

PRACTICE EXAM 5: NYC BRIDGE EXAM SIMULATION

(100 QUESTIONS)

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

1. A work-order index displays code ADM-9310-06-4. Which choice matches the displayed code in every position?

- A. ADM-9311-06-4
- B. ADM-9310-07-4
- C. ADM-9310-06-4
- D. ADM-9310-06-5

2. A work-order index displays code CIV-9329-07-5. Which choice matches the displayed code in every position?

- A. CIV-9330-07-5
- B. CIV-9329-08-5
- C. CIV-9329-07-6
- D. CIV-9329-07-5

3. A work-order index displays code OPS-9348-08-6. Which choice matches the displayed code in every position?

- A. OPS-9348-08-6
- B. OPS-9349-08-6

- C. OPS-9348-09-6
- D. OPS-9348-08-7

4. A work-order index displays code MTR-9367-09-7. Which choice matches the displayed code in every position?

- A. MTR-9368-09-7
- B. MTR-9367-09-7
- C. MTR-9367-10-7
- D. MTR-9367-09-8

5. A work-order index displays code DOC-9386-01-8. Which choice matches the displayed code in every position?

- A. DOC-9386-01-8
- B. DOC-9387-01-8
- C. DOC-9386-02-8
- D. DOC-9386-01-9

6. A work-order index displays code ADM-9405-02-9. Which choice matches the displayed code in every position?

- A. ADM-9406-02-9
- B. ADM-9405-03-9
- C. ADM-9405-02-0
- D. ADM-9405-02-9

7. A work-order index displays code CIV-9424-03-0. Which choice matches the displayed code in every position?

- A. CIV-9425-03-0

- B. CIV-9424-04-0
- C. CIV-9424-03-0
- D. CIV-9424-03-1

8. A work-order index displays code OPS-9443-04-1. Which choice matches the displayed code in every position?

- A. OPS-9444-04-1
- B. OPS-9443-04-1
- C. OPS-9443-05-1
- D. OPS-9443-04-2

9. A work-order index displays code MTR-9462-05-2. Which choice matches the displayed code in every position?

- A. MTR-9462-05-2
- B. MTR-9463-05-2
- C. MTR-9462-06-2
- D. MTR-9462-05-3

10. A work-order index displays code DOC-9481-06-3. Which choice matches the displayed code in every position?

- A. DOC-9482-06-3
- B. DOC-9481-07-3
- C. DOC-9481-06-3
- D. DOC-9481-06-4

11. A work-order index displays code ADM-9500-07-4. Which choice matches the displayed code in every position?

- A. ADM-9501-07-4
- B. ADM-9500-07-4
- C. ADM-9500-08-4
- D. ADM-9500-07-5

12. A work-order index displays code CIV-9519-08-5. Which choice matches the displayed code in every position?

- A. CIV-9520-08-5
- B. CIV-9519-09-5
- C. CIV-9519-08-6
- D. CIV-9519-08-5

13. A work-order index displays code OPS-9538-09-6. Which choice matches the displayed code in every position?

- A. OPS-9538-09-6
- B. OPS-9539-09-6
- C. OPS-9538-10-6
- D. OPS-9538-09-7

14. A work-order index displays code MTR-9557-01-7. Which choice matches the displayed code in every position?

- A. MTR-9558-01-7
- B. MTR-9557-02-7
- C. MTR-9557-01-7
- D. MTR-9557-01-8

15. A work-order index displays code DOC-9576-02-8. Which choice matches the displayed code in every position?

- A. DOC-9577-02-8
- B. DOC-9576-03-8
- C. DOC-9576-02-9
- D. DOC-9576-02-8

16. A work-order index displays code ADM-9595-03-9. Which choice matches the displayed code in every position?

- A. ADM-9596-03-9
- B. ADM-9595-03-9
- C. ADM-9595-04-9
- D. ADM-9595-03-0

17. A work-order index displays code CIV-9614-04-0. Which choice matches the displayed code in every position?

- A. CIV-9614-04-0
- B. CIV-9615-04-0
- C. CIV-9614-05-0
- D. CIV-9614-04-1

18. A work-order index displays code OPS-9633-05-1. Which choice matches the displayed code in every position?

- A. OPS-9634-05-1
- B. OPS-9633-06-1
- C. OPS-9633-05-2
- D. OPS-9633-05-1

19. A work-order index displays code MTR-9652-06-2. Which choice matches the displayed code in every position?

- A. MTR-9653-06-2
- B. MTR-9652-07-2
- C. MTR-9652-06-2
- D. MTR-9652-06-3

20. A work-order index displays code DOC-9671-07-3. Which choice matches the displayed code in every position?

- A. DOC-9672-07-3
- B. DOC-9671-07-3
- C. DOC-9671-08-3
- D. DOC-9671-07-4

21. Procedure 1 permits check required fields only after staff date-stamp the application, permits scan the completed form only after check required fields, and places route the electronic file last. Which sequence is valid?

- 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. Procedure 2 permits identify the defect only after staff inspect the work area, permits record the condition only after identify the defect, and places send the inspection report last. Which sequence is valid?

- 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. Procedure 3 permits match the purchase order only after staff receive the invoice, permits obtain approval only after match the purchase order, and places release the payment record last. Which sequence is valid?

- 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. Procedure 4 permits verify the caller's details only after staff open the service ticket, permits assign the responsible unit only after verify the caller's details, and places send the tracking number last. Which sequence is valid?

- 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. Procedure 5 permits reconcile the subtotals only after staff collect the daily totals, permits enter the verified amount only after reconcile the subtotals, and places archive the worksheet last. Which sequence is valid?

- 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. Procedure 6 permits confirm available balance only after staff review the leave request, permits record the decision only after confirm available balance, and places notify the employee last. Which sequence is valid?

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

27. Procedure 7 permits compare the packing slip only after staff receive the supply delivery, permits record any shortage only after compare the packing slip, and places store the accepted items last. Which sequence is valid?

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

28. Procedure 8 permits secure the immediate area only after staff identify the damaged fixture, permits submit the repair request only after secure the immediate area, and places reopen the area after clearance last. Which sequence is valid?

- A. identify the damaged fixture, secure the immediate area, submit the repair request, reopen the area after clearance
- B. secure the immediate area, identify the damaged fixture, 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. Procedure 9 permits check participant availability only after staff read the meeting request, permits reserve the conference room only after check participant availability, and places send the calendar invitation last. Which sequence is valid?

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

30. Procedure 10 permits confirm authorization only after staff receive the records request, permits retrieve the responsive file only after confirm authorization, and places document the release last. Which sequence is valid?

- 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. Procedure 11 permits correct factual errors only after staff review the draft notice, permits obtain final approval only after correct factual errors, and places distribute the approved notice last. Which sequence is valid?

- 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. Procedure 12 permits classify its subject only after staff log the complaint, permits refer it to the assigned unit only after classify its subject, and places record the referral date last. Which sequence is valid?

- A. classify its subject, log the complaint, refer it to the assigned unit, record the referral date
- B. log the complaint, classify its subject, 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. Procedure 13 permits compare the register total only after staff count the cash drawer, permits report any discrepancy only after compare the register total, and places complete the closing record last. Which sequence is valid?

- 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. Procedure 14 permits confirm staff availability only after staff review the maintenance schedule, permits assign the work order only after confirm staff availability, and places post the final schedule last. Which sequence is valid?

- 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. Procedure 15 permits verify the client record only after staff receive the returned mail, permits update the mailing address only after verify the client record, and places resend the notice last. Which sequence is valid?

- 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. Procedure 16 permits locate the matching case only after staff check the application number, permits attach the new document only after locate the matching case, and places update the case index last. Which sequence is valid?

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

37. Procedure 17 permits confirm the event time only after staff review the incident notes, permits prepare the summary only after confirm the event time, and places submit it to the supervisor last. Which sequence is valid?

- 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 activity log records 108 transactions before lunch and 46 afterward. How many transactions were logged that day?

- A. 149
- B. 174
- C. 154
- D. 62

39. A department reviewed 520 files and referred 10% for secondary review. How many files were referred?

- A. 67
- B. 37
- C. 510
- D. 52

40. A shipment contains 23 cartons, with 29 envelopes in each carton. What is the shipment's envelope count?

- A. 667
- B. 690
- C. 638
- D. 52

41. A coordinator allocates 768 information sheets equally to 16 service points. How many sheets does each point receive?

- A. 48
- B. 64
- C. 32
- D. 752

42. An activity log records 136 transactions before lunch and 66 afterward. How many transactions were logged that day?

- A. 197
- B. 222
- C. 70
- D. 202

43. A department reviewed 600 files and referred 10% for secondary review. How many files were referred?

- A. 75
- B. 45
- C. 60
- D. 590

44. A shipment contains 27 cartons, with 27 envelopes in each carton. What is the shipment's envelope count?

- A. 756
- B. 729
- C. 702
- D. 54

45. A coordinator allocates 896 information sheets equally to 16 service points. How many sheets does each point receive?

- A. 72
- B. 56
- C. 40
- D. 880

46. An activity log records 164 transactions before lunch and 86 afterward. How many transactions were logged that day?

- A. 245
- B. 270
- C. 250
- D. 78

47. A department reviewed 680 files and referred 10% for secondary review. How many files were referred?

- A. 68
- B. 83
- C. 53
- D. 670

48. A shipment contains 31 cartons, with 28 envelopes in each carton. What is the shipment's envelope count?

- A. 899
- B. 840
- C. 59
- D. 868

49. A coordinator allocates 1024 information sheets equally to 16 service points. How many sheets does each point receive?

- A. 80
- B. 48
- C. 64
- D. 1008

50. An activity log records 192 transactions before lunch and 106 afterward. How many transactions were logged that day?

- A. 293
- B. 318
- C. 86
- D. 298

51. A department reviewed 760 files and referred 10% for secondary review. How many files were referred?

- A. 76
- B. 91
- C. 61
- D. 750

52. A shipment contains 35 cartons, with 29 envelopes in each carton. What is the shipment's envelope count?

- A. 1050
- B. 1015
- C. 986
- D. 64

53. A coordinator allocates 1152 information sheets equally to 16 service points. How many sheets does each point receive?

- A. 72
- B. 88
- C. 56
- D. 1136

54. At 2:08 p.m., an employee is labeling storage folders for a project due next month when the dispatch desk requests a route update needed within fifteen minutes. Several low-priority messages are pending. What is the best response?

- 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 2:11 p.m., an employee is labeling storage folders for a project due next month when a public appointment begins early and the case folder must be retrieved. Several low-priority messages are pending. What is the best response?

- 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

56. At 2:14 p.m., an employee is labeling storage folders for a project due next month when a supervisor needs a corrected total before approving today's report. Several low-priority messages are pending. What is the best response?

- 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 2:17 p.m., an employee is labeling storage folders for a project due next month when the receiving area announces a delivery that requires immediate inspection. Several low-priority messages are pending. What is the best response?

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

58. At 2:20 p.m., an employee is labeling storage folders for a project due next month when a crew requests confirmation of a work location before leaving the yard. Several low-priority messages are pending. What is the best response?

- 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 2:23 p.m., an employee is labeling storage folders for a project due next month when the records counter needs a replacement receipt for a waiting customer. Several low-priority messages are pending. What is the best response?

- 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 2:26 p.m., an employee is labeling storage folders for a project due next month when a deadline notice is returned for a missing authorization code. Several low-priority messages are pending. What is the best response?

- 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 2:29 p.m., an employee is labeling storage folders for a project due next month when the operations desk asks for the current status of an active assignment. Several low-priority messages are pending. What is the best response?

- 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 2:32 p.m., an employee is labeling storage folders for a project due next month when a vendor arrives for a scheduled access appointment. Several low-priority messages are pending. What is the best response?

- 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 2:35 p.m., an employee is labeling storage folders for a project due next month when a manager requests a one-page summary for a meeting starting shortly. Several low-priority messages are pending. What is the best response?

- 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

64. At 2:38 p.m., an employee is labeling storage folders for a project due next month when a field office reports that a transmitted document is unreadable. Several low-priority messages are pending. What is the best response?

- 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 2:41 p.m., an employee is labeling storage folders for a project due next month when the supply desk needs approval to release materials to a waiting crew. Several low-priority messages are pending. What is the best response?

- 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 2:44 p.m., an employee is labeling storage folders for a project due next month when a scheduled interview begins while the sign-in list is unavailable. Several low-priority messages are pending. What is the best response?

- 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 2:47 p.m., an employee is labeling storage folders for a project due next month when a time-sensitive request must be logged before the daily cutoff. Several low-priority messages are pending. What is the best response?

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

68. At 2:50 p.m., an employee is labeling storage folders for a project due next month when an employee calls to correct an error affecting today's schedule. Several low-priority messages are pending. What is the best response?

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

69. Which conclusion is supported by the following review schedule? Review schedule 1: Complete submissions received before 2:00 p.m. on Monday receive same-day review. Complete submissions received at or after 2:00 p.m. are reviewed on Tuesday. A submission without an account number is returned without review.

- A. Every submission received on Monday waits until Tuesday
- B. A complete submission received at 1:50 p.m. on Monday receives same-day review
- C. A submission without an account number is reviewed before return
- D. A complete submission received exactly at 2:00 p.m. receives same-day review

70. Which conclusion is supported by the following review schedule? Review schedule 2: Complete submissions received before 3:05 p.m. on Tuesday receive same-day review. Complete submissions

received at or after 3:05 p.m. are reviewed on Wednesday. A submission without an account number is returned without review.

- A. A complete submission received at 2:50 p.m. on Tuesday receives same-day review
- B. Every submission received on Tuesday waits until Wednesday
- C. A submission without an account number is reviewed before return
- D. A complete submission received exactly at 3:05 p.m. receives same-day review

71. Which conclusion is supported by the following review schedule? Review schedule 3: Complete submissions received before 4:10 p.m. on Wednesday receive same-day review. Complete submissions received at or after 4:10 p.m. are reviewed on Thursday. A submission without an account number is returned without review.

- A. Every submission received on Wednesday waits until Thursday
- B. A submission without an account number is reviewed before return
- C. A complete submission received exactly at 4:10 p.m. receives same-day review
- D. A complete submission received at 4:00 p.m. on Wednesday receives same-day review

72. Which conclusion is supported by the following review schedule? Review schedule 4: Complete submissions received before 2:15 p.m. on Thursday receive same-day review. Complete submissions received at or after 2:15 p.m. are reviewed on Friday. A submission without an account number is returned without review.

- A. Every submission received on Thursday waits until Friday
- B. A submission without an account number is reviewed before return
- C. A complete submission received at 2:05 p.m. on Thursday receives same-day review
- D. A complete submission received exactly at 2:15 p.m. receives same-day review

73. Which conclusion is supported by the following review schedule? Review schedule 5: Complete submissions received before 3:20 p.m. on Friday receive same-day review. Complete submissions received at or after 3:20 p.m. are reviewed on Monday. A submission without an account number is returned without review.

- A. A complete submission received at 3:10 p.m. on Friday receives same-day review
- B. Every submission received on Friday waits until Monday
- C. A submission without an account number is reviewed before return
- D. A complete submission received exactly at 3:20 p.m. receives same-day review

74. Which conclusion is supported by the following review schedule? Review schedule 6: Complete submissions received before 4:25 p.m. on Monday receive same-day review. Complete submissions received at or after 4:25 p.m. are reviewed on Tuesday. A submission without an account number is returned without review.

- A. Every submission received on Monday waits until Tuesday
- B. A complete submission received at 4:15 p.m. on Monday receives same-day review
- C. A submission without an account number is reviewed before return
- D. A complete submission received exactly at 4:25 p.m. receives same-day review

75. Which conclusion is supported by the following review schedule? Review schedule 7: Complete submissions received before 2:30 p.m. on Tuesday receive same-day review. Complete submissions received at or after 2:30 p.m. are reviewed on Wednesday. A submission without an account number is returned without review.

- A. Every submission received on Tuesday waits until Wednesday
- B. A submission without an account number is reviewed before return
- C. A complete submission received at 2:20 p.m. on Tuesday receives same-day review
- D. A complete submission received exactly at 2:30 p.m. receives same-day review

76. Which conclusion is supported by the following review schedule? Review schedule 8: Complete submissions received before 3:35 p.m. on Wednesday receive same-day review. Complete submissions received at or after 3:35 p.m. are reviewed on Thursday. A submission without an account number is returned without review.

- A. Every submission received on Wednesday waits until Thursday
- B. A submission without an account number is reviewed before return
- C. A complete submission received exactly at 3:35 p.m. receives same-day review

D. A complete submission received at 3:25 p.m. on Wednesday receives same-day review

77. Which conclusion is supported by the following review schedule? Review schedule 9: Complete submissions received before 4:40 p.m. on Thursday receive same-day review. Complete submissions received at or after 4:40 p.m. are reviewed on Friday. A submission without an account number is returned without review.

A. A complete submission received at 4:30 p.m. on Thursday receives same-day review

B. Every submission received on Thursday waits until Friday

C. A submission without an account number is reviewed before return

D. A complete submission received exactly at 4:40 p.m. receives same-day review

78. Which conclusion is supported by the following review schedule? Review schedule 10: Complete submissions received before 2:45 p.m. on Friday receive same-day review. Complete submissions received at or after 2:45 p.m. are reviewed on Monday. A submission without an account number is returned without review.

A. Every submission received on Friday waits until Monday

B. A submission without an account number is reviewed before return

C. A complete submission received at 2:35 p.m. on Friday receives same-day review

D. A complete submission received exactly at 2:45 p.m. receives same-day review

79. Which conclusion is supported by the following review schedule? Review schedule 11: Complete submissions received before 3:50 p.m. on Monday receive same-day review. Complete submissions received at or after 3:50 p.m. are reviewed on Tuesday. A submission without an account number is returned without review.

A. Every submission received on Monday waits until Tuesday

B. A complete submission received at 3:40 p.m. on Monday receives same-day review

C. A submission without an account number is reviewed before return

D. A complete submission received exactly at 3:50 p.m. receives same-day review

80. Which conclusion is supported by the following review schedule? Review schedule 12: Complete submissions received before 4:55 p.m. on Tuesday receive same-day review. Complete submissions received at or after 4:55 p.m. are reviewed on Wednesday. A submission without an account number is returned without review.

- A. Every submission received on Tuesday waits until Wednesday
- B. A submission without an account number is reviewed before return
- C. A complete submission received exactly at 4:55 p.m. receives same-day review
- D. A complete submission received at 4:45 p.m. on Tuesday receives same-day review

81. Which conclusion is supported by the following review schedule? Review schedule 13: Complete submissions received before 2:00 p.m. on Wednesday receive same-day review. Complete submissions received at or after 2:00 p.m. are reviewed on Thursday. A submission without an account number is returned without review.

- A. Every submission received on Wednesday waits until Thursday
- B. A submission without an account number is reviewed before return
- C. A complete submission received exactly at 2:00 p.m. receives same-day review
- D. A complete submission received at 1:50 p.m. on Wednesday receives same-day review

82. Which conclusion is supported by the following review schedule? Review schedule 14: Complete submissions received before 3:05 p.m. on Thursday receive same-day review. Complete submissions received at or after 3:05 p.m. are reviewed on Friday. A submission without an account number is returned without review.

- A. Every submission received on Thursday waits until Friday
- B. A submission without an account number is reviewed before return
- C. A complete submission received at 2:50 p.m. on Thursday receives same-day review
- D. A complete submission received exactly at 3:05 p.m. receives same-day review

83. Which conclusion is supported by the following review schedule? Review schedule 15: Complete submissions received before 4:10 p.m. on Friday receive same-day review. Complete submissions

received at or after 4:10 p.m. are reviewed on Monday. A submission without an account number is returned without review.

- A. A complete submission received at 4:00 p.m. on Friday receives same-day review
- B. Every submission received on Friday waits until Monday
- C. A submission without an account number is reviewed before return
- D. A complete submission received exactly at 4:10 p.m. receives same-day review

84. Which conclusion is supported by the following review schedule? Review schedule 16: Complete submissions received before 2:15 p.m. on Monday receive same-day review. Complete submissions received at or after 2:15 p.m. are reviewed on Tuesday. A submission without an account number is returned without review.

- A. Every submission received on Monday waits until Tuesday
- B. A complete submission received at 2:05 p.m. on Monday receives same-day review
- C. A submission without an account number is reviewed before return
- D. A complete submission received exactly at 2:15 p.m. receives same-day review

85. Which conclusion is supported by the following review schedule? Review schedule 17: Complete submissions received before 3:20 p.m. on Tuesday receive same-day review. Complete submissions received at or after 3:20 p.m. are reviewed on Wednesday. A submission without an account number is returned without review.

- A. Every submission received on Tuesday waits until Wednesday
- B. A submission without an account number is reviewed before return
- C. A complete submission received at 3:10 p.m. on Tuesday receives same-day review
- D. A complete submission received exactly at 3:20 p.m. receives same-day review

86. Which sentence clearly and correctly describes the clerk's work on a report for the payroll unit?

- A. The clerk examined the report, fixed two errors and, submitted it to the payroll unit.
- B. Examining the report, two errors fixed the clerk before submission to the payroll unit.

- C. The clerk examine the report, fix two error, and submits it to the payroll unit.
- D. The clerk examined the report, fixed two errors, and submitted it to the payroll unit.

87. Which sentence clearly and correctly describes the clerk's work on a schedule for the records unit?

- A. The clerk examined the schedule, fixed two errors, and submitted it to the records unit.
- B. The clerk examined the schedule, fixed two errors and, submitted it to the records unit.
- C. Examining the schedule, two errors fixed the clerk before submission to the records unit.
- D. The clerk examine the schedule, fix two error, and submits it to the records unit.

88. Which sentence clearly and correctly describes the clerk's work on a invoice for the operations unit?

- A. The clerk examined the invoice, fixed two errors and, submitted it to the operations unit.
- B. The clerk examined the invoice, fixed two errors, and submitted it to the operations unit.
- C. Examining the invoice, two errors fixed the clerk before submission to the operations unit.
- D. The clerk examine the invoice, fix two error, and submits it to the operations unit.

89. Which sentence clearly and correctly describes the clerk's work on a request for the procurement unit?

- A. The clerk examined the request, fixed two errors and, submitted it to the procurement unit.
- B. Examining the request, two errors fixed the clerk before submission to the procurement unit.
- C. The clerk examine the request, fix two error, and submits it to the procurement unit.
- D. The clerk examined the request, fixed two errors, and submitted it to the procurement unit.

90. Which sentence clearly and correctly describes the clerk's work on a record for the facilities unit?

- A. The clerk examined the record, fixed two errors and, submitted it to the facilities unit.
- B. The clerk examined the record, fixed two errors, and submitted it to the facilities unit.
- C. Examining the record, two errors fixed the clerk before submission to the facilities unit.
- D. The clerk examine the record, fix two error, and submits it to the facilities unit.

91. Which sentence clearly and correctly describes the clerk's work on a report for the personnel unit?

- A. The clerk examined the report, fixed two errors and, submitted it to the personnel unit.
- B. Examining the report, two errors fixed the clerk before submission to the personnel unit.
- C. The clerk examined the report, fixed two errors, and submitted it to the personnel unit.
- D. The clerk examine the report, fix two error, and submits it to the personnel unit.

92. Which sentence clearly and correctly describes the clerk's work on a schedule for the budget unit?

- A. The clerk examined the schedule, fixed two errors, and submitted it to the budget unit.
- B. The clerk examined the schedule, fixed two errors and, submitted it to the budget unit.
- C. Examining the schedule, two errors fixed the clerk before submission to the budget unit.
- D. The clerk examine the schedule, fix two error, and submits it to the budget unit.

93. Which sentence clearly and correctly describes the clerk's work on a invoice for the legal unit?

- A. The clerk examined the invoice, fixed two errors and, submitted it to the legal unit.
- B. The clerk examined the invoice, fixed two errors, and submitted it to the legal unit.
- C. Examining the invoice, two errors fixed the clerk before submission to the legal unit.
- D. The clerk examine the invoice, fix two error, and submits it to the legal unit.

94. Which sentence clearly and correctly describes the clerk's work on a request for the training unit?

- A. The clerk examined the request, fixed two errors, and submitted it to the training unit.
- B. The clerk examined the request, fixed two errors and, submitted it to the training unit.
- C. Examining the request, two errors fixed the clerk before submission to the training unit.
- D. The clerk examine the request, fix two error, and submits it to the training unit.

95. Which sentence clearly and correctly describes the clerk's work on a record for the safety unit?

- A. The clerk examined the record, fixed two errors and, submitted it to the safety unit.
- B. Examining the record, two errors fixed the clerk before submission to the safety unit.
- C. The clerk examined the record, fixed two errors, and submitted it to the safety unit.
- D. The clerk examine the record, fix two error, and submits it to the safety unit.

96. Which sentence clearly and correctly describes the clerk's work on a report for the support unit?

- A. The clerk examined the report, fixed two errors and, submitted it to the support unit.
- B. Examining the report, two errors fixed the clerk before submission to the support unit.
- C. The clerk examine the report, fix two error, and submits it to the support unit.
- D. The clerk examined the report, fixed two errors, and submitted it to the support unit.

97. Which sentence clearly and correctly describes the clerk's work on a schedule for the scheduling unit?

- A. The clerk examined the schedule, fixed two errors and, submitted it to the scheduling unit.
- B. The clerk examined the schedule, fixed two errors, and submitted it to the scheduling unit.
- C. Examining the schedule, two errors fixed the clerk before submission to the scheduling unit.
- D. The clerk examine the schedule, fix two error, and submits it to the scheduling unit.

98. Which sentence clearly and correctly describes the clerk's work on a invoice for the audit unit?

- A. The clerk examined the invoice, fixed two errors and, submitted it to the audit unit.
- B. Examining the invoice, two errors fixed the clerk before submission to the audit unit.
- C. The clerk examined the invoice, fixed two errors, and submitted it to the audit unit.
- D. The clerk examine the invoice, fix two error, and submits it to the audit unit.

99. Which sentence clearly and correctly describes the clerk's work on a request for the intake unit?

- A. The clerk examined the request, fixed two errors, and submitted it to the intake unit.
- B. The clerk examined the request, fixed two errors and, submitted it to the intake unit.
- C. Examining the request, two errors fixed the clerk before submission to the intake unit.
- D. The clerk examine the request, fix two error, and submits it to the intake unit.

100. Which sentence clearly and correctly describes the clerk's work on a record for the quality assurance unit?

- A. The clerk examined the record, fixed two errors and, submitted it to the quality assurance unit.
- B. Examining the record, two errors fixed the clerk before submission to the quality assurance unit.
- C. The clerk examine the record, fix two error, and submits it to the quality assurance unit.
- D. The clerk examined the record, fixed two errors, and submitted it to the quality assurance unit.

Practice Exam 5: Answer Key and Explanations

1. C — ADM-9310-06-4 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

2. D — CIV-9329-07-5 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

3. A — OPS-9348-08-6 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

4. B — MTR-9367-09-7 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

5. A — DOC-9386-01-8 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the

code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

6. D — ADM-9405-02-9 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

7. C — CIV-9424-03-0 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

8. B — OPS-9443-04-1 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

9. A — MTR-9462-05-2 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

10. C — DOC-9481-06-3 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

11. B — ADM-9500-07-4 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

12. D — CIV-9519-08-5 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

13. A — OPS-9538-09-6 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

14. C — MTR-9557-01-7 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the

code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

15. D — DOC-9576-02-8 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

16. B — ADM-9595-03-9 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

17. A — CIV-9614-04-0 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

18. D — OPS-9633-05-1 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

19. C — MTR-9652-06-2 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

20. B — DOC-9671-07-3 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros.
Checking each relevant detail

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

37. 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. C — Applying the operation described in the stem gives 154. 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 52. 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 667. 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 48. 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 202. 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. C — Applying the operation described in the stem gives 60. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

44. B — Applying the operation described in the stem gives 729. 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 56. 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. C — Applying the operation described in the stem gives 250. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

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

48. D — Applying the operation described in the stem gives 868. 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. 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

50. D — Applying the operation described in the stem gives 298. 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. A — Applying the operation described in the stem gives 76. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

52. B — Applying the operation described in the stem gives 1015. 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 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

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. 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.

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

58. 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. 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. 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. 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.

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

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

68. B — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding

promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.

69. B — Receipt at 1:50 p.m. occurs before the 2:00 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

70. A — Receipt at 2:50 p.m. occurs before the 3:05 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

71. D — Receipt at 4:00 p.m. occurs before the 4:10 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

72. C — Receipt at 2:05 p.m. occurs before the 2:15 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

73. A — Receipt at 3:10 p.m. occurs before the 3:20 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

74. B — Receipt at 4:15 p.m. occurs before the 4:25 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

75. C — Receipt at 2:20 p.m. occurs before the 2:30 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

76. D — Receipt at 3:25 p.m. occurs before the 3:35 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

77. A — Receipt at 4:30 p.m. occurs before the 4:40 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and

returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

78. C — Receipt at 2:35 p.m. occurs before the 2:45 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

79. B — Receipt at 3:40 p.m. occurs before the 3:50 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

80. D — Receipt at 4:45 p.m. occurs before the 4:55 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

81. D — Receipt at 1:50 p.m. occurs before the 2:00 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

82. C — Receipt at 2:50 p.m. occurs before the 3:05 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

83. A — Receipt at 4:00 p.m. occurs before the 4:10 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

84. B — Receipt at 2:05 p.m. occurs before the 2:15 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

85. C — Receipt at 3:10 p.m. occurs before the 3:20 p.m. cutoff, and the submission is complete, so same-day review applies. The schedule postpones complete items received at or after the cutoff and returns submissions lacking an account number. Each distractor either changes the cutoff rule or disregards a stated completeness requirement.

86. 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.

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.

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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.