NOTICE TO CANDIDATES

The online exam and other material furnished to you are the property of the <u>San Joaquin County Civil Service Commission</u>. By law you cannot make copies or notes of the examination questions. **Government Code Section 31114** makes it a misdemeanor offense to furnish information about civil service examinations to other persons. **Government Code Section 31115** makes it a misdemeanor offense to any person who impersonates another person or permits or aids in any manner any other person to impersonate him in connection with any examination.

Your overall score is based on the number of questions you answer correctly. Each questions has a correct answer. If you are unsure, mark the answer you feel is the <u>best</u>. Be sure you answer all the questions you are required to answer.
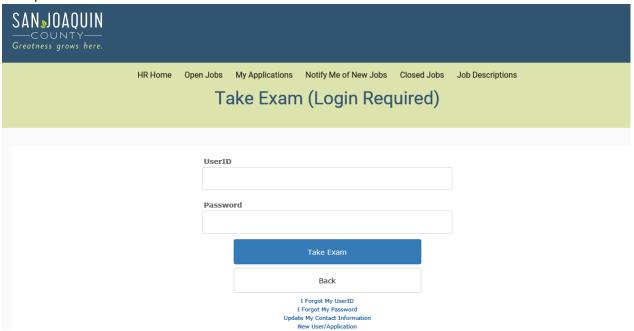
 If you finish the exam with time remaining, you may click on "Finish Exam" to review a summary of the exam questions before submitting. You can contact the Human Resource Analyst of this recruitment for any questions regarding this exam by replying to the online exam notice.

SJC Online Exam Guide For Test Takers

1. Please review this guide before beginning the online exam.
   To access the login page to take the exam, you will find the link at the end of this guide.

2. Enter your **UserID** and **Password** when logging in to apply and click on "Take Exam".
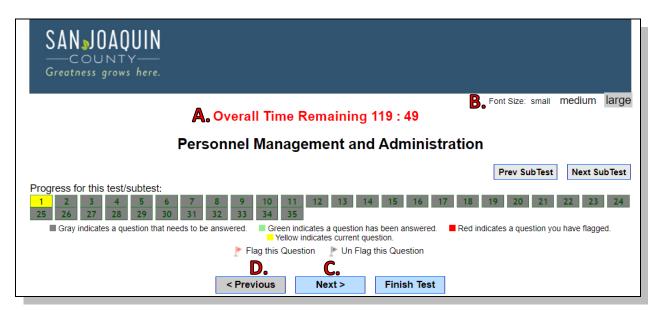
Example A

3. After clicking on "Take Exam" you will be taken to the page below showing available online tests.

4.

5. When you click on "Take Test", you will be taken to the online exam page.

5. On the Online Exam page:

   a. Your Overall Time Remaining will be located at the top of the page and is identified in minutes and seconds.
   b. You can change the font size using the buttons at the top right.
   c. After answering a question, click on "Next>" to go to the next question.
   d. You can view the previous questions by clicking on "<Previous".

Here is a list of available functions:

   A. **Progress for this Test/subtest**
      a. Click on any of the numbers to skip questions or go back to unanswered questions.
         i. Gray indicate a question that needs to be answered
         ii. Green indicate a question has been answered
         iii. Red indicate a question you have flagged
         iv. Yellow indicates current question.
   B. **Flag questions**
      a. You may flag questions that you would like to skip or go back for review
   C. **Prev/Next Subtest**
      a. If the exam has multiple subtests, use these buttons to quickly navigate between the next or previous set of questions.
   D. **Finish Test**
      a. Clicking on Finish Test will take you to your summary page.

Font Size: small medium large

Overall Time Remaining 118 : 46

SubTest #	SubTest Name	# Questions	Answered	Remaining
1	Personnel Management and Administration	35	0	35
2	Data Collection, Analysis and Presentation	19	0	19
3	Supervision and Training	15	0	15
4	Reading Comprehension and English Usage	21	0	21
5	Public Contact and Working Relationships	30	0	30

**Please review the listing above for any unanswered questions.
If you are sure that you have answered all the questions on
this test to the best of your ability, click on 'Finish Test'
again to exit this examination. Otherwise, click 'Back to Test'
to return to the last question you were working on.**

Back to Test   Finish Test

6. Here you will be able to view the summary of the complete exam and make sure you have answered all the questions within the exam.
7. Once you click on "Finish Test", the online exam will end, and you will no longer have access to view it.

To begin the test, please copy and paste the following link into you your web browser:

https://jobapscloud.com/sjq/newregpages/logintotests.asp?from=TakeExam

To take the exam, you will need to enter your applicant UserID and password.

Good Luck!