

Examination Information Guide

for the Entry Level Police Officer Examination

Purpose of this guide

This guide was developed to assist you in doing your best on the Police Officer written exam. It will provide some advice and tips for preparing yourself to take the test and it discusses strategies for taking the test effectively. While this information may be applied to other written tests, it was specifically produced to provide guidance for this particular exam.

Preparing for the test

Tests are given to ensure selection of the most qualified people while providing all candidates the opportunity to compete fairly. Knowing the rationale for this test and having a realistic idea of the job can improve your ability to demonstrate your job potential.

This test is designed to assess:

- ▶ how well you observe things and how well you remember what you observed
- ▶ your basic writing skills
- ▶ your basic reading skills
- ▶ similarities between your work preferences and experiences and those of successful peace officers

So in the days and weeks before the exam, the following actions can make a difference.

1. Make sure you understand each step in the process so that you can do your best at each stage. Get a feel for what is involved in being a new officer and what it will be like to be a law enforcement professional.
2. Make sure that you accurately complete any forms or requirements prior to the exam.
3. Try to take some time every day to improve your reading and basic writing skills. These skills are important for effective performance as a new officer and will be assessed by the test. Of course, these skills are also important in many other lines of work, including those that would represent law enforcement promotions.
4. Try to get some practice taking other tests. This can reduce testing anxiety and improve your test taking strategies.
5. Ensure that you know the exact location of the examination administration and the best way to get there. A “dry run” is recommended.
6. Organize your schedule so you can perform your best on the day of the test.

Getting ready the day of the test

1. Stick to your normal routine as much as possible. If some of the following suggestions are not in your normal routine, note that they usually allow most people to perform at their best.
2. Get adequate sleep. Most adults do best with 7 to 8 hours. Try to adopt this pattern at least several days before the exam.
3. Get up early enough to have plenty of time to get ready and get to the examination. Hurrying creates anxiety, so don't put yourself in the position of having to hurry.
4. Include a light, balanced breakfast in your preparation schedule.
5. Arrive at the test early enough to cope with traffic, weather, parking, etc.

Taking the test effectively

1. Listen to instructions and directions from the test administrators. Make sure that you understand the instructions. Ask questions at the designated time before the test begins if you are unsure of any aspect of what you should do during the test.
2. Use your time carefully, especially on the first part of the test which is very brief and closely timed. You should have enough time to finish the rest of the test if you move through it steadily and do not spend too much time on any one question.
3. Read the questions and answer choices carefully. Do not select an answer before you have completely read all of the choices.
4. Answer every question. There is no penalty for wrong answers. Scores are based on the number of correct answers. Use your best judgment to make a choice among the answer choices provided. Even if you can only identify one choice as being incorrect, you are making an informed decision and demonstrating a degree of knowledge.
5. Don't worry about trick questions. None of the questions in this test is designed to be a trick question. The test is totally focused on enabling you to show your best on what it is assessing. Avoid reading too much into a question.
6. Take care of your answer sheet. Follow the test administrator's instructions on filling in your name and other information. Make sure that you fill in the bubbles and do not make marks that are too light or too small or go outside of the bubbles. Always make sure that the number of the space on the answer sheet you are marking matches the number of the question that you are answering. Do not make stray marks or smudges on the answer sheet. If you change an answer, make sure that you completely erase your first choice.