

Study Guide

PREPARING FOR THE TEST

You will increase your chances of obtaining your best possible score if you spend a fair amount of time preparing for the test. This includes paying proper attention to your physical well-being before the test, taking care to avoid becoming overly anxious about the test and using a good test-taking strategy. Preparing in these areas can help you achieve your best possible score on the test. You may dress comfortably (example: blue jeans, t-shirts, tennis shoes; no shorts) for the test.

Test Format

The examination is made up of four separately timed test sections. The first three sections, Mathematics, Reading Comprehension, and Grammar utilize the multiple-choice and True/False formats. The fourth section, Incident Report Writing, requires you to write your answers in complete sentences in the spaces provided in the test booklet.

Though most of the questions in this test battery relate to police duty, no prior knowledge of law enforcement will be needed to answer the questions.

Examination Hints

Attempt to answer every question in the test. There is no penalty for guessing since your score is based on the total number of correct answers. This means you should attempt to respond to every question, even when you are not certain of the correct answer. When you are uncertain, your answer should be your best guess, and you should then move on the next question. You need to balance the amount of time you spend on each question with the total amount of time allotted to take the test. You will be told when to start and stop each section. If you have extra time, you are allowed to check your work on that section of the test only.

Time Limits

It is important to know the amount of time allowed for each section so you can pace yourself and not spend too much time on questions causing you problems. Remember, there is no penalty for guessing. If you find you are spending too much time on a question, you should guess and move on. If you finish before time is called, you can go back and check your answer in the question you are working on.

Marking Your Answers

It is important to follow the instructions below to insure your answers are read correctly.

- Use a #2 lead pencil. Do not use ink.
- Make heavy black marks that completely fill the oval.
- Make NO stray marks on the test booklet. Scratch paper will be provided.
- Be sure that you blacken only one oval for each question. If you blacken more than one oval, it will be counted as incorrect, even if one of the answers is correct.
- You may not erase an answer. You should place an X through the incorrect answer and fill in the answer you wish to be scored.

Before the Test Begins

Arrive early. You should take a seat, settle in, and put your things away. Try to relax, but concentrate on the test you are about to take. Put outside distractions out of your mind. Give the test you are about to take your complete attention.

Listen Carefully

The test administrator will provide you with complete and detailed instructions for taking each section. Be sure that you pay close attention to what this person has to say. Do not read ahead because you may miss something very important. If you do not hear or do not understand the directions, ask the test administrator to repeat them. It is extremely important that you completely understand the directions **before** the test begins.

*****BRING AT LEAST TWO #2 PENCILS*****

*****BRING YOUR DRIVER'S LICENSE*****

*****BRING THE AUTOMATIC DISQUALIFICATION LIST*****

If you are late or do not bring your automatic disqualification list you will be disqualified from the testing process.