

NOTICE TO CANDIDATES

The online exam and other material furnished to you are the property of the San Joaquin County Civil Service Commission. 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 best. 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

The screenshot shows the San Joaquin County HR portal. At the top left is the logo for San Joaquin County with the tagline "Greatness grows here." To the right of the logo are navigation links: HR Home, Open Jobs, My Applications, Notify Me of New Jobs, Closed Jobs, and Job Descriptions. Below the navigation is a large green banner with the text "Take Exam (Login Required)". Underneath the banner is a login form with two input fields: "UserID" and "Password". Below the input fields are two buttons: a blue "Take Exam" button and a white "Back" button. At the bottom of the form are four links: "I Forgot My UserID", "I Forgot My Password", "Update My Contact Information", and "New User/Application".

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

The screenshot shows the San Joaquin County HR portal. At the top left is the logo for San Joaquin County with the tagline "Greatness grows here." To the right of the logo are navigation links: HR Home, Open Jobs, My Applications, Notify Me of New Jobs, Closed Jobs, and Job Descriptions. Below the navigation is a large green banner with the text "My Tests to Take". Below the banner is a grey box with the text "To take the online test, click on the 'Take Test' button next to the job." Below the grey box is a table with two columns: "Job Title/Bulletin Number" and "Take Test". The table has one row with the following data: "yst I - Online Exam Te" and "01-00". To the right of the "01-00" cell is a blue "Take Test" button. Below the table is a white box with a blue "Back" button.

Job Title/Bulletin Number	Take Test
yst I - Online Exam Te	01-00 Take Test

- 4.

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

SAN JOAQUIN COUNTY
Greatness grows here.

A. Overall Time Remaining 119 : 49

Font Size: small medium large

Personnel Management and Administration

Prev SubTest Next SubTest

Progress for this test/subtest:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35													

■ Gray indicates a question that needs to be answered. ■ Green indicates a question has been answered. ■ Red indicates a question you have flagged. ■ Yellow indicates current question.

Flag this Question Un Flag this Question

D. **C.**

< Previous Next > Finish Test

5. On the Online Exam page:

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

Here is a list of available functions:

A. Progress for this Test/subtest

- Click on any of the numbers to skip questions or go back to unanswered questions.
 - Gray indicate a question that needs to be answered
 - Green indicate a question has been answered
 - Red indicate a question you have flagged
 - Yellow indicates current question.

B. Flag questions

- You may flag questions that you would like to skip or go back for review

C. Prev/Next Subtest

- If the exam has multiple subtests, use these buttons to quickly navigate between the next or previous set of questions.

D. Finish Test

- Clicking on Finish Test will take you to your summary page.

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](#)

- 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.
- 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 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!