

PRACTICE EXAM 11: 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. The daily structure-inspection sheet records code CAB-7350-08-2. Which choice matches the recorded code character for character?

- A. CAB-7351-08-2
- B. CAB-7350-09-2
- C. CAB-7350-08-3
- D. CAB-7350-08-2

2. The daily structure-inspection sheet records code ANCH-7373-09-3. Which choice matches the recorded code character for character?

- A. ANCH-7374-09-3
- B. ANCH-7373-10-3
- C. ANCH-7373-09-3
- D. ANCH-7373-09-4

3. The daily structure-inspection sheet records code BEAM-7396-01-4. Which choice matches the recorded code character for character?

- A. BEAM-7397-01-4
- B. BEAM-7396-01-4

- C. BEAM-7396-02-4
- D. BEAM-7396-01-5

4. The daily structure-inspection sheet records code ROAD-7419-02-5. Which choice matches the recorded code character for character?

- A. ROAD-7419-02-5
- B. ROAD-7420-02-5
- C. ROAD-7419-03-5
- D. ROAD-7419-02-6

5. The daily structure-inspection sheet records code SIGN-7442-03-6. Which choice matches the recorded code character for character?

- A. SIGN-7443-03-6
- B. SIGN-7442-04-6
- C. SIGN-7442-03-6
- D. SIGN-7442-03-7

6. The daily structure-inspection sheet records code CAB-7465-04-7. Which choice matches the recorded code character for character?

- A. CAB-7466-04-7
- B. CAB-7465-05-7
- C. CAB-7465-04-8
- D. CAB-7465-04-7

7. The daily structure-inspection sheet records code ANCH-7488-05-8. Which choice matches the recorded code character for character?

- A. ANCH-7489-05-8

- B. ANCH-7488-05-8
- C. ANCH-7488-06-8
- D. ANCH-7488-05-9

8. The daily structure-inspection sheet records code BEAM-7511-06-9. Which choice matches the recorded code character for character?

- A. BEAM-7511-06-9
- B. BEAM-7512-06-9
- C. BEAM-7511-07-9
- D. BEAM-7511-06-0

9. The daily structure-inspection sheet records code ROAD-7534-07-0. Which choice matches the recorded code character for character?

- A. ROAD-7534-07-0
- B. ROAD-7535-07-0
- C. ROAD-7534-08-0
- D. ROAD-7534-07-1

10. The daily structure-inspection sheet records code SIGN-7557-08-1. Which choice matches the recorded code character for character?

- A. SIGN-7558-08-1
- B. SIGN-7557-09-1
- C. SIGN-7557-08-2
- D. SIGN-7557-08-1

11. The daily structure-inspection sheet records code CAB-7580-09-2. Which choice matches the recorded code character for character?

- A. CAB-7581-09-2
- B. CAB-7580-10-2
- C. CAB-7580-09-2
- D. CAB-7580-09-3

12. The daily structure-inspection sheet records code ANCH-7603-01-3. Which choice matches the recorded code character for character?

- A. ANCH-7604-01-3
- B. ANCH-7603-01-3
- C. ANCH-7603-02-3
- D. ANCH-7603-01-4

13. The daily structure-inspection sheet records code BEAM-7626-02-4. Which choice matches the recorded code character for character?

- A. BEAM-7626-02-4
- B. BEAM-7627-02-4
- C. BEAM-7626-03-4
- D. BEAM-7626-02-5

14. The daily structure-inspection sheet records code ROAD-7649-03-5. Which choice matches the recorded code character for character?

- A. ROAD-7650-03-5
- B. ROAD-7649-03-5
- C. ROAD-7649-04-5
- D. ROAD-7649-03-6

15. The daily structure-inspection sheet records code SIGN-7672-04-6. Which choice matches the recorded code character for character?

- A. SIGN-7673-04-6
- B. SIGN-7672-05-6
- C. SIGN-7672-04-6
- D. SIGN-7672-04-7

16. The daily structure-inspection sheet records code CAB-7695-05-7. Which choice matches the recorded code character for character?

- A. CAB-7696-05-7
- B. CAB-7695-06-7
- C. CAB-7695-05-8
- D. CAB-7695-05-7

17. The daily structure-inspection sheet records code ANCH-7718-06-8. Which choice matches the recorded code character for character?

- A. ANCH-7719-06-8
- B. ANCH-7718-07-8
- C. ANCH-7718-06-9
- D. ANCH-7718-06-8

18. The daily structure-inspection sheet records code BEAM-7741-07-9. Which choice matches the recorded code character for character?

- A. BEAM-7742-07-9
- B. BEAM-7741-08-9
- C. BEAM-7741-07-9
- D. BEAM-7741-07-0

19. The daily structure-inspection sheet records code ROAD-7764-08-0. Which choice matches the recorded code character for character?

- A. ROAD-7764-08-0
- B. ROAD-7765-08-0
- C. ROAD-7764-09-0
- D. ROAD-7764-08-1

20. The daily structure-inspection sheet records code SIGN-7787-09-1. Which choice matches the recorded code character for character?

- A. SIGN-7788-09-1
- B. SIGN-7787-09-1
- C. SIGN-7787-10-1
- D. SIGN-7787-09-2

21. Sequence directive 1 says personnel begin by date-stamp the application, continue by check required fields, afterward scan the completed form, and finish by route the electronic file. Which sequence obeys it?

- 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. Sequence directive 2 says personnel begin by inspect the work area, continue by identify the defect, afterward record the condition, and finish by send the inspection report. Which sequence obeys it?

- 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. Sequence directive 3 says personnel begin by receive the invoice, continue by match the purchase order, afterward obtain approval, and finish by release the payment record. Which sequence obeys it?

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

24. Sequence directive 4 says personnel begin by open the service ticket, continue by verify the caller's details, afterward assign the responsible unit, and finish by send the tracking number. Which sequence obeys it?

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

25. Sequence directive 5 says personnel begin by collect the daily totals, continue by reconcile the subtotals, afterward enter the verified amount, and finish by archive the worksheet. Which sequence obeys it?

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

26. Sequence directive 6 says personnel begin by review the leave request, continue by confirm available balance, afterward record the decision, and finish by notify the employee. Which sequence obeys it?

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

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

27. Sequence directive 7 says personnel begin by receive the supply delivery, continue by compare the packing slip, afterward record any shortage, and finish by store the accepted items. Which sequence obeys it?

- 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. Sequence directive 8 says personnel begin by identify the damaged fixture, continue by secure the immediate area, afterward submit the repair request, and finish by reopen the area after clearance. Which sequence obeys it?

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

29. Sequence directive 9 says personnel begin by read the meeting request, continue by check participant availability, afterward reserve the conference room, and finish by send the calendar invitation. Which sequence obeys it?

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

- B. read the meeting request, check participant availability, 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. Sequence directive 10 says personnel begin by receive the records request, continue by confirm authorization, afterward retrieve the responsive file, and finish by document the release. Which sequence obeys it?

- A. receive the records request, confirm authorization, retrieve the responsive file, document the release
- B. confirm authorization, receive the records request, 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. Sequence directive 11 says personnel begin by review the draft notice, continue by correct factual errors, afterward obtain final approval, and finish by distribute the approved notice. Which sequence obeys it?

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

32. Sequence directive 12 says personnel begin by log the complaint, continue by classify its subject, afterward refer it to the assigned unit, and finish by record the referral date. Which sequence obeys it?

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

33. Sequence directive 13 says personnel begin by count the cash drawer, continue by compare the register total, afterward report any discrepancy, and finish by complete the closing record. Which sequence obeys it?

- A. compare the register total, count the cash drawer, report any discrepancy, complete the closing record
- B. count the cash drawer, compare the register total, 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. Sequence directive 14 says personnel begin by review the maintenance schedule, continue by confirm staff availability, afterward assign the work order, and finish by post the final schedule. Which sequence obeys it?

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

35. Sequence directive 15 says personnel begin by receive the returned mail, continue by verify the client record, afterward update the mailing address, and finish by resend the notice. Which sequence obeys it?

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

36. Sequence directive 16 says personnel begin by check the application number, continue by locate the matching case, afterward attach the new document, and finish by update the case index. Which sequence obeys it?

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

37. Sequence directive 17 says personnel begin by review the incident notes, continue by confirm the event time, afterward prepare the summary, and finish by submit it to the supervisor. Which sequence obeys it?

- A. confirm the event time, review the incident notes, prepare the summary, submit it to the supervisor
- B. review the incident notes, confirm the event time, 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. An operations unit logged 246 routine checks and 91 follow-up checks. How many checks were logged altogether?

- A. 337
- B. 325
- C. 367
- D. 155

39. A records queue contains 1160 requests, and 20% need secondary screening. How many requests need screening?

- A. 252
- B. 212
- C. 1140
- D. 232

40. A field office fills 44 folders with 37 condition forms in each folder. How many forms are filed?

- A. 1672
- B. 1591
- C. 1628
- D. 81

41. A coordinator allocates 1536 notice sheets equally to 24 bridge stations. How many sheets does each station get?

- A. 88
- B. 40
- C. 64
- D. 1512

42. An operations unit logged 294 routine checks and 123 follow-up checks. How many checks were logged altogether?

- A. 417
- B. 405
- C. 447
- D. 171

43. A records queue contains 1320 requests, and 20% need secondary screening. How many requests need screening?

- A. 284
- B. 264
- C. 244
- D. 1300

44. A field office fills 48 folders with 35 condition forms in each folder. How many forms are filed?

- A. 1728
- B. 1645
- C. 83
- D. 1680

45. A coordinator allocates 1728 notice sheets equally to 24 bridge stations. How many sheets does each station get?

- A. 96
- B. 48
- C. 72
- D. 1704

46. An operations unit logged 342 routine checks and 155 follow-up checks. How many checks were logged altogether?

- A. 485
- B. 527
- C. 187
- D. 497

47. A records queue contains 1480 requests, and 20% need secondary screening. How many requests need screening?

- A. 316
- B. 296
- C. 276
- D. 1460

48. A field office fills 52 folders with 36 condition forms in each folder. How many forms are filed?

- A. 1872
- B. 1924
- C. 1836
- D. 88

49. A coordinator allocates 1920 notice sheets equally to 24 bridge stations. How many sheets does each station get?

- A. 80
- B. 104
- C. 56
- D. 1896

50. An operations unit logged 390 routine checks and 187 follow-up checks. How many checks were logged altogether?

- A. 565
- B. 577
- C. 607
- D. 203

51. A records queue contains 1640 requests, and 20% need secondary screening. How many requests need screening?

- A. 348
- B. 308
- C. 1620
- D. 328

52. A field office fills 56 folders with 37 condition forms in each folder. How many forms are filed?

- A. 2128
- B. 2035
- C. 2072
- D. 93

53. A coordinator allocates 2112 notice sheets equally to 24 bridge stations. How many sheets does each station get?

- A. 88
- B. 112
- C. 64
- D. 2088

54. At 11:08 a.m., a staff member is updating a postponable index when the dispatch desk requests a route update needed within fifteen minutes. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

55. At 11:11 a.m., a staff member is updating a postponable index when a public appointment begins early and the case folder must be retrieved. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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 11:14 a.m., a staff member is updating a postponable index when a supervisor needs a corrected total before approving today's report. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

57. At 11:17 a.m., a staff member is updating a postponable index when the receiving area announces a delivery that requires immediate inspection. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

58. At 11:20 a.m., a staff member is updating a postponable index when a crew requests confirmation of a work location before leaving the yard. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

59. At 11:23 a.m., a staff member is updating a postponable index when the records counter needs a replacement receipt for a waiting customer. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

60. At 11:26 a.m., a staff member is updating a postponable index when a deadline notice is returned for a missing authorization code. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

61. At 11:29 a.m., a staff member is updating a postponable index when the operations desk asks for the current status of an active assignment. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

62. At 11:32 a.m., a staff member is updating a postponable index when a vendor arrives for a scheduled access appointment. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

63. At 11:35 a.m., a staff member is updating a postponable index when a manager requests a one-page summary for a meeting starting shortly. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

64. At 11:38 a.m., a staff member is updating a postponable index when a field office reports that a transmitted document is unreadable. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

65. At 11:41 a.m., a staff member is updating a postponable index when the supply desk needs approval to release materials to a waiting crew. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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 11:44 a.m., a staff member is updating a postponable index when a scheduled interview begins while the sign-in list is unavailable. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

67. At 11:47 a.m., a staff member is updating a postponable index when a time-sensitive request must be logged before the daily cutoff. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

68. At 11:50 a.m., a staff member is updating a postponable index when an employee calls to correct an error affecting today's schedule. Ordinary correspondence is also waiting. Which action demonstrates effective prioritization?

- 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

69. According to the file-transfer rule, which statement must be true? File-transfer rule 1: A complete case file entered before 2:00 p.m. on Monday transfers that day. One entered at or after 2:00 p.m. transfers on Tuesday. A file missing a case number is returned before transfer.

- A. A complete case file entered at 1:50 p.m. on Monday transfers that day
- B. Every case file entered on Monday transfers on Tuesday
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 2:00 p.m. transfers that day

70. According to the file-transfer rule, which statement must be true? File-transfer rule 2: A complete case file entered before 3:05 p.m. on Tuesday transfers that day. One entered at or after 3:05 p.m. transfers on Wednesday. A file missing a case number is returned before transfer.

- A. Every case file entered on Tuesday transfers on Wednesday
- B. A case file without a case number transfers before return
- C. A complete case file entered at 2:50 p.m. on Tuesday transfers that day
- D. A complete case file entered exactly at 3:05 p.m. transfers that day

71. According to the file-transfer rule, which statement must be true? File-transfer rule 3: A complete case file entered before 4:10 p.m. on Wednesday transfers that day. One entered at or after 4:10 p.m. transfers on Thursday. A file missing a case number is returned before transfer.

- A. Every case file entered on Wednesday transfers on Thursday
- B. A case file without a case number transfers before return
- C. A complete case file entered exactly at 4:10 p.m. transfers that day
- D. A complete case file entered at 4:00 p.m. on Wednesday transfers that day

72. According to the file-transfer rule, which statement must be true? File-transfer rule 4: A complete case file entered before 2:15 p.m. on Thursday transfers that day. One entered at or after 2:15 p.m. transfers on Friday. A file missing a case number is returned before transfer.

- A. Every case file entered on Thursday transfers on Friday
- B. A complete case file entered at 2:05 p.m. on Thursday transfers that day
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 2:15 p.m. transfers that day

73. According to the file-transfer rule, which statement must be true? File-transfer rule 5: A complete case file entered before 3:20 p.m. on Friday transfers that day. One entered at or after 3:20 p.m. transfers on Monday. A file missing a case number is returned before transfer.

- A. Every case file entered on Friday transfers on Monday
- B. A case file without a case number transfers before return
- C. A complete case file entered at 3:10 p.m. on Friday transfers that day
- D. A complete case file entered exactly at 3:20 p.m. transfers that day

74. According to the file-transfer rule, which statement must be true? File-transfer rule 6: A complete case file entered before 4:25 p.m. on Monday transfers that day. One entered at or after 4:25 p.m. transfers on Tuesday. A file missing a case number is returned before transfer.

- A. Every case file entered on Monday transfers on Tuesday
- B. A case file without a case number transfers before return
- C. A complete case file entered exactly at 4:25 p.m. transfers that day
- D. A complete case file entered at 4:15 p.m. on Monday transfers that day

75. According to the file-transfer rule, which statement must be true? File-transfer rule 7: A complete case file entered before 2:30 p.m. on Tuesday transfers that day. One entered at or after 2:30 p.m. transfers on Wednesday. A file missing a case number is returned before transfer.

- A. A complete case file entered at 2:20 p.m. on Tuesday transfers that day
- B. Every case file entered on Tuesday transfers on Wednesday
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 2:30 p.m. transfers that day

76. According to the file-transfer rule, which statement must be true? File-transfer rule 8: A complete case file entered before 3:35 p.m. on Wednesday transfers that day. One entered at or after 3:35 p.m. transfers on Thursday. A file missing a case number is returned before transfer.

- A. Every case file entered on Wednesday transfers on Thursday
- B. A complete case file entered at 3:25 p.m. on Wednesday transfers that day
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 3:35 p.m. transfers that day

77. According to the file-transfer rule, which statement must be true? File-transfer rule 9: A complete case file entered before 4:40 p.m. on Thursday transfers that day. One entered at or after 4:40 p.m. transfers on Friday. A file missing a case number is returned before transfer.

- A. Every case file entered on Thursday transfers on Friday
- B. A complete case file entered at 4:30 p.m. on Thursday transfers that day
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 4:40 p.m. transfers that day

78. According to the file-transfer rule, which statement must be true? File-transfer rule 10: A complete case file entered before 2:45 p.m. on Friday transfers that day. One entered at or after 2:45 p.m. transfers on Monday. A file missing a case number is returned before transfer.

- A. Every case file entered on Friday transfers on Monday

- B. A case file without a case number transfers before return
- C. A complete case file entered at 2:35 p.m. on Friday transfers that day
- D. A complete case file entered exactly at 2:45 p.m. transfers that day

79. According to the file-transfer rule, which statement must be true? File-transfer rule 11: A complete case file entered before 3:50 p.m. on Monday transfers that day. One entered at or after 3:50 p.m. transfers on Tuesday. A file missing a case number is returned before transfer.

- A. A complete case file entered at 3:40 p.m. on Monday transfers that day
- B. Every case file entered on Monday transfers on Tuesday
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 3:50 p.m. transfers that day

80. According to the file-transfer rule, which statement must be true? File-transfer rule 12: A complete case file entered before 4:55 p.m. on Tuesday transfers that day. One entered at or after 4:55 p.m. transfers on Wednesday. A file missing a case number is returned before transfer.

- A. Every case file entered on Tuesday transfers on Wednesday
- B. A case file without a case number transfers before return
- C. A complete case file entered exactly at 4:55 p.m. transfers that day
- D. A complete case file entered at 4:45 p.m. on Tuesday transfers that day

81. According to the file-transfer rule, which statement must be true? File-transfer rule 13: A complete case file entered before 2:00 p.m. on Wednesday transfers that day. One entered at or after 2:00 p.m. transfers on Thursday. A file missing a case number is returned before transfer.

- A. Every case file entered on Wednesday transfers on Thursday
- B. A case file without a case number transfers before return
- C. A complete case file entered exactly at 2:00 p.m. transfers that day
- D. A complete case file entered at 1:50 p.m. on Wednesday transfers that day

82. According to the file-transfer rule, which statement must be true? File-transfer rule 14: A complete case file entered before 3:05 p.m. on Thursday transfers that day. One entered at or after 3:05 p.m. transfers on Friday. A file missing a case number is returned before transfer.

- A. Every case file entered on Thursday transfers on Friday
- B. A case file without a case number transfers before return
- C. A complete case file entered at 2:50 p.m. on Thursday transfers that day
- D. A complete case file entered exactly at 3:05 p.m. transfers that day

83. According to the file-transfer rule, which statement must be true? File-transfer rule 15: A complete case file entered before 4:10 p.m. on Friday transfers that day. One entered at or after 4:10 p.m. transfers on Monday. A file missing a case number is returned before transfer.

- A. Every case file entered on Friday transfers on Monday
- B. A complete case file entered at 4:00 p.m. on Friday transfers that day
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 4:10 p.m. transfers that day

84. According to the file-transfer rule, which statement must be true? File-transfer rule 16: A complete case file entered before 2:15 p.m. on Monday transfers that day. One entered at or after 2:15 p.m. transfers on Tuesday. A file missing a case number is returned before transfer.

- A. A complete case file entered at 2:05 p.m. on Monday transfers that day
- B. Every case file entered on Monday transfers on Tuesday
- C. A case file without a case number transfers before return
- D. A complete case file entered exactly at 2:15 p.m. transfers that day

85. According to the file-transfer rule, which statement must be true? File-transfer rule 17: A complete case file entered before 3:20 p.m. on Tuesday transfers that day. One entered at or after 3:20 p.m. transfers on Wednesday. A file missing a case number is returned before transfer.

- A. Every case file entered on Tuesday transfers on Wednesday

- B. A case file without a case number transfers before return
- C. A complete case file entered exactly at 3:20 p.m. transfers that day
- D. A complete case file entered at 3:10 p.m. on Tuesday transfers that day

86. Which option is the clearest grammatically correct summary of the specialist's work for the payroll unit?

- A. The specialist checked the report, revised two entries and, delivered it to the payroll unit.
- B. The specialist checked the report, revised two entries, and delivered it to the payroll unit.
- C. Checking the report, two entries revised the specialist before delivery to the payroll unit.
- D. The specialist check the report, revise two entry, and delivers it to the payroll unit.

87. Which option is the clearest grammatically correct summary of the specialist's work for the records unit?

- A. The specialist checked the schedule, revised two entries, and delivered it to the records unit.
- B. The specialist checked the schedule, revised two entries and, delivered it to the records unit.
- C. Checking the schedule, two entries revised the specialist before delivery to the records unit.
- D. The specialist check the schedule, revise two entry, and delivers it to the records unit.

88. Which option is the clearest grammatically correct summary of the specialist's work for the operations unit?

- A. The specialist checked the invoice, revised two entries and, delivered it to the operations unit.
- B. Checking the invoice, two entries revised the specialist before delivery to the operations unit.
- C. The specialist checked the invoice, revised two entries, and delivered it to the operations unit.
- D. The specialist check the invoice, revise two entry, and delivers it to the operations unit.

89. Which option is the clearest grammatically correct summary of the specialist's work for the procurement unit?

- A. The specialist checked the request, revised two entries and, delivered it to the procurement unit.
- B. The specialist checked the request, revised two entries, and delivered it to the procurement unit.
- C. Checking the request, two entries revised the specialist before delivery to the procurement unit.
- D. The specialist check the request, revise two entry, and delivers it to the procurement unit.

90. Which option is the clearest grammatically correct summary of the specialist's work for the facilities unit?

- A. The specialist checked the record, revised two entries, and delivered it to the facilities unit.
- B. The specialist checked the record, revised two entries and, delivered it to the facilities unit.
- C. Checking the record, two entries revised the specialist before delivery to the facilities unit.
- D. The specialist check the record, revise two entry, and delivers it to the facilities unit.

91. Which option is the clearest grammatically correct summary of the specialist's work for the personnel unit?

- A. The specialist checked the report, revised two entries and, delivered it to the personnel unit.
- B. Checking the report, two entries revised the specialist before delivery to the personnel unit.
- C. The specialist checked the report, revised two entries, and delivered it to the personnel unit.
- D. The specialist check the report, revise two entry, and delivers it to the personnel unit.

92. Which option is the clearest grammatically correct summary of the specialist's work for the budget unit?

- A. The specialist checked the schedule, revised two entries and, delivered it to the budget unit.
- B. Checking the schedule, two entries revised the specialist before delivery to the budget unit.
- C. The specialist check the schedule, revise two entry, and delivers it to the budget unit.
- D. The specialist checked the schedule, revised two entries, and delivered it to the budget unit.

93. Which option is the clearest grammatically correct summary of the specialist's work for the legal unit?

- A. The specialist checked the invoice, revised two entries, and delivered it to the legal unit.
- B. The specialist checked the invoice, revised two entries and, delivered it to the legal unit.
- C. Checking the invoice, two entries revised the specialist before delivery to the legal unit.
- D. The specialist check the invoice, revise two entry, and delivers it to the legal unit.

94. Which option is the clearest grammatically correct summary of the specialist's work for the training unit?

- A. The specialist checked the request, revised two entries and, delivered it to the training unit.
- B. Checking the request, two entries revised the specialist before delivery to the training unit.
- C. The specialist checked the request, revised two entries, and delivered it to the training unit.
- D. The specialist check the request, revise two entry, and delivers it to the training unit.

95. Which option is the clearest grammatically correct summary of the specialist's work for the safety unit?

- A. The specialist checked the record, revised two entries and, delivered it to the safety unit.
- B. Checking the record, two entries revised the specialist before delivery to the safety unit.
- C. The specialist check the record, revise two entry, and delivers it to the safety unit.
- D. The specialist checked the record, revised two entries, and delivered it to the safety unit.

96. Which option is the clearest grammatically correct summary of the specialist's work for the support unit?

- A. The specialist checked the report, revised two entries and, delivered it to the support unit.
- B. The specialist checked the report, revised two entries, and delivered it to the support unit.
- C. Checking the report, two entries revised the specialist before delivery to the support unit.
- D. The specialist check the report, revise two entry, and delivers it to the support unit.

97. Which option is the clearest grammatically correct summary of the specialist's work for the scheduling unit?

- A. The specialist checked the schedule, revised two entries and, delivered it to the scheduling unit.
- B. The specialist checked the schedule, revised two entries, and delivered it to the scheduling unit.
- C. Checking the schedule, two entries revised the specialist before delivery to the scheduling unit.
- D. The specialist check the schedule, revise two entry, and delivers it to the scheduling unit.

98. Which option is the clearest grammatically correct summary of the specialist's work for the audit unit?

- A. The specialist checked the invoice, revised two entries and, delivered it to the audit unit.
- B. Checking the invoice, two entries revised the specialist before delivery to the audit unit.
- C. The specialist checked the invoice, revised two entries, and delivered it to the audit unit.
- D. The specialist check the invoice, revise two entry, and delivers it to the audit unit.

99. Which option is the clearest grammatically correct summary of the specialist's work for the intake unit?

- A. The specialist checked the request, revised two entries, and delivered it to the intake unit.
- B. The specialist checked the request, revised two entries and, delivered it to the intake unit.
- C. Checking the request, two entries revised the specialist before delivery to the intake unit.
- D. The specialist check the request, revise two entry, and delivers it to the intake unit.

100. Which option is the clearest grammatically correct summary of the specialist's work for the quality assurance unit?

- A. The specialist checked the record, revised two entries and, delivered it to the quality assurance unit.
- B. Checking the record, two entries revised the specialist before delivery to the quality assurance unit.
- C. The specialist check the record, revise two entry, and delivers it to the quality assurance unit.
- D. The specialist checked the record, revised two entries, and delivered it to the quality assurance unit.

Practice Exam 11: Answer Key and Explanations

- 1. D** — CAB-7350-08-2 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
- 2. C** — ANCH-7373-09-3 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
- 3. B** — BEAM-7396-01-4 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
- 4. A** — ROAD-7419-02-5 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
- 5. C** — SIGN-7442-03-6 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
- 6. D** — CAB-7465-04-7 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
- 7. B** — ANCH-7488-05-8 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
- 8. A** — BEAM-7511-06-9 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
- 9. A** — ROAD-7534-07-0 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

10. D — SIGN-7557-08-1 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

11. C — CAB-7580-09-2 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

12. B — ANCH-7603-01-3 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

13. A — BEAM-7626-02-4 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

14. B — ROAD-7649-03-5 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

15. C — SIGN-7672-04-6 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

16. D — CAB-7695-05-7 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

17. D — ANCH-7718-06-8 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

18. C — BEAM-7741-07-9 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

19. A — ROAD-7764-08-0 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

20. B — SIGN-7787-09-1 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

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. D — 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. A — 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. D — 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. C — 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. B — 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. B — 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. A — 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. C — 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. D — 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. B — 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. C — 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. A — 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. D — 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. B — 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. A — Applying the operation described in the stem gives 337. 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. D — Applying the operation described in the stem gives 232. 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. C — Applying the operation described in the stem gives 1628. 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 64. 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. A — Applying the operation described in the stem gives 417. 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. B — Applying the operation described in the stem gives 264. 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 1680. 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 72. 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 497. 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. B — Applying the operation described in the stem gives 296. 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. A — Applying the operation described in the stem gives 1872. 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. A — Applying the operation described in the stem gives 80. 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. B — Applying the operation described in the stem gives 577. 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. D — Applying the operation described in the stem gives 328. 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. C — Applying the operation described in the stem gives 2072. 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 88. 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. 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.

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. 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.

57. 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.

58. 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.

59. 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.

60. 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.

61. 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.

62. 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.

63. 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.

64. 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.

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. 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.

67. 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.

68. 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.

69. A — The case file is complete and entered at 1:50 p.m., before the 2:00 p.m. cutoff, so transfer occurs on Monday. Complete files entered at or after the cutoff move to Tuesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

70. C — The case file is complete and entered at 2:50 p.m., before the 3:05 p.m. cutoff, so transfer occurs on Tuesday. Complete files entered at or after the cutoff move to Wednesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

71. D — The case file is complete and entered at 4:00 p.m., before the 4:10 p.m. cutoff, so transfer occurs on Wednesday. Complete files entered at or after the cutoff move to Thursday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

72. B — The case file is complete and entered at 2:05 p.m., before the 2:15 p.m. cutoff, so transfer occurs on Thursday. Complete files entered at or after the cutoff move to Friday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

73. C — The case file is complete and entered at 3:10 p.m., before the 3:20 p.m. cutoff, so transfer occurs on Friday. Complete files entered at or after the cutoff move to Monday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

74. D — The case file is complete and entered at 4:15 p.m., before the 4:25 p.m. cutoff, so transfer occurs on Monday. Complete files entered at or after the cutoff move to Tuesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

75. A — The case file is complete and entered at 2:20 p.m., before the 2:30 p.m. cutoff, so transfer occurs on Tuesday. Complete files entered at or after the cutoff move to Wednesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

76. B — The case file is complete and entered at 3:25 p.m., before the 3:35 p.m. cutoff, so transfer occurs on Wednesday. Complete files entered at or after the cutoff move to Thursday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

77. B — The case file is complete and entered at 4:30 p.m., before the 4:40 p.m. cutoff, so transfer occurs on Thursday. Complete files entered at or after the cutoff move to Friday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

78. C — The case file is complete and entered at 2:35 p.m., before the 2:45 p.m. cutoff, so transfer occurs on Friday. Complete files entered at or after the cutoff move to Monday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

79. A — The case file is complete and entered at 3:40 p.m., before the 3:50 p.m. cutoff, so transfer occurs on Monday. Complete files entered at or after the cutoff move to Tuesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

80. D — The case file is complete and entered at 4:45 p.m., before the 4:55 p.m. cutoff, so transfer occurs on Tuesday. Complete files entered at or after the cutoff move to Wednesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

81. D — The case file is complete and entered at 1:50 p.m., before the 2:00 p.m. cutoff, so transfer occurs on Wednesday. Complete files entered at or after the cutoff move to Thursday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

82. C — The case file is complete and entered at 2:50 p.m., before the 3:05 p.m. cutoff, so transfer occurs on Thursday. Complete files entered at or after the cutoff move to Friday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

83. B — The case file is complete and entered at 4:00 p.m., before the 4:10 p.m. cutoff, so transfer occurs on Friday. Complete files entered at or after the cutoff move to Monday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

84. A — The case file is complete and entered at 2:05 p.m., before the 2:15 p.m. cutoff, so transfer occurs on Monday. Complete files entered at or after the cutoff move to Tuesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

85. D — The case file is complete and entered at 3:10 p.m., before the 3:20 p.m. cutoff, so transfer occurs on Tuesday. Complete files entered at or after the cutoff move to Wednesday, while files lacking a case number are returned. Each alternative conflicts with the timing boundary or identification requirement. Checking

86. 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.

87. A — 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.

88. 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.

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94. 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.

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98. 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.

99. A — 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.

100. D — 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.