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The skills you may expect to be assessed are: English vocabulary and grammar – tests the candidate's ability to spell as well as their knowledge of correct grammar use. Keyboarding practices – tests the candidate's typing speed, formatting styles of various documents such as letters, along with proofreading exercises. Knowledge of standard office procedures – tests the candidate's knowledge of the required tools and methods required to complete office tasks.

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A secretary is a person in charge of organizing files, drafting messages, scheduling appointments, and supporting other staff members in various ways. Passing the civil service secretary exam may be needed for secretarial or office assistant jobs. Secretary Exam Question Types. Here are some topics of questions you may encounter on the test day.