

**Law Enforcement
Sworn Applicant Process**

Test Sections



PART ONE:

GENERAL PREPARATION TIPS FOR THE WRITTEN EXAMINATION

1. ON THE DAY OF TESTING

- A) Wear comfortable clothing
- B) Arrive early
- C) Get a good rest the night before
- D) Eat a good meal before you arrive

2. LEARNING THE STUDY GUIDE

- A) You must put in a lot of study time. The study session is scheduled to last for two (2) hours. Simply reading through the study guide once is not enough to fully comprehend the materials.
- B) Read and memorize all of the material in the study guide.
- C) Pay particular attention to the instructions of each section.
- D) Write an outline - you cannot use your notes during the exam but writing an outline will help you to memorize and organize the material.
- E) Test yourself on the material - think of the types of questions which will be asked on the exam (reading it through is not enough to really learn it).

3. WHILE TAKING THE EXAM

- A) Take your time - there should be more than enough time to complete the exam. The test is scheduled for one and one-half (1-½) hours.
- B) Don't get stuck on any one question - if you don't know an answer, leave the question and come back to it later.
- C) If you don't know an answer, then guess - there is no additional penalty for guessing and guesses are usually correct.
- D) Select the alternative which you feel is correct but also review the alternatives which you feel are incorrect just to make sure - don't jump to hasty conclusions.

SECTIONS OF THE EXAM

I. LEARN AND APPLY KNOWLEDGE

This section of the exam will evaluate your ability to understand and remember the ideas and facts contained within written materials. The study guide will provide several essays. You must read and learn these materials to answer test questions.

II. OBSERVE AND ACCURATELY DESCRIBE EVENTS AND OBJECTS

This section of the written exam will evaluate your ability to observe, remember, and report details about events and objects. The study guide will present pictures with short scenarios describing an event. For the test, you will be required to recall specific details about the events pictured.

III. REMEMBER IDENTIFYING INFORMATION

This section of the examination will evaluate your ability to remember identifying information about people. The study guide will present photos of people and descriptions. For the test, you will need to recognize and select the correct person based on the details presented.

IV. REMEMBER SPATIAL RELATIONSHIPS AND WHERE OBJECTS ARE LOCATED

This section of the exam will evaluate your ability to recognize and remember the location of objects, and to navigate direction. The study guide will present several blueprints, maps or room layouts with a description that explains the situation. You must read and learn these materials to answer test questions.

V. COMPLETE ROUTINE FORMS

This section of the written exam will evaluate your ability to follow written instructions. Law enforcement officers must complete many forms and reports, and they must be completed accurately. You will be provided with instructions on how to fill out various forms during the test. The test questions will assess how well you follow instructions for filling out the forms.

VI. COMMUNICATE USING APPROPRIATE GRAMMAR

This section of the examination will assess your ability to effectively communicate. On the exam, you will be asked to answer questions that measure your ability to use correct grammar and punctuation. These questions are based on standard English grammar and punctuation. You will NOT receive grammar and punctuation rules during the study session. Instead, you must be able to recognize and use grammar correctly.

VII. COMMUNICATE IN WRITING - SPELLING

This section of the examination will assess your ability to effectively communicate in writing. You will be asked to answer questions that measure your ability to spell words correctly. The words on the test will be drawn from the essays presented in Section 1 of the study guide. Therefore, be sure that you know how to spell difficult words contained in the essays.

SECTION 1:

ABILITY TO LEARN AND APPLY KNOWLEDGE

1. WHAT TO LEARN

- A. Read each of the short essays carefully to learn all of the facts and principles which are presented.
- B. It is often helpful to take notes on important ideas and facts. You cannot use your notes during the exam, but writing an outline will help you to memorize the information.
- C. Be sure to read all passages several times. You will learn more and retain it better each time you read the passage.
- D. Be an active learner - write out questions that you think may be on the exam.

2. WHAT WILL BE ON THE TEST

- A. Some questions will be straightforward and ask you about specific facts.
- B. Some questions will ask for your understanding of the principles. These questions may ask you to apply the ideas to different situations.
- C. Remember, there is only one correct answer for each question.

SECTION 2:

***ABILITY TO OBSERVE AND ACCURATELY
DESCRIBE EVENTS AND OBJECTS***

1. WHAT TO LEARN

- A. Learn the details of the pictures and their descriptions in the study guide.
- B. Be sure to remember the title for each picture since the pictures themselves will not be on the exam.
- C. Look at each picture more than once and write down what you see.
- D. Pay particular attention to numbers, dates, and details.

2. WHAT WILL BE ON THE TEST

- A. Each question is straightforward, but they emphasize details.
- B. Questions will refer to the scene by its title and topic - you must memorize the title and details associated with each picture or story.

SECTION 3:

ABILITY TO LEARN AND RECALL IDENTIFYING INFORMATION

1. WHAT TO LEARN

- A. Memorize the photo and description of each person. This section of the exam is extremely difficult since it requires an excellent memory. Some descriptions may be the same for more than one person.
- B. You must be able to answer questions based on knowledge of the written information and also on the basis of the picture.

2. WHAT WILL BE ON THE TEST

- A. The questions are quite detailed about both the faces and the written information.
- B. The questions will tell you which picture or fact is under consideration and, therefore, you must be able to recall the face associated with a specific description, or vice versa.

SECTION 4:

ABILITY TO REMEMBER SPATIAL RELATIONSHIPS

1. WHAT TO LEARN

- A. This section presents various diagrams, such as blueprints, maps and room layouts.
- B. Be sure to remember the title for each diagram since the actual diagrams will not appear on the test.
- C. Take notes and draw each diagram on your notepaper to help you remember. Even though you CANNOT use your notepaper for the test, writing down details will help you to remember.
- D. Pay particular attention to the symbols and/or scenario associated with a diagram. Police officers must be able to relate meaningful information to supervisors and/or attorneys.

2. WHAT WILL BE ON THE TEST

- A. Each question is straightforward and emphasizes your ability to identify the location of objects in space and relative to one another.

SECTION 5:

ABILITY TO WRITE REPORTS AND COMPLETE FORMS

1. WHAT TO LEARN

- A. During the study session, you will not receive any information about the forms section of the exam. Instead, you will receive instructions to the forms along with the test. You may refer to these instructions to answer the questions during the test.

2. WHAT WILL BE ON THE TEST

- A. The general instructions are most important since they cover all of the forms.
- B. How information is to be presented - what is the order (e.g., last name first), how complete do things have to be (e.g., full address including city, state and zip code), what format should be used (e.g., military time only) etc.
- C. Don't get overwhelmed with all of the detail - the forms and instructions will be provided with the exam. Also, most of the information is self-explanatory and is the same across the different forms.
- D. You will need to read short stories and select the information to be entered from the story.
- E. You will be asked to identify parts of the forms that have been completed correctly or incorrectly.
- F. You will be asked to select the correct entry that should be made in the forms.

SECTION 6:

COMMUNICATE USING APPROPRIATE GRAMMAR

1. WHAT TO LEARN

- A. During the study session, you will not receive any information about the grammar section of the exam. You should be familiar with correct grammar usage prior to the exam.
- B. If you are unfamiliar with grammar rules, you should get a grammar book or consult with someone who has excellent grammatical skills.
- C. Some of the grammar rules that may be helpful to know are: subjects and verbs; tense; double negatives; plural verbs; collective nouns; proper or collective nouns; possessive nouns; capital letters and punctuation; when to use a or an; spelling out numbers, use of quotation marks, pronouns, contractions, homonyms, and paragraph structure.

2. WHAT WILL BE ON THE TEST

- A. Questions will ask you to find the grammatically correct or the grammatically incorrect alternative from among several alternatives. Be sure to read the question carefully so that you know which you are looking for.
- B. Sometimes the answer to a question is not immediately obvious. Give yourself time when answering these questions; they can be tricky. Don't give up - there will be one alternative that is the correct answer.
- C. When you find the alternative that is the correct answer, mark it, but don't assume that you have answered this question until you have done two things: a) check the other alternatives to make sure that they are wrong and b) try to determine which grammar rule is involved.

SECTION 7:

COMMUNICATE IN WRITING – SPELLING

1. WHAT TO LEARN

- A. During the study session, you will read articles in the LEARN AND APPLY KNOWLEDGE section. The spelling words on the exam will come directly from these articles. Therefore, you should identify any difficult spelling words during the study session and make sure that you can spell them correctly.

2. WHAT WILL BE ON THE TEST

- A. Each question will provide you with a sentence that contains a missing word. You will need to identify the correct spelling of the missing word from among several alternatives. Remember, these spelling words will be based on articles or essays in the study guide.