



Applied Mathematics	
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Solve problems that require a single type of mathematical operation (addition, subtraction, multiplication, and division) using whole numbers</li> <li>• Add or subtract negative numbers</li> <li>• Change numbers from one form to another using whole numbers, fractions, decimals, or percentages</li> <li>• Convert simple money and time units (e.g., hours to minutes)</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• Solve problems that require one or two operations</li> <li>• Multiply negative numbers</li> <li>• Calculate averages, simple ratios, simple proportions, or rates using whole numbers or decimals</li> <li>• Add up to three fractions that share a common denominator</li> <li>• Add commonly known fractions, decimals, or percentages (e.g., <math>\frac{1}{2}</math>, .75, 25%)</li> <li>• Multiply a mixed number by a whole number or decimal</li> <li>• Put information in the right order before performing calculations</li> </ul>
<b>Level 5</b>	<ul style="list-style-type: none"> <li>• Decide what information, calculations, or unit conversion to use to solve the problem</li> <li>• Look up a formula and perform a single-step conversion within or between systems of measurement</li> <li>• Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)</li> <li>• Divide negative numbers</li> <li>• Find the best deals using one- and two-step calculations and then compare results</li> <li>• Calculate the perimeters and areas of basic shapes (circles and rectangles)</li> <li>• Calculate percent discounts or markups</li> </ul>
<b>Level 6</b>	<ul style="list-style-type: none"> <li>• Use fractions, negative numbers, ratios, percentages, or mixed numbers</li> <li>• Rearrange a formula before solving a problem</li> <li>• Use two formulas to change from one unit to another within the same system of measurement</li> <li>• Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement</li> <li>• Find mistakes in questions that belong at Levels 3, 4, and 5</li> <li>• Find the best deal and use the result for another calculation</li> <li>• Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculation, or use the result in further calculation</li> <li>• Find the volume of rectangular solids</li> <li>• Calculate multiple rates</li> </ul>



Applied Mathematics (Continued)
<b>Level 7</b>
• Solve problems that include nonlinear functions and/or that involve more than one unknown
• Find mistakes in Level 6 questions
• Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages
• Calculate multiple areas and volumes of spheres, cylinders, or cones
• Set up and manipulate complex ratios or proportions
• Find the best deal when there are several choices
• Apply basic statistical concepts (calculate percent change)



Reading for Information	
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Choose the correct meaning of common, everyday workplace words</li> <li>• Apply instructions to a situation that is the same as the one in the reading materials</li> <li>• Choose the correct meaning of a word that is clearly defined in the reading</li> <li>• Identify main idea and clearly stated details</li> <li>• Choose when to perform each step in a short series of steps</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• Identify important details that may not be clearly stated</li> <li>• Choose what to do when changing conditions call for a different action (follow directions that contain “if-then” statements)</li> <li>• Use the reading material to figure out the meaning of words that are not defined.</li> <li>• Use the reading material to figure out the meaning of words that are not defined.</li> </ul>
<b>Level 5</b>	<ul style="list-style-type: none"> <li>• Identify the paraphrased definition of a technical term or jargon that is defined in the document.</li> <li>• Figure out the meaning of a word based on how the word is used.</li> <li>• Identify the correct meaning of an acronym that is defined in the document.</li> <li>• Apply technical terms and jargon and relate them to stated situations.</li> <li>• Apply straightforward instructions to a new situation that is like the one described in the material.</li> <li>• Apply complex instructions that include conditionals to situations described in the materials.</li> </ul>
<b>Level 6</b>	<ul style="list-style-type: none"> <li>• Identify implied details</li> <li>• Use technical terms and jargon in new situations</li> <li>• Figure out the less common meaning of a word based on context</li> <li>• Apply complicated instructions to new situations</li> <li>• Apply general principles from the materials to similar and new situations</li> <li>• Figure out the principles behind policies, rules, and procedures</li> <li>• Explain the rationale behind a procedure, policy, or communication</li> </ul>
<b>Level 7</b>	<ul style="list-style-type: none"> <li>• Figure out the meaning of difficult, uncommon words based on how they are used</li> <li>• Figure out the meaning of jargon or technical terms based on how they are used</li> <li>• Figure out the general principles behind policies and apply them to situations that are quite different from any described in the materials</li> </ul>



Locating Information	
<b>Level 3</b>	
• Fill in one or two pieces of information that are missing from a graphic	
• Find one or two pieces of information in a graphic	
<b>Level 4</b>	
• Understand how graphics are related to each other.	
• Find several pieces of information in one or two graphics	
• Summarize information from one or two straightforward graphics	
• Identify trends in one or two straightforward graphics	
• Compare information and trends shown in one or two straightforward graphics	
<b>Levels 5 and 6</b>	
• Identify trends shown in one or more detailed or complicated graphics	
• Compare information and trends from one or more complicated graphics	
• Summarize information from one or more detailed graphics	
• Sort through distracting information	