

## **A Guide to Online Aptitude Testing for the ADF**

Here you will find information about the Australian Defence Force (ADF) Online Aptitude Testing (OAT), which is completed as part of your application to join the ADF.

### **What is Online Aptitude Testing (OAT) and why does the ADF use it?**

OAT provides a measure of critical thinking and reasoning ability, which predicts how well someone will acquire, organise, retain and apply information in the military environment.

OAT is used by Defence to make a Job Opportunities Assessment, first identifying what abilities a person has, and then matching the person to ADF jobs that require these same sets of abilities.

### **Can I prepare for OAT? Should I study or practice for it?**

The OAT measure abilities that don't rely on any specific knowledge, so it isn't something that you need to prepare for by studying. But to ensure you do your best we have compiled a list of our Top Tips for completing OAT:

#### **Top Tip #1 – There is no need for practice before completing OAT.**

The assessment is designed to assess your natural abilities and doesn't assess things you learn through school or study.

Before you start OAT you'll be given comprehensive instructions and the opportunity to complete some practice questions to familiarise you with the process.

#### **Top Tip #2 – Make sure you complete the assessment when you are well rested, comfortable and in an environment that is free from distractions.**

You won't perform at your best if you are tired, sick, distracted or interrupted.

#### **Top Tip #3 – Don't seek or accept help from others when answering questions.**

Although OAT is first given online, the assessment is often repeated when you attend the Defence Force Recruiting Centre. Defence expects that you won't receive help from others when answering questions, and doing so could potentially jeopardise your application. Chances are that if you can't unlock a job option without assistance, then the job may not be right for you anyway.

### **How will I access OAT?**

Once you've started the application process we will email you a unique link, allowing you to complete the assessment online.

## **What can I expect when completing OAT?**

When you first click your unique OAT link (which will be emailed to you once you've started the application process), you'll be directed to a login page. Here you need to enter your email address registered with DFR and your assessment code.

You'll then be asked to read and agree to the user agreement and to a few conditions including: ensuring you are comfortable, relaxed and well, not likely to be interrupted, not under the influence of alcohol or other drugs, not receiving help from others and that you're being honest and accurate.

Before you start the assessment you will be given up to 10 minutes to run through 5 practice items. Make sure that you read all the instructions carefully.

The assessment itself has 51 questions, which include numerical, verbal and abstract reasoning items, and you will have 20 minutes to complete as many questions as you can. Most people don't complete all of the questions in that allocated time, so we recommend that you work as quickly and as accurately as you can and that you first focus on answering questions you feel confident about, then attempt the remaining questions if you have time.

Once the assessment starts it's important that you read each question carefully and that you don't spend too much time on any one particular question. You can always "flag" questions you may be having difficulty with and return to them later, if you have time.

## **How can I do my best?**

Firstly by making sure that you have followed the three Top Tips for completing the OAT. When completing OAT the following advice will allow you to do your best:

At the start of OAT:

- Read all the instructions carefully before commencing the test
- Take your time during the practice questions, and use that time to get familiar with navigating through the assessment

During OAT:

- Read each question carefully
- Work as quickly and as accurately as you can. To help you achieve this please:
  - don't spend too much time on any one question
  - focus on answering questions you feel confident about, then attempt the remaining questions if you have time.
- For the multiple choice items, pay attention to how many answers the question asks for and make sure you read all possible answers before selecting one.

## **What happens after I complete OAT?**

You will receive an SMS to nominate a preferred time for contact by a Careers Coach, once a time is confirmed you will receive an email from DFR regarding the outcome of your assessment, this is your personalised Job Opportunities Report, along with other important documents for your completion and review.

## **Frequently Asked Questions:**

### ***What should I do if the link doesn't work or my OAT invitation has expired?***

If you have any issues following the link or accessing the assessment please call 13 19 02 for assistance. Lines are open 8am - 9.30pm weekdays and 9am – 5pm on Saturdays EST.

### ***What if I get into the OAT but I have problems?***

If you have any issues completing OAT please call 13 19 02 for assistance. Lines are open 8am - 9.30pm weekdays and 9am – 5pm on Saturdays EST.

### ***How many times can I take OAT?***

You will generally be allowed to attempt OAT on three occasions only, and there is a minimum waiting period of twelve months between each attempt. Beyond this, no further attempts will be allowed unless the ADF believes there are valid reasons for doing so.

### ***Why can't I take OAT again?***

Most likely this will be because you have completed the assessment within the last twelve months. Defence applies a 12 month re-test period with OAT to ensure that all candidates have an equal opportunity to perform and that no one is advantaged by practice.

It may also be that you have already attempted OAT three or more times. If this is the case please call 13 19 02 if you believe there is a valid reason to allow you to undertake a further assessment.

### ***What can I do if the job(s) I'm interested in aren't on my Job Opportunities Report?***

Most candidates will find they have opened up some opportunities for employment within the ADF. But if you did not meet the requirements for your desired role, your Career Coach may be able to assist you to identify other jobs of interest to you.

### ***I'm in Year 11 of High School and interested in going to ADFA – When should I take the OAT?***

The short answer is that there is no bad time to be taking the OAT. However, if you take the test when you're in the 1<sup>st</sup> semester of Year 11 then if you don't unlock Officer Entry on your first attempt at the assessment you will still be able to re-attempt the assessment the following year, in time to progress to an Officer Selection Board.

### ***I've found websites/courses guaranteeing that I'll perform well on OAT if I use their preparation service – Should I use them?***

The short answer is no. OAT doesn't require practice or study because it assesses your natural abilities.

The ADF has no involvement with any commercial preparation websites or courses, and it does not recommend or endorse any course or website offering to prepare you for entry to the ADF.

***What are the technical and software requirements for completing OAT?***

To complete OAT you will need a laptop or desktop with the following:

- Internet connection
- A supported web browser: Google Chrome, Mozilla Firefox, or Safari
- Pop-up blockers are disabled (turned off)

If you don't have a device that meets these requirements, please consider visiting your local library or going to a Defence Force Recruiting Centre.

***What's the purpose of OAT?***

The OAT provides the ADF with a deeper understanding of your underlying abilities, and with this we can assist you in identifying jobs for which you are suited.