



The Written Examination

If the position you are applying for requires a written examination, you must complete your application and supplemental questionnaire and contact the Human Resources Department prior to the "Apply By" date to schedule your exam date and time.

Some things to do when preparing for the test:

- Be well rested before taking the test so you will be alert and thinking clearly.
- Arrive at the testing room at or before the appointed time. Latecomers will not be admitted to the room. If you wear glasses do not forget them. Calculators are supplied, however you may bring your own if you wish. Also be certain that you have your social security number with you.
- Allow 2-1/2 to 3 hours to complete the examination.
- If you are unable to attend the examination appointment please call the Human Resources Department as soon as possible. We will attempt to accommodate your scheduling problem.
- Learn all you can (study if necessary) about the job classification before the test. Job descriptions are available in the Human Resources Department (and on the Human Resources Department web site). The Job Descriptions will provide information about the knowledge, skills, and abilities required for the job.
- When taking the test, listen carefully to the monitor's instructions so you understand how to take the test. If you need clarification regarding the instructions, please inform the monitor before the test begins.
- No examination aids including papers, books or other reference materials are permitted.
- All materials required for the examination, including a calculator, will be provided by the Human Resources Department. You are welcome to bring your own calculator.
- Read each test question carefully. Be sure you understand what the question is asking before your attempt to answer the question.
- Don't rush through the test; enough time is allowed to consider each question. However, do not waste too much time attempting to answer a question. If you don't know the answer, skip the question and go back to it later, if time allows. If you are uncertain of the correct answer, make your best guess. Grades are based on the number of correct answers.

- Be sure that you record your answers on the answer sheet provided. **DO NOT WRITE IN THE TEST BOOKLET!** Answers written in the test booklet will not be graded.
- Before you answer each question, be sure that the number of the answer space you mark, on your answer sheet, is the same as the question you are answering. If you mark an answer and then wish to change it, be sure you completely erase your first choice before you mark your new choice.

Questions on the test are either TRUE / FALSE statements or MULTIPLE CHOICE questions.

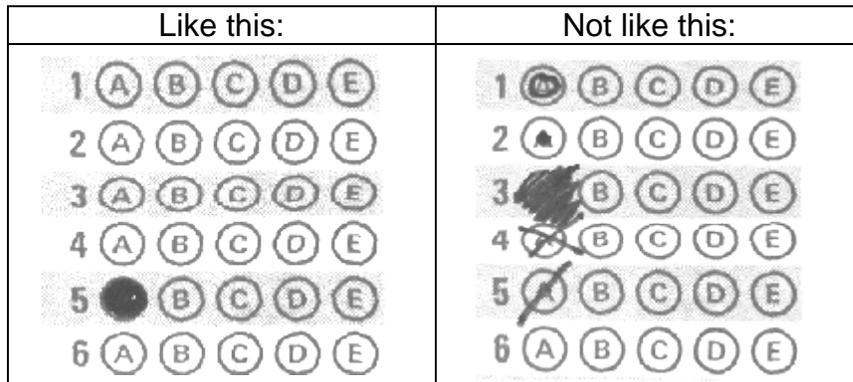
- For **TRUE / FALSE** questions, a statement is made and you must decide whether the statement is TRUE or FALSE.

Example:

5. Tallahassee is the capital of Florida.

- (A) True
- (B) False

We know this is true so you would darken the circle over the letter "A" next to the number 5. See illustration below.

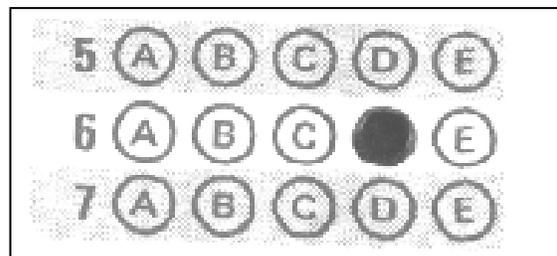


- For **MULTIPLE CHOICE** questions, you are given two to five possible answer choices and you must determine the correct (or best) answer choice.

Example:

6. How many months are in a year?

- (A) 7
- (B) 9
- (C) 11
- (D) 12



You would mark your answer sheet like this, since 12 is the correct answer.