

TOWES Preparation Guide

For web-based assessments



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TOWES

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Your Test Session Details

Test Date	
Test Location	
Time	
Certified Administrator Contact information	

ABOUT TOWES

TOWES is a test that measures some of the basic, foundational skills people use at work, in learning and in daily life. These skills include reading, using forms and solving problems that involve numbers.



You will be asked to read selections from manuals, regulations, notices, memos and brochures. Questions will ask you to find and interpret information.



You will be asked to use documents, such as maps, tables, diagrams and plans. You may be asked to highlight or enter information into the document.



You will be asked to complete questions that require calculations, such counting money, budgeting, or measuring.

Workers in all jobs must be able to read, use documents and numbers well enough to be safe and productive, to adapt and learn new job specific skills. This is why TOWES is designed to look and feel like work.

Test questions are all related to workplace documents from real workplace situations. Each question allows you to demonstrate your foundational skills by completing a task using the document provided. Some of the questions and documents used may not be familiar to you, but all the information you need to answer the questions can be found in the documents provided.

PREPARING FOR YOUR TOWES TEST

You will not be able to study for TOWES because the questions do not assess specific knowledge, such as dates in history or names of famous people. TOWES measures how well you are able use your skills to locate, use and understand information. Everyone has some ability in these skill areas.

It is important that you have basic, entry-level digital skills, such as the ability to use a keyboard and mouse, and that you feel confident using a computer to complete your test.

Here are a few ways to prepare:

1. Review this guide and complete the try the sample questions included.
2. Visit the [Test Taker Services](#) section of toves.com to access additional resources.
3. Talk to your Certified Administrator before the test session and ask questions if you need more information.
4. You can do your best, when you feel your best! Get a good night’s sleep before your test and have something to eat before you begin.

• Items to bring to your test session	⊘ Items that are not permitted
• valid government-issued photo identification	• dictionaries, thesauruses, language translators
• basic calculator (non-programmable)	• programmable calculators, cell phones or any other electronic devices
• reading glasses or magnifying glass – if needed. Some of the print may be small.	• additional resources, notebooks, backpacks

TIPS FOR WRITING TOWES

- Ask your Certified Administrator how long you will have to write. TOWES typically takes about 2-3 hours to write. If you can select a time to write your test, choose the time when you concentrate best.
- Plan to arrive early.
- Before the test begins, listen to the instructions. Ask questions if you do not understand.
- Relax, there is plenty of time to complete all the questions. Take time to read each question carefully and review the workplace documents provided.
- Imagine yourself as a worker who needs to solve the problem. What looks complex at first may start to make sense if you take it one step at a time.
- Rephrase the questions in your own words. What is the question asking for? When, why or how much?
- Questions should be completed in the order in which they appear. The testing system will adjust to provide questions related to your abilities. This means the questions and question

order may be slightly different for all test takers. Sometimes the first question may be more difficult than the others, so don't get discouraged as the next question may be easier.

- Try and answer all the questions. If too many questions are skipped, you may not receive a test score.
- You will have an opportunity at the end to review all your answers. Be sure to take the time to review your responses before submitting your test.
- Be positive and confident about your abilities. TOWES evaluates the skills you use every day.
- All TOWES tests must be completed individually in one test session.
- Before writing the TOWES you should know the answers to these questions:
 - What is the purpose of the test?
 - What types of questions will be asked?
 - Where do I take the test?
 - How will I get my results? Your Certified Administrator is the only person who is authorized to release your test results. Do not contact TOWES for your test results.

ADDITIONAL RESOURCES

Adults continue to learn all their lives, but most adults have some gaps in their learning. For example, an individual may be very familiar with most math functions but never have really understood fractions. Sometimes lack of use makes skills a bit “rusty.”

After writing the test, you may realize that you need to improve your skills in some areas. There are many drop-in learning centres and volunteer tutoring programs in most communities that can help you to learn specific skills.

If you prefer a more structured learning environment, you may want to enroll in a class to enhance your skills.

- Call your local community college, school board or other educational provider.
- Seek out other learning opportunities in your community. The local library may be able to help with books, video and other learning resources.
- Practice reading and problem solving every day. Tackle those manuals and forms that look so difficult. Get someone to help you.
- Try the practice exercises and self-assessments at <http://www.skillplan.ca/measure-up/>

SAMPLE QUESTIONS

Here are two samples of the type of questions asked in the test. Practice your skills by completing each question and then compare your responses to the answers provided.

Question 1

What is the labour code for this purchase order? Click on your answer.

PURCHASE ORDER REQUEST
Centre for Surface Transportation Technology

DATE:	20-Feb-2012	TRACKING NO:	
EXPENDITURE CODE:	54-A2109-E	<i>METHOD OF PROCUREMENT:</i>	
LABOUR CODE:	54-A2109-L	Master Card	
Requisitioner:	Thom Davies	Petty Cash	
Date required:	ASAP	Cheque Req:	
Approval:		Purchase O:	

Special Instructions:

Supplier:			
Address:			
City:	Prov:	Postal Code:	
Phone:	Fax:		
Attention:			

Be specific in description(s). Provide part number.... For clarity: state purpose of item, if applicable.

Item	Description	Unit	Qty	Price	Cost
1	3/4 X 5 1/2 LONG COARSE THREAD BOLTS		24	\$ 0.25	\$ 6.00



ANSWERS TO THE SAMPLE QUESTIONS

Compare your responses to the answers for the **Purchase Order Request** questions.

This is the tool bar. Only the response tool you need to use will appear.

Test questions are always at the top of the screen.

What is the labour code for this purchase order? Click on your answer.

PURCHASE ORDER REQUEST
Centre for Surface Transportation Technology

DATE:	20-Feb-2012	TRACKING NO:	
EXPENDITURE CODE:	54-A2109-E	METHOD OF PROCUREMENT:	
LABOUR CODE:	54-A2109-L	Master Card	
Requisitioner:	Thom Davies	Petty Cash	
Date required:	ASAP	Cheque Req:	
Approval:		Purchase O:	

Each question includes a document, which is always directly below the question.

All the information you need to answer the question will be in the document.

Special Instructions:

Supplier:

Address:

City: Prov: Postal Code:

Phone: Fax:

Attention:

Be specific in description(s). Provide part number.... For clarity: state purpose of item, if applicable.

Item	Description	Unit	Qty	Price	Cost
1	3/4 X 5 1/2 LONG COARSE THREAD BOLTS		24	\$ 0.25	\$ 6.00

This is the correct answer.

This is the scroll bar. Click here to scroll down or up.

Question 1 What is the labour code for this purchase order? Click on your answer.

1

Answer: **54-A2109-L**

This question tests your ability to use documents.

The specific skills are:

- locating information in a purchase order
- identifying the correct number in a table

To locate the information needed, you must correctly match the requested information (“labour code”) in the document. When you find the labour code field, you can see that it is listed as **54-A2109-L**.

