

## Written Examination Subject Matter

You will be given **three (3) hours and fifteen (15) minutes** to complete the written examination which includes the time needed for the "Remembering Facts and Information" section (see below). This examination will consist of multiple-choice questions designed to assess the following:

### **Remembering Facts and Information**

Candidates will be provided with a written description of an incident (story) and given five (5) minutes to read and study the story. At the end of the 5-minute period, the story will be removed and candidates will **not** have another opportunity to refer back to it. Candidates will **not** be permitted to make **any** written notes about the story. There will be a 10-minute delay before candidates receive the test question booklet. Candidates will then be asked a series of questions about the facts concerning the story.

### **Reading, Understanding and Interpreting Written Material**

These questions assess how well candidates can understand what they have read. The written examination will include **two** types of questions:

**Format A** - Candidates will be provided with brief reading selections followed by questions regarding the selections. All of the information required to answer the questions will be provided in the selections. Candidates will not be required to have any special knowledge relating to the content area covered in the selections; and,

**Format B** - Candidates will be provided with short written passages from which words or phrases have been removed. Candidates will be required to select among four alternatives the word or phrases that best fits in each of the spaces.

### **Applying Facts and Information to Given Situations**

These questions assess candidates' ability to take information which the candidates have read and then apply this information to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, policy or procedure which must be applied to a particular situation. All of the information to answer the questions will be contained in the paragraph and in the description of the situation.

### **Clerical Checking**

These questions assess candidates' ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. Material will be presented in three columns, and candidates will be asked to compare the information in the three sets.

### **Court Record Keeping**

These questions assess candidates' ability to read, combine, and manipulate written information organized from several sources. Candidates will be presented with different types of tables which contain names, numbers, codes and other information, and must combine and reorganize the information to answer specific questions.

**WARNING:** Anyone found unlawfully copying, possessing or disclosing test questions or answers from civil service examinations, or providing test information to, or receiving test information from another candidate during the examination, or anyone found taking a civil service examination for someone else or enlisting another person to take an examination for another or oneself will be subject to disqualification from that examination, may be barred from taking any future examinations with the NYS Unified Court System and may be subject to other penalties as prescribed by law.