



Electoral Staff - Assessment

DO NOT WRITE IN THIS SPACE

	Score	Possible	
Part 1	10	Raw Score = /30
Part 2	10	
Part 3	10	
Total	30	

1

2

3

4

5

0-6

7-12

13-16

19-24

25-30

Your name

This assessment of three parts is designed to assist Returning Officers to appoint suitable staff, who are not known to them, to carry out important duties for the election and/or poll.

PART 1

Determine whether the filing is correct for each of the ten groups below.
If you think there is an error, rewrite the group correctly from the lowest to the highest.
If you think the filing is correct do not write anything.

e.g.

74,756

.....

74,756

593,840

.....

74,76

5

.....

594,965

.....

74,763

.....

74,765

599,058

.....

LEFT BLANK BECAUSE ORDER IS CORRECT

- 1

8644,630

.....

8,634,630

.....

8,734,630

.....
- 2

134,562

.....

135,161

.....

136,052

.....
- 3

H3 14

.....

H352

.....

H242

.....
- 4

700-889

.....

000-089

.....

300-489

.....
- 5

11 670 050

.....

11 582 050

.....

11 586 050

.....
- 6

4,464,550

.....

4,466,682

.....

4,466,688

.....
- 7

77631-12W

.....

77731-12W

.....

77531-12W

.....
- 8

866120-34K

.....

866057-34K

.....

865972-32K

.....
- 9

28T 163 84

.....

28¹. 163 11

.....

28T 163 118

.....
- 10

28,458

.....

28,467

.....

28,464

.....

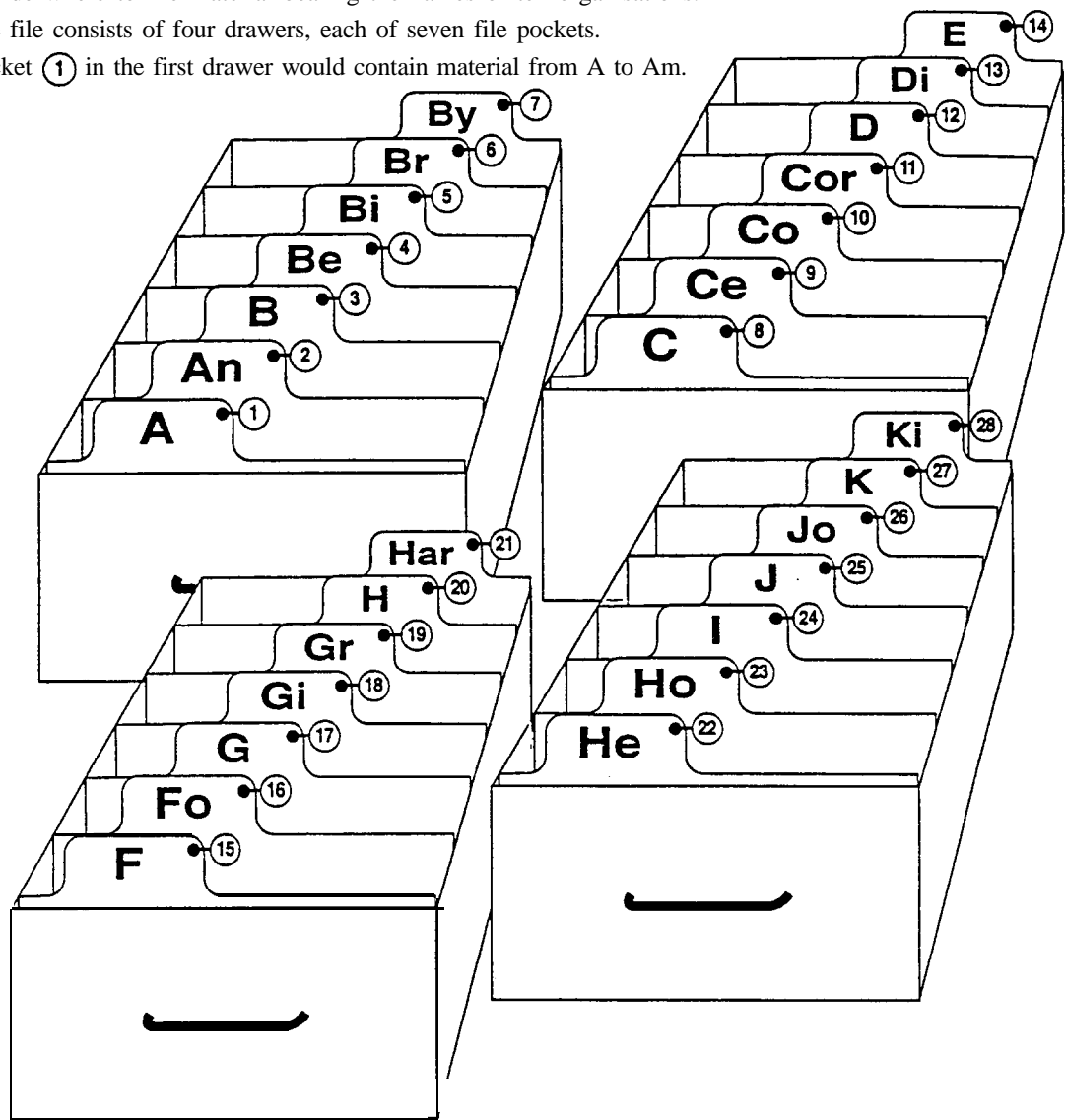
SCORE

Possible

10

PART 2

Decide where to file material bearing the names of ten organisations.
The file consists of four drawers, each of seven file pockets.
Pocket ① in the first drawer would contain material from A to Am.



Write the number of the file pocket in which correspondence should be placed for each of the organisations listed below.

e.g. Blair Engraving Co would go in the pocket "Bi" file pocket "5" answered like this

5

Gurneys Dispensary would go in the pocket "Gr" file pocket "19" answered like this

19

- | | | | | | |
|-------------------------------|--|--|----------------------------------|--|--|
| 1 Copelands Book Shop | <table border="1"><tr><td></td></tr></table> | | 6 Human Dynamo Services | <table border="1"><tr><td></td></tr></table> | |
| | | | | | |
| | | | | | |
| 2 Gottesman Property Services | <table border="1"><tr><td></td></tr></table> | | 7 Defensive Driving Company | <table border="1"><tr><td></td></tr></table> | |
| | | | | | |
| | | | | | |
| 3 Ascent Corporation | <table border="1"><tr><td></td></tr></table> | | 8 Khull Refining Company | <table border="1"><tr><td></td></tr></table> | |
| | | | | | |
| | | | | | |
| 4 Johnston Road Sweepers | <table border="1"><tr><td></td></tr></table> | | 9 Cloves Plumbing Services | <table border="1"><tr><td></td></tr></table> | |
| | | | | | |
| | | | | | |
| 5 Buxton Automotive Services | <table border="1"><tr><td></td></tr></table> | | 10 Friedlander Cleaning Services | <table border="1"><tr><td></td></tr></table> | |
| | | | | | |
| | | | | | |

Score	Possible
.....	10

PART 3

An important duty of staff is to locate voter's names on the electoral roll.

NOTE - In determining alphabetical order in electoral roll, the prefixes "M", "Mac", and "Mc" are all treated as "Mac" and the next letter in the name determines the position of the entry. similarly, names such as 'Mace", "Machell", "Machin", "Mchklin", etc. are included with the above listings and the fourth letter of such surnames determines their position.

Determine whether the alphabetical order of surnames is correct for each of the ten groups below.

If you think there is an error rewrite the group correctly in alphabetical order.

If you think the order is correct do not write anything.

e.g. McLaughlin
 McLaren
 Mackness

Correct answer: **Mackness**
McLaren
McLaughlin

1

Dennis
Deller
De Ryke

2

Iles

Innes

lorangi

3

Odriscoll
 O'Malley
 O'Connell

Johnstone _____
Johnson _____
Johnston _____

5

Moyle

Mo yes

Mowat

6

McKissack
Mackrell
McLaren

7

McKeown

Machon

McIntosh

8

Crimmins

Crawshaw

Croker

9

White

Whitechurch

Whitehead

Maaka
McCo ||
McCarthy
.....

Score	possible
	10