thomas

GIA

Example Booklet

Contents

Introduction

Thank you so much for taking the time to read these guidelines which will introduce you to the GIA series of tasks. This series of tasks looks at how quickly you pick up new information. There are five different tasks in the GIA and examples of these tasks are presented in this booklet. This booklet shows you each of the tasks with samples of the types of questions and the way they will be presented on the computer.

When you complete the GIA, each task will have its own instructions and will have 8 practice examples for you to do before the main task begins. Although the GIA is to be completed on a computer, you will not have to use a keyboard as you will be able to answer the questions just by using a mouse to point and click at different parts of the computer screen. If you are using a laptop and you are accustomed to using a mouse rather than a laptop key pad, it is recommended that you attach a mouse to your keyboard.

So that we can get an accurate picture of your approach to these tasks it is important that you work both quickly and accurately through each task.

How to prepare

Please read through this example booklet.

If you have any special requirements, a disability or any other condition that might affect you when completing these tasks, please contact the person who has sent you the invitation to ensure that all reasonable adjustments have been made.

Completing each task

Ensure you are in a quiet environment which is completely free from interruptions.

Each task lasts between 2 and 5 minutes. You will be given 8 practice items to complete before you start each task. The overall GIA series of tasks (including instructions) should last between 30 – 45 minutes. We recommend you complete all 5 tasks consecutively in one sitting.

Please remember that both **speed** and **accuracy** are equally important.

When you are ready to begin

If you are completing the GIA on the premises of the organisation who has sent you the invitation, they will arrange a computer and mouse. Please inform them if you are left handed and prefer to have the mouse buttons reversed.

You may be asked to indicate the size of your screen/ monitor to ensure you are able to view the tasks on your computer screen.

Each task will begin by telling you a little about the task and demonstrate the method of answering questions.

Task 1: Reasoning

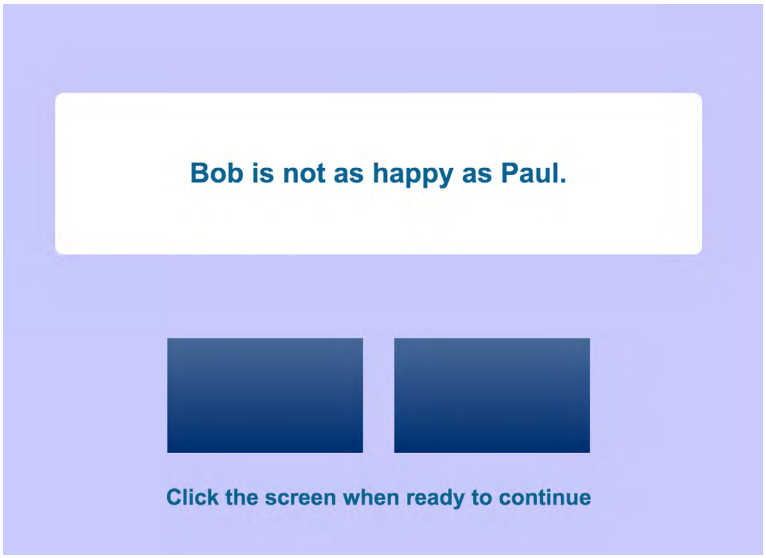
This is a problem solving task. Each question is about comparing two people; for example, who is **heavier** or **lighter** or **stronger** or **weaker** than another person.

A simple question might be:

Tom has been circled to show that **Tom** is the right answer.

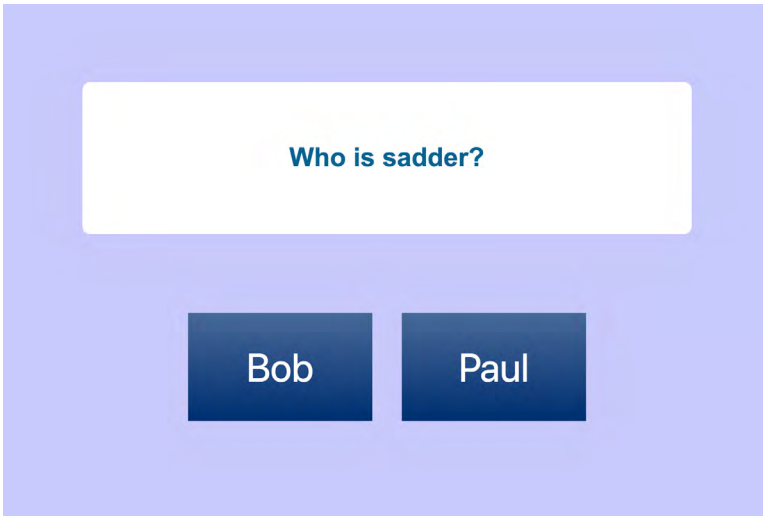
A slightly more difficult question may be:

A more difficult question may be:



You can study this statement for as long as you need to understand it fully, although the task requires you to work as **quickly** and **accurately** as possible. When you are ready you must click the mouse.

When you have done this the statement will disappear and a question about the statement will be shown together with two possible answers thus:

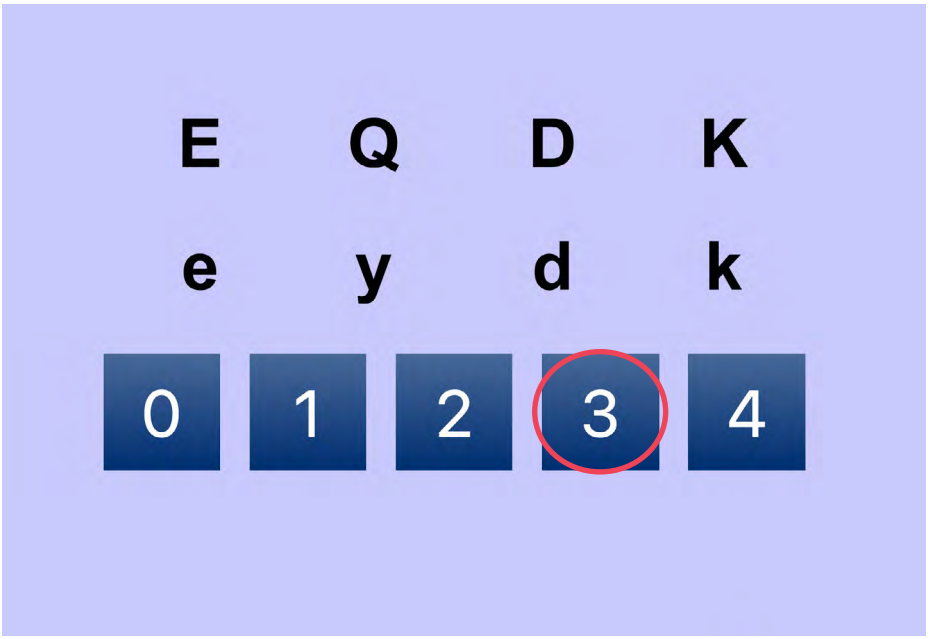


You must now move the cursor to the box which contains the correct answer. In this example you should click on the box with **Bob** in it. When you have done this, the next question will appear and so on until the end of the task.

Task 2: Perceptual Speed

The objective for this task is to identify how fast and accurate you are in checking things in your head.

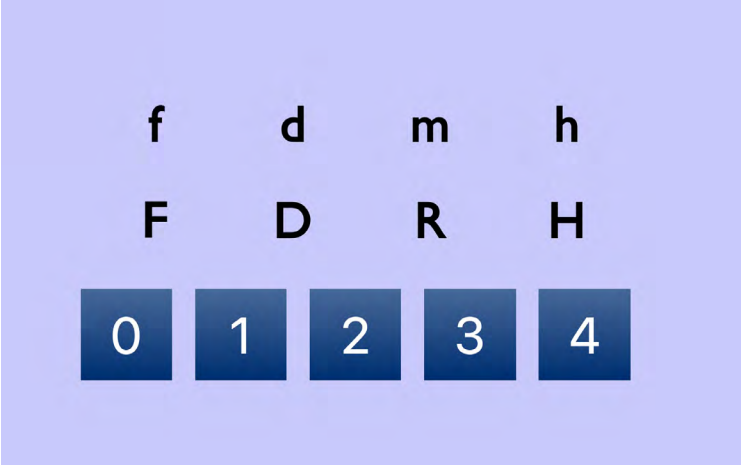
For example:



In this case, you will see four vertical pairs of letters. You must decide how many pairs contain letters that are the same.

In this task capital letters (like **F**) are the same as small letters (like **f**). In the example above the first pair of letters (**E** and **e**) is the same; so are the third and fourth pairs (**D** and **d**) and (**K** and **k**). The second pair of letters (**Q** and **y**) is not the same.

So, you can count **three** pairs with the same letters. **The answer is 3**. As you see above, **3** has been marked as the answer.



Each task question will have **five** possible answers shown in five boxes, numbered **0 – 4.**

In this example, the first pair (**f** and **F**) is the same letter.

The second and fourth pairs (**d** and **D**; **h** and **H**) are matching pairs too.

The third pair of letters (**m** and **R**) is not the same letter.

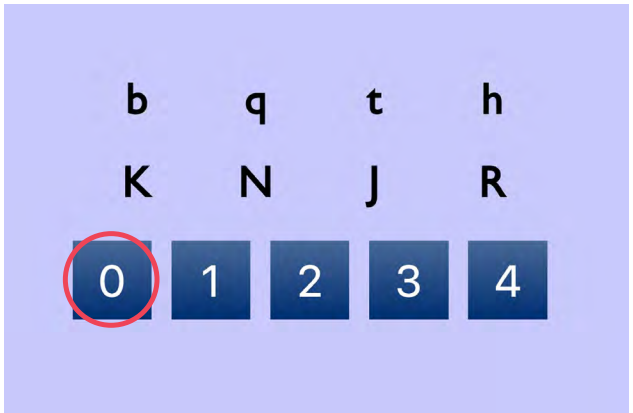
Therefore, in this example there are **3** pairs of the same letter, so the correct answer is **3** and you should move the cursor to the box with the number **3** in it and click there to select that answer.

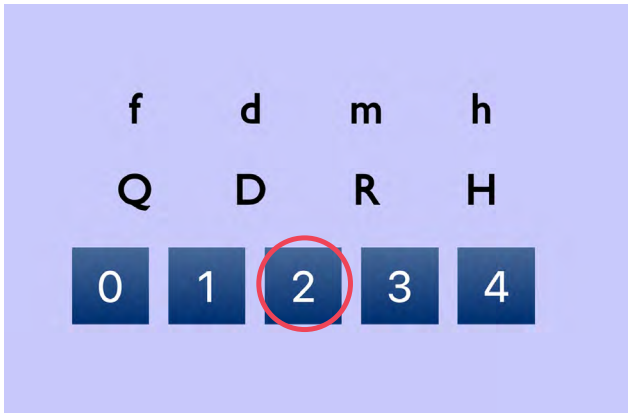
Like the other examples, you need to study each question, identify the number of pairs that have the same letters and point and click on the correct answer.

Please work as **quickly** and **accurately** as possible.

Here are some more examples.

The correct answers have been indicated.



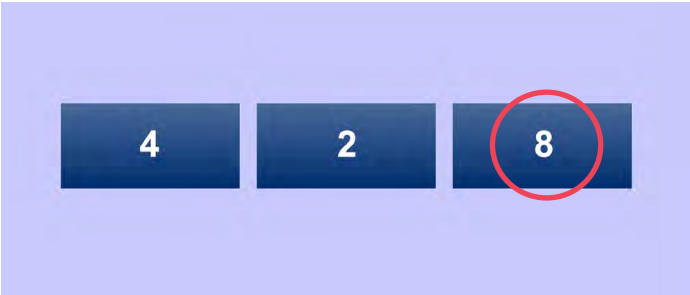


Task 3: Number Speed & Accuracy

This task measures your speed and accuracy in carrying out number tasks in your head. For each question presented, start by finding the **highest** and the **lowest** of the three numbers displayed.

Having identified those, decide whether the highest number or the lowest number is numerically further away from the remaining number.

For example:



As you will see, the **2** is the **lowest** number and the **8** is the **highest** number.

The **remaining** number is **4**. The number **8** is four away from the remaining number **4**, and the number **2** is two away from the number **4**. Therefore **8** is furthest away from **4**, and is circled above as the correct answer.

Three steps are needed to find the correct answer.

STEP 1. Working in your head, identify which number is the highest and which is the lowest.

STEP 2. Still in your head, identify which of those two (the highest or the lowest number) is numerically further away from the number that remains.

STEP 3. Select the answer.

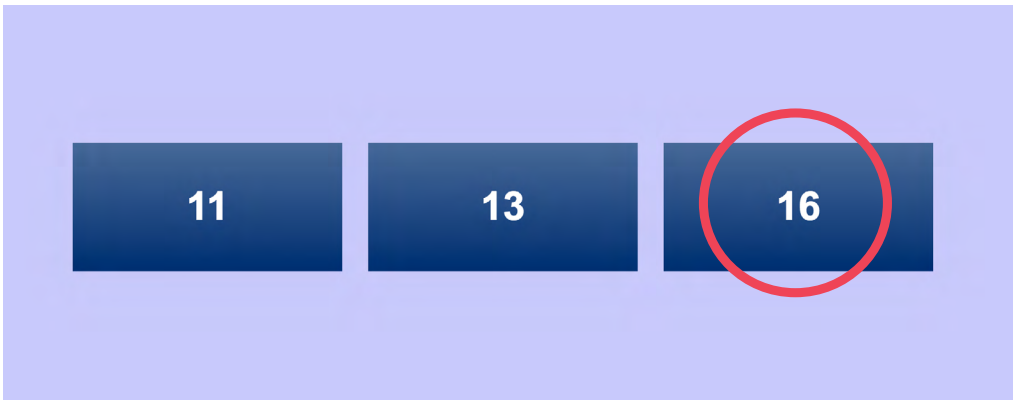
Here is another example:

In this example **12** is the right answer and it has been marked accordingly. Here is why the answer is **12**:
The highest number is **12**. The lowest number is **3**. The remaining number is **5**. **12** is seven away from **5**, and **3** is two away from **5**. So the correct answer to the question is **12**.

More examples:

5 is the **lowest** and **10** is the **highest**. **10** is numerically further from the **remaining** number **7** than **5** is, and so the answer to the question is **10** and you should click on the box with **10** in it.

Here is another example:



The answer to this example is **16** and you should click on the box with **16** in it. Please work as **quickly** and **accurately** as possible.

Task 4: Word Meaning

This is a task to see how quickly you can spot the **odd word** out in a group. You will be given three words. Two of the three will be related in some way, and the third is the odd one out. Each time, decide which word is the odd one out and click on it.

For example:

The odd word is **cold**, because the other two words are similar in some way.

Here is another example:

Up and **down** are opposites. So therefore the odd word out is **street**.

Another example:

Below and **under** have the same meaning and so the odd word is **letter**. For each question you should click on the box which has contains the **odd** word. Please work as **quickly** and **accurately** as possible.

Task 5: Spatial Visualisation

This task is designed to see how quickly you can rotate shapes/symbols in your head. Some symbols are paired with exactly the **same** symbol (which has been rotated), and some are paired with a **mirror image** (which has been rotated). The challenge is to see and count how many boxes contain a **matching pair** and then circle that number.

For demonstration purposes, the pairs have had boxes drawn around them to show each pair separately.

The two basic symbols used in this task and rotated on the page R are: and its mirror image Я

Look at these two symbols and you will see that no matter how many times they are rotated they can **never** match.

For example:

Each pair has two symbols. This task requires you to identify whether the bottom symbol in the box is identical to the top symbol, or is a **mirror image** of the top symbol. In all three pairs above, the bottom symbol **never** matches the top symbol, no matter how it is rotated because it is a mirror image. In other words, it looks like the top symbol re□ected in a mirror.

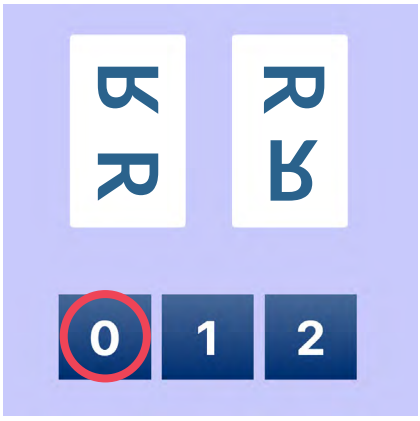
In each pair above the two symbols are different because they cannot be rotated to match each other exactly.

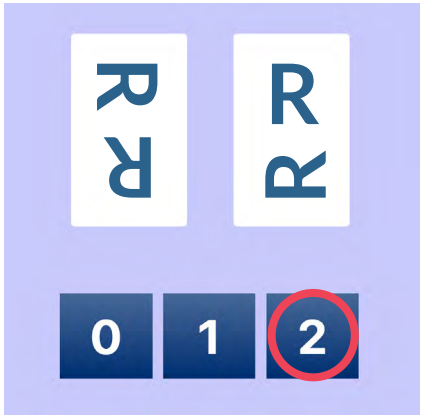
Here is another example:

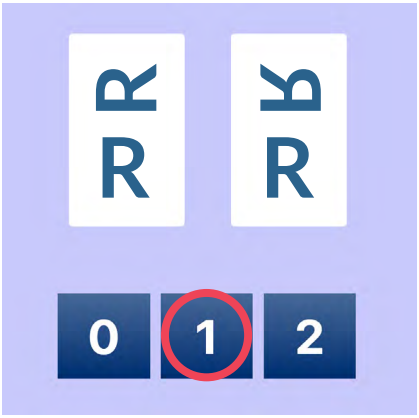
In the boxes above, for each box the symbol on the bottom **always** matches the symbol on top because they can be rotated to match the top symbol exactly.

Look at the examples below.

How many symbols on the bottom are the same as those directly above them, after they are rotated? Compare each symbol with the one directly above it.







Check you understand **why** these answers are correct! In each question you have to show **how many pairs** are the same.

The two symbols in the first pair (in the first white box) are **not the same**. The two symbols in the second pair are **the same symbols** but rotated. The answer, as shown above, would be **1** because one pair consist of symbols that are the **same**.

Please work both as **quickly** and **accurately** as possible.