

TESTING PREP RESOURCES

General Test Strategies and Preparation

1. Casbarro, J. (2003). *Test Anxiety & What You Can Do About It*. National Professional Resources, Inc.
2. Driscoll, R. (2003). *Tame test anxiety: Proven Anxiety Reduction Training* [Abridged Audio CD]. Frontiers Pr.
3. Flippo, R. F. (2000). *Testwise* (2nd Edition). Torrance, CA: Good Apple/Frank Schaffer Publications.
4. Gilbert, S. D. (1998). *How To Do Your Best on Tests*. HarperTrophy.

Assembly: Test measures ability to visualize the properly assembled form of an object.

1. Wiesman, J. (2003). *How to Prepare for the Mechanical Aptitude and Spatial Relations Test*. Hauppauge, NY: Barron's Educational Series, Incorporated.
2. Levy, J. & Levy N. (2001). *Mechanical Aptitude and Spatial Relations Test*. Lawrenceville, NJ: Peterson's.

Basic Mathematics: Test assesses basic math abilities including addition, subtraction, multiplication, and division as well as utilize percentages.

1. Carman, R., & Carman, M. (2001). *Quick Arithmetic: A Self-Teaching Guide*. Hoboken, New Jersey: Wiley, John & Sons, Incorporated.
2. Covington, J., Ewen, I., J. Kaplan, Smith. D., & Weinfield, M. Kaplan *Essential Review: High School Mathematics I*. New York: Kaplan.
3. Hearne, S. & Arshaghi, A. (2004). *Basic Math Refresher: Everyday Math for Everyday People*. Research & Education Assn.
4. Howett, J. (2003). *GED Mathematics Workbook*. New York: McGraw-Hill Companies, The.
5. Learning Express, & Tarbell, S. (1999). *1001 Math Problems*. Garden Grove, CA: learning Express, LLC.

Online Resources for Basic Mathematics

Resources for basic mathematics are available on the Internet. You can find the current Web address to these and other online resources by using a search engine such as Google® at www.google.com.

1. AAA Math
2. Math Online
3. Ed Helper
4. ASAP Tutor

Classifying Test and Filing/Sorting Test: These tests assess basic clerical job skills

1. Bobrow, J. (2002). *Civil Service Clerical Exams (Barron's How to Prepare for the Civil Service Examinations)*. Arco Publishers.
2. Czukor, J. (2001). *Arco Beginning Clerical Worker (Arco Civil Service Test Tutor)*. Arco Publishers.
3. Steinberg, E. P. (1996). *Clerical Exams Handbook/Sample Tests, Job Descriptions*. Arco Publishers.

Online Resources for Classifying and Filing/Sorting

Resources for classifying and filing/sorting are available on the Internet. You can find the current Web address to these and other online resources by using a search engine such as Google® at www.google.com.

1. Amby Clerical Tests

Graphic Arithmetic: Test measures ability to solve arithmetic problems by using information from drawings.

1. Hildebrand, F., & Buck, D. (1990). *Math-O-Graphs: Graphic Organizers for Mathematics*. Critical Thinking Books & Software.
2. Zike, D. (1999). *Big Book of Math Graphics*. San Antonio, TX: Dinah-Might Adventures, LP.

Graphic Problem Solving: Test measures the ability to use numerical information presented in illustrations to solve practical arithmetic problems.

1. Douglas-Young, J. (1988). *Complete Guide to Reading Schematic Diagrams*. Upper Saddle River, New Jersey: Prentice Hall PTR.
2. Mitchell, R., & Prickel, D. (1983). *Graphs, Tables, Schedules, and Maps: The Real World of Adult Math*, Number Power Ser. #5. New York: McGraw-Hill.

Interpreting Diagrams: Test measures ability to use symbols and codes to locate objects on a map or diagram, and to determine the object's status.

1. Douglas-Young, J. (1988). *Complete Guide to Reading Schematic Diagrams*. Upper Saddle River, New Jersey: Prentice Hall PTR.
2. *Guide to Reading Tables, Charts, and Graphs* (2000). Addison-Wesley Longman
3. Mitchell, R., & Prickel, D. (1983). *Graphs, Tables, Schedules, and Maps: The Real World of Adult Math*, Number Power Ser. #5. New York: McGraw-Hill.

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Mathematical Usage: Test measures ability to solve basic mathematical problems from information provided at the beginning of the test.

1. Abbott, P. (2003). *Teach Yourself Algebra*. New York: McGraw-Hill.
2. Berry, J., Graham, T., & Berry, E. (2003). *Schaum's A-Z Mathematics*. New York: McGraw-Hill.
3. Carman, R., & Carman, M. (2001). *Quick Arithmetic: A Self-Teaching Guide*. Hoboken, New Jersey: Wiley, John & Sons, Incorporated.
4. Covington, J., Ewen, I., J. Kaplan, Smith. D., & Weinfield, M. Kaplan *Essential Review: High School Mathematics I*. New York: Kaplan.

Mechanical Concepts: Test measures ability to understand mechanical principles. Each question contains a pictorial description of a mechanical situation.

1. Beiser, A. (2003). *Applied Physics Crash Course*. New York: McGraw-Hill.
2. Lawler, J., & Powers, R. (2003). *ASVAB for Dummies*. New York, NY: Wiley Publishing, Inc.
3. Marget, R., & Ludescher, M. (1998). *Basic Mechanics Book*.
4. McGraw-Hill's GED. (2004). *Pre-GED*. New York: McGraw-Hill.

Reading Comprehension: Test measures ability to read and understand written materials.

1. Allington, R. L. (2000). *What Really Matters for Struggling Readers: Designing Research-Based Programs*. Longman.
2. Boone, R. S. (1995). *What You Need to Know About Developing Your Test-Taking Skills: Reading Comprehension*. Chicago: NTC/Contemporary Publishing Company.
3. Burke, C. L., Goodman, Y. M., & Watson, D. J. (1996). *Reading Strategies; Focus on Comprehension* (2nd ed.). Katonah, NY: Richard C. Owen publications incorporated.
4. Chelsa, E., & Learning Express (2001). *501 Reading Comprehension Questions* (2nd ed.). Garden Grove, CA: Learning Express, LLC.

Reasoning from Rules: Test measures ability to read and apply rules, to make decisions, and to troubleshoot a logic network.

1. Chesla, E. (2002). *Reasoning Skills Success in 20 Minutes a Day*. New York, NY: Learning Express.
2. Lochhead, J. (2001). *Thinkback : A User's Guide to Minding the Mind*. Mahwah, N.J. : L. Erlbaum Associates.
3. Whimbey A., & Lochhead, J. (1999). *Problem Solving and Comprehension*. Mahwah, N.J. : Lawrence Erlbaum Associates.

Spelling/Grammar Test: Test assesses basic spelling and grammar abilities.

1. Baugh, L. S. (2005). *Essentials of English Grammar: The Quick Guide to Good English*. McGraw-Hill Companies, The.
2. *Daily Warm-Ups: Spelling & Grammar*. Walch, J. Weston Publisher.
3. *Five Minute Spelling* (2005). Barnes & Noble Books.
4. Terban M. &, Spacek P. (1994). *Checking Your Grammar*. Scholastics Inc.

Online Resources for Spelling and Grammar

Resources for spelling and grammar are available on the Internet. Some example resources are listed below. You can find the current Web address to these and other online resources by using a search engine such as Google® at www.google.com.

1. Ask Oxford
2. E.L. Easton
3. Grammarstation
4. The Purdue University Online Writing Lab

Tables & Graphs: Test measures speed and accuracy in reading tables and graphs.

1. Douglas-Young, J. (1988). *Complete Guide to Reading Schematic Diagrams*. Upper Saddle River, New Jersey: Prentice Hall PTR.
2. Mitchell, R., & Prickel, D. (1983). *Graphs, Tables, Schedules, and Maps: The Real World of Adult Math*, Number Power Ser. #5. New York: McGraw-Hill.
3. Childs R. (1987). *Maths 2: Home Tests in Basic Mathematics : Understanding Numbers, Shapes, Angles, Measures, Statistics, Tables and Graphs* (Practice Together). London, England: Pan Macmillan Publishing.
4. Arco (1980). *Graph, Chart, and Table Interpretation for Test-Takers: The Complete Test-Tutor for Scoring High*. United States: Arco.