D. receive the supply delivery, compare the packing slip, store the accepted items, record any shortage

28. Procedure note 8 directs employees to identify the damaged fixture before they secure the immediate area; they then submit the repair request and conclude by reopen the area after clearance. Which order follows the note?

- A. secure the immediate area, identify the damaged fixture, submit the repair request, reopen the area after clearance
- B. identify the damaged fixture, submit the repair request, secure the immediate area, reopen the area after clearance
- C. identify the damaged fixture, secure the immediate area, reopen the area after clearance, submit the repair request
- D. identify the damaged fixture, secure the immediate area, submit the repair request, reopen the area after clearance

29. Procedure note 9 directs employees to read the meeting request before they check participant availability; they then reserve the conference room and conclude by send the calendar invitation. Which order follows the note?

- A. read the meeting request, check participant availability, reserve the conference room, send the calendar invitation

B. check participant availability, read the meeting request, reserve the conference room, send the calendar invitation

C. read the meeting request, reserve the conference room, check participant availability, send the calendar invitation

D. read the meeting request, check participant availability, send the calendar invitation, reserve the conference room

30. Procedure note 10 directs employees to receive the records request before they confirm authorization; they then retrieve the responsive file and conclude by document the release. Which order follows the note?

A. confirm authorization, receive the records request, retrieve the responsive file, document the release

B. receive the records request, confirm authorization, retrieve the responsive file, document the release

C. receive the records request, retrieve the responsive file, confirm authorization, document the release

D. receive the records request, confirm authorization, document the release, retrieve the responsive file

31. Procedure note 11 directs employees to review the draft notice before they correct factual errors; they then obtain final approval and conclude by distribute the approved notice. Which order follows the note?

A. correct factual errors, review the draft notice, obtain final approval, distribute the approved notice

B. review the draft notice, obtain final approval, correct factual errors, distribute the approved notice

C. review the draft notice, correct factual errors, distribute the approved notice, obtain final approval

D. review the draft notice, correct factual errors, obtain final approval, distribute the approved notice

32. Procedure note 12 directs employees to log the complaint before they classify its subject; they then refer it to the assigned unit and conclude by record the referral date. Which order follows the note?

A. classify its subject, log the complaint, refer it to the assigned unit, record the referral date

B. log the complaint, refer it to the assigned unit, classify its subject, record the referral date

C. log the complaint, classify its subject, refer it to the assigned unit, record the referral date

D. log the complaint, classify its subject, record the referral date, refer it to the assigned unit

33. Procedure note 13 directs employees to count the cash drawer before they compare the register total; they then report any discrepancy and conclude by complete the closing record. Which order follows the note?

- A. count the cash drawer, compare the register total, report any discrepancy, complete the closing record
- B. compare the register total, count the cash drawer, report any discrepancy, complete the closing record
- C. count the cash drawer, report any discrepancy, compare the register total, complete the closing record
- D. count the cash drawer, compare the register total, complete the closing record, report any discrepancy

34. Procedure note 14 directs employees to review the maintenance schedule before they confirm staff availability; they then assign the work order and conclude by post the final schedule. Which order follows the note?

- A. confirm staff availability, review the maintenance schedule, assign the work order, post the final schedule
- B. review the maintenance schedule, assign the work order, confirm staff availability, post the final schedule
- C. review the maintenance schedule, confirm staff availability, post the final schedule, assign the work order
- D. review the maintenance schedule, confirm staff availability, assign the work order, post the final schedule

35. Procedure note 15 directs employees to receive the returned mail before they verify the client record; they then update the mailing address and conclude by resend the notice. Which order follows the note?

- A. verify the client record, receive the returned mail, update the mailing address, resend the notice
- B. receive the returned mail, update the mailing address, verify the client record, resend the notice
- C. receive the returned mail, verify the client record, update the mailing address, resend the notice
- D. receive the returned mail, verify the client record, resend the notice, update the mailing address

36. Procedure note 16 directs employees to check the application number before they locate the matching case; they then attach the new document and conclude by update the case index. Which order follows the note?

- A. locate the matching case, check the application number, attach the new document, update the case index
- B. check the application number, locate the matching case, attach the new document, update the case index
- C. check the application number, attach the new document, locate the matching case, update the case index
- D. check the application number, locate the matching case, update the case index, attach the new document

37. Procedure note 17 directs employees to review the incident notes before they confirm the event time; they then prepare the summary and conclude by submit it to the supervisor. Which order follows the note?

- A. review the incident notes, confirm the event time, prepare the summary, submit it to the supervisor
- B. confirm the event time, review the incident notes, prepare the summary, submit it to the supervisor
- C. review the incident notes, prepare the summary, confirm the event time, submit it to the supervisor
- D. review the incident notes, confirm the event time, submit it to the supervisor, prepare the summary

38. Bridge crews processed 213 daytime records and 84 nighttime records. How many records did they process in total?

- A. 286
- B. 325
- C. 297
- D. 129

39. A maintenance archive holds 1080 files, and 25% are selected for audit. How many files are selected?

- A. 295
- B. 270

- C. 245
- D. 1055

40. A supply unit prepares 40 kits containing 34 inspection seals apiece. How many seals are required?

- A. 1400
- B. 1326
- C. 74
- D. 1360

41. Staff distribute 1440 permit cards evenly across 24 service windows. How many cards does each window receive?

- A. 84
- B. 36
- C. 60
- D. 1416

42. Bridge crews processed 265 daytime records and 120 nighttime records. How many records did they process in total?

- A. 374
- B. 385
- C. 413
- D. 145

43. A maintenance archive holds 1240 files, and 25% are selected for audit. How many files are selected?

- A. 310
- B. 335

- C. 285
- D. 1215

44. A supply unit prepares 44 kits containing 32 inspection seals apiece. How many seals are required?

- A. 1452
- B. 1376
- C. 76
- D. 1408

45. Staff distribute 1632 permit cards evenly across 24 service windows. How many cards does each window receive?

- A. 92
- B. 44
- C. 68
- D. 1608

46. Bridge crews processed 317 daytime records and 156 nighttime records. How many records did they process in total?

- A. 462
- B. 501
- C. 161
- D. 473

47. A maintenance archive holds 1400 files, and 25% are selected for audit. How many files are selected?

- A. 350
- B. 375

- C. 325
- D. 1375

48. A supply unit prepares 48 kits containing 33 inspection seals apiece. How many seals are required?

- A. 1632
- B. 1584
- C. 1551
- D. 81

49. Staff distribute 1824 permit cards evenly across 24 service windows. How many cards does each window receive?

- A. 100
- B. 52
- C. 1800
- D. 76

50. Bridge crews processed 369 daytime records and 192 nighttime records. How many records did they process in total?

- A. 550
- B. 589
- C. 561
- D. 177

51. A maintenance archive holds 1560 files, and 25% are selected for audit. How many files are selected?

- A. 415
- B. 390

- C. 365
- D. 1535

52. A supply unit prepares 52 kits containing 34 inspection seals apiece. How many seals are required?

- A. 1768
- B. 1820
- C. 1734
- D. 86

53. Staff distribute 2016 permit cards evenly across 24 service windows. How many cards does each window receive?

- A. 84
- B. 108
- C. 60
- D. 1992

54. At 10:08 a.m., an employee is organizing a flexible reference file when the dispatch desk requests a route update needed within fifteen minutes. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- D. Select whichever pending task is shortest, regardless of its deadline or impact

55. At 10:11 a.m., an employee is organizing a flexible reference file when a public appointment begins early and the case folder must be retrieved. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Select whichever pending task is shortest, regardless of its deadline or impact
- D. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume

56. At 10:14 a.m., an employee is organizing a flexible reference file when a supervisor needs a corrected total before approving today's report. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

57. At 10:17 a.m., an employee is organizing a flexible reference file when the receiving area announces a delivery that requires immediate inspection. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- B. Finish all nonurgent correspondence before acknowledging the request
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

58. At 10:20 a.m., an employee is organizing a flexible reference file when a crew requests confirmation of a work location before leaving the yard. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone

- C. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- D. Select whichever pending task is shortest, regardless of its deadline or impact

59. At 10:23 a.m., an employee is organizing a flexible reference file when the records counter needs a replacement receipt for a waiting customer. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

60. At 10:26 a.m., an employee is organizing a flexible reference file when a deadline notice is returned for a missing authorization code. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Select whichever pending task is shortest, regardless of its deadline or impact
- D. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume

61. At 10:29 a.m., an employee is organizing a flexible reference file when the operations desk asks for the current status of an active assignment. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

62. At 10:32 a.m., an employee is organizing a flexible reference file when a vendor arrives for a scheduled access appointment. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- B. Finish all nonurgent correspondence before acknowledging the request
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

63. At 10:35 a.m., an employee is organizing a flexible reference file when a manager requests a one-page summary for a meeting starting shortly. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Select whichever pending task is shortest, regardless of its deadline or impact
- D. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume

64. At 10:38 a.m., an employee is organizing a flexible reference file when a field office reports that a transmitted document is unreadable. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- D. Select whichever pending task is shortest, regardless of its deadline or impact

65. At 10:41 a.m., an employee is organizing a flexible reference file when the supply desk needs approval to release materials to a waiting crew. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Select whichever pending task is shortest, regardless of its deadline or impact
- D. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume

66. At 10:44 a.m., an employee is organizing a flexible reference file when a scheduled interview begins while the sign-in list is unavailable. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Abandon every planned assignment for the day without notifying anyone
- C. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- D. Select whichever pending task is shortest, regardless of its deadline or impact

67. At 10:47 a.m., an employee is organizing a flexible reference file when a time-sensitive request must be logged before the daily cutoff. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- B. Finish all nonurgent correspondence before acknowledging the request
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

68. At 10:50 a.m., an employee is organizing a flexible reference file when an employee calls to correct an error affecting today's schedule. Several low-priority emails remain unanswered. Which response uses time most effectively?

- A. Finish all nonurgent correspondence before acknowledging the request
- B. Pause the flexible assignment, address the time-sensitive request, and record when the original work will resume
- C. Abandon every planned assignment for the day without notifying anyone
- D. Select whichever pending task is shortest, regardless of its deadline or impact

69. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 1: A complete envelope recorded before 2:00 p.m. on Monday is dispatched that day. One recorded at or after 2:00 p.m. is dispatched on Tuesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Monday is dispatched on Tuesday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded exactly at 2:00 p.m. is dispatched that day
- D. A complete envelope recorded at 1:50 p.m. on Monday is dispatched that day

70. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 2: A complete envelope recorded before 3:05 p.m. on Tuesday is dispatched that day. One recorded at or after 3:05 p.m. is dispatched on Wednesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Tuesday is dispatched on Wednesday
- B. A complete envelope recorded at 2:50 p.m. on Tuesday is dispatched that day
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 3:05 p.m. is dispatched that day

71. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 3: A complete envelope recorded before 4:10 p.m. on Wednesday is dispatched that day. One recorded at or after 4:10 p.m. is dispatched on Thursday. An envelope lacking an addressee is returned first.

- A. A complete envelope recorded at 4:00 p.m. on Wednesday is dispatched that day
- B. Every envelope recorded on Wednesday is dispatched on Thursday
- C. An envelope without an addressee is dispatched before return

D. A complete envelope recorded exactly at 4:10 p.m. is dispatched that day

72. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 4: A complete envelope recorded before 2:15 p.m. on Thursday is dispatched that day. One recorded at or after 2:15 p.m. is dispatched on Friday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Thursday is dispatched on Friday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded at 2:05 p.m. on Thursday is dispatched that day
- D. A complete envelope recorded exactly at 2:15 p.m. is dispatched that day

73. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 5: A complete envelope recorded before 3:20 p.m. on Friday is dispatched that day. One recorded at or after 3:20 p.m. is dispatched on Monday. An envelope lacking an addressee is returned first.

- A. A complete envelope recorded at 3:10 p.m. on Friday is dispatched that day
- B. Every envelope recorded on Friday is dispatched on Monday
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 3:20 p.m. is dispatched that day

74. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 6: A complete envelope recorded before 4:25 p.m. on Monday is dispatched that day. One recorded at or after 4:25 p.m. is dispatched on Tuesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Monday is dispatched on Tuesday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded exactly at 4:25 p.m. is dispatched that day
- D. A complete envelope recorded at 4:15 p.m. on Monday is dispatched that day

75. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 7: A complete envelope recorded before 2:30 p.m. on Tuesday is dispatched that day. One recorded at or after 2:30 p.m. is dispatched on Wednesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Tuesday is dispatched on Wednesday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded at 2:20 p.m. on Tuesday is dispatched that day
- D. A complete envelope recorded exactly at 2:30 p.m. is dispatched that day

76. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 8: A complete envelope recorded before 3:35 p.m. on Wednesday is dispatched that day. One recorded at or after 3:35 p.m. is dispatched on Thursday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Wednesday is dispatched on Thursday
- B. A complete envelope recorded at 3:25 p.m. on Wednesday is dispatched that day
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 3:35 p.m. is dispatched that day

77. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 9: A complete envelope recorded before 4:40 p.m. on Thursday is dispatched that day. One recorded at or after 4:40 p.m. is dispatched on Friday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Thursday is dispatched on Friday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded exactly at 4:40 p.m. is dispatched that day
- D. A complete envelope recorded at 4:30 p.m. on Thursday is dispatched that day

78. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 10: A complete envelope recorded before 2:45 p.m. on Friday is dispatched that day. One recorded at or after 2:45 p.m. is dispatched on Monday. An envelope lacking an addressee is returned first.

- A. A complete envelope recorded at 2:35 p.m. on Friday is dispatched that day
- B. Every envelope recorded on Friday is dispatched on Monday
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 2:45 p.m. is dispatched that day

79. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 11: A complete envelope recorded before 3:50 p.m. on Monday is dispatched that day. One recorded at or after 3:50 p.m. is dispatched on Tuesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Monday is dispatched on Tuesday
- B. A complete envelope recorded at 3:40 p.m. on Monday is dispatched that day
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 3:50 p.m. is dispatched that day

80. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 12: A complete envelope recorded before 4:55 p.m. on Tuesday is dispatched that day. One recorded at or after 4:55 p.m. is dispatched on Wednesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Tuesday is dispatched on Wednesday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded at 4:45 p.m. on Tuesday is dispatched that day
- D. A complete envelope recorded exactly at 4:55 p.m. is dispatched that day

81. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 13: A complete envelope recorded before 2:00 p.m. on Wednesday is dispatched that day. One recorded at or after 2:00 p.m. is dispatched on Thursday. An envelope lacking an addressee is returned first.

- A. A complete envelope recorded at 1:50 p.m. on Wednesday is dispatched that day
- B. Every envelope recorded on Wednesday is dispatched on Thursday
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 2:00 p.m. is dispatched that day

82. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 14: A complete envelope recorded before 3:05 p.m. on Thursday is dispatched that day. One recorded at or after 3:05 p.m. is dispatched on Friday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Thursday is dispatched on Friday
- B. A complete envelope recorded at 2:50 p.m. on Thursday is dispatched that day
- C. An envelope without an addressee is dispatched before return
- D. A complete envelope recorded exactly at 3:05 p.m. is dispatched that day

83. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 15: A complete envelope recorded before 4:10 p.m. on Friday is dispatched that day. One recorded at or after 4:10 p.m. is dispatched on Monday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Friday is dispatched on Monday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded exactly at 4:10 p.m. is dispatched that day
- D. A complete envelope recorded at 4:00 p.m. on Friday is dispatched that day

84. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 16: A complete envelope recorded before 2:15 p.m. on Monday is dispatched that day. One recorded at or after 2:15 p.m. is dispatched on Tuesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Monday is dispatched on Tuesday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded at 2:05 p.m. on Monday is dispatched that day
- D. A complete envelope recorded exactly at 2:15 p.m. is dispatched that day

85. Which conclusion is warranted by the mailroom instruction? Mailroom instruction 17: A complete envelope recorded before 3:20 p.m. on Tuesday is dispatched that day. One recorded at or after 3:20 p.m. is dispatched on Wednesday. An envelope lacking an addressee is returned first.

- A. Every envelope recorded on Tuesday is dispatched on Wednesday
- B. An envelope without an addressee is dispatched before return
- C. A complete envelope recorded exactly at 3:20 p.m. is dispatched that day
- D. A complete envelope recorded at 3:10 p.m. on Tuesday is dispatched that day

86. Which sentence provides the clearest grammatically correct account of the assistant's work for the payroll unit?

- A. The assistant examined the report, fixed two entries and, sent it to the payroll unit.
- B. Examining the report, two entries fixed the assistant before sending to the payroll unit.
- C. The assistant examined the report, fixed two entries, and sent it to the payroll unit.
- D. The assistant examine the report, fix two entry, and sends it to the payroll unit.

87. Which sentence provides the clearest grammatically correct account of the assistant's work for the records unit?

- A. The assistant examined the schedule, fixed two entries and, sent it to the records unit.
- B. The assistant examined the schedule, fixed two entries, and sent it to the records unit.
- C. Examining the schedule, two entries fixed the assistant before sending to the records unit.
- D. The assistant examine the schedule, fix two entry, and sends it to the records unit.

88. Which sentence provides the clearest grammatically correct account of the assistant's work for the operations unit?

- A. The assistant examined the invoice, fixed two entries, and sent it to the operations unit.
- B. The assistant examined the invoice, fixed two entries and, sent it to the operations unit.
- C. Examining the invoice, two entries fixed the assistant before sending to the operations unit.
- D. The assistant examine the invoice, fix two entry, and sends it to the operations unit.

89. Which sentence provides the clearest grammatically correct account of the assistant's work for the procurement unit?

- A. The assistant examined the request, fixed two entries and, sent it to the procurement unit.
- B. The assistant examined the request, fixed two entries, and sent it to the procurement unit.
- C. Examining the request, two entries fixed the assistant before sending to the procurement unit.
- D. The assistant examine the request, fix two entry, and sends it to the procurement unit.

90. Which sentence provides the clearest grammatically correct account of the assistant's work for the facilities unit?

- A. The assistant examined the record, fixed two entries, and sent it to the facilities unit.
- B. The assistant examined the record, fixed two entries and, sent it to the facilities unit.
- C. Examining the record, two entries fixed the assistant before sending to the facilities unit.
- D. The assistant examine the record, fix two entry, and sends it to the facilities unit.

91. Which sentence provides the clearest grammatically correct account of the assistant's work for the personnel unit?

- A. The assistant examined the report, fixed two entries and, sent it to the personnel unit.
- B. Examining the report, two entries fixed the assistant before sending to the personnel unit.
- C. The assistant examined the report, fixed two entries, and sent it to the personnel unit.
- D. The assistant examine the report, fix two entry, and sends it to the personnel unit.

92. Which sentence provides the clearest grammatically correct account of the assistant's work for the budget unit?

- A. The assistant examined the schedule, fixed two entries and, sent it to the budget unit.
- B. Examining the schedule, two entries fixed the assistant before sending to the budget unit.
- C. The assistant examine the schedule, fix two entry, and sends it to the budget unit.
- D. The assistant examined the schedule, fixed two entries, and sent it to the budget unit.

93. Which sentence provides the clearest grammatically correct account of the assistant's work for the legal unit?

- A. The assistant examined the invoice, fixed two entries, and sent it to the legal unit.
- B. The assistant examined the invoice, fixed two entries and, sent it to the legal unit.
- C. Examining the invoice, two entries fixed the assistant before sending to the legal unit.
- D. The assistant examine the invoice, fix two entry, and sends it to the legal unit.

94. Which sentence provides the clearest grammatically correct account of the assistant's work for the training unit?

- A. The assistant examined the request, fixed two entries and, sent it to the training unit.
- B. Examining the request, two entries fixed the assistant before sending to the training unit.
- C. The assistant examined the request, fixed two entries, and sent it to the training unit.
- D. The assistant examine the request, fix two entry, and sends it to the training unit.

95. Which sentence provides the clearest grammatically correct account of the assistant's work for the safety unit?

- A. The assistant examined the record, fixed two entries and, sent it to the safety unit.
- B. Examining the record, two entries fixed the assistant before sending to the safety unit.
- C. The assistant examine the record, fix two entry, and sends it to the safety unit.
- D. The assistant examined the record, fixed two entries, and sent it to the safety unit.

96. Which sentence provides the clearest grammatically correct account of the assistant's work for the support unit?

- A. The assistant examined the report, fixed two entries and, sent it to the support unit.
- B. The assistant examined the report, fixed two entries, and sent it to the support unit.
- C. Examining the report, two entries fixed the assistant before sending to the support unit.
- D. The assistant examine the report, fix two entry, and sends it to the support unit.

97. Which sentence provides the clearest grammatically correct account of the assistant's work for the scheduling unit?

- A. The assistant examined the schedule, fixed two entries and, sent it to the scheduling unit.
- B. Examining the schedule, two entries fixed the assistant before sending to the scheduling unit.
- C. The assistant examined the schedule, fixed two entries, and sent it to the scheduling unit.
- D. The assistant examine the schedule, fix two entry, and sends it to the scheduling unit.

98. Which sentence provides the clearest grammatically correct account of the assistant's work for the audit unit?

- A. The assistant examined the invoice, fixed two entries, and sent it to the audit unit.
- B. The assistant examined the invoice, fixed two entries and, sent it to the audit unit.
- C. Examining the invoice, two entries fixed the assistant before sending to the audit unit.
- D. The assistant examine the invoice, fix two entry, and sends it to the audit unit.

99. Which sentence provides the clearest grammatically correct account of the assistant's work for the intake unit?

- A. The assistant examined the request, fixed two entries and, sent it to the intake unit.
- B. Examining the request, two entries fixed the assistant before sending to the intake unit.
- C. The assistant examine the request, fix two entry, and sends it to the intake unit.
- D. The assistant examined the request, fixed two entries, and sent it to the intake unit.

100. Which sentence provides the clearest grammatically correct account of the assistant's work for the quality assurance unit?

- A. The assistant examined the record, fixed two entries and, sent it to the quality assurance unit.
- B. The assistant examined the record, fixed two entries, and sent it to the quality assurance unit.
- C. Examining the record, two entries fixed the assistant before sending to the quality assurance unit.
- D. The assistant examine the record, fix two entry, and sends it to the quality assurance unit.

Practice Exam 10: Answer Key and Explanations

1. B — SPAN-6120-03-4 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

- 2. D** — DECK-6149-04-5 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 3. C** — PIER-6178-05-6 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 4. A** — GATE-6207-06-7 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 5. B** — LIFT-6236-07-8 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 6. D** — SPAN-6265-08-9 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 7. A** — DECK-6294-09-0 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 8. C** — PIER-6323-01-1 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 9. B** — GATE-6352-02-2 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
- 10. D** — LIFT-6381-03-3 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

11. C — SPAN-6410-04-4 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

12. A — DECK-6439-05-5 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

13. D — PIER-6468-06-6 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

14. A — GATE-6497-07-7 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

15. C — LIFT-6526-08-8 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

16. B — SPAN-6555-09-9 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

17. A — DECK-6584-01-0 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

18. C — PIER-6613-02-1 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

19. D — GATE-6642-03-2 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

20. B — LIFT-6671-04-3 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

21. B — The valid sequence begins with date-stamp the application, followed by check required fields, scan the completed form, and route the electronic file. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

22. C — The valid sequence begins with inspect the work area, followed by identify the defect, record the condition, and send the inspection report. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

23. A — The valid sequence begins with receive the invoice, followed by match the purchase order, obtain approval, and release the payment record. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation. Checking

24. D — The valid sequence begins with open the service ticket, followed by verify the caller's details, assign the responsible unit, and send the tracking number. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

25. C — The valid sequence begins with collect the daily totals, followed by reconcile the subtotals, enter the verified amount, and archive the worksheet. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

26. B — The valid sequence begins with review the leave request, followed by confirm available balance, record the decision, and notify the employee. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation. Checking

27. A — The valid sequence begins with receive the supply delivery, followed by compare the packing slip, record any shortage, and store the accepted items. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

28. D — The valid sequence begins with identify the damaged fixture, followed by secure the immediate area, submit the repair request, and reopen the area after clearance. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

29. A — The valid sequence begins with read the meeting request, followed by check participant availability, reserve the conference room, and send the calendar invitation. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

30. B — The valid sequence begins with receive the records request, followed by confirm authorization, retrieve the responsive file, and document the release. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation. Checking

31. D — The valid sequence begins with review the draft notice, followed by correct factual errors, obtain final approval, and distribute the approved notice. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

32. C — The valid sequence begins with log the complaint, followed by classify its subject, refer it to the assigned unit, and record the referral date. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

33. A — The valid sequence begins with count the cash drawer, followed by compare the register total, report any discrepancy, and complete the closing record. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

34. D — The valid sequence begins with review the maintenance schedule, followed by confirm staff availability, assign the work order, and post the final schedule. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

35. C — The valid sequence begins with receive the returned mail, followed by verify the client record, update the mailing address, and resend the notice. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

36. B — The valid sequence begins with check the application number, followed by locate the matching case, attach the new document, and update the case index. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

37. A — The valid sequence begins with review the incident notes, followed by confirm the event time, prepare the summary, and submit it to the supervisor. Every prerequisite is preserved. Each alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

38. C — Applying the operation described in the stem gives 297. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

39. B — Applying the operation described in the stem gives 270. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

40. D — Applying the operation described in the stem gives 1360. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

41. C — Applying the operation described in the stem gives 60. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

42. B — Applying the operation described in the stem gives 385. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

43. A — Applying the operation described in the stem gives 310. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

44. D — Applying the operation described in the stem gives 1408. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

45. C — Applying the operation described in the stem gives 68. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

46. D — Applying the operation described in the stem gives 473. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

47. A — Applying the operation described in the stem gives 350. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

48. B — Applying the operation described in the stem gives 1584. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

49. D — Applying the operation described in the stem gives 76. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

50. C — Applying the operation described in the stem gives 561. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

51. B — Applying the operation described in the stem gives 390. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

52. A — Applying the operation described in the stem gives 1768. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

53. A — Applying the operation described in the stem gives 84. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

54. C — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

55. D — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

56. B — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

57. A — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

58. C — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

59. B — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

60. D — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

61. B — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

62. A — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

63. D — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

64. C — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

65. D — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

66. C — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

67. A — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

68. B — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

69. D — The envelope is complete and recorded at 1:50 p.m., before the 2:00 p.m. cutoff, so dispatch occurs on Monday. Complete envelopes recorded at or after the cutoff move to Tuesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

70. B — The envelope is complete and recorded at 2:50 p.m., before the 3:05 p.m. cutoff, so dispatch occurs on Tuesday. Complete envelopes recorded at or after the cutoff move to Wednesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

71. A — The envelope is complete and recorded at 4:00 p.m., before the 4:10 p.m. cutoff, so dispatch occurs on Wednesday. Complete envelopes recorded at or after the cutoff move to Thursday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

72. C — The envelope is complete and recorded at 2:05 p.m., before the 2:15 p.m. cutoff, so dispatch occurs on Thursday. Complete envelopes recorded at or after the cutoff move to Friday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

73. A — The envelope is complete and recorded at 3:10 p.m., before the 3:20 p.m. cutoff, so dispatch occurs on Friday. Complete envelopes recorded at or after the cutoff move to Monday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

74. D — The envelope is complete and recorded at 4:15 p.m., before the 4:25 p.m. cutoff, so dispatch occurs on Monday. Complete envelopes recorded at or after the cutoff move to Tuesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

75. C — The envelope is complete and recorded at 2:20 p.m., before the 2:30 p.m. cutoff, so dispatch occurs on Tuesday. Complete envelopes recorded at or after the cutoff move to Wednesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

76. B — The envelope is complete and recorded at 3:25 p.m., before the 3:35 p.m. cutoff, so dispatch occurs on Wednesday. Complete envelopes recorded at or after the cutoff move to Thursday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

77. D — The envelope is complete and recorded at 4:30 p.m., before the 4:40 p.m. cutoff, so dispatch occurs on Thursday. Complete envelopes recorded at or after the cutoff move to Friday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

78. A — The envelope is complete and recorded at 2:35 p.m., before the 2:45 p.m. cutoff, so dispatch occurs on Friday. Complete envelopes recorded at or after the cutoff move to Monday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

79. B — The envelope is complete and recorded at 3:40 p.m., before the 3:50 p.m. cutoff, so dispatch occurs on Monday. Complete envelopes recorded at or after the cutoff move to Tuesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

80. C — The envelope is complete and recorded at 4:45 p.m., before the 4:55 p.m. cutoff, so dispatch occurs on Tuesday. Complete envelopes recorded at or after the cutoff move to Wednesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

81. A — The envelope is complete and recorded at 1:50 p.m., before the 2:00 p.m. cutoff, so dispatch occurs on Wednesday. Complete envelopes recorded at or after the cutoff move to Thursday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

82. B — The envelope is complete and recorded at 2:50 p.m., before the 3:05 p.m. cutoff, so dispatch occurs on Thursday. Complete envelopes recorded at or after the cutoff move to Friday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

83. D — The envelope is complete and recorded at 4:00 p.m., before the 4:10 p.m. cutoff, so dispatch occurs on Friday. Complete envelopes recorded at or after the cutoff move to Monday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

84. C — The envelope is complete and recorded at 2:05 p.m., before the 2:15 p.m. cutoff, so dispatch occurs on Monday. Complete envelopes recorded at or after the cutoff move to Tuesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

85. D — The envelope is complete and recorded at 3:10 p.m., before the 3:20 p.m. cutoff, so dispatch occurs on Tuesday. Complete envelopes recorded at or after the cutoff move to Wednesday, while items lacking an addressee are returned. Each alternative contradicts the stated timing boundary or address requirement. Checking each relevant

86. C — The correct sentence uses a clear subject, consistent past-tense verbs, parallel actions, accurate agreement, and appropriate comma placement. The first distractor inserts an unnecessary comma, the second creates an illogical modifier and unclear actor, and the third mixes verb tenses while using an incorrect singular noun after the number two.

87. B — The correct sentence uses a clear subject, consistent past-tense verbs, parallel actions, accurate agreement, and appropriate comma placement. The first distractor inserts an unnecessary comma, the second creates an illogical modifier and unclear actor, and the third mixes verb tenses while using an incorrect singular noun after the number two.

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100. B — The correct sentence uses a clear subject, consistent past-tense verbs, parallel actions, accurate agreement, and appropriate comma placement. The first distractor inserts an unnecessary comma, the second creates an illogical modifier and unclear actor, and the third mixes verb tenses while using an incorrect singular noun after the number two.