

Clerical Test Battery (CTB2)

The Clerical Test Battery provides an efficient measure of a range of abilities relevant to clerical positions. It consists of four tests that assess a range of clerical aptitudes and skills, namely; Verbal Reasoning (VR2), Numerical Ability (NA2), Clerical Checking (CC2) and Spelling (SP2).

Subtests & Constructs

Verbal Reasoning: Measures verbal ability, including understanding and reasoning using words. This test is appropriate for roles that require a degree of verbal ability, such as sales, administration, customer service, or supervisory roles.

Numerical Ability: Measures the ability to use numbers efficiently in clerical and administrative contexts. Typical clerical tasks such as calculating travelling expenses, working out unit prices of goods, and similar numerical tasks are targeted.

Clerical Checking: Assesses the ability to check verbal and numerical information accurately and efficiently. It is a classic test of speed and precision.

Spelling: Measures a candidate's ability to spell commonly misspelt words correctly.

Intended respondents + Classification status

Clerical and administrative staff, and other positions such as sales roles that may place high demands on clerical ability • Classified as a psychological test by the Professional Board for Psychology.

Administration, Reporting, Costs and Training

Report Sets

Battery administration • Subtests may also be administered separately

Scoring and Reporting

Scoring and reporting via the Psytech GeneSys Online platform. Credits are used only when reports are generated. Pencil and paper administration is also available.

Manuals

Technical Manual • CTB2 South African User Guide and Research Reference

Reports

Standard Report
Candidate Feedback Report
Results Spreadsheet

Credit Usage

Standard report set: 2 credits

Administration and Timing

Timed assessment • Approximately 27 minutes to complete, excluding administration time

Training

Psytech SA offers training on the use and interpretation of Psytech ability assessments. Attendance is not compulsory for HPCSA-registered psychology professionals. For more information, please request our training catalogue via info@psytech.co.za.

Sample Reports

Sample reports are available on the Psytech SA website – www.psytech.co.za

