

Free Clerical Aptitude Test

10 questions with a worked solution for every one

This is a full-length practice test. Work through it under exam conditions if you can: give yourself 10 minutes and avoid checking the answers as you go. Every question is multiple choice with exactly one correct answer.

The worked solutions start after the last question. They show the method step by step and explain every wrong option, so a question you get wrong tells you something.

Questions	10
Suggested time limit	10 minutes
Format	Multiple choice, four options
Answers	Included, with full worked solutions

Take this test online with instant marking at www.practiceaptitudetests.com

Free, no sign-up required.

Written by Guy Thornton. Updated 20 July 2026.

Questions

QUESTION 1 OF 10

The original reference reads 7GQ-40183-BX. Which copy below is an exact match to the original?

- A) 7GQ-40138-BX
 - B) 7GQ-40183-BX
 - C) 7GO-40183-BX
 - D) 7GQ-40183-8X
-

QUESTION 2 OF 10

In each pair below, the left entry is compared with the right entry. In which pair do the two entries differ?

- A) 4821-6607 and 4821-6607
 - B) INVOICE-2291 and INVOICE-2291
 - C) Whitmore, J and Whitmore, J
 - D) 5530-9184 and 5530-9148
-

QUESTION 3 OF 10

How many times does the letter "a" appear in the phrase: banana canal harbour?

- A) 6
 - B) 5
 - C) 7
 - D) 3
-

QUESTION 4 OF 10

Which of these surnames would come first in a strict alphabetical filing order?

- A) Paterson
 - B) Patton
 - C) Patel
 - D) Patterson
-

QUESTION 5 OF 10

A customer record should read exactly - Name: Okoro, Reference: 5521, Site code: LS9. Which option below matches the record on all three fields?

- A) Okoro, 5521, LS9
 - B) Okoro, 5512, LS9
 - C) Okora, 5521, LS9
 - D) Okoro, 5521, L59
-

QUESTION 6 OF 10

Three of the following four codes are identical and one differs. Which code differs from the others?

- A) XR-4490-TT
 - B) XR-4490-TT
 - C) XR-4490-TF
 - D) XR-4490-TT
-

QUESTION 7 OF 10

A form shows the number 6043. Which option shows that same number with a thousands separator inserted correctly?

- A) 60,43
 - B) 604,3
 - C) 6,43
 - D) 6,043
-

QUESTION 8 OF 10

List A reads 331, 337, 373, 313. List B should hold the same four values in the same order but reads 331, 337, 373, 331. Which value in List B is wrong?

- A) The second value, 337
 - B) The fourth value, 331 (should be 313)
 - C) The third value, 373
 - D) The lists match exactly
-

QUESTION 9 OF 10

Which option exactly matches the string aP3-kM9-tQ2, treating upper and lower case as different?

- A) aP3-kM9-tQ2
 - B) ap3-kM9-tQ2
 - C) aP3-kN9-tQ2
 - D) aP3-kM9-tO2
-

QUESTION 10 OF 10

A till receipt lists three items priced £3.40, £2.75 and £1.85. Which stated total is correct?

- A) £6.15
 - B) £8.10
 - C) £7.00
 - D) £8.00
-

Answers and worked solutions

Every wrong option is explained too, not just the correct answer.

Question 1

Correct answer: B) 7GQ-40183-BX

Compare each copy character by character against 7GQ-40183-BX. The copy 7GQ-40138-BX transposes the digits 83 to 38 in the middle block. The copy 7GO-40183-BX replaces the letter Q with the look-alike letter O. The copy 7GQ-40183-8X replaces the letter B with the look-alike digit 8. Only 7GQ-40183-BX matches every character.

Question 2

Correct answer: D) 5530-9184 and 5530-9148

Read each pair, left against right. The pairs 4821-6607, INVOICE-2291 and Whitmore, J are identical on both sides. In the pair 5530-9184 and 5530-9148 the numbers differ at the end, 9184 against 9148, a transposition of the final two digits, so that is the pair whose entries do not match.

Question 3

Correct answer: A) 6

Banana contains three a's, canal contains two, and harbour contains one, giving six in total. A count of five drops one of banana's three a's. A count of seven adds an a that is not present, such as a second a in harbour. A count of three counts only banana's three a's and ignores the other two words.

Question 4

Correct answer: C) Patel

All four begin "Pat". Patel and Paterson share "Pate", and at the fifth letter Patel has "l" while Paterson has "r", so Patel files first. Choosing Paterson overlooks that "Patel" precedes it at that fifth letter. Choosing Patterson or Patton keys on the "Patt" group, which files after both "Pate" names; between those two, Patterson precedes Patton at the fifth letter, but neither can come before Patel.

Question 5

Correct answer: A) Okoro, 5521, LS9

Check all three fields in each option. The entry with 5512 transposes the reference, which should be 5521. The entry reading Okora alters the final letter of the name, which should be Okoro. The entry with L59 changes the site code, replacing the letter S with the look-alike digit 5, when it should be LS9. Only Okoro, 5521, LS9 matches on name, reference and site code.

Question 6

Correct answer: C) XR-4490-TF

Comparing the codes, three of them read XR-4490-TT. The code XR-4490-TF ends in TF rather than TT, differing in the final character, so it is the one that differs from the other three. The other three are identical in every position and cannot be the answer.

Question 7

Correct answer: D) 6,043

A thousands separator groups digits in threes counting from the right, so 6043 becomes 6,043. Writing 60,43 groups from the left instead. Writing 604,3 places the separator one position too far to the right. Writing 6,43 drops a digit while inserting the comma, leaving only three digits.

Question 8

Correct answer: B) The fourth value, 331 (should be 313)

Compare the lists position by position. The first three values agree: 331, 337, 373. The fourth value in List B reads 331, but List A has 313, a transposition of the last two digits, so the fourth value is wrong. The second value 337 and the third value 373 match List A exactly, and the claim that the lists match is wrong because the fourth values differ.

Question 9

Correct answer: A) aP3-kM9-tQ2

Matching case by case against aP3-kM9-tQ2: the option ap3-kM9-tQ2 lowercases the P to p in the first group. The option aP3-kN9-tQ2 changes M to N in the middle group. The option aP3-kM9-tO2 changes Q to the look-alike letter O in the last group. Only aP3-kM9-tQ2 matches every character and its case.

Question 10

Correct answer: D) £8.00

Adding the three prices, 3.40 plus 2.75 plus 1.85 gives 8.00, since the pence sum to exactly £2.00. The total £6.15 adds only the first two items and omits £1.85. The total £8.10 mis-carries the pence, which come to exactly £2.00, not £2.10. The total £7.00 loses a pound when carrying. Only £8.00 is correct.

Where to go next

That was one full-length test. Employers usually set several, under time pressure, in formats tailored to the role you applied for.

Practice packages give you the volume and the conditions:

- Hundreds of questions across every format
- Tests matched to specific employers and test publishers
- Timed conditions with your progress tracked over weeks
- See how your score compares with other candidates

Take this test online, free, at www.practiceaptitudetests.com

[See practice packages](#)