

PRACTICE EXAM 4: 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 assignment roster contains reference BRG-8420-03-8. Select the option that reproduces the reference without any transcription change.

- A. BRG-8421-03-8
- B. BRG-8420-04-8
- C. BRG-8420-03-8
- D. BRG-8420-03-9

2. The daily assignment roster contains reference FLD-8437-04-9. Select the option that reproduces the reference without any transcription change.

- A. FLD-8438-04-9
- B. FLD-8437-05-9
- C. FLD-8437-04-0
- D. FLD-8437-04-9

3. The daily assignment roster contains reference INS-8454-05-0. Select the option that reproduces the reference without any transcription change.

- A. INS-8455-05-0
- B. INS-8454-05-0

- C. INS-8454-06-0
- D. INS-8454-05-1

4. The daily assignment roster contains reference WRK-8471-06-1. Select the option that reproduces the reference without any transcription change.

- A. WRK-8471-06-1
- B. WRK-8472-06-1
- C. WRK-8471-07-1
- D. WRK-8471-06-2

5. The daily assignment roster contains reference RPT-8488-07-2. Select the option that reproduces the reference without any transcription change.

- A. RPT-8488-07-2
- B. RPT-8489-07-2
- C. RPT-8488-08-2
- D. RPT-8488-07-3

6. The daily assignment roster contains reference BRG-8505-08-3. Select the option that reproduces the reference without any transcription change.

- A. BRG-8506-08-3
- B. BRG-8505-08-3
- C. BRG-8505-09-3
- D. BRG-8505-08-4

7. The daily assignment roster contains reference FLD-8522-09-4. Select the option that reproduces the reference without any transcription change.

- A. FLD-8523-09-4

- B. FLD-8522-10-4
- C. FLD-8522-09-4
- D. FLD-8522-09-5

8. The daily assignment roster contains reference INS-8539-01-5. Select the option that reproduces the reference without any transcription change.

- A. INS-8540-01-5
- B. INS-8539-02-5
- C. INS-8539-01-6
- D. INS-8539-01-5

9. The daily assignment roster contains reference WRK-8556-02-6. Select the option that reproduces the reference without any transcription change.

- A. WRK-8557-02-6
- B. WRK-8556-03-6
- C. WRK-8556-02-6
- D. WRK-8556-02-7

10. The daily assignment roster contains reference RPT-8573-03-7. Select the option that reproduces the reference without any transcription change.

- A. RPT-8574-03-7
- B. RPT-8573-04-7
- C. RPT-8573-03-8
- D. RPT-8573-03-7

11. The daily assignment roster contains reference BRG-8590-04-8. Select the option that reproduces the reference without any transcription change.

- A. BRG-8590-04-8
- B. BRG-8591-04-8
- C. BRG-8590-05-8
- D. BRG-8590-04-9

12. The daily assignment roster contains reference FLD-8607-05-9. Select the option that reproduces the reference without any transcription change.

- A. FLD-8608-05-9
- B. FLD-8607-05-9
- C. FLD-8607-06-9
- D. FLD-8607-05-0

13. The daily assignment roster contains reference INS-8624-06-0. Select the option that reproduces the reference without any transcription change.

- A. INS-8625-06-0
- B. INS-8624-07-0
- C. INS-8624-06-1
- D. INS-8624-06-0

14. The daily assignment roster contains reference WRK-8641-07-1. Select the option that reproduces the reference without any transcription change.

- A. WRK-8642-07-1
- B. WRK-8641-08-1
- C. WRK-8641-07-1
- D. WRK-8641-07-2

15. The daily assignment roster contains reference RPT-8658-08-2. Select the option that reproduces the reference without any transcription change.

- A. RPT-8658-08-2
- B. RPT-8659-08-2
- C. RPT-8658-09-2
- D. RPT-8658-08-3

16. The daily assignment roster contains reference BRG-8675-09-3. Select the option that reproduces the reference without any transcription change.

- A. BRG-8676-09-3
- B. BRG-8675-09-3
- C. BRG-8675-10-3
- D. BRG-8675-09-4

17. The daily assignment roster contains reference FLD-8692-01-4. Select the option that reproduces the reference without any transcription change.

- A. FLD-8693-01-4
- B. FLD-8692-02-4
- C. FLD-8692-01-4
- D. FLD-8692-01-5

18. The daily assignment roster contains reference INS-8709-02-5. Select the option that reproduces the reference without any transcription change.

- A. INS-8710-02-5
- B. INS-8709-02-5
- C. INS-8709-03-5
- D. INS-8709-02-6

19. The daily assignment roster contains reference WRK-8726-03-6. Select the option that reproduces the reference without any transcription change.

- A. WRK-8727-03-6
- B. WRK-8726-04-6
- C. WRK-8726-03-7
- D. WRK-8726-03-6

20. The daily assignment roster contains reference RPT-8743-04-7. Select the option that reproduces the reference without any transcription change.

- A. RPT-8743-04-7
- B. RPT-8744-04-7
- C. RPT-8743-05-7
- D. RPT-8743-04-8

21. Sequence rule 1 states that staff first date-stamp the application, then check required fields, next scan the completed form, and finally route the electronic file. Which option preserves that required order?

- A. date-stamp the application, check required fields, scan the completed form, route the electronic file
- B. check required fields, date-stamp the application, 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 rule 2 states that staff first inspect the work area, then identify the defect, next record the condition, and finally send the inspection report. Which option preserves that required order?

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

23. Sequence rule 3 states that staff first receive the invoice, then match the purchase order, next obtain approval, and finally release the payment record. Which option preserves that required order?

- A. match the purchase order, receive the invoice, obtain approval, release the payment record
- B. receive the invoice, match the purchase order, 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. Sequence rule 4 states that staff first open the service ticket, then verify the caller's details, next assign the responsible unit, and finally send the tracking number. Which option preserves that required order?

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

25. Sequence rule 5 states that staff first collect the daily totals, then reconcile the subtotals, next enter the verified amount, and finally archive the worksheet. Which option preserves that required order?

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

26. Sequence rule 6 states that staff first review the leave request, then confirm available balance, next record the decision, and finally notify the employee. Which option preserves that required order?

- 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. Sequence rule 7 states that staff first receive the supply delivery, then compare the packing slip, next record any shortage, and finally store the accepted items. Which option preserves that required order?

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

28. Sequence rule 8 states that staff first identify the damaged fixture, then secure the immediate area, next submit the repair request, and finally reopen the area after clearance. Which option preserves that required order?

- 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, submit the repair request, 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 rule 9 states that staff first read the meeting request, then check participant availability, next reserve the conference room, and finally send the calendar invitation. Which option preserves that required order?

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

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

30. Sequence rule 10 states that staff first receive the records request, then confirm authorization, next retrieve the responsive file, and finally document the release. Which option preserves that required order?

- A. confirm authorization, receive the records request, retrieve the responsive file, document the release
- B. receive the records request, retrieve the responsive file, confirm authorization, document the release
- C. receive the records request, confirm authorization, document the release, retrieve the responsive file
- D. receive the records request, confirm authorization, retrieve the responsive file, document the release

31. Sequence rule 11 states that staff first review the draft notice, then correct factual errors, next obtain final approval, and finally distribute the approved notice. Which option preserves that required order?

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

32. Sequence rule 12 states that staff first log the complaint, then classify its subject, next refer it to the assigned unit, and finally record the referral date. Which option preserves that required order?

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

33. Sequence rule 13 states that staff first count the cash drawer, then compare the register total, next report any discrepancy, and finally complete the closing record. Which option preserves that required order?

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

34. Sequence rule 14 states that staff first review the maintenance schedule, then confirm staff availability, next assign the work order, and finally post the final schedule. Which option preserves that required order?

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

35. Sequence rule 15 states that staff first receive the returned mail, then verify the client record, next update the mailing address, and finally resend the notice. Which option preserves that required order?

- A. verify the client record, receive the returned mail, update the mailing address, resend the notice
- B. receive the returned mail, verify the client record, 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 rule 16 states that staff first check the application number, then locate the matching case, next attach the new document, and finally update the case index. Which option preserves that required order?

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

37. Sequence rule 17 states that staff first review the incident notes, then confirm the event time, next prepare the summary, and finally submit it to the supervisor. Which option preserves that required order?

- 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. A weekly summary shows 95 closed tasks from one team and 41 from another. What total should be recorded?

- A. 132
- B. 154
- C. 54
- D. 136

39. From a batch of 420 service records, 15% are selected for audit. How many records are selected?

- A. 75
- B. 51
- C. 63
- D. 405

40. A storage shelf holds 20 bundles containing 26 forms apiece. How many forms are on the shelf?

- A. 520
- B. 540
- C. 494
- D. 46

41. Staff place 630 inspection slips evenly into 15 route folders. How many slips belong in each folder?

- A. 42
- B. 57
- C. 27
- D. 615

42. A weekly summary shows 119 closed tasks from one team and 57 from another. What total should be recorded?

- A. 172
- B. 194
- C. 62
- D. 176

43. From a batch of 500 service records, 15% are selected for audit. How many records are selected?

- A. 87
- B. 75
- C. 63
- D. 485

44. A storage shelf holds 24 bundles containing 24 forms apiece. How many forms are on the shelf?

- A. 600
- B. 552
- C. 576
- D. 48

45. Staff place 750 inspection slips evenly into 15 route folders. How many slips belong in each folder?

- A. 65
- B. 50
- C. 35
- D. 735

46. A weekly summary shows 143 closed tasks from one team and 73 from another. What total should be recorded?

- A. 216
- B. 212
- C. 234
- D. 70

47. From a batch of 580 service records, 15% are selected for audit. How many records are selected?

- A. 99
- B. 75
- C. 565
- D. 87

48. A storage shelf holds 28 bundles containing 25 forms apiece. How many forms are on the shelf?

- A. 728
- B. 675

- C. 700
- D. 53

49. Staff place 870 inspection slips evenly into 15 route folders. How many slips belong in each folder?

- A. 73
- B. 58
- C. 43
- D. 855

50. A weekly summary shows 167 closed tasks from one team and 89 from another. What total should be recorded?

- A. 252
- B. 274
- C. 256
- D. 78

51. From a batch of 660 service records, 15% are selected for audit. How many records are selected?

- A. 111
- B. 87
- C. 645
- D. 99

52. A storage shelf holds 32 bundles containing 26 forms apiece. How many forms are on the shelf?

- A. 832
- B. 864
- C. 806
- D. 58

53. Staff place 990 inspection slips evenly into 15 route folders. How many slips belong in each folder?

- A. 66
- B. 81
- C. 51
- D. 975

54. At 1:08 p.m., a staff member is sorting archived correspondence with no immediate deadline when the dispatch desk requests a route update needed within fifteen minutes. Routine email also awaits review. Which choice 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

55. At 1:11 p.m., a staff member is sorting archived correspondence with no immediate deadline when a public appointment begins early and the case folder must be retrieved. Routine email also awaits review. Which choice 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 1:14 p.m., a staff member is sorting archived correspondence with no immediate deadline when a supervisor needs a corrected total before approving today's report. Routine email also awaits review. Which choice 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

57. At 1:17 p.m., a staff member is sorting archived correspondence with no immediate deadline when the receiving area announces a delivery that requires immediate inspection. Routine email also awaits review. Which choice 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

58. At 1:20 p.m., a staff member is sorting archived correspondence with no immediate deadline when a crew requests confirmation of a work location before leaving the yard. Routine email also awaits review. Which choice 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

59. At 1:23 p.m., a staff member is sorting archived correspondence with no immediate deadline when the records counter needs a replacement receipt for a waiting customer. Routine email also awaits review. Which choice 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

60. At 1:26 p.m., a staff member is sorting archived correspondence with no immediate deadline when a deadline notice is returned for a missing authorization code. Routine email also awaits review. Which choice 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

61. At 1:29 p.m., a staff member is sorting archived correspondence with no immediate deadline when the operations desk asks for the current status of an active assignment. Routine email also awaits review. Which choice 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

62. At 1:32 p.m., a staff member is sorting archived correspondence with no immediate deadline when a vendor arrives for a scheduled access appointment. Routine email also awaits review. Which choice 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

63. At 1:35 p.m., a staff member is sorting archived correspondence with no immediate deadline when a manager requests a one-page summary for a meeting starting shortly. Routine email also awaits review. Which choice 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

64. At 1:38 p.m., a staff member is sorting archived correspondence with no immediate deadline when a field office reports that a transmitted document is unreadable. Routine email also awaits review. Which choice 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

65. At 1:41 p.m., a staff member is sorting archived correspondence with no immediate deadline when the supply desk needs approval to release materials to a waiting crew. Routine email also awaits review. Which choice 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

66. At 1:44 p.m., a staff member is sorting archived correspondence with no immediate deadline when a scheduled interview begins while the sign-in list is unavailable. Routine email also awaits review. Which choice 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 1:47 p.m., a staff member is sorting archived correspondence with no immediate deadline when a time-sensitive request must be logged before the daily cutoff. Routine email also awaits review. Which choice 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

68. At 1:50 p.m., a staff member is sorting archived correspondence with no immediate deadline when an employee calls to correct an error affecting today's schedule. Routine email also awaits review. Which choice 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. Based only on this processing notice, which statement is correct? Processing notice 1: A complete request timestamped before 2:00 p.m. on Monday is processed that day. A complete request timestamped at or after 2:00 p.m. is processed on Tuesday. Requests lacking contact information are returned unprocessed.

- A. A complete request timestamped at 1:50 p.m. on Monday is processed on Monday

- B. Every request timestamped on Monday is processed on Tuesday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 2:00 p.m. is processed on Monday

70. Based only on this processing notice, which statement is correct? Processing notice 2: A complete request timestamped before 3:05 p.m. on Tuesday is processed that day. A complete request timestamped at or after 3:05 p.m. is processed on Wednesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Tuesday is processed on Wednesday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped exactly at 3:05 p.m. is processed on Tuesday
- D. A complete request timestamped at 2:50 p.m. on Tuesday is processed on Tuesday

71. Based only on this processing notice, which statement is correct? Processing notice 3: A complete request timestamped before 4:10 p.m. on Wednesday is processed that day. A complete request timestamped at or after 4:10 p.m. is processed on Thursday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Wednesday is processed on Thursday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped at 4:00 p.m. on Wednesday is processed on Wednesday
- D. A complete request timestamped exactly at 4:10 p.m. is processed on Wednesday

72. Based only on this processing notice, which statement is correct? Processing notice 4: A complete request timestamped before 2:15 p.m. on Thursday is processed that day. A complete request timestamped at or after 2:15 p.m. is processed on Friday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Thursday is processed on Friday
- B. A complete request timestamped at 2:05 p.m. on Thursday is processed on Thursday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 2:15 p.m. is processed on Thursday

73. Based only on this processing notice, which statement is correct? Processing notice 5: A complete request timestamped before 3:20 p.m. on Friday is processed that day. A complete request timestamped at or after 3:20 p.m. is processed on Monday. Requests lacking contact information are returned unprocessed.

- A. A complete request timestamped at 3:10 p.m. on Friday is processed on Friday
- B. Every request timestamped on Friday is processed on Monday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 3:20 p.m. is processed on Friday

74. Based only on this processing notice, which statement is correct? Processing notice 6: A complete request timestamped before 4:25 p.m. on Monday is processed that day. A complete request timestamped at or after 4:25 p.m. is processed on Tuesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Monday is processed on Tuesday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped at 4:15 p.m. on Monday is processed on Monday
- D. A complete request timestamped exactly at 4:25 p.m. is processed on Monday

75. Based only on this processing notice, which statement is correct? Processing notice 7: A complete request timestamped before 2:30 p.m. on Tuesday is processed that day. A complete request timestamped at or after 2:30 p.m. is processed on Wednesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Tuesday is processed on Wednesday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped exactly at 2:30 p.m. is processed on Tuesday
- D. A complete request timestamped at 2:20 p.m. on Tuesday is processed on Tuesday

76. Based only on this processing notice, which statement is correct? Processing notice 8: A complete request timestamped before 3:35 p.m. on Wednesday is processed that day. A complete request

timestamped at or after 3:35 p.m. is processed on Thursday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Wednesday is processed on Thursday
- B. A complete request timestamped at 3:25 p.m. on Wednesday is processed on Wednesday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 3:35 p.m. is processed on Wednesday

77. Based only on this processing notice, which statement is correct? Processing notice 9: A complete request timestamped before 4:40 p.m. on Thursday is processed that day. A complete request timestamped at or after 4:40 p.m. is processed on Friday. Requests lacking contact information are returned unprocessed.

- A. A complete request timestamped at 4:30 p.m. on Thursday is processed on Thursday
- B. Every request timestamped on Thursday is processed on Friday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 4:40 p.m. is processed on Thursday

78. Based only on this processing notice, which statement is correct? Processing notice 10: A complete request timestamped before 2:45 p.m. on Friday is processed that day. A complete request timestamped at or after 2:45 p.m. is processed on Monday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Friday is processed on Monday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped exactly at 2:45 p.m. is processed on Friday
- D. A complete request timestamped at 2:35 p.m. on Friday is processed on Friday

79. Based only on this processing notice, which statement is correct? Processing notice 11: A complete request timestamped before 3:50 p.m. on Monday is processed that day. A complete request timestamped at or after 3:50 p.m. is processed on Tuesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Monday is processed on Tuesday
- B. A complete request timestamped at 3:40 p.m. on Monday is processed on Monday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 3:50 p.m. is processed on Monday

80. Based only on this processing notice, which statement is correct? Processing notice 12: A complete request timestamped before 4:55 p.m. on Tuesday is processed that day. A complete request timestamped at or after 4:55 p.m. is processed on Wednesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Tuesday is processed on Wednesday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped at 4:45 p.m. on Tuesday is processed on Tuesday
- D. A complete request timestamped exactly at 4:55 p.m. is processed on Tuesday

81. Based only on this processing notice, which statement is correct? Processing notice 13: A complete request timestamped before 2:00 p.m. on Wednesday is processed that day. A complete request timestamped at or after 2:00 p.m. is processed on Thursday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Wednesday is processed on Thursday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped exactly at 2:00 p.m. is processed on Wednesday
- D. A complete request timestamped at 1:50 p.m. on Wednesday is processed on Wednesday

82. Based only on this processing notice, which statement is correct? Processing notice 14: A complete request timestamped before 3:05 p.m. on Thursday is processed that day. A complete request timestamped at or after 3:05 p.m. is processed on Friday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Thursday is processed on Friday
- B. A complete request timestamped at 2:50 p.m. on Thursday is processed on Thursday
- C. A request lacking contact information is processed before return

D. A complete request timestamped exactly at 3:05 p.m. is processed on Thursday

83. Based only on this processing notice, which statement is correct? Processing notice 15: A complete request timestamped before 4:10 p.m. on Friday is processed that day. A complete request timestamped at or after 4:10 p.m. is processed on Monday. Requests lacking contact information are returned unprocessed.

- A. A complete request timestamped at 4:00 p.m. on Friday is processed on Friday
- B. Every request timestamped on Friday is processed on Monday
- C. A request lacking contact information is processed before return
- D. A complete request timestamped exactly at 4:10 p.m. is processed on Friday

84. Based only on this processing notice, which statement is correct? Processing notice 16: A complete request timestamped before 2:15 p.m. on Monday is processed that day. A complete request timestamped at or after 2:15 p.m. is processed on Tuesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Monday is processed on Tuesday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped at 2:05 p.m. on Monday is processed on Monday
- D. A complete request timestamped exactly at 2:15 p.m. is processed on Monday

85. Based only on this processing notice, which statement is correct? Processing notice 17: A complete request timestamped before 3:20 p.m. on Tuesday is processed that day. A complete request timestamped at or after 3:20 p.m. is processed on Wednesday. Requests lacking contact information are returned unprocessed.

- A. Every request timestamped on Tuesday is processed on Wednesday
- B. A request lacking contact information is processed before return
- C. A complete request timestamped at 3:10 p.m. on Tuesday is processed on Tuesday
- D. A complete request timestamped exactly at 3:20 p.m. is processed on Tuesday

86. An analyst is reporting completed work on a report. Which sentence is most appropriate for the payroll unit?

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

87. An analyst is reporting completed work on a schedule. Which sentence is most appropriate for the records unit?

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

88. An analyst is reporting completed work on a invoice. Which sentence is most appropriate for the operations unit?

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

89. An analyst is reporting completed work on a request. Which sentence is most appropriate for the procurement unit?

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

90. An analyst is reporting completed work on a record. Which sentence is most appropriate for the facilities unit?

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

91. An analyst is reporting completed work on a report. Which sentence is most appropriate for the personnel unit?

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

92. An analyst is reporting completed work on a schedule. Which sentence is most appropriate for the budget unit?

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

93. An analyst is reporting completed work on a invoice. Which sentence is most appropriate for the legal unit?

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

94. An analyst is reporting completed work on a request. Which sentence is most appropriate for the training unit?

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

95. An analyst is reporting completed work on a record. Which sentence is most appropriate for the safety unit?

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

96. An analyst is reporting completed work on a report. Which sentence is most appropriate for the support unit?

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

97. An analyst is reporting completed work on a schedule. Which sentence is most appropriate for the scheduling unit?

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

98. An analyst is reporting completed work on a invoice. Which sentence is most appropriate for the audit unit?

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

99. An analyst is reporting completed work on a request. Which sentence is most appropriate for the intake unit?

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

100. An analyst is reporting completed work on a record. Which sentence is most appropriate for the quality assurance unit?

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

Practice Exam 4: Answer Key and Explanations

1. C — BRG-8420-03-8 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

- 2. D** — FLD-8437-04-9 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
- 3. B** — INS-8454-05-0 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
- 4. A** — WRK-8471-06-1 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
- 5. A** — RPT-8488-07-2 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
- 6. B** — BRG-8505-08-3 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
- 7. C** — FLD-8522-09-4 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
- 8. D** — INS-8539-01-5 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
- 9. C** — WRK-8556-02-6 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
- 10. D** — RPT-8573-03-7 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

11. A — BRG-8590-04-8 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

12. B — FLD-8607-05-9 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

13. D — INS-8624-06-0 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

14. C — WRK-8641-07-1 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

15. A — RPT-8658-08-2 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

16. B — BRG-8675-09-3 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

17. C — FLD-8692-01-4 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

18. B — INS-8709-02-5 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

19. D — WRK-8726-03-6 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

20. A — RPT-8743-04-7 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

21. A — 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. D — 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. B — 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. C — 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. A — 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. D — 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. C — 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. C — 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. D — 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. B — 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. A — 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. D — 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. A — 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. B — 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. C — 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. D — Applying the operation described in the stem gives 136. 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. C — Applying the operation described in the stem gives 63. 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. A — Applying the operation described in the stem gives 520. 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. A — Applying the operation described in the stem gives 42. 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. D — Applying the operation described in the stem gives 176. 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 75. 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. C — Applying the operation described in the stem gives 576. 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. B — Applying the operation described in the stem gives 50. 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. A — Applying the operation described in the stem gives 216. 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. D** — Applying the operation described in the stem gives 87. 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. C** — Applying the operation described in the stem gives 700. 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. B** — Applying the operation described in the stem gives 58. 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 256. 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 99. 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 832. 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 66. 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. 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.

57. 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.

58. 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.

59. 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.

60. 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.

61. 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.

62. 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.

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. 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.

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. 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.

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. A — The request is complete and its 1:50 p.m. timestamp falls before the 2:00 p.m. cutoff, placing processing on Monday. Complete requests at or beyond the cutoff move to Tuesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

70. D — The request is complete and its 2:50 p.m. timestamp falls before the 3:05 p.m. cutoff, placing processing on Tuesday. Complete requests at or beyond the cutoff move to Wednesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

71. C — The request is complete and its 4:00 p.m. timestamp falls before the 4:10 p.m. cutoff, placing processing on Wednesday. Complete requests at or beyond the cutoff move to Thursday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

72. B — The request is complete and its 2:05 p.m. timestamp falls before the 2:15 p.m. cutoff, placing processing on Thursday. Complete requests at or beyond the cutoff move to Friday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

73. A — The request is complete and its 3:10 p.m. timestamp falls before the 3:20 p.m. cutoff, placing processing on Friday. Complete requests at or beyond the cutoff move to Monday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

74. C — The request is complete and its 4:15 p.m. timestamp falls before the 4:25 p.m. cutoff, placing processing on Monday. Complete requests at or beyond the cutoff move to Tuesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

75. D — The request is complete and its 2:20 p.m. timestamp falls before the 2:30 p.m. cutoff, placing processing on Tuesday. Complete requests at or beyond the cutoff move to Wednesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

76. B — The request is complete and its 3:25 p.m. timestamp falls before the 3:35 p.m. cutoff, placing processing on Wednesday. Complete requests at or beyond the cutoff move to Thursday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

77. A — The request is complete and its 4:30 p.m. timestamp falls before the 4:40 p.m. cutoff, placing processing on Thursday. Complete requests at or beyond the cutoff move to Friday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

78. D — The request is complete and its 2:35 p.m. timestamp falls before the 2:45 p.m. cutoff, placing processing on Friday. Complete requests at or beyond the cutoff move to Monday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

79. B — The request is complete and its 3:40 p.m. timestamp falls before the 3:50 p.m. cutoff, placing processing on Monday. Complete requests at or beyond the cutoff move to Tuesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

80. C — The request is complete and its 4:45 p.m. timestamp falls before the 4:55 p.m. cutoff, placing processing on Tuesday. Complete requests at or beyond the cutoff move to Wednesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

81. D — The request is complete and its 1:50 p.m. timestamp falls before the 2:00 p.m. cutoff, placing processing on Wednesday. Complete requests at or beyond the cutoff move to Thursday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

82. B — The request is complete and its 2:50 p.m. timestamp falls before the 3:05 p.m. cutoff, placing processing on Thursday. Complete requests at or beyond the cutoff move to Friday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

83. A — The request is complete and its 4:00 p.m. timestamp falls before the 4:10 p.m. cutoff, placing processing on Friday. Complete requests at or beyond the cutoff move to Monday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

84. C — The request is complete and its 2:05 p.m. timestamp falls before the 2:15 p.m. cutoff, placing processing on Monday. Complete requests at or beyond the cutoff move to Tuesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

85. C — The request is complete and its 3:10 p.m. timestamp falls before the 3:20 p.m. cutoff, placing processing on Tuesday. Complete requests at or beyond the cutoff move to Wednesday, and requests lacking contact information are returned. The other choices contradict one of these timing or completeness conditions stated in the notice.

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. 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.

88. 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.

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90. 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.

91. 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.

92. 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.

93. 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.

94. 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.

95. 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.

96. 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.

97. 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.

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.