

# Aptitude Test for Educational Institution Recruitment

## Introduction

The following aptitude test is designed to assess candidates for the roles of Instructors, Accountants, Lab Assistants, and Receptionists in an educational institution. The test consists of two comprehensive case study questions focused on analytical ability and logical reasoning, respectively. Each question aims to evaluate critical thinking, problem-solving skills, and the ability to analyze data and scenarios relevant to educational settings.

## Test Structure

**Total Questions:** 2

**Marks Distribution:**

- Each question carries 50 marks
- Each question includes 5 sub-questions, each carrying 10 marks

## Instructions for Candidates

- This is an open-book examination. Candidates may consult books, notes, and publicly available resources.
- AI-generated responses are strictly prohibited.
- All answers will be subjected to AI-detection and plagiarism-checking tools.
- Candidates must ensure that responses are original, well-structured, and properly referenced where applicable.
- Each sub-question should be answered clearly and concisely, with arguments supported by reasoning derived from the case study.
- Any instance of plagiarism or unethical assistance will result in disqualification.

# Question 1: Analytical Ability (50 Marks)

## Case Study Scenario

*Institution: Global Learning Institute (GLI)*

Global Learning Institute (GLI) is a mid-sized educational organization that offers a variety of academic programs ranging from vocational training to degrees in higher education. Recently, the institute has experienced a decline in student enrollment across several programs, prompting the administration to explore the reasons behind this trend.

In a meeting, the administration gathered data indicating that several factors might be influencing student decisions:

1. **Quality of Instruction:** Feedback from exit surveys highlighted concerns about the effectiveness of instructional methodologies, particularly in technical courses where hands-on experience is crucial. Instructors expressed the need for better training in using digital tools in teaching, aligning with findings that supportive teaching environments enhance learning outcomes (He, 2013).
2. **Financial Constraints:** The administration reviewed financial aid data, revealing that many students cited tuition costs and limited access to scholarships as key factors affecting their enrollment decisions. The administration has noted an increasing demand for transparent budget allocation and efficient fund utilization following the implementation of a Treasury Single Account (TSA) system ("Perceived influence of treasury single account on the funding of federal tertiary institutions in Delta and Edo States", 2025).
3. **Curricular Relevance:** A comparative analysis of existing programs against industry demand indicated a disconnect between what is taught and skills required in the job market. The institute needs to regularly update its curriculum based on labor market trends to maintain a competitive edge (Kataev et al., 2023).
4. **Support Services:** Reports indicated students felt that support services, including academic advising and mental health resources, were inadequate. Establishing feedback loops with alumni and current students could be beneficial to enhance these services (Sarkaria & Schuster, 2011).
5. **Marketing and Awareness:** The institute's marketing strategy has come under scrutiny. Internal assessments revealed that many prospective students were unaware of GLI's offerings. This suggests a need to amplify marketing efforts through social media platforms and partnerships with local enterprises (Gerven, 2021).

Based on these considerations, the administration is tasked with developing a strategic plan that identifies key issues to address, outlines potential solutions, and prioritizes actions that align with both academic goals and financial viability.

## Sub-Questions:

- Analyze how the quality of instructional methodologies impacts student enrollment at GLI.
- Evaluate the effectiveness of the current financial aid structure and suggest improvements.
- Discuss how enhancing the curriculum in alignment with industry needs could potentially affect student retention rates.
- Propose a strategy for improving student support services at GLI and justify your recommendations.
- Examine the role of marketing in student enrollment and recommend ways GLI could increase its visibility.

## Question 2: Logical Reasoning (50 Marks)

### Case Study Scenario

*Institution: Zenith Academy*

Zenith Academy is facing challenges in fulfilling its operational requirements due to inconsistencies in staffing, budgeting, and resource allocation. The management team, composed of instructors, accountants, lab assistants, and receptionists, recently convened to address the following key issues related to operational efficiency:

1. **Staff Turnover:** High turnover rates among receptionists have affected the flow of information between departments. Recent exit interviews point to insufficient training and a lack of role clarity as contributing factors. Reviewing onboarding processes could help mitigate this issue.
2. **Budget Allocation:** The finance department reported discrepancies in budget allocations for lab supplies, hinting at potential mismanagement. The team needs to analyze spending patterns and ensure that funding aligns with actual usage to prevent wastefulness (Kanakana et al., 2015).
3. **Communication Barriers:** Interdepartmental communication is hindered by an undefined workflow system. Each group uses different software, which complicates information sharing. Establishing a unified system could streamline operations (Mercier & Sperber, 2011).
4. **Resource Limitations:** Limited availability of lab resources has forced instructors to modify curricula, affecting the quality of education. A thorough inventory assessment is necessary to identify both current deficiencies and future needs (Holtzower et al., n.d.).
5. **Student Feedback Mechanism:** The lack of a systematic feedback mechanism constrains the operation's ability to adapt. Implementing regular surveys could enable staff to proactively address concerns based on student feedback, fostering a more responsive learning environment.

The management team must draw logical connections between these challenges and devise a coherent plan that improves operations across departments while enhancing the educational experience for students.

### Sub-Questions:

- Identify the underlying causes of high staff turnover at Zenith Academy and propose solutions.
- Analyze the budgeting discrepancies reported by the finance department and suggest remedial actions.
- Discuss the impact of ineffective communication between departments and propose a solution for improvement.
- Examine how resource limitations in the laboratory can be addressed through better management practices.

- Evaluate the significance of implementing a student feedback mechanism and recommend how it could benefit the academy.