Top ten aptitude test tips:

1. Before the actual test, you will be given practice examples to try: make sure you ask questions if anything is unclear at this stage. Practice makes perfect! The more tests you do, the more familiar you will become with them.

2. Listen to the instructions you are given and follow them precisely. Many people make errors because they’ve misunderstood what they have to do.

3. Check the amount of time you have and the number of questions you have to answer in that time. You have to get a good balance between speed and accuracy: work quickly during the test, but pay attention to your accuracy.

4. Personality tests don't have right and wrong answers. Be honest and open when answering these.

5. For on-line tests, make sure you are in a quiet place where you won't be disturbed and in a good frame of mind.

6. For tests on the employer’s premises, be sure to treat it like an interview: get a good night's sleep, plan your journey to the test site, arrive on time and appropriately dressed.

7. Verbal tests tend to include agree/disagree/cannot say questions. Read the passage slowly and carefully. Don't rush! Some companies do not expect you to finish the test, but would prefer you to make a good attempt at the majority of questions.

8. Numerical tests can involve the interpretation of graphs and pie charts, with the questions getting harder as you go along. Take a calculator with you: most maths tests now allow this. You will usually be provided with one, but it is easier if you know the layout of your own.

9. If you have a numerical test coming up and haven't done any maths since school then brush up on your numeracy - try BBC Skillswise. Stop using a calculator for everyday calculations, practice your multiplication and division, ability to calculate percentages, and to read graphs and tables. Our numeracy tests (to the left) have answers with full working out shown.

10. Stay calm! Remember that you have done well to just get to the Aptitude Test stage, and that it is not the only selection process. Your CV, covering letter, interview and perhaps other tests all combine to show the employer your aptitude and abilities.