

CIVIL SERVICE PRACTICE TEST

Free Test Questions with Answers Explained



Civil Service Sample Test

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1. Robert got lost in the city and is trying to find his way out. If he learns that the below statements are factual, which of the response options also must be true?

Church is closer than shopping mall.

Railroad station is closer than square.

Square is farther than shopping mall.

Park is farther than railroad station.

- A) Railroad station is closest marker.
 - B) Church is closer than square.
 - C) Railroad station is farther than church.
 - D) Square and park are evenly distant.
 - E) Shopping mall is farther than park.
2. You have been tasked by your supervisor to get important paperwork handled by Friday. Due to your other tasks, you feel you may not meet the deadline. Which of the following would you be most likely to do?
 - A) Ask your supervisor for deadline extension.
 - B) Ask one of your co-workers to help you.
 - C) Report this issue to the supervisor as it is.
 - D) Find reasons to prove there is something wrong with the paperwork.
 - E) E.Rush through the task just to meet the deadline.

3. Use the verb in brackets in the correct grammatical tense:

As team A was working on the most urgent project, team B (finish) a more strategic project.

- A) finished
- B) was finishing
- C) would finish
- D) would be finishing
- E) had finished

4. Select which one of the opposing statements applies most to you and rate it:



5. You have been offered by your supervisor to undergo a corporate training. The training takes place during your free time. You have to make the decision tomorrow. Which of the following would you be most likely to do?

- A) Analyze how much this training contributes to your career goals.
- B) Prioritize your current workload over the offer.
- C) Say yes to the offer without thinking it over.
- D) Refuse the offer without thinking it over.
- E) Accept the offer but ask your supervisor to assign your current workload to someone else.

6. John lost his friend at the party and is trying to find her. If he learns that the below statements are factual, which of the response options also must be true?

Monica saw John's friend earlier than Jennifer.

Abigail saw John's friend earlier than Rachael.

Rachael saw John's friend later than Jennifer.

Susy saw John's friend later than Abigail.

- A) Abigail saw John's friend earliest.
- B) Monica saw John's friend earlier than Rachael.
- C) Abigail saw John's friend later than Monica.
- D) Rachael and Susy saw John's friend at the same time.
- E) Jennifer saw John's friend later than Susy.
7. Your team has been tasked with an important and urgent project. Everyone on your team is doing their part except for one co-worker of yours. Which of the following would you be most likely to do?
- A) Redistribute the workload among those team members who do their part diligently.
- B) Remind the problem co-worker of the sanctions.
- C) Try to lure your co-worker with incentives.
- D) Report the issue to your team supervisor.
- E) Approach the problem co-worker about the issue.
8. Select which one of the opposing statements applies most to you and rate it:



9. Your supervisor has tasked you with handling important documentation. Once you have submitted it, he claimed that you lost one of the crucial documents while you know it is not true. Which of the following would you be most likely to do?
- A) Take sole responsibility for the issue.
 - B) Report the issue to your supervisor's superiors.
 - C) Ask your supervisor to not fire you.
 - D) Argue with your supervisor that it is not your fault.
 - E) Try to find the missing document in the office.
10. You have been tasked by your sales supervisor to sell the company product. At some point you find out that the product is deficient. Your sales statistics takes a dive and you try to decide what to do. Which of the following would you be most likely to do?
- A) Try to approach sales prospects in new creative ways.
 - B) Learn new sales tactics.
 - C) Discuss the issue with your sales supervisor as is.
 - D) Stop overthinking it and keep selling the product despite the statistics.
 - E) Leave things as they are.
11. Use the verb in brackets in the correct grammatical tense:
- By the time the company's code of conduct will be upgraded, the corporate training regarding it (complete).*
- A) will be completed
 - B) will complete
 - C) will have completed
 - D) will have been completed
 - E) will be completing

12. Select which one of the opposing statements applies most to you and rate it:

I enjoy leading others and taking initiative	Agree	Slightly agree	Slightly agree	Agree	I prefer to follow detailed and clear instructions
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13. You have become a witness to questionable behaviors by one of your co-workers. You have checked the company's code of conduct and found out that his behaviors contradict company's ethics. Which of the following would you be most likely to do?

- A) Share a copy of the company's code of conduct with your co-worker.
- B) Discuss the incident with your supervisor.
- C) Pretend you didn't see anything.
- D) Discuss your co-worker's behaviors with other co-workers.
- E) Try to moralize your co-worker yourself.

14. Use the verb in brackets in the correct grammatical tense:

By the time our department supervisor was fired, the company (suffer) a significant reputation damage.

- A) suffered
- B) was suffering
- C) would suffer
- D) had suffered
- E) would be suffering

15. Your supervisor has been piling workload on you while some of your co-workers didn't receive a similar treatment. You believe there is favoritism going on in your department. Which of the following would you be most likely to do?
- A) Discuss this issue directly with your supervisor first.
 - B) Disregard the issue.
 - C) Go straight to your supervisors superiors about the issue.
 - D) Try to get your co-workers to share your workload.
 - E) Start performing worse just like your other co-workers.
16. Select which one of the opposing statements applies most to you and rate it:

When I make mistakes I tend to analyze the reasons for them	Agree	Slightly agree	Slightly agree	Agree	When I make mistakes I try to focus on possible solutions to them
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17. Your supervisor has tasked you and your co-worker with preparing tomorrow's presentation. Your co-worker didn't treat the task seriously and you ended up preparing the whole presentation alone. During the day of presentation your co-worker took all the credit. Which of the following would you be most likely to do?
- A) Discuss this issue with your supervisor immediately after the presentation.
 - B) Disregard the issue.
 - C) Go straight to your supervisor's superiors about the issue.
 - D) Refuse such tasks next time.
 - E) Discuss this issue with your co-workers first.

18. Your supervisor has been using inappropriate language with you co-workers recently. Your co-workers believe that this behavior is normal for your supervisor and don't see it as an issue. Which of the following would you be most likely to do?
- A) Go straight to your supervisor's superiors with this issue.
 - B) Try to approach your supervisor about the issue first.
 - C) Treat your own conduct at the company less seriously.
 - D) Ask your supervisor for favors in exchange for your silence about the issue.
 - E) Disregard the issue.
19. One of your co-workers has been abusing company's office equipment. The issue has come to your attention. Which of the following would you be most likely to do?
- A) Cover for your co-worker.
 - B) Discuss this issue with your office manager.
 - C) Ask a favor from your co-worker in exchange for your silence.
 - D) Speak with your other co-workers about the issue.
 - E) Disregard the issue.
20. Select which one of the opposing statements applies most to you and rate it:

Rules and regulations make me feel less anxious	Agree	Slightly agree	Slightly agree	Agree	Strict work environments tend to drain me emotionally
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Explained Answers:

1. Based on the facts provided, square is farther than shopping mall, and shopping mall is farther than church. Shopping mall is the key piece of information that allows to compare square and church. With this information, the statement that square is farther than church is the accurate choice (option B).
2. In situational judgement assessments, there are typically no right or wrong answers. Some response options may still speak of you as a potential job prospect better than other response options. In this case, options A, B, and C demonstrate stronger work ethic than options D and E.
3. Option B is the correct answer since Past Continuous tense is needed in this case.
4. Personality assessments imply no "right" or "wrong" response options. They simply determine how much your individual personality style suits the demands of the job you are applying for. If you agree with the statement to the left - you will be seen as someone possessing team-working aptitude. If you agree with the statement to the right - you will be considered suited for jobs requiring individual effort.
5. There are no right or wrong response options in situational judgement assessments. Some response options, though, may speak of you as a job candidate better than others. In this case, options A and B demonstrate strongest work ethic. Options C, D, and E may or may not be considered acceptable depending on the test psychometrics.
6. Based on the facts provided, Rachael saw John's friend later than Jennifer, and Jennifer saw John's friend later than Monica. Jennifer is the key piece of information that allows to compare Rachael and Monica. With this information, the statement that Rachael saw John's friend later than Monica is the accurate choice (option B).
7. Situational judgement assessments imply that there may not be any right or wrong response options to choose from. Some response options, however, may showcase your aptitude better than others. In this case, options D and E broadcast your good work ethic while options A, B, and C do not.

8. Personality assessments imply no "right" or "wrong" response options. They simply determine how much your individual personality style suits the demands of the job you are applying for. If you agree with the statement to the left - you showcase that you have strong inductive reasoning. If you select the statement to the right - you will broadcast that you are stronger in deductive reasoning.
9. Situational judgement assessments are designed in such a way that there are no right or wrong response options. Certain response options still showcase your aptitude for a given job position better than others. In this case, option B can be considered as demonstrating strongest work ethic while the remaining options are not.
10. Since this question is based on the psychometrics of a situational judgement assessment, there may be no right or wrong response options to it. Some response options will still tend to showcase your aptitude better than others. In this case, options A, B, and C broadcast your strong work ethic while options D and E do not speak well of you as a potential job prospect.
11. Option D is the correct answer since both Future Perfect tense and passive voice are needed in this case.
12. Personality assessments imply no "right" or "wrong" response options. They simply determine how much your individual personality style suits the demands of the job you are applying for. If you agree with statement to the left - you showcase you are more suited for supervisory and managerial roles. If you agree with statement to the right - you broadcast your aptitude for works where following instructions is crucial.
13. There can be no right or wrong response options in situational judgement assessments. Some response options, though, tend to speak better of you than others. In this case, options A and B demonstrate strongest work ethic while all the remaining response options do not.
14. Option D is the correct answer since Past Perfect tense is needed in this case.

15. Situational judgement assessments tend to imply that there is no “right” response option. More often than not, however, some response options still tend to showcase your aptitude better than others. In this case, options A and C may be considered as the ones displaying strongest work ethic. The remaining response options are inferior when it comes to work ethic.
16. Personality assessments imply no “right” or “wrong” response options. They simply determine how much your individual personality style suits the demands of the job you are applying for. If you agree with the statement to the left - you display that you are a problem-oriented person. If you agree with the statement to the right - you demonstrate that you are a solution-drive person.
17. More often than not, there are no right or wrong response options when it comes to situational judgement assessments. Some options may speak better of you as a job candidate nonetheless. In this case, option A seems to broadcast strongest work ethic as opposed to all the other remaining options.
18. There are often no “right” or “wrong” response options when it comes to situational judgement assessments, certain response options tend to speak better of you than others. In this case, options A and B demonstrate strongest work ethic. The remaining options don't speak well of you as a job candidate.
19. Situational judgement assessments usually do not imply that there are any right or wrong options. Most of the time, however, certain response options do speak better of you than others. In this case, the best response option to consider when it comes to showcasing strong work ethic is option B. All the other remaining response options speak worse of you.
20. Personality assessments imply no “right” or “wrong” response options. They simply determine how much your individual personality style suits the demands of the job you are applying for. If you agree with the statement to the left - you display that you are well-suited for environments with strict regulations. If you agree with the statement to the right - you broadcast yourself as a professional capable of creative roles.