

## Information for Aptitude Testing Section of Selection Process

This stage of the selection process will involve taking online tests that are remotely proctored (i.e. candidates will be supervised via webcam while completing the tests). There are three tests which are designed to evaluate your aptitude and capability for this role:

1. **Administration Test (20 minutes)**
2. **Basic Calculations Test (15 minutes)**
3. **Checking Test (10 minutes duration)**

Candidates will be sent an invitation to the tests email after the closing date to the email address supplied on the application form with instruction on how to access the assessment website. The assessment site will open at **10am on Tuesday 14<sup>th</sup> July 2026**

You will have access from the above date to Familiarisation Programs on the assessment site that explain how to use the site and the nature of the tests, including some example questions.

You will need to verify your ID on the assessment site and will be required to show a valid photo ID (passport, driving licence or Public Services Card) as part of the verification of ID process. ***You cannot take the live assessment tests until your ID has been verified online.*** That process can take up to 24 hours, so you are advised to log into the site and do that as soon as possible.

Please ensure you are familiar with the remote proctoring process, rules and guidelines before completing the assessments. Candidates who breach these rules may be subject to disqualification or other sanctions.

### **In advance of taking the assessments, please be aware of the following:**

- You must be **alone** for the duration of each live test.
- It is **your responsibility** to ensure that you are in an appropriate, **quiet environment** with no distractions, while taking the assessment. It may be helpful to notify others and to place a sign on the door, to avoid someone disturbing you.
- You are **not permitted to communicate** with any other person during an assessment.
- Your desk and work area must be clear – you are permitted to have **blank paper for rough work, pen, water, handheld calculator and reading glasses** if required.
- **Mobile phones are not permitted.** Candidates must not have a mobile phone in the room while taking a test. If a calculator is needed for the Basic Calculations Test, please use a **handheld calculator or the calculator built into test platform.** You can try out the in-test calculator in the Basic Calculations Test familiarisation material.
- **You must complete this assessment honestly and without assistance, including the use of AI.**

The deadline for completing the assessments is **5pm on Tuesday 21<sup>st</sup> July 2026.** The assessments can be completed in any order, but each should be sat in one sitting.

Candidates must reach the required standard (i.e. 'pass') in the each test.

### **Technical Specifications**

You may complete this assessment in a venue of your choice; however, you must have access to a laptop / PC with a webcam running either a **Google Chrome** or a **Microsoft Edge** browser and a reliable internet connection.

**Do not use a tablet, mobile phone or Chromebook.** Please ensure that your device is connected to a power source.

**Note - If you are using a Mac, you MUST use Chrome or Edge - do NOT use Safari.**

We recommend you do not use a VPN to access the assessment and you disable any browser extensions you have installed for the duration of the tests.

### **Reasonable Adjustments**

If you require any reasonable adjustments please notify [applications@cdetb.ie](mailto:applications@cdetb.ie) as soon as your application has been submitted and in advance of the closing date.