

# WHAT YOU SHOULD KNOW ABOUT EXAMINATIONS

## THE ACTUAL EXAMINATION

### PRIOR TO THE EXAM

- **The Examination Information Notice**
  - ✓ Sent about 10 working days prior to the examination.
  - ✓ Informs you of the date, time and location of your examination.
  
- **What do you study?**
  - ✓ Review the bulletin with special attention to the Knowledge Skills and Abilities.
  - ✓ Read the Class Specification.
  - ✓ Talk to someone in the classification or who has worked in the classification.
  - ✓ Speak with a supervisor who supervises the classification.
  - ✓ Talk with your supervisor.

### WHAT HAPPENS WHEN YOU GET THERE

- **Arrive on time**
  
- **Check-in with receptionist**
  
- **Complete paperwork**
  
- **Follow instructions given by the receptionist**

## **DURING THE EXAM**

- **Make yourself comfortable**
  - ✓ You will be introduced to the panel members.
  - ✓ Don't bring anything unless it is exam related.
  
- **Chairperson will explain the process**
  - ✓ Amount of time you are allowed for your interview.
  - ✓ Confidentiality.
  
- **Panel members will take turns asking questions**
  - In promotional exams, you may know the panel members.
  
- **Questions will be in large print**
  
- **Listen to and read questions carefully**
  
- **Take your time to formulate your responses**
  
- **Answer the questions completely**
  - ✓ Candidates' answers that lack detail will be ranked lower.
  
- **Panel will rate your responses**
  - ✓ Only the responses to the questions will be evaluated.
  - ✓ Panel members may express reservations about your ability to perform in the classification.
  
- **Chairperson makes closing remarks**
  - ✓ When to expect results
  - ✓ Exam confidentiality