

PRACTICE EXAM 8: 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 route-control log shows locator LNK-3270-04-5. Select the locator that matches it without substitution or omission.

- A. LNK-3271-04-5
- B. LNK-3270-04-5
- C. LNK-3270-05-5
- D. LNK-3270-04-6

2. The route-control log shows locator PST-3301-05-6. Select the locator that matches it without substitution or omission.

- A. PST-3302-05-6
- B. PST-3301-06-6
- C. PST-3301-05-6
- D. PST-3301-05-7

3. The route-control log shows locator GRD-3332-06-7. Select the locator that matches it without substitution or omission.

- A. GRD-3332-06-7
- B. GRD-3333-06-7

- C. GRD-3332-07-7
- D. GRD-3332-06-8

4. The route-control log shows locator CHK-3363-07-8. Select the locator that matches it without substitution or omission.

- A. CHK-3364-07-8
- B. CHK-3363-08-8
- C. CHK-3363-07-9
- D. CHK-3363-07-8

5. The route-control log shows locator ZNE-3394-08-9. Select the locator that matches it without substitution or omission.

- A. ZNE-3395-08-9
- B. ZNE-3394-08-9
- C. ZNE-3394-09-9
- D. ZNE-3394-08-0

6. The route-control log shows locator LNK-3425-09-0. Select the locator that matches it without substitution or omission.

- A. LNK-3425-09-0
- B. LNK-3426-09-0
- C. LNK-3425-10-0
- D. LNK-3425-09-1

7. The route-control log shows locator PST-3456-01-1. Select the locator that matches it without substitution or omission.

- A. PST-3457-01-1

- B. PST-3456-02-1
- C. PST-3456-01-2
- D. PST-3456-01-1

8. The route-control log shows locator GRD-3487-02-2. Select the locator that matches it without substitution or omission.

- A. GRD-3488-02-2
- B. GRD-3487-03-2
- C. GRD-3487-02-2
- D. GRD-3487-02-3

9. The route-control log shows locator CHK-3518-03-3. Select the locator that matches it without substitution or omission.

- A. CHK-3518-03-3
- B. CHK-3519-03-3
- C. CHK-3518-04-3
- D. CHK-3518-03-4

10. The route-control log shows locator ZNE-3549-04-4. Select the locator that matches it without substitution or omission.

- A. ZNE-3550-04-4
- B. ZNE-3549-04-4
- C. ZNE-3549-05-4
- D. ZNE-3549-04-5

11. The route-control log shows locator LNK-3580-05-5. Select the locator that matches it without substitution or omission.

- A. LNK-3581-05-5
- B. LNK-3580-06-5
- C. LNK-3580-05-6
- D. LNK-3580-05-5

12. The route-control log shows locator PST-3611-06-6. Select the locator that matches it without substitution or omission.

- A. PST-3612-06-6
- B. PST-3611-07-6
- C. PST-3611-06-6
- D. PST-3611-06-7

13. The route-control log shows locator GRD-3642-07-7. Select the locator that matches it without substitution or omission.

- A. GRD-3642-07-7
- B. GRD-3643-07-7
- C. GRD-3642-08-7
- D. GRD-3642-07-8

14. The route-control log shows locator CHK-3673-08-8. Select the locator that matches it without substitution or omission.

- A. CHK-3674-08-8
- B. CHK-3673-09-8
- C. CHK-3673-08-9
- D. CHK-3673-08-8

15. The route-control log shows locator ZNE-3704-09-9. Select the locator that matches it without substitution or omission.

- A. ZNE-3705-09-9
- B. ZNE-3704-10-9
- C. ZNE-3704-09-9
- D. ZNE-3704-09-0

16. The route-control log shows locator LNK-3735-01-0. Select the locator that matches it without substitution or omission.

- A. LNK-3736-01-0
- B. LNK-3735-01-0
- C. LNK-3735-02-0
- D. LNK-3735-01-1

17. The route-control log shows locator PST-3766-02-1. Select the locator that matches it without substitution or omission.

- A. PST-3767-02-1
- B. PST-3766-02-1
- C. PST-3766-03-1
- D. PST-3766-02-2

18. The route-control log shows locator GRD-3797-03-2. Select the locator that matches it without substitution or omission.

- A. GRD-3798-03-2
- B. GRD-3797-04-2
- C. GRD-3797-03-2
- D. GRD-3797-03-3

19. The route-control log shows locator CHK-3828-04-3. Select the locator that matches it without substitution or omission.

- A. CHK-3828-04-3
- B. CHK-3829-04-3
- C. CHK-3828-05-3
- D. CHK-3828-04-4

20. The route-control log shows locator ZNE-3859-05-4. Select the locator that matches it without substitution or omission.

- A. ZNE-3860-05-4
- B. ZNE-3859-06-4
- C. ZNE-3859-05-5
- D. ZNE-3859-05-4

21. In process 1, date-stamp the application is the prerequisite for check required fields; afterward staff scan the completed form, and they finish by route the electronic file. Which ordering is authorized?

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

22. In process 2, inspect the work area is the prerequisite for identify the defect; afterward staff record the condition, and they finish by send the inspection report. Which ordering is authorized?

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

23. In process 3, receive the invoice is the prerequisite for match the purchase order; afterward staff obtain approval, and they finish by release the payment record. Which ordering is authorized?

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

24. In process 4, open the service ticket is the prerequisite for verify the caller's details; afterward staff assign the responsible unit, and they finish by send the tracking number. Which ordering is authorized?

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

25. In process 5, collect the daily totals is the prerequisite for reconcile the subtotals; afterward staff enter the verified amount, and they finish by archive the worksheet. Which ordering is authorized?

- 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. In process 6, review the leave request is the prerequisite for confirm available balance; afterward staff record the decision, and they finish by notify the employee. Which ordering is authorized?

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

27. In process 7, receive the supply delivery is the prerequisite for compare the packing slip; afterward staff record any shortage, and they finish by store the accepted items. Which ordering is authorized?

- 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. In process 8, identify the damaged fixture is the prerequisite for secure the immediate area; afterward staff submit the repair request, and they finish by reopen the area after clearance. Which ordering is authorized?

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

29. In process 9, read the meeting request is the prerequisite for check participant availability; afterward staff reserve the conference room, and they finish by send the calendar invitation. Which ordering is authorized?

- 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. In process 10, receive the records request is the prerequisite for confirm authorization; afterward staff retrieve the responsive file, and they finish by document the release. Which ordering is authorized?

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

31. In process 11, review the draft notice is the prerequisite for correct factual errors; afterward staff obtain final approval, and they finish by distribute the approved notice. Which ordering is authorized?

- 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. In process 12, log the complaint is the prerequisite for classify its subject; afterward staff refer it to the assigned unit, and they finish by record the referral date. Which ordering is authorized?

- 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. In process 13, count the cash drawer is the prerequisite for compare the register total; afterward staff report any discrepancy, and they finish by complete the closing record. Which ordering is authorized?

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

34. In process 14, review the maintenance schedule is the prerequisite for confirm staff availability; afterward staff assign the work order, and they finish by post the final schedule. Which ordering is authorized?

- A. confirm staff availability, review the maintenance schedule, assign the work order, post the final schedule
- B. review the maintenance schedule, confirm staff availability, 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. In process 15, receive the returned mail is the prerequisite for verify the client record; afterward staff update the mailing address, and they finish by resend the notice. Which ordering is authorized?

- 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. In process 16, check the application number is the prerequisite for locate the matching case; afterward staff attach the new document, and they finish by update the case index. Which ordering is authorized?

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

37. In process 17, review the incident notes is the prerequisite for confirm the event time; afterward staff prepare the summary, and they finish by submit it to the supervisor. Which ordering is authorized?

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

38. The morning team cleared 154 entries, and the evening team cleared 69. How many entries were cleared altogether?

- A. 215
- B. 249
- C. 223
- D. 85

39. A monthly batch contains 940 transactions, and 20% need reconciliation. How many transactions need reconciliation?

- A. 208
- B. 188
- C. 168
- D. 920

40. A print room assembles 32 sets containing 38 pages each. How many pages are included in all sets?

- A. 1216
- B. 1248
- C. 1178
- D. 70

41. A clerk separates 1248 index cards evenly into 24 drawers. How many cards belong in each drawer?

- A. 52
- B. 76
- C. 28
- D. 1224

42. The morning team cleared 194 entries, and the evening team cleared 101. How many entries were cleared altogether?

- A. 287
- B. 295
- C. 321
- D. 93

43. A monthly batch contains 1100 transactions, and 20% need reconciliation. How many transactions need reconciliation?

- A. 240
- B. 200
- C. 1080
- D. 220

44. A print room assembles 36 sets containing 36 pages each. How many pages are included in all sets?

- A. 1332
- B. 1260
- C. 1296
- D. 72

45. A clerk separates 1440 index cards evenly into 24 drawers. How many cards belong in each drawer?

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

46. The morning team cleared 234 entries, and the evening team cleared 133. How many entries were cleared altogether?

- A. 359
- B. 393
- C. 367
- D. 101

47. A monthly batch contains 1260 transactions, and 20% need reconciliation. How many transactions need reconciliation?

- A. 272
- B. 252
- C. 232
- D. 1240

48. A print room assembles 40 sets containing 37 pages each. How many pages are included in all sets?

- A. 1480
- B. 1520
- C. 1443
- D. 77

49. A clerk separates 1632 index cards evenly into 24 drawers. How many cards belong in each drawer?

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

50. The morning team cleared 274 entries, and the evening team cleared 165. How many entries were cleared altogether?

- A. 431
- B. 439
- C. 465
- D. 109

51. A monthly batch contains 1420 transactions, and 20% need reconciliation. How many transactions need reconciliation?

- A. 304
- B. 264
- C. 1400
- D. 284

52. A print room assembles 44 sets containing 38 pages each. How many pages are included in all sets?

- A. 1716
- B. 1634
- C. 1672
- D. 82

53. A clerk separates 1824 index cards evenly into 24 drawers. How many cards belong in each drawer?

- A. 100

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

54. At 8:08 a.m., an employee is updating an optional reference chart when the dispatch desk requests a route update needed within fifteen minutes. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

55. At 8:11 a.m., an employee is updating an optional reference chart when a public appointment begins early and the case folder must be retrieved. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

56. At 8:14 a.m., an employee is updating an optional reference chart when a supervisor needs a corrected total before approving today's report. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

57. At 8:17 a.m., an employee is updating an optional reference chart when the receiving area announces a delivery that requires immediate inspection. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

58. At 8:20 a.m., an employee is updating an optional reference chart when a crew requests confirmation of a work location before leaving the yard. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

59. At 8:23 a.m., an employee is updating an optional reference chart when the records counter needs a replacement receipt for a waiting customer. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

60. At 8:26 a.m., an employee is updating an optional reference chart when a deadline notice is returned for a missing authorization code. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

61. At 8:29 a.m., an employee is updating an optional reference chart when the operations desk asks for the current status of an active assignment. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

62. At 8:32 a.m., an employee is updating an optional reference chart when a vendor arrives for a scheduled access appointment. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

63. At 8:35 a.m., an employee is updating an optional reference chart when a manager requests a one-page summary for a meeting starting shortly. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

64. At 8:38 a.m., an employee is updating an optional reference chart when a field office reports that a transmitted document is unreadable. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

65. At 8:41 a.m., an employee is updating an optional reference chart when the supply desk needs approval to release materials to a waiting crew. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

66. At 8:44 a.m., an employee is updating an optional reference chart when a scheduled interview begins while the sign-in list is unavailable. Several ordinary messages also await responses. Which choice reflects sound prioritization?

- A. Finish all nonurgent correspondence before acknowledging the request

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

67. At 8:47 a.m., an employee is updating an optional reference chart when a time-sensitive request must be logged before the daily cutoff. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

68. At 8:50 a.m., an employee is updating an optional reference chart when an employee calls to correct an error affecting today's schedule. Several ordinary messages also await responses. Which choice reflects sound prioritization?

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

69. Which statement follows directly from this distribution rule? Distribution rule 1: Complete packets received before 2:00 p.m. on Monday are distributed that day. Complete packets received at or after 2:00 p.m. are distributed on Tuesday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Monday is distributed on Tuesday
- B. A complete packet received at 1:50 p.m. on Monday is distributed that day
- C. A packet without a recipient name is distributed before return
- D. A complete packet received exactly at 2:00 p.m. is distributed that day

70. Which statement follows directly from this distribution rule? Distribution rule 2: Complete packets received before 3:05 p.m. on Tuesday are distributed that day. Complete packets received at or after 3:05 p.m. are distributed on Wednesday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Tuesday is distributed on Wednesday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received exactly at 3:05 p.m. is distributed that day
- D. A complete packet received at 2:50 p.m. on Tuesday is distributed that day

71. Which statement follows directly from this distribution rule? Distribution rule 3: Complete packets received before 4:10 p.m. on Wednesday are distributed that day. Complete packets received at or after 4:10 p.m. are distributed on Thursday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Wednesday is distributed on Thursday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received at 4:00 p.m. on Wednesday is distributed that day
- D. A complete packet received exactly at 4:10 p.m. is distributed that day

72. Which statement follows directly from this distribution rule? Distribution rule 4: Complete packets received before 2:15 p.m. on Thursday are distributed that day. Complete packets received at or after 2:15 p.m. are distributed on Friday. Packets missing a recipient name are returned before distribution.

- A. A complete packet received at 2:05 p.m. on Thursday is distributed that day
- B. Every packet received on Thursday is distributed on Friday
- C. A packet without a recipient name is distributed before return
- D. A complete packet received exactly at 2:15 p.m. is distributed that day

73. Which statement follows directly from this distribution rule? Distribution rule 5: Complete packets received before 3:20 p.m. on Friday are distributed that day. Complete packets received at or after 3:20 p.m. are distributed on Monday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Friday is distributed on Monday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received at 3:10 p.m. on Friday is distributed that day
- D. A complete packet received exactly at 3:20 p.m. is distributed that day

74. Which statement follows directly from this distribution rule? Distribution rule 6: Complete packets received before 4:25 p.m. on Monday are distributed that day. Complete packets received at or after 4:25 p.m. are distributed on Tuesday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Monday is distributed on Tuesday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received exactly at 4:25 p.m. is distributed that day
- D. A complete packet received at 4:15 p.m. on Monday is distributed that day

75. Which statement follows directly from this distribution rule? Distribution rule 7: Complete packets received before 2:30 p.m. on Tuesday are distributed that day. Complete packets received at or after 2:30 p.m. are distributed on Wednesday. Packets missing a recipient name are returned before distribution.

- A. A complete packet received at 2:20 p.m. on Tuesday is distributed that day
- B. Every packet received on Tuesday is distributed on Wednesday
- C. A packet without a recipient name is distributed before return
- D. A complete packet received exactly at 2:30 p.m. is distributed that day

76. Which statement follows directly from this distribution rule? Distribution rule 8: Complete packets received before 3:35 p.m. on Wednesday are distributed that day. Complete packets received at or after 3:35 p.m. are distributed on Thursday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Wednesday is distributed on Thursday
- B. A complete packet received at 3:25 p.m. on Wednesday is distributed that day
- C. A packet without a recipient name is distributed before return

D. A complete packet received exactly at 3:35 p.m. is distributed that day

77. Which statement follows directly from this distribution rule? Distribution rule 9: Complete packets received before 4:40 p.m. on Thursday are distributed that day. Complete packets received at or after 4:40 p.m. are distributed on Friday. Packets missing a recipient name are returned before distribution.

A. Every packet received on Thursday is distributed on Friday

B. A packet without a recipient name is distributed before return

C. A complete packet received exactly at 4:40 p.m. is distributed that day

D. A complete packet received at 4:30 p.m. on Thursday is distributed that day

78. Which statement follows directly from this distribution rule? Distribution rule 10: Complete packets received before 2:45 p.m. on Friday are distributed that day. Complete packets received at or after 2:45 p.m. are distributed on Monday. Packets missing a recipient name are returned before distribution.

A. Every packet received on Friday is distributed on Monday

B. A complete packet received at 2:35 p.m. on Friday is distributed that day

C. A packet without a recipient name is distributed before return

D. A complete packet received exactly at 2:45 p.m. is distributed that day

79. Which statement follows directly from this distribution rule? Distribution rule 11: Complete packets received before 3:50 p.m. on Monday are distributed that day. Complete packets received at or after 3:50 p.m. are distributed on Tuesday. Packets missing a recipient name are returned before distribution.

A. A complete packet received at 3:40 p.m. on Monday is distributed that day

B. Every packet received on Monday is distributed on Tuesday

C. A packet without a recipient name is distributed before return

D. A complete packet received exactly at 3:50 p.m. is distributed that day

80. Which statement follows directly from this distribution rule? Distribution rule 12: Complete packets received before 4:55 p.m. on Tuesday are distributed that day. Complete packets received at or after 4:55 p.m. are distributed on Wednesday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Tuesday is distributed on Wednesday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received at 4:45 p.m. on Tuesday is distributed that day
- D. A complete packet received exactly at 4:55 p.m. is distributed that day

81. Which statement follows directly from this distribution rule? Distribution rule 13: Complete packets received before 2:00 p.m. on Wednesday are distributed that day. Complete packets received at or after 2:00 p.m. are distributed on Thursday. Packets missing a recipient name are returned before distribution.

- A. A complete packet received at 1:50 p.m. on Wednesday is distributed that day
- B. Every packet received on Wednesday is distributed on Thursday
- C. A packet without a recipient name is distributed before return
- D. A complete packet received exactly at 2:00 p.m. is distributed that day

82. Which statement follows directly from this distribution rule? Distribution rule 14: Complete packets received before 3:05 p.m. on Thursday are distributed that day. Complete packets received at or after 3:05 p.m. are distributed on Friday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Thursday is distributed on Friday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received at 2:50 p.m. on Thursday is distributed that day
- D. A complete packet received exactly at 3:05 p.m. is distributed that day

83. Which statement follows directly from this distribution rule? Distribution rule 15: Complete packets received before 4:10 p.m. on Friday are distributed that day. Complete packets received at or after 4:10 p.m. are distributed on Monday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Friday is distributed on Monday
- B. A complete packet received at 4:00 p.m. on Friday is distributed that day
- C. A packet without a recipient name is distributed before return
- D. A complete packet received exactly at 4:10 p.m. is distributed that day

84. Which statement follows directly from this distribution rule? Distribution rule 16: Complete packets received before 2:15 p.m. on Monday are distributed that day. Complete packets received at or after 2:15 p.m. are distributed on Tuesday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Monday is distributed on Tuesday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received exactly at 2:15 p.m. is distributed that day
- D. A complete packet received at 2:05 p.m. on Monday is distributed that day

85. Which statement follows directly from this distribution rule? Distribution rule 17: Complete packets received before 3:20 p.m. on Tuesday are distributed that day. Complete packets received at or after 3:20 p.m. are distributed on Wednesday. Packets missing a recipient name are returned before distribution.

- A. Every packet received on Tuesday is distributed on Wednesday
- B. A packet without a recipient name is distributed before return
- C. A complete packet received exactly at 3:20 p.m. is distributed that day
- D. A complete packet received at 3:10 p.m. on Tuesday is distributed that day

86. Which sentence gives the clearest correct description of the coordinator's work for the payroll unit?

- A. The coordinator evaluated the report, repaired two entries, and delivered it to the payroll unit.
- B. The coordinator evaluated the report, repaired two entries and, delivered it to the payroll unit.
- C. Evaluating the report, two entries repaired the coordinator before delivery to the payroll unit.
- D. The coordinator evaluate the report, repair two entry, and delivers it to the payroll unit.

87. Which sentence gives the clearest correct description of the coordinator's work for the records unit?

- A. The coordinator evaluated the schedule, repaired two entries and, delivered it to the records unit.
- B. The coordinator evaluated the schedule, repaired two entries, and delivered it to the records unit.

- C. Evaluating the schedule, two entries repaired the coordinator before delivery to the records unit.
- D. The coordinator evaluate the schedule, repair two entry, and delivers it to the records unit.

88. Which sentence gives the clearest correct description of the coordinator's work for the operations unit?

- A. The coordinator evaluated the invoice, repaired two entries and, delivered it to the operations unit.
- B. Evaluating the invoice, two entries repaired the coordinator before delivery to the operations unit.
- C. The coordinator evaluated the invoice, repaired two entries, and delivered it to the operations unit.
- D. The coordinator evaluate the invoice, repair two entry, and delivers it to the operations unit.

89. Which sentence gives the clearest correct description of the coordinator's work for the procurement unit?

- A. The coordinator evaluated the request, repaired two entries and, delivered it to the procurement unit.
- B. Evaluating the request, two entries repaired the coordinator before delivery to the procurement unit.
- C. The coordinator evaluated the request, repaired two entries, and delivered it to the procurement unit.
- D. The coordinator evaluate the request, repair two entry, and delivers it to the procurement unit.

90. Which sentence gives the clearest correct description of the coordinator's work for the facilities unit?

- A. The coordinator evaluated the record, repaired two entries, and delivered it to the facilities unit.
- B. The coordinator evaluated the record, repaired two entries and, delivered it to the facilities unit.
- C. Evaluating the record, two entries repaired the coordinator before delivery to the facilities unit.
- D. The coordinator evaluate the record, repair two entry, and delivers it to the facilities unit.

91. Which sentence gives the clearest correct description of the coordinator's work for the personnel unit?

- A. The coordinator evaluated the report, repaired two entries and, delivered it to the personnel unit.
- B. The coordinator evaluated the report, repaired two entries, and delivered it to the personnel unit.

- C. Evaluating the report, two entries repaired the coordinator before delivery to the personnel unit.
- D. The coordinator evaluate the report, repair two entry, and delivers it to the personnel unit.

92. Which sentence gives the clearest correct description of the coordinator's work for the budget unit?

- A. The coordinator evaluated the schedule, repaired two entries and, delivered it to the budget unit.
- B. Evaluating the schedule, two entries repaired the coordinator before delivery to the budget unit.
- C. The coordinator evaluate the schedule, repair two entry, and delivers it to the budget unit.
- D. The coordinator evaluated the schedule, repaired two entries, and delivered it to the budget unit.

93. Which sentence gives the clearest correct description of the coordinator's work for the legal unit?

- A. The coordinator evaluated the invoice, repaired two entries and, delivered it to the legal unit.
- B. Evaluating the invoice, two entries repaired the coordinator before delivery to the legal unit.
- C. The coordinator evaluate the invoice, repair two entry, and delivers it to the legal unit.
- D. The coordinator evaluated the invoice, repaired two entries, and delivered it to the legal unit.

94. Which sentence gives the clearest correct description of the coordinator's work for the training unit?

- A. The coordinator evaluated the request, repaired two entries and, delivered it to the training unit.
- B. Evaluating the request, two entries repaired the coordinator before delivery to the training unit.
- C. The coordinator evaluated the request, repaired two entries, and delivered it to the training unit.
- D. The coordinator evaluate the request, repair two entry, and delivers it to the training unit.

95. Which sentence gives the clearest correct description of the coordinator's work for the safety unit?

- A. The coordinator evaluated the record, repaired two entries and, delivered it to the safety unit.
- B. The coordinator evaluated the record, repaired two entries, and delivered it to the safety unit.
- C. Evaluating the record, two entries repaired the coordinator before delivery to the safety unit.
- D. The coordinator evaluate the record, repair two entry, and delivers it to the safety unit.

96. Which sentence gives the clearest correct description of the coordinator's work for the support unit?

- A. The coordinator evaluated the report, repaired two entries, and delivered it to the support unit.
- B. The coordinator evaluated the report, repaired two entries and, delivered it to the support unit.
- C. Evaluating the report, two entries repaired the coordinator before delivery to the support unit.
- D. The coordinator evaluate the report, repair two entry, and delivers it to the support unit.

97. Which sentence gives the clearest correct description of the coordinator's work for the scheduling unit?

- A. The coordinator evaluated the schedule, repaired two entries and, delivered it to the scheduling unit.
- B. Evaluating the schedule, two entries repaired the coordinator before delivery to the scheduling unit.
- C. The coordinator evaluated the schedule, repaired two entries, and delivered it to the scheduling unit.
- D. The coordinator evaluate the schedule, repair two entry, and delivers it to the scheduling unit.

98. Which sentence gives the clearest correct description of the coordinator's work for the audit unit?

- A. The coordinator evaluated the invoice, repaired two entries and, delivered it to the audit unit.
- B. The coordinator evaluated the invoice, repaired two entries, and delivered it to the audit unit.
- C. Evaluating the invoice, two entries repaired the coordinator before delivery to the audit unit.
- D. The coordinator evaluate the invoice, repair two entry, and delivers it to the audit unit.

99. Which sentence gives the clearest correct description of the coordinator's work for the intake unit?

- A. The coordinator evaluated the request, repaired two entries, and delivered it to the intake unit.
- B. The coordinator evaluated the request, repaired two entries and, delivered it to the intake unit.
- C. Evaluating the request, two entries repaired the coordinator before delivery to the intake unit.
- D. The coordinator evaluate the request, repair two entry, and delivers it to the intake unit.

100. Which sentence gives the clearest correct description of the coordinator's work for the quality assurance unit?

- A. The coordinator evaluated the record, repaired two entries and, delivered it to the quality assurance unit.
- B. Evaluating the record, two entries repaired the coordinator before delivery to the quality assurance unit.
- C. The coordinator evaluate the record, repair two entry, and delivers it to the quality assurance unit.
- D. The coordinator evaluated the record, repaired two entries, and delivered it to the quality assurance unit.

Practice Exam 8: Answer Key and Explanations

1. **B** — LNK-3270-04-5 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
2. **C** — PST-3301-05-6 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
3. **A** — GRD-3332-06-7 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
4. **D** — CHK-3363-07-8 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
5. **B** — ZNE-3394-08-9 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail
6. **A** — LNK-3425-09-0 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

7. D — PST-3456-01-1 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

8. C — GRD-3487-02-2 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

9. A — CHK-3518-03-3 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

10. B — ZNE-3549-04-4 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

11. D — LNK-3580-05-5 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

12. C — PST-3611-06-6 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

13. A — GRD-3642-07-7 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

14. D — CHK-3673-08-8 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

15. C — ZNE-3704-09-9 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

16. B — LNK-3735-01-0 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

17. B — PST-3766-02-1 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

18. C — GRD-3797-03-2 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

19. A — CHK-3828-04-3 is the only option matching the department prefix, four-digit batch, two-digit unit, and final record digit. Each distractor changes one field, so relying on the general appearance of the code would produce an error. Compare the segments from left to right and preserve leading zeros. Checking each relevant detail

20. D — ZNE-3859-05-4 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

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

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

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

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

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

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

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

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

37. D — 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 223. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

39. B — Applying the operation described in the stem gives 188. 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 1216. 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 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

42. B — Applying the operation described in the stem gives 295. 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. D** — Applying the operation described in the stem gives 220. 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 1296. 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. D** — 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
- 46. C** — Applying the operation described in the stem gives 367. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking
- 47. B** — Applying the operation described in the stem gives 252. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking
- 48. A** — Applying the operation described in the stem gives 1480. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking
- 49. A** — Applying the operation described in the stem gives 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
- 50. B** — Applying the operation described in the stem gives 439. 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 284. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

52. C — Applying the operation described in the stem gives 1672. 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. D — Applying the operation described in the stem gives 76. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

54. 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.

55. 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.

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. 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. 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.

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. 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.

- 61. C** — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.
- 62. A** — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.
- 63. 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.
- 64. 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.
- 65. 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.
- 66. B** — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.
- 67. 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. A** — The new request has immediate operational impact, while the filing project has scheduling flexibility and the routine messages remain lower priority. Pausing the flexible work, responding promptly, and documenting the revised plan balances urgency with accountability. Ignoring priority, discarding the full schedule, or choosing work only because it is short would misuse available time.
- 69. B** — The packet is complete and arrives at 1:50 p.m., before the 2:00 p.m. cutoff, so distribution occurs on Monday. Complete packets received at or after the cutoff move to Tuesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

70. D — The packet is complete and arrives at 2:50 p.m., before the 3:05 p.m. cutoff, so distribution occurs on Tuesday. Complete packets received at or after the cutoff move to Wednesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

71. C — The packet is complete and arrives at 4:00 p.m., before the 4:10 p.m. cutoff, so distribution occurs on Wednesday. Complete packets received at or after the cutoff move to Thursday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

72. A — The packet is complete and arrives at 2:05 p.m., before the 2:15 p.m. cutoff, so distribution occurs on Thursday. Complete packets received at or after the cutoff move to Friday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

73. C — The packet is complete and arrives at 3:10 p.m., before the 3:20 p.m. cutoff, so distribution occurs on Friday. Complete packets received at or after the cutoff move to Monday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

74. D — The packet is complete and arrives at 4:15 p.m., before the 4:25 p.m. cutoff, so distribution occurs on Monday. Complete packets received at or after the cutoff move to Tuesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

75. A — The packet is complete and arrives at 2:20 p.m., before the 2:30 p.m. cutoff, so distribution occurs on Tuesday. Complete packets received at or after the cutoff move to Wednesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

76. B — The packet is complete and arrives at 3:25 p.m., before the 3:35 p.m. cutoff, so distribution occurs on Wednesday. Complete packets received at or after the cutoff move to Thursday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

77. D — The packet is complete and arrives at 4:30 p.m., before the 4:40 p.m. cutoff, so distribution occurs on Thursday. Complete packets received at or after the cutoff move to Friday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

78. B — The packet is complete and arrives at 2:35 p.m., before the 2:45 p.m. cutoff, so distribution occurs on Friday. Complete packets received at or after the cutoff move to Monday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

79. A — The packet is complete and arrives at 3:40 p.m., before the 3:50 p.m. cutoff, so distribution occurs on Monday. Complete packets received at or after the cutoff move to Tuesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

80. C — The packet is complete and arrives at 4:45 p.m., before the 4:55 p.m. cutoff, so distribution occurs on Tuesday. Complete packets received at or after the cutoff move to Wednesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

81. A — The packet is complete and arrives at 1:50 p.m., before the 2:00 p.m. cutoff, so distribution occurs on Wednesday. Complete packets received at or after the cutoff move to Thursday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

82. C — The packet is complete and arrives at 2:50 p.m., before the 3:05 p.m. cutoff, so distribution occurs on Thursday. Complete packets received at or after the cutoff move to Friday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

83. B — The packet is complete and arrives at 4:00 p.m., before the 4:10 p.m. cutoff, so distribution occurs on Friday. Complete packets received at or after the cutoff move to Monday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

84. D — The packet is complete and arrives at 2:05 p.m., before the 2:15 p.m. cutoff, so distribution occurs on Monday. Complete packets received at or after the cutoff move to Tuesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

85. D — The packet is complete and arrives at 3:10 p.m., before the 3:20 p.m. cutoff, so distribution occurs on Tuesday. Complete packets received at or after the cutoff move to Wednesday, while packets lacking a recipient name are returned. Each alternative contradicts the stated timing boundary or recipient requirement. Checking each

86. 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.

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

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

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

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98. 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.

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.