

ITESTHUB · ABILITY TEST REPORT

HR Graduate Comprehension Test

Feedback for

Sam Sample

About this report

This report gives you feedback on the HR Graduate Comprehension Test you completed on 08 September 2026. It is written for you, and it is yours to keep. The organisation that invited you to take the test will let you know about the next steps in your application separately.

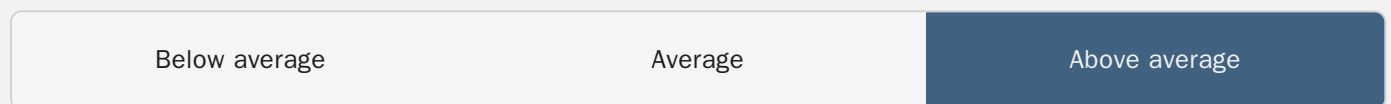
What the test measured

Three things that people working in HR do every day:

- Checking a request against a policy — for example, a leave request against the rules that govern it.
- Comparing two documents and spotting differences — for example, checking that an offer letter matches the approved vacancy.
- Working out what a record does and doesn't tell you — for example, reading an absence record or a recruitment report and deciding what can safely be concluded.

No HR knowledge was needed. Everything you needed was on the screen.

Your result



Compared with other people who have taken this test, your overall result was Above average.

You did better than most people who take this test. You checked requests carefully against the rules, compared documents accurately, and based your conclusions on what the records actually showed. The back page will help you keep those habits sharp as the volume and pace of the work increases.

Areas to develop

Whatever your result, the three abilities the test measured improve quickly with practice, because each comes down to a routine.

1. Checking a request against a policy. Test each request against each rule in turn rather than judging whether it “looks right”. If a figure has been worked out for you, work it out again. Rules fail at the boundary — “at least 10 days” includes the tenth day — so decide what the rule means before you apply it. *Try this:* take any policy with limits in it and a handful of examples; check each against every rule with a tick-list, and note the kind of thing you miss. Most people have a pattern.

2. Comparing two documents and spotting differences. Compare in the same order every time — reference, name, role details, terms — so a routine catches what a glance misses. Read numbers digit by digit: £28,500 and £28,050 look identical at reading speed. Small changes hide in plain sight — a grade one level out, a reporting line quietly changed. *Try this:* copy out a document with three deliberate changes, leave it a day, then find them.

3. Working out what a record does and doesn't tell you. Before accepting a statement as true, ask where in the document it is shown. Work out dates and thresholds; don't estimate them. “I can't tell from this” is a professional answer, not an admission — a note that explains part of a picture doesn't explain all of it. *Try this:* take a form or report and write down what you can prove from it and what you would need to ask to be certain.

These three habits — check each item against the rule, compare field by field, separate what a record shows from what you're assuming — are what accurate, careful work is built on. They are learned by doing, and they transfer to any role that handles records, people or data. We hope this feedback is useful, and we wish you well with your application.