

## Preparing to Take the Written Examination

### A DAY OR TWO BEFORE...

- ✓ Briefly review the examination information contained in this guide, especially the subject of the examination and sample questions. Intense studying immediately preceding the exam may make you anxious. A brief review will refresh your memory and may help to reduce your anxiety.
  
- ✓ Check your Admission Notice to determine where the written examination will be held and your report time. Know how to get to the test center and how long it will take you to get there.
  
- ✓ **Bring the following materials to the test center:**
  - Admission Notice
  - Two forms of identification including one photo ID such as a driver's license or passport
  - Two No. 2 pencils
  - A watch

### THE DAY OF...

- ✓ Plan your arrival at the test center about 15 minutes before the scheduled time listed on your Admission Notice.
  
- ✓ Follow all test administration procedures\* including:
  - No cell phone use or any other electronic device use permitted in the testing room
  - No smoking, eating or drinking in the testing room
  - No reference books or calculators
  - No removing exam materials from the testing center
  - No copying test questions or answers during the examination
  - No giving or receiving help during the examination
  
- ✓ Prior to the examination, you will be asked to complete the Equal Employment Opportunity Data Collection Form. Completion of this form is voluntary. You also will be asked to complete the Geographic Preference Form indicating the Judicial District location(s) where you would consider an offer of employment, subject to your success on all required screening procedures.
  
- ✓ Follow all instructions provided by the examination monitor for filling in the computerized answer sheet. Use only No. 2 pencils and make your marks heavy and dark and completely fill in all of the required sections of the answer sheet as instructed by the examination monitors and in accordance with the instructions on the back of the answer sheet. Ask your monitor for assistance if necessary.

### **\*WARNING**

Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking 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 will be subject to being disqualified from that examination and may be barred from taking any further examinations with the Unified Court System and may be subject to other penalties as prescribed by law.