

PRACTICE EXAM 9: 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. An overnight bridge-operations roster lists reference BRG-4810-06-7. Which option reproduces every character exactly?

- A. BRG-4811-06-7
- B. BRG-4810-07-7
- C. BRG-4810-06-7
- D. BRG-4810-06-8

2. An overnight bridge-operations roster lists reference OPS-4847-07-8. Which option reproduces every character exactly?

- A. OPS-4848-07-8
- B. OPS-4847-07-8
- C. OPS-4847-08-8
- D. OPS-4847-07-9

3. An overnight bridge-operations roster lists reference TOL-4884-08-9. Which option reproduces every character exactly?

- A. TOL-4884-08-9
- B. TOL-4885-08-9

- C. TOL-4884-09-9
- D. TOL-4884-08-0

4. An overnight bridge-operations roster lists reference RTE-4921-09-0. Which option reproduces every character exactly?

- A. RTE-4922-09-0
- B. RTE-4921-10-0
- C. RTE-4921-09-1
- D. RTE-4921-09-0

5. An overnight bridge-operations roster lists reference YRD-4958-01-1. Which option reproduces every character exactly?

- A. YRD-4958-01-1
- B. YRD-4959-01-1
- C. YRD-4958-02-1
- D. YRD-4958-01-2

6. An overnight bridge-operations roster lists reference BRG-4995-02-2. Which option reproduces every character exactly?

- A. BRG-4996-02-2
- B. BRG-4995-02-2
- C. BRG-4995-03-2
- D. BRG-4995-02-3

7. An overnight bridge-operations roster lists reference OPS-5032-03-3. Which option reproduces every character exactly?

- A. OPS-5033-03-3

- B. OPS-5032-04-3
- C. OPS-5032-03-3
- D. OPS-5032-03-4

8. An overnight bridge-operations roster lists reference TOL-5069-04-4. Which option reproduces every character exactly?

- A. TOL-5070-04-4
- B. TOL-5069-05-4
- C. TOL-5069-04-5
- D. TOL-5069-04-4

9. An overnight bridge-operations roster lists reference RTE-5106-05-5. Which option reproduces every character exactly?

- A. RTE-5107-05-5
- B. RTE-5106-06-5
- C. RTE-5106-05-5
- D. RTE-5106-05-6

10. An overnight bridge-operations roster lists reference YRD-5143-06-6. Which option reproduces every character exactly?

- A. YRD-5144-06-6
- B. YRD-5143-06-6
- C. YRD-5143-07-6
- D. YRD-5143-06-7

11. An overnight bridge-operations roster lists reference BRG-5180-07-7. Which option reproduces every character exactly?

- A. BRG-5181-07-7
- B. BRG-5180-08-7
- C. BRG-5180-07-8
- D. BRG-5180-07-7

12. An overnight bridge-operations roster lists reference OPS-5217-08-8. Which option reproduces every character exactly?

- A. OPS-5217-08-8
- B. OPS-5218-08-8
- C. OPS-5217-09-8
- D. OPS-5217-08-9

13. An overnight bridge-operations roster lists reference TOL-5254-09-9. Which option reproduces every character exactly?

- A. TOL-5254-09-9
- B. TOL-5255-09-9
- C. TOL-5254-10-9
- D. TOL-5254-09-0

14. An overnight bridge-operations roster lists reference RTE-5291-01-0. Which option reproduces every character exactly?

- A. RTE-5292-01-0
- B. RTE-5291-02-0
- C. RTE-5291-01-0
- D. RTE-5291-01-1

15. An overnight bridge-operations roster lists reference YRD-5328-02-1. Which option reproduces every character exactly?

- A. YRD-5329-02-1
- B. YRD-5328-03-1
- C. YRD-5328-02-2
- D. YRD-5328-02-1

16. An overnight bridge-operations roster lists reference BRG-5365-03-2. Which option reproduces every character exactly?

- A. BRG-5366-03-2
- B. BRG-5365-03-2
- C. BRG-5365-04-2
- D. BRG-5365-03-3

17. An overnight bridge-operations roster lists reference OPS-5402-04-3. Which option reproduces every character exactly?

- A. OPS-5403-04-3
- B. OPS-5402-05-3
- C. OPS-5402-04-3
- D. OPS-5402-04-4

18. An overnight bridge-operations roster lists reference TOL-5439-05-4. Which option reproduces every character exactly?

- A. TOL-5439-05-4
- B. TOL-5440-05-4
- C. TOL-5439-06-4
- D. TOL-5439-05-5

19. An overnight bridge-operations roster lists reference RTE-5476-06-5. Which option reproduces every character exactly?

- A. RTE-5477-06-5
- B. RTE-5476-06-5
- C. RTE-5476-07-5
- D. RTE-5476-06-6

20. An overnight bridge-operations roster lists reference YRD-5513-07-6. Which option reproduces every character exactly?

- A. YRD-5514-07-6
- B. YRD-5513-08-6
- C. YRD-5513-07-7
- D. YRD-5513-07-6

21. Workflow card 1 requires staff first to date-stamp the application, next to check required fields, then to scan the completed form, and finally to route the electronic file. Which sequence complies?

- 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. Workflow card 2 requires staff first to inspect the work area, next to identify the defect, then to record the condition, and finally to send the inspection report. Which sequence complies?

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

23. Workflow card 3 requires staff first to receive the invoice, next to match the purchase order, then to obtain approval, and finally to release the payment record. Which sequence complies?

- 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. Workflow card 4 requires staff first to open the service ticket, next to verify the caller's details, then to assign the responsible unit, and finally to send the tracking number. Which sequence complies?

- 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. Workflow card 5 requires staff first to collect the daily totals, next to reconcile the subtotals, then to enter the verified amount, and finally to archive the worksheet. Which sequence complies?

- 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. Workflow card 6 requires staff first to review the leave request, next to confirm available balance, then to record the decision, and finally to notify the employee. Which sequence complies?

- 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. Workflow card 7 requires staff first to receive the supply delivery, next to compare the packing slip, then to record any shortage, and finally to store the accepted items. Which sequence complies?

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

28. Workflow card 8 requires staff first to identify the damaged fixture, next to secure the immediate area, then to submit the repair request, and finally to reopen the area after clearance. Which sequence complies?

- 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. Workflow card 9 requires staff first to read the meeting request, next to check participant availability, then to reserve the conference room, and finally to send the calendar invitation. Which sequence complies?

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

30. Workflow card 10 requires staff first to receive the records request, next to confirm authorization, then to retrieve the responsive file, and finally to document the release. Which sequence complies?

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

31. Workflow card 11 requires staff first to review the draft notice, next to correct factual errors, then to obtain final approval, and finally to distribute the approved notice. Which sequence complies?

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

32. Workflow card 12 requires staff first to log the complaint, next to classify its subject, then to refer it to the assigned unit, and finally to record the referral date. Which sequence complies?

- 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. Workflow card 13 requires staff first to count the cash drawer, next to compare the register total, then to report any discrepancy, and finally to complete the closing record. Which sequence complies?

- 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. Workflow card 14 requires staff first to review the maintenance schedule, next to confirm staff availability, then to assign the work order, and finally to post the final schedule. Which sequence complies?

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

35. Workflow card 15 requires staff first to receive the returned mail, next to verify the client record, then to update the mailing address, and finally to resend the notice. Which sequence complies?

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

36. Workflow card 16 requires staff first to check the application number, next to locate the matching case, then to attach the new document, and finally to update the case index. Which sequence complies?

- 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. Workflow card 17 requires staff first to review the incident notes, next to confirm the event time, then to prepare the summary, and finally to submit it to the supervisor. Which sequence complies?

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

38. Two inspection crews closed 187 and 76 checklist items. What is their combined total?

- A. 254
- B. 287
- C. 111
- D. 263

39. A bridge inventory contains 1000 tagged parts, and 25% require review. How many parts require review?

- A. 275
- B. 225
- C. 250
- D. 975

40. A storeroom packs 36 cartons with 30 safety tags per carton. How many tags are packed?

- A. 1116
- B. 1080
- C. 1050
- D. 66

41. A supervisor divides 1344 inspection labels equally among 24 workstations. How many labels go to each workstation?

- A. 80
- B. 32
- C. 1320
- D. 56

42. Two inspection crews closed 231 and 104 checklist items. What is their combined total?

- A. 335
- B. 326
- C. 359
- D. 127

43. A bridge inventory contains 1160 tagged parts, and 25% require review. How many parts require review?

- A. 315
- B. 265
- C. 290
- D. 1135

44. A storeroom packs 40 cartons with 28 safety tags per carton. How many tags are packed?

- A. 1160
- B. 1120
- C. 1092
- D. 68

45. A supervisor divides 1536 inspection labels equally among 24 workstations. How many labels go to each workstation?

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

46. Two inspection crews closed 275 and 132 checklist items. What is their combined total?

- A. 407
- B. 398
- C. 431
- D. 143

47. A bridge inventory contains 1320 tagged parts, and 25% require review. How many parts require review?

- A. 355
- B. 330
- C. 305
- D. 1295

48. A storeroom packs 44 cartons with 29 safety tags per carton. How many tags are packed?

- A. 1320
- B. 1247
- C. 73
- D. 1276

49. A supervisor divides 1728 inspection labels equally among 24 workstations. How many labels go to each workstation?

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

50. Two inspection crews closed 319 and 160 checklist items. What is their combined total?

- A. 470
- B. 503
- C. 479
- D. 159

51. A bridge inventory contains 1480 tagged parts, and 25% require review. How many parts require review?

- A. 370
- B. 395
- C. 345
- D. 1455

52. A storeroom packs 48 cartons with 30 safety tags per carton. How many tags are packed?

- A. 1488
- B. 1440
- C. 1410
- D. 78

53. A supervisor divides 1920 inspection labels equally among 24 workstations. How many labels go to each workstation?

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

54. At 9:08 a.m., a bridge employee is revising a nonurgent tracking sheet when the dispatch desk requests a route update needed within fifteen minutes. Routine messages are also pending. What is the best priority decision?

- 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 9:11 a.m., a bridge employee is revising a nonurgent tracking sheet when a public appointment begins early and the case folder must be retrieved. Routine messages are also pending. What is the best priority decision?

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

56. At 9:14 a.m., a bridge employee is revising a nonurgent tracking sheet when a supervisor needs a corrected total before approving today's report. Routine messages are also pending. What is the best priority decision?

- 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

57. At 9:17 a.m., a bridge employee is revising a nonurgent tracking sheet when the receiving area announces a delivery that requires immediate inspection. Routine messages are also pending. What is the best priority decision?

- 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

58. At 9:20 a.m., a bridge employee is revising a nonurgent tracking sheet when a crew requests confirmation of a work location before leaving the yard. Routine messages are also pending. What is the best priority decision?

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

59. At 9:23 a.m., a bridge employee is revising a nonurgent tracking sheet when the records counter needs a replacement receipt for a waiting customer. Routine messages are also pending. What is the best priority decision?

- 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 9:26 a.m., a bridge employee is revising a nonurgent tracking sheet when a deadline notice is returned for a missing authorization code. Routine messages are also pending. What is the best priority decision?

- 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 9:29 a.m., a bridge employee is revising a nonurgent tracking sheet when the operations desk asks for the current status of an active assignment. Routine messages are also pending. What is the best priority decision?

- 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

62. At 9:32 a.m., a bridge employee is revising a nonurgent tracking sheet when a vendor arrives for a scheduled access appointment. Routine messages are also pending. What is the best priority decision?

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

63. At 9:35 a.m., a bridge employee is revising a nonurgent tracking sheet when a manager requests a one-page summary for a meeting starting shortly. Routine messages are also pending. What is the best priority decision?

- 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 9:38 a.m., a bridge employee is revising a nonurgent tracking sheet when a field office reports that a transmitted document is unreadable. Routine messages are also pending. What is the best priority decision?

- 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 9:41 a.m., a bridge employee is revising a nonurgent tracking sheet when the supply desk needs approval to release materials to a waiting crew. Routine messages are also pending. What is the best priority decision?

- 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 9:44 a.m., a bridge employee is revising a nonurgent tracking sheet when a scheduled interview begins while the sign-in list is unavailable. Routine messages are also pending. What is the best priority decision?

- 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

67. At 9:47 a.m., a bridge employee is revising a nonurgent tracking sheet when a time-sensitive request must be logged before the daily cutoff. Routine messages are also pending. What is the best priority decision?

- 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

68. At 9:50 a.m., a bridge employee is revising a nonurgent tracking sheet when an employee calls to correct an error affecting today's schedule. Routine messages are also pending. What is the best priority decision?

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 1: Complete packets logged before 2:00 p.m. on Monday go out that day. Complete packets logged at or after 2:00 p.m. go out on Tuesday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 2: Complete packets logged before 3:05 p.m. on Tuesday go out that day. Complete packets logged at or after 3:05 p.m. go out on Wednesday. A packet without a recipient name is returned before routing.

- A. A complete packet received at 2:50 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 3:05 p.m. is distributed that day

71. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 3: Complete packets logged before 4:10 p.m. on Wednesday go out that day. Complete packets logged at or after 4:10 p.m. go out on Thursday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 4: Complete packets logged before 2:15 p.m. on Thursday go out that day. Complete packets logged at or after 2:15 p.m. go out on Friday. A packet without a recipient name is returned before routing.

- 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 2:15 p.m. is distributed that day
- D. A complete packet received at 2:05 p.m. on Thursday is distributed that day

73. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 5: Complete packets logged before 3:20 p.m. on Friday go out that day. Complete packets logged at or after 3:20 p.m. go out on Monday. A packet without a recipient name is returned before routing.

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

74. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 6: Complete packets logged before 4:25 p.m. on Monday go out that day. Complete packets logged at or after 4:25 p.m. go out on Tuesday. A packet without a recipient name is returned before routing.

- 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 at 4:15 p.m. on Monday is distributed that day
- D. A complete packet received exactly at 4:25 p.m. is distributed that day

75. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 7: Complete packets logged before 2:30 p.m. on Tuesday go out that day. Complete packets logged at or after 2:30 p.m. go out on Wednesday. A packet without a recipient name is returned before routing.

- 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 2:30 p.m. is distributed that day
- D. A complete packet received at 2:20 p.m. on Tuesday is distributed that day

76. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 8: Complete packets logged before 3:35 p.m. on Wednesday go out that day. Complete packets logged at or after 3:35 p.m. go out on Thursday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 9: Complete packets logged before 4:40 p.m. on Thursday go out that day. Complete packets logged at or after 4:40 p.m. go out on Friday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 10: Complete packets logged before 2:45 p.m. on Friday go out that day. Complete packets logged at or after 2:45 p.m. go out on Monday. A packet without a recipient name is returned before routing.

- 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 2:35 p.m. on Friday is distributed that day
- D. A complete packet received exactly at 2:45 p.m. is distributed that day

79. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 11: Complete packets logged before 3:50 p.m. on Monday go out that day. Complete packets logged at or after 3:50 p.m. go out on Tuesday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 12: Complete packets logged before 4:55 p.m. on Tuesday go out that day. Complete packets logged at or after 4:55 p.m. go out on Wednesday. A packet without a recipient name is returned before routing.

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

81. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 13: Complete packets logged before 2:00 p.m. on Wednesday go out that day. Complete packets logged at or after 2:00 p.m. go out on Thursday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 14: Complete packets logged before 3:05 p.m. on Thursday go out that day. Complete packets logged at or after 3:05 p.m. go out on Friday. A packet without a recipient name is returned before routing.

- 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. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 15: Complete packets logged before 4:10 p.m. on Friday go out that day. Complete packets logged at or after 4:10 p.m. go out on Monday. A packet without a recipient name is returned before routing.

- 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 exactly at 4:10 p.m. is distributed that day
- D. A complete packet received at 4:00 p.m. on Friday is distributed that day

84. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 16: Complete packets logged before 2:15 p.m. on Monday go out that day. Complete packets logged at or after 2:15 p.m. go out on Tuesday. A packet without a recipient name is returned before routing.

- A. Every packet received on Monday is distributed on Tuesday
- B. A complete packet received at 2:05 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 2:15 p.m. is distributed that day

85. Based only on the routing bulletin, which conclusion is supported? Routing bulletin 17: Complete packets logged before 3:20 p.m. on Tuesday go out that day. Complete packets logged at or after 3:20 p.m. go out on Wednesday. A packet without a recipient name is returned before routing.

- 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 3:10 p.m. on Tuesday is distributed that day
- D. A complete packet received exactly at 3:20 p.m. is distributed that day

86. Which sentence most clearly and correctly describes the analyst's work for the payroll unit?

- A. The analyst reviewed the report, corrected two entries and, forwarded it to the payroll unit.
- B. Reviewing the report, two entries corrected the analyst before forwarding to the payroll unit.
- C. The analyst review the report, correct two entry, and forwards it to the payroll unit.
- D. The analyst reviewed the report, corrected two entries, and forwarded it to the payroll unit.

87. Which sentence most clearly and correctly describes the analyst's work for the records unit?

- A. The analyst reviewed the schedule, corrected two entries, and forwarded it to the records unit.
- B. The analyst reviewed the schedule, corrected two entries and, forwarded it to the records unit.
- C. Reviewing the schedule, two entries corrected the analyst before forwarding to the records unit.
- D. The analyst review the schedule, correct two entry, and forwards it to the records unit.

88. Which sentence most clearly and correctly describes the analyst's work for the operations unit?

- A. The analyst reviewed the invoice, corrected two entries and, forwarded it to the operations unit.
- B. The analyst reviewed the invoice, corrected two entries, and forwarded it to the operations unit.
- C. Reviewing the invoice, two entries corrected the analyst before forwarding to the operations unit.
- D. The analyst review the invoice, correct two entry, and forwards it to the operations unit.

89. Which sentence most clearly and correctly describes the analyst's work for the procurement unit?

- A. The analyst reviewed the request, corrected two entries, and forwarded it to the procurement unit.
- B. The analyst reviewed the request, corrected two entries and, forwarded it to the procurement unit.
- C. Reviewing the request, two entries corrected the analyst before forwarding to the procurement unit.
- D. The analyst review the request, correct two entry, and forwards it to the procurement unit.

90. Which sentence most clearly and correctly describes the analyst's work for the facilities unit?

- A. The analyst reviewed the record, corrected two entries and, forwarded it to the facilities unit.
- B. Reviewing the record, two entries corrected the analyst before forwarding to the facilities unit.
- C. The analyst reviewed the record, corrected two entries, and forwarded it to the facilities unit.
- D. The analyst review the record, correct two entry, and forwards it to the facilities unit.

91. Which sentence most clearly and correctly describes the analyst's work for the personnel unit?

- A. The analyst reviewed the report, corrected two entries and, forwarded it to the personnel unit.
- B. Reviewing the report, two entries corrected the analyst before forwarding to the personnel unit.
- C. The analyst review the report, correct two entry, and forwards it to the personnel unit.

D. The analyst reviewed the report, corrected two entries, and forwarded it to the personnel unit.

92. Which sentence most clearly and correctly describes the analyst's work for the budget unit?

A. The analyst reviewed the schedule, corrected two entries and, forwarded it to the budget unit.

B. The analyst reviewed the schedule, corrected two entries, and forwarded it to the budget unit.

C. Reviewing the schedule, two entries corrected the analyst before forwarding to the budget unit.

D. The analyst review the schedule, correct two entry, and forwards it to the budget unit.

93. Which sentence most clearly and correctly describes the analyst's work for the legal unit?

A. The analyst reviewed the invoice, corrected two entries and, forwarded it to the legal unit.

B. The analyst reviewed the invoice, corrected two entries, and forwarded it to the legal unit.

C. Reviewing the invoice, two entries corrected the analyst before forwarding to the legal unit.

D. The analyst review the invoice, correct two entry, and forwards it to the legal unit.

94. Which sentence most clearly and correctly describes the analyst's work for the training unit?

A. The analyst reviewed the request, corrected two entries and, forwarded it to the training unit.

B. Reviewing the request, two entries corrected the analyst before forwarding to the training unit.

C. The analyst reviewed the request, corrected two entries, and forwarded it to the training unit.

D. The analyst review the request, correct two entry, and forwards it to the training unit.

95. Which sentence most clearly and correctly describes the analyst's work for the safety unit?

A. The analyst reviewed the record, corrected two entries and, forwarded it to the safety unit.

B. Reviewing the record, two entries corrected the analyst before forwarding to the safety unit.

C. The analyst review the record, correct two entry, and forwards it to the safety unit.

D. The analyst reviewed the record, corrected two entries, and forwarded it to the safety unit.

96. Which sentence most clearly and correctly describes the analyst's work for the support unit?

- A. The analyst reviewed the report, corrected two entries, and forwarded it to the support unit.
- B. The analyst reviewed the report, corrected two entries and, forwarded it to the support unit.
- C. Reviewing the report, two entries corrected the analyst before forwarding to the support unit.
- D. The analyst review the report, correct two entry, and forwards it to the support unit.

97. Which sentence most clearly and correctly describes the analyst's work for the scheduling unit?

- A. The analyst reviewed the schedule, corrected two entries, and forwarded it to the scheduling unit.
- B. The analyst reviewed the schedule, corrected two entries and, forwarded it to the scheduling unit.
- C. Reviewing the schedule, two entries corrected the analyst before forwarding to the scheduling unit.
- D. The analyst review the schedule, correct two entry, and forwards it to the scheduling unit.

98. Which sentence most clearly and correctly describes the analyst's work for the audit unit?

- A. The analyst reviewed the invoice, corrected two entries and, forwarded it to the audit unit.
- B. Reviewing the invoice, two entries corrected the analyst before forwarding to the audit unit.
- C. The analyst reviewed the invoice, corrected two entries, and forwarded it to the audit unit.
- D. The analyst review the invoice, correct two entry, and forwards it to the audit unit.

99. Which sentence most clearly and correctly describes the analyst's work for the intake unit?

- A. The analyst reviewed the request, corrected two entries and, forwarded it to the intake unit.
- B. Reviewing the request, two entries corrected the analyst before forwarding to the intake unit.
- C. The analyst review the request, correct two entry, and forwards it to the intake unit.
- D. The analyst reviewed the request, corrected two entries, and forwarded it to the intake unit.

100. Which sentence most clearly and correctly describes the analyst's work for the quality assurance unit?

- A. The analyst reviewed the record, corrected two entries and, forwarded it to the quality assurance unit.
- B. The analyst reviewed the record, corrected two entries, and forwarded it to the quality assurance unit.
- C. Reviewing the record, two entries corrected the analyst before forwarding to the quality assurance unit.
- D. The analyst review the record, correct two entry, and forwards it to the quality assurance unit.

Practice Exam 9: Answer Key and Explanations

1. **C** — BRG-4810-06-7 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
2. **B** — OPS-4847-07-8 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
3. **A** — TOL-4884-08-9 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
4. **D** — RTE-4921-09-0 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
5. **A** — YRD-4958-01-1 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
6. **B** — BRG-4995-02-2 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
7. **C** — OPS-5032-03-3 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

8. D — TOL-5069-04-4 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

9. C — RTE-5106-05-5 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

10. B — YRD-5143-06-6 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

11. D — BRG-5180-07-7 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

12. A — OPS-5217-08-8 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

13. A — TOL-5254-09-9 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

14. C — RTE-5291-01-0 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

15. D — YRD-5328-02-1 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

16. B — BRG-5365-03-2 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

17. C — OPS-5402-04-3 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

18. A — TOL-5439-05-4 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

19. B — RTE-5476-06-5 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

20. D — YRD-5513-07-6 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

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

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

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

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

32. 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. 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. A — The valid sequence begins with review the maintenance schedule, followed by confirm staff availability, assign the work order, and post the final schedule. Every prerequisite is preserved. Each

alternative reverses at least one required dependency, so it cannot satisfy all three rules even when the remaining actions appear sensible in isolation.

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

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

38. D — Applying the operation described in the stem gives 263. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

39. C — Applying the operation described in the stem gives 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

40. B — Applying the operation described in the stem gives 1080. 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. D — 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

42. A — Applying the operation described in the stem gives 335. 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 290. 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 1120. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

45. C — Applying the operation described in the stem gives 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

46. A — Applying the operation described in the stem gives 407. 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 330. 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 1276. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

49. D — Applying the operation described in the stem gives 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

50. C — Applying the operation described in the stem gives 479. 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 370. 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 1440. 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. C — Applying the operation described in the stem gives 80. The quantities must be combined exactly as stated rather than estimated or mixed with an unrelated operation. The distractors reflect common mistakes such as subtracting, using the wrong percentage base, or changing only one quantity instead of completing the calculation. Checking

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

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

56. 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.

57. 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.

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

59. 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. 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.

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

63. 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. 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.

67. 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.

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. A — 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. D — 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. A — 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. C — 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. D — 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. C — 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. B — 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. D — 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. B — 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. C — 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. 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.

88. B — The correct sentence uses a clear subject, consistent past-tense verbs, parallel actions, accurate agreement, and appropriate comma placement. The first distractor inserts an unnecessary comma, the

second creates an illogical modifier and unclear actor, and the third mixes verb tenses while using an incorrect singular noun after the number two.

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90. 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.

91. 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.

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99. 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.

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