

# Written test for school secretary position Ebook

**written test for school secretary position** is a critical component in the hiring process that helps educational institutions identify the most qualified candidates for this vital administrative role. As the backbone of school administration, the school secretary manages daily operations, communicates with parents and staff, and ensures the smooth functioning of the school environment. Therefore, designing an effective written test is essential to assess a candidate's skills, knowledge, and suitability for this demanding position. In this comprehensive guide, we explore the importance of a written test, key components to include, tips for designing an effective exam, and how to evaluate candidate performance to make informed hiring decisions.

## Understanding the Importance of a Written Test for School Secretary Positions

A well-structured written test serves multiple purposes within the recruitment process:

### Objective Assessment of Skills and Knowledge

A written exam provides an unbiased way to evaluate a candidate's proficiency in essential skills such as communication, organization, and technical knowledge. Unlike interviews, which can sometimes be subjective, a written test offers measurable insights into their capabilities.

### Screening and Shortlisting Candidates

Given the volume of applications for school secretary roles, a written test helps filter out candidates who lack the necessary skills, ensuring that only the most suitable candidates proceed to interview stages.

### Ensuring Job Fit and Performance

By assessing practical skills like data entry, document handling, and understanding of school policies, the test helps predict how well a candidate will perform in the actual job environment.

## Key Components of a Written Test for School Secretary Positions

An effective written test should encompass various areas relevant to the role. Here are the core components to consider:

## 1. General Administrative Skills

This section evaluates a candidate's ability to perform routine administrative tasks efficiently.

- Filing and document management
- Data entry and record keeping
- Scheduling and calendar management
- Handling correspondence (emails, letters, memos)

## 2. Communication Skills

Clear and professional communication is vital for a school secretary.

- Writing clear, concise emails and messages
- Understanding and responding to inquiries appropriately
- Basic grammar and spelling accuracy
- Telephone etiquette

## 3. Knowledge of School Policies and Procedures

Assessing familiarity with school regulations ensures the candidate can handle confidential and sensitive information properly.

- Student enrollment and attendance procedures
- Emergency protocols
- Privacy and confidentiality policies
- Basic understanding of educational terminology

## 4. Technical Skills

Competence in common software and tools used in school administration.

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Experience with school management software
- Basic troubleshooting skills for common hardware and software issues

## 5. Math and Number Skills

Since school secretaries often handle budgeting, fee collection, and data analysis, basic math skills are essential.

- Calculations of fees and payments
- Budget tracking
- Data interpretation and simple statistical analysis

## **Designing an Effective Written Test for School Secretary Applicants**

Creating a comprehensive exam requires careful planning to ensure it accurately measures relevant skills. Here are key steps to design an effective written test:

### **1. Define Clear Objectives**

Identify what competencies are most critical for the role and tailor the test accordingly.

### **2. Develop Relevant Questions**

Questions should reflect real-world tasks, such as drafting emails, organizing schedules, or navigating school management software.

### **3. Incorporate Different Question Types**

Use a mix of question formats to evaluate various skills:

- Multiple-choice questions for factual knowledge
- Short answer questions for practical understanding
- Essay or descriptive questions for communication skills
- Practical exercises, such as drafting a memo or scheduling an appointment

### **4. Set Appropriate Time Limits**

Ensure the test duration allows candidates to showcase their skills without undue pressure, typically 60-90 minutes depending on the scope.

### **5. Create a Scoring Rubric**

Establish clear criteria for grading each section to facilitate objective evaluation.

## 6. Pilot the Test

Test the exam with a small group to identify ambiguities or difficulties, and refine questions accordingly.

## Evaluating Candidate Performance and Making Hiring Decisions

Once candidates complete the written test, proper evaluation is vital.

### 1. Use a Standardized Scoring System

Apply the pre-defined rubric to ensure consistency across all applicants.

### 2. Prioritize Practical Skills

Focus on whether the candidate demonstrates competence in tasks directly related to daily responsibilities.

### 3. Consider Overall Competence

Combine written test scores with interview insights and reference checks for a holistic assessment.

### 4. Look for Attention to Detail

Accuracy in written responses reflects the candidate's diligence and reliability.

### 5. Identify Potential for Growth

Beyond current skills, assess adaptability and willingness to learn, which are valuable in dynamic school environments.

## Common Challenges and How to Overcome Them

While implementing written tests, recruiters may face certain challenges:

### Time Constraints

Solution: Keep the test focused and relevant, avoiding overly lengthy assessments.

### Candidate Anxiety

Solution: Provide clear instructions and a comfortable testing environment to reduce stress.

## Subjectivity in Grading

Solution: Use detailed scoring rubrics and train evaluators to ensure consistency.

## Ensuring Fairness

Solution: Design questions that are unbiased and accessible to candidates from diverse backgrounds.

## Additional Tips for a Successful Written Test Process

- Update Questions Regularly: Keep the test aligned with current school policies and technology.
- Combine with Practical Tests: Supplement written exams with practical demonstrations or skill assessments.
- Maintain Confidentiality: Handle test materials securely and respect candidate privacy.
- Provide Feedback: Offer constructive feedback to unsuccessful candidates to support their professional growth.

## Conclusion

A well-crafted written test is a powerful tool for selecting the best school secretary candidate. It enables educational institutions to objectively assess essential skills such as administrative proficiency, communication, technical knowledge, and understanding of school policies. By focusing on relevant competencies, designing fair and comprehensive exams, and evaluating performance systematically, schools can ensure they hire capable individuals who will contribute effectively to the school's success. Investing time and effort into this process not only streamlines recruitment but also fosters a competent, efficient, and supportive school environment.

Optimizing your hiring process with an effective written test for school secretary positions can significantly enhance your selection quality. Implement these strategies to find the best candidate who will be an asset to your educational community.

## Written Test for School Secretary Position: A Comprehensive Guide to Preparation and Success

The written test for school secretary position is a critical component of the hiring process, serving as a vital tool for evaluating a candidate's skills, knowledge, and suitability for this essential administrative role. As schools seek highly organized, detail-oriented, and communicative professionals to manage day-to-day operations, a well-crafted written test helps employers identify

candidates who possess the necessary competencies to excel in this demanding role. For aspiring school secretaries, understanding the structure, content, and strategies to succeed on this test is crucial for standing out among applicants.

### Understanding the Purpose of the Written Test

The primary goal of the written test for school secretary position is to assess a candidate's:

- Administrative skills and proficiency in office management
- Knowledge of school policies, procedures, and educational terminology
- Communication abilities, including writing and comprehension
- Technical skills, such as data entry, record keeping, and basic computer applications
- Problem-solving and critical thinking capabilities

By evaluating these areas, schools aim to select candidates who can efficiently handle the responsibilities of the role, which often include managing schedules, handling correspondence, maintaining student and staff records, and providing excellent customer service to parents, students, and staff.

### Common Components of the Written Test

A typical written test for a school secretary position may include several sections designed to gauge different competencies. Here's a detailed breakdown:

- Typing and Data Entry Skills
  - Objective: Assess speed and accuracy in typing, which is essential for handling correspondence and data management.
  - Format: Timed typing exercises, often involving filling out forms, transcribing text, or entering data into spreadsheets.
  - Preparation Tip: Practice touch-typing regularly to improve speed; aim for at least 40-50 words per minute with high accuracy.
- Basic Mathematics and Arithmetic
  - Objective: Test ability to perform quick calculations related to budgeting, attendance, or

record-keeping.

- Sample Topics: Addition, subtraction, percentages, basic algebra, and interpreting graphs.
- Preparation Tip: Review common math formulas and practice mental math daily.

#### - Language and Grammar Skills

- Objective: Evaluate written communication, grammar, punctuation, and spelling.
- Sample Tasks: Writing short paragraphs, correcting sentences, or answering multiple-choice questions on language rules.
- Preparation Tip: Read widely and practice writing clear, concise sentences.

#### - Reading Comprehension

- Objective: Measure understanding of written instructions, policies, or school documents.
- Format: Read passages followed by questions testing comprehension.
- Preparation Tip: Practice active reading strategies and summarize passages to enhance understanding.

#### - Knowledge of School Policies and Procedures

- Objective: Ensure familiarity with common school administrative protocols, confidentiality, and safety procedures.
- Sample Questions: Multiple-choice or scenario-based questions about student records privacy, emergency procedures, or communication policies.
- Preparation Tip: Review the school district's handbook and relevant administrative guidelines.

#### - Computer and Software Skills

- Objective: Assess proficiency in common office applications such as Microsoft Office Suite (Word, Excel, Outlook) or Google Workspace.
- Sample Tasks: Creating a simple document, formatting a spreadsheet, or composing an email.
- Preparation Tip: Take online tutorials or practice exercises to improve proficiency.

## Strategies for Preparing for the Written Test

Preparation is key to performing well on the written test for school secretary position. Here are comprehensive strategies to enhance your readiness:

- Review the Job Description and Requirements
  - Understand the key skills and abilities the employer is seeking.
  - Tailor your study focus to include relevant topics such as office management, communication, and technical skills.
- Practice Typing and Data Entry
  - Use online typing tests to boost your speed and accuracy.
  - Practice filling out sample forms and entering data into spreadsheets to simulate test conditions.
- Brush Up on Basic Skills
  - Revisit fundamental math concepts, especially calculations related to school administration.
  - Review grammar rules and practice writing clear, error-free sentences.
- Familiarize Yourself with School Policies
  - Read district or school handbooks, policies, and procedures.
  - Understand the confidentiality and privacy considerations unique to school environments.
- Develop Computer Skills
  - Practice using Microsoft Office applications or Google Workspace.
  - Complete online tutorials or take practice quizzes to increase confidence.

### - Take Practice Tests

- Seek out sample tests or create your own based on the test components.
- Time yourself to improve speed and reduce anxiety.

### Tips for Success on Test Day

On the day of the test, keep these tips in mind:

- Arrive early to avoid stress and ensure you have ample time to settle in.
- Bring necessary materials such as identification, pens, pencils, and a calculator if permitted.
- Read instructions carefully to understand what each section requires.
- Manage your time efficiently by allocating appropriate minutes to each section.
- Stay calm and focused; deep breaths can help reduce anxiety.
- Review your answers if time permits, especially in sections where errors could be costly.

### Post-Test Considerations

After completing the test, the selection process may involve:

- An interview to further assess your skills and fit for the role.
- A review of your written test scores alongside your application materials.
- Potential practical assessments or demonstrations of computer skills.

Preparing thoroughly and demonstrating confidence during the process can significantly enhance your chances of success.

### Final Words: The Path to Securing a School Secretary Role

The written test for school secretary position is a crucial step in showcasing your qualifications and readiness for the responsibilities of this vital role. By understanding the test structure, practicing relevant skills, and approaching it with confidence, you position yourself as a strong candidate. Remember, the role of a school secretary extends beyond administrative tasks; it requires professionalism, discretion, and excellent communication qualities that can be demonstrated through your preparation and performance on the written test.

Embark on your preparation today, utilize available resources, and approach the test as an opportunity to highlight your abilities. With dedication and strategic study, you can turn the challenge

of the written test into a stepping stone toward a rewarding career in school administration.

**QuestionAnswer** What topics are typically covered in a written test for a school secretary position? The written test usually covers topics such as administrative skills, basic math, grammar, communication, data entry, and knowledge of school policies and procedures. How can I best prepare for a written test for a school secretary role? Preparation should include practicing typing and data entry skills, reviewing common administrative procedures, studying basic math and grammar, and familiarizing yourself with school-specific policies. What skills are most important to demonstrate in the written test for a school secretary? Key skills include strong organizational abilities, attention to detail, effective communication, proficiency in office software, and the ability to handle confidential information responsibly. Are there sample questions available for the written test for school secretary positions? Many school districts provide sample questions or practice tests online. Additionally, preparing with general office administrative questions can help you succeed. How long is the written test typically for a school secretary position? The duration varies by district but generally ranges from 30 minutes to 2 hours, depending on the number of sections and questions included. What kind of computer skills are tested in the written exam? Tests often assess proficiency in word processing, spreadsheets, email communication, data entry, and familiarity with school management software. Is there a passing score required for the written test, and how is it determined? Passing scores vary by district; they are usually determined based on the number of correct answers. It's important to check the specific district's requirements beforehand. What is the best way to manage time during the written test for a school secretary position? Allocate time to each section, answer easier questions first to secure points, and leave time at the end to review and complete unanswered questions. Are there any specific certifications or qualifications that can help in passing the written test? Having a valid administrative assistant certification, relevant experience, or familiarity with school office procedures can boost your confidence and performance. What should I bring to the test day for the school secretary written exam? Bring necessary identification, any required test materials or confirmation notices, and ensure you follow the district's guidelines regarding electronic devices or additional supplies.

**Related keywords:** school secretary exam, administrative assistant test, secretary interview questions, school office test, clerical skills assessment, school administrative exam, secretary job screening, office management test, school administrative skills, secretary competency test

## ponnani sub district school codes

**ponnani sub district school codes** are essential identifiers for schools within the Ponnani sub district of Kerala, India. These unique codes play a vital role in streamlining administrative processes, facilitating accurate record-keeping, and enhancing communication between educational

authorities, schools, students, and parents. Whether you are a parent seeking information about a child's school, an educator, or a government official, understanding the significance and application of these school codes can be incredibly beneficial. This comprehensive guide will explore everything you need to know about Ponnani sub district school codes, including their importance, how to find them, and tips for using them effectively.

## Understanding the Importance of Ponnani Sub District School Codes

### What Are School Codes?

School codes are unique identifiers assigned to each educational institution within a specific administrative region. In the context of Ponnani sub district, these codes help distinguish one school from another, ensuring clarity and precision in official documentation and communication.

### Why Are School Codes Important?

- **Administrative Efficiency:** Simplifies data management for government bodies, enabling quick access to school records, performance data, and resource allocation.
- **Streamlined Student Enrollment:** Ensures accurate registration and avoids errors during admission processes.
- **Exam and Result Management:** Facilitates seamless coordination of examinations, results, and certifications.
- **Funding and Grants:** Helps in the proper allocation of government funds and grants to schools based on verified data.
- **Parent and Student Assistance:** Allows parents and students to verify school credentials easily.

## How to Find Ponnani Sub District School Codes

### Official Government Portals

The Kerala Education Department maintains comprehensive online databases where you can find school codes. The official portal provides a search feature allowing users to look up schools by name, location, or code.

### School Websites and Contact Details

Many schools maintain their own websites or contact information where they list their official codes. Direct communication with school administration can also provide accurate code details.

## District Education Office

Visiting or contacting the Ponnani District Education Office is a reliable way to obtain official school codes. They maintain records and can provide updated lists.

## National Educational Data Portals

Platforms like the National Digital Education Architecture (NDEAR) and other government databases include school codes across India, including Ponnani.

## Common Uses of Ponnani School Codes

### Student Registration and Admission

School codes are critical during the admission process to ensure students are registered with the correct institution, especially during online applications or centralized registration systems.

### Examinations and Results

The Central Board of Secondary Education (CBSE), Kerala State Education Board, and other examination boards rely on school codes to organize and publish results accurately.

### Transfer and Record Keeping

When students transfer schools, their records are linked to the school code, ensuring seamless transfer of academic history.

### Government Funding and Compliance

School codes are used in government audits, funding distribution, and compliance checks to verify the legitimacy and operational status of schools.

## Examples of Ponnani Sub District School Codes

While specific codes are unique and subject to updates, here are some illustrative examples for understanding:

- PNN-101: Ponnani Government Higher Secondary School
- PNN-102: Ponnani Model School
- PNN-103: Ponnani Girls High School

- PNN-104: Ponnani Government Primary School

Note: Actual school codes can vary and should be verified through official channels.

## **Tips for Using Ponnani School Codes Effectively**

### **Keep a Record**

Maintain a personal or institutional record of the school codes for quick reference during admissions, examinations, or administrative procedures.

### **Verify Before Submission**

Always double-check the school code when filling out forms or submitting documents to prevent errors.

### **Use Official Sources**

Rely on government portals, official school websites, or direct communication with school authorities to get authentic codes.

### **Stay Updated**

School codes can be revised or updated periodically. Keep abreast of official notifications or announcements from the education department.

## **FAQs About Ponnani Sub District School Codes**

### **Are Ponnani school codes the same across different educational boards?**

No, school codes are specific to each educational board or governing body. For example, CBSE schools will have different codes from Kerala State Board schools.

### **Can I use the school code to verify the legitimacy of a school?**

Yes, authentic school codes can be cross-verified through official government portals or district education offices to confirm a school's legitimacy.

### **How often are school codes updated?**

Updates to school codes are generally made when new schools are established or existing schools

undergo administrative changes. It's advisable to verify codes periodically.

## Conclusion

Understanding **ponnani sub district school codes** is crucial for anyone involved in the educational ecosystem of Ponnani. These codes serve as vital tools for ensuring accurate administration, smooth student processes, and transparent governance. Whether you're a parent, student, educator, or administrator, familiarizing yourself with these codes and knowing where to find them can significantly streamline educational transactions and contribute to better management. Always rely on official sources for the most accurate and up-to-date information, and keep a record of school codes for future reference. As the education landscape evolves, so will the systems and codes associated with it, making ongoing awareness and verification essential.

### Ponnani Sub District School Codes: An In-Depth Overview

Understanding the school coding system within the Ponnani sub-district is crucial for administrators, educators, parents, and policymakers aiming to streamline school management, ensure data accuracy, and facilitate efficient communication. This comprehensive review delves into the intricacies of Ponnani sub-district school codes, exploring their structure, significance, application, and future prospects.

## Introduction to School Codes in Ponnani Sub District

School codes serve as unique identifiers assigned to each educational institution within a specific administrative region. In Ponnani sub-district, these codes are vital for:

- Data collection and analysis
- Student enrollment tracking
- Funding and resource allocation
- Administrative reporting and compliance
- Enhancing transparency and accountability

Given the diversity of schools?ranging from government-run primary schools to private institutions?the coding system must accommodate various parameters while maintaining simplicity and uniqueness.

## Structure and Format of Ponnani School Codes

Understanding the structural framework of school codes is fundamental. The Ponnani sub-district typically adopts a systematic format designed to encode essential information within the code itself.

## Common Format Elements

Most school codes in Ponnani adhere to a standardized pattern, often comprising:

- District Identifier (2-3 digits): Represents the district code, e.g., 'PN' or numeric equivalent.
- Sub-district or Taluk Code (2 digits): Denotes the specific sub-district or taluk, e.g., '01' for Ponnani.
- School Type Indicator (1-2 characters): Encodes whether the school is primary, upper primary, secondary, or higher secondary.
- Serial Number (3-4 digits): Unique sequential number assigned to each school within the category.

Example: `PN-01-PR-0234`

- `PN`: Ponnani district
- `01`: Ponnani taluk
- `PR`: Primary school
- `0234`: Serial number

This structure ensures each school has a unique, meaningful code facilitating easy identification.

## Variations Based on School Type

Different school categories may have distinct coding conventions:

- Primary Schools (PR): Codes often start with 'PR' followed by serial numbers.
- Upper Primary Schools (UP): Typically marked with 'UP'.
- Secondary Schools (SS): Marked as 'SS'.
- Higher Secondary Schools (HSS): Denoted as 'HSS'.

Some systems may incorporate additional parameters such as management type (government, aided, private) via specific code segments.

## Significance of School Codes in Ponnani

The importance of a well-organized coding system cannot be overstated. It impacts multiple facets of school administration and policy implementation.

## Data Management and Analysis

- Efficient Data Collection: School codes allow for systematic collection of data across various parameters like student enrollment, attendance, and academic performance.
- Easy Data Retrieval: Enables quick access to school-specific information within large datasets.
- Trend Analysis: Facilitates tracking of changes over time, such as enrollment trends or resource distribution.

## Administrative Coordination

- Simplifies the process of reporting to higher authorities.
- Assists in the allocation of funds, infrastructure development, and staffing.
- Helps in monitoring compliance with government regulations.

## Policy Implementation and Monitoring

- Ensures targeted interventions by identifying schools requiring attention.
- Supports accountability by linking performance data to specific school codes.
- Streamlines the process of accreditation and quality assurance.

## Parent and Community Engagement

- Improves transparency regarding school identification.
- Assists parents in locating and verifying schools.
- Facilitates community involvement through clear identification.

## Application and Usage of School Codes in Ponnani

The practical application of school codes spans multiple domains:

### Educational Data Systems

- Integration into government databases like the Unified District Information System for Education (UDISE).
- Used in online portals for school management and reporting.

## Enrollment and Attendance

- Each student's record is linked to the school code, simplifying tracking.
- Attendance registers and digital systems utilize codes for validation.

## Resource Distribution

- Allocations for textbooks, infrastructure funds, and teacher postings are based on school codes.
- Ensures equitable distribution aligned with school needs.

## Examination and Certification

- Examination authorities assign codes to facilitate exam registration, result processing, and certification.

## Legal and Policy Documentation

- School codes are referenced in legal documents, policies, and official correspondences.

## Challenges in Implementing and Maintaining School Codes in Ponnani

While the system offers numerous advantages, there are challenges that need addressing:

### Data Accuracy and Consistency

- Ensuring that school codes are uniformly assigned and updated.
- Avoiding duplication or errors during data entry.

### Integration Across Systems

- Compatibility issues between different databases or platforms.
- Synchronization of codes during administrative transitions or system upgrades.

### Management of Private and New Schools

- Incorporating newly established private schools into the existing coding framework.
- Assigning codes in a timely manner to avoid gaps.

## **Training and Awareness**

- Educating administrative staff on proper coding procedures.
- Ensuring understanding of the importance of correct code usage.

## **Future Prospects and Improvements for School Coding in Ponnani**

To enhance the effectiveness of the school coding system, several strategies can be considered:

### **Adoption of Digital and Automated Systems**

- Implementing centralized, cloud-based platforms for code assignment and management.
- Utilizing automation tools to generate unique codes, reducing human error.

### **Standardization and Uniformity**

- Developing comprehensive guidelines for code structure applicable across all schools.
- Ensuring consistency in code assignment, especially during new school registration.

### **Enhanced Data Integration**

- Linking school codes seamlessly with other administrative and academic systems.
- Facilitating real-time updates and data sharing.

### **Regular Audits and Updates**

- Periodic review of existing codes for accuracy.
- Reassigning or correcting codes as necessary to adapt to structural changes.

### **Community and Stakeholder Engagement**

- Informing schools about the importance of correct coding.

- Encouraging feedback to improve the system.

## Conclusion

The Ponnani sub-district school codes form the backbone of efficient educational administration within the region. Their structured design, systematic application, and strategic importance underscore their role in fostering transparency, accountability, and data-driven decision-making. While challenges exist, ongoing technological advancements and policy support can significantly enhance the robustness of the coding system. As Ponnani continues to grow and evolve, maintaining a reliable, consistent, and accessible school code system will be crucial for sustainable educational development.

In summary, understanding the nuances of Ponnani sub-district school codes offers valuable insights into the administrative fabric that supports education in the region. Proper implementation and management of these codes will ensure that the region's educational infrastructure remains organized, responsive, and future-ready.

**Question** What are the school codes for Ponnani sub district schools? School codes for Ponnani sub district schools are unique identifiers assigned by the Kerala State Education Department to each school within the sub district. These codes help in administrative and academic record-keeping. **Answer** How can I find the school code for a specific school in Ponnani? You can find the school code by visiting the official Kerala Education Department website or contacting the local education office in Ponnani. Additionally, school directories and official notices often list these codes. Are Ponnani sub district school codes available online? Yes, the school codes for Ponnani sub district schools are available online through the Kerala Education Department's official portals and online databases. Why are school codes important in Ponnani's educational system? School codes are important for administrative purposes, including admission processes, examination registration, data management, and reporting within Ponnani's educational system. How frequently are school codes updated in Ponnani? School codes are typically updated when new schools are established or existing schools undergo administrative changes. Updates are managed by the Kerala Education Department as needed. Can I use school codes to verify a school's accreditation status in Ponnani? Yes, school codes can be used to verify accreditation and other official details through the Kerala Education Department's official database. Is there a list of all Ponnani sub district school codes available for download? Official lists of school codes are sometimes available for download on the Kerala Education Department website or through regional education offices. Are school codes in Ponnani unique across the entire state of Kerala? Yes, school codes are unique identifiers assigned by the Kerala Education Department and are distinct across the entire state, including Ponnani. How can I contact the office responsible for school codes in Ponnani? You can contact the Ponnani Education Office or the Kerala State Education Department's district office for assistance regarding school codes in Ponnani.

**Related keywords:** Ponnani sub district school codes, Kerala school codes, Malappuram school identifiers, Ponnani educational institutions, sub district school listings, government school codes Kerala, Ponnani school database, Kerala school registration codes, Malappuram district schools, Ponnani education department

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