

Accuracy Quiz



How do you rate your accuracy skills?

How good is your attention to detail?

How well do you check your work?



Instructions: Read each question and indicate your answer by clicking in box a, b, or c. Use the 'Score' column afterwards, to total up your marks, using the separate answer sheet provided at the end of the quiz.

Questions	Answers	Score
<p>1. When you check your work you:</p> <p>a. Read it through</p> <p>b. Give it to a colleague to check</p> <p>c. Say to yourself, 'there are mistakes here and I'm going to find them'</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>2. When you take a break, you usually:</p> <p>a. Have a tea/coffee and a KitKat</p> <p>b. Check your phone for personal messages</p> <p>c. Do a structured activity to think about something else</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>3. To improve your level of concentration, you:</p> <p>a. Force yourself to read things backwards</p> <p>b. Have music playing in the background</p> <p>c. Work in short bursts, taking regular breaks</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>4. When reading or transferring strings of digits you:</p> <p>a. Group the numbers into threes in your head</p> <p>b. Group the numbers into twos in your head</p> <p>c. Read the whole number in one go</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>5. Work should be:</p> <p>a. Checked by the person doing the work</p> <p>b. Checked by one other team member</p> <p>c. Checked by a minimum of two other people, ideally a more senior person</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>6. When you look at a long string of digits, your eyes:</p> <p>a. Move smoothly across the information</p> <p>b. Move in jerks across the information</p> <p>c. Get tired and blink</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>7. Human beings find it difficult to concentrate because:</p> <p>a. We are designed as a species to be distractible</p> <p>b. We get bored</p> <p>c. We have a lot to do</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>8. 'Subverbalisation' means:</p> <p>a. Underlining words or figures</p> <p>b. Saying words or figures in your head</p> <p>c. Speaking under your breath</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>9. Look at this source data 17TS1442 and the copies below. Tick any that are exact matches.</p> <p>a. 171TS1442</p> <p>b. 17T51442</p> <p>c. 17TS1422</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>10. Read the numerical data below and type an exact copy into the corresponding box.</p> <p>a. 567899912</p> <p>b. 116669442</p> <p>c. 573331221</p>	<p>N/A</p>	

<p>11. The way our brains work sometimes leads to mistakes because:</p> <p>a. We see what we expect to see</p> <p>b. We try to take in too much in one go</p> <p>c. We only partially engage</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>12. How do you optimise both processing speed and accuracy?</p> <p>a. You need to slow down to be more accurate</p> <p>b. You need to go faster than you might expect</p> <p>c. You need to speed up and slow down depending on the data you're using</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>13. When checking your written work for accuracy you:</p> <p>a. Read it through at least twice</p> <p>b. Focus on the most important things first</p> <p>c. Check by reading the words backwards</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>14. It's possible to 'multitask' and do more than one cognitive task at a time:</p> <p>a. When you are wide awake and alert</p> <p>b. When you know how to manage your tasks</p> <p>c. Never</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>15. Checklists are good at promoting accuracy because:</p> <p>a. You can tick things off as you go</p> <p>b. They can be as long as required</p> <p>c. They require you to think about what you are doing</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>16. Effective email communication should be:</p> <p>a. Accurate, brief and clear (ABC)</p> <p>b. Friendly, Understandable and Neat (FUN)</p> <p>c. Polite, Personal and Professional (PPP)</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>17. Put a tick against only those sentences below which do not contain a mistake:</p> <p>a. Consistency lies at the heart of accuracy.</p> <p>b. Its important to get things right first time.</p> <p>c. There are practical accuracy technique we can all learn.</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>18. The average national error rate in the UK is:</p> <p>a. 12%</p> <p>b. 3%</p> <p>c. 25%</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>19. These errors represent approximately what percentage of an organisation's wasted payroll costs in terms of lost time and productivity loss?</p> <p>a. 20%</p> <p>b. 5%</p> <p>c. 10%</p>	<p>a</p> <p>b</p> <p>c</p>	
<p>20. Introducing systems and software to check for error:</p> <p>a. Eliminates mistakes</p> <p>b. Reduces critical thinking</p> <p>c. Speeds up processing</p>	<p>a</p> <p>b</p> <p>c</p>	

[See Quiz Answers](#)

Put your score total here

