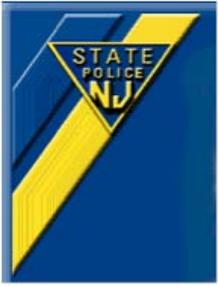


***New Jersey State Police Written
Test Battery
Informational Guide***

2007

Revised 05/07



State Police Written Test Informational Guide

About This Informational Guide

This information guide is designed to familiarize you with the New Jersey State Police Written Test Battery. This guide provides you with information on the following:

- I. Overview of Written Test Battery (*p. 1*)
- II. Description of Written Tests, Instructions & Example Questions (*pp. 1-15*)
- III. Effective Test Preparation Strategies (*pp. 15-18*)
- IV. Frequently Asked Questions (*p. 19*)

Please carefully read and study this guide prior to your testing date.

I. Overview of Written Test Battery

The New Jersey State Police Written Test Battery is the next step in the New Jersey State Police screening and selection process. The written test battery will be administered to all applicants on **TBD**.

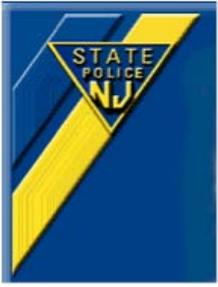
The written test battery consists of four multiple-choice tests designed to evaluate competencies applicants need to effectively perform the duties of a New Jersey State Trooper. The administration of the written test battery will take approximately five hours, including check-in, rest and breaks.

II. Description of Written Tests, Instructions & Example Questions

The written test battery consists of four tests:

1.	Situational Judgment Test	2 hours
2.	Following Policies and Procedures Test	25 minutes
3.	Work and School Experiences Form	20 minutes
4.	Survey of Life Experiences	1 hour (approximate)

This section will provide you with a description of each test as well as example questions to familiarize you with the test's format.



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Situational Judgment Test

The **Situational Judgment Test** will require you to watch videotaped police-related scenarios and then quickly decide what is the best response to effectively resolve the situation. This is a timed test. During test administration, you will need to carefully watch the videotaped scenario and read the question and all its response options. After reading the question and response options, you will be given 10 seconds to answer the question. After 10 seconds expires, you will be shown the next video scenario and test question. Please note you will not be permitted to go back and review any previous video scenario or its question and response options. There are a total of 54 test questions.

This test will take about 2 hours to complete. The detailed instructions for this test, which will be presented during the test administration, are provided to you below.

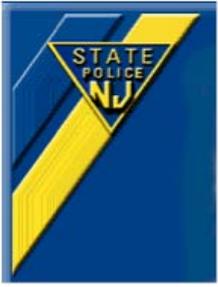
Situational Judgment Test Instructions: The test you are about to take consists of 54 multiple-choice situational questions presented on video. After each question is presented, you will have ten seconds to mark the answer you think is best before the next question is presented. If you mark more than one answer, you will get the question wrong. If you change an answer, erase it completely. You might as well answer every question, as there is no penalty for guessing.

The following information is provided to help you understand how to take the test and what we are looking for.

When you answer these questions, remember that our department is dedicated to making a positive contribution to the community we serve. We are looking for candidates who will conduct themselves in a way that will add to the professional image of our department. We want people who can be trusted to properly handle the authority of this job and who will be respected by the wide diversity of citizens that make up this community.

One way that you might not do well on the test is by answering according to what you have seen other people do or what you have seen on TV. Examples of unprofessional police performance are often seen on television shows. If, in real life or on television, you have seen a law enforcement situation handled in a way that you did not think was good, don't mark that way of handling the situation as your answer. The questions ask what you think is the best thing to do. We will assume that every answer you mark is what your common sense tells you is best.

Since this is a common sense test, knowledge of police procedures is not needed to answer the questions. Base all your answers on the information and guidelines provided in the test, even if you have worked somewhere before that had different procedures. The test is intended to be very straightforward. This is particularly important for experienced officers to keep in mind. It is bad test strategy to read more into the questions than what is there. You will most certainly get a low score if you answer according to procedures that are different than those provided in the test. Your best strategy for getting a good score is to use only your own common sense and the information that is provided in this test session.



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When taking the test, remember that as a police officer, you are a professional. It is your duty to enforce all laws, however, you can use your own discretion. This means you can make your own decisions about what to do in specific situations. For instance, you may choose not to address a traffic violation you see if you are arresting a burglar at the time. You may think it's best to overlook expired license tabs at a time when you are attending to an emergency.

Officers need to prioritize and make decisions about what would be best. Ordinarily you would not waste your time or take unnecessary risks by doing something that was useless. For instance, you would probably not arrest a teenager for curfew violation on the Fourth of July at a midnight fireworks show where thousands of teenagers were present.

You would also not usually do something that would make a situation worse. For instance, if a person is attempting to jump from a building, you would not threaten to arrest that person for trespassing.

You want to make good use of your time. You want to handle things properly so you don't have to come back. You want to pick ways of handling things that are reasonable and that will prevent future problems.

Use common sense.

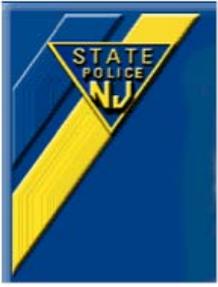
You do not have to have training to answer these questions. All the information you need is provided here.

None of the questions are meant to be trick questions. If a choice is given, it means that it is a possible option. For instance, if the answer says, "Call for backup," you may assume that backup is available and will respond to your call. If an answer says, "Secure him in your car," you may assume that this is possible. If the answer says, "Call for a mental health professional to come to the scene," you may assume that dispatch would assist you and that this could be reasonably accomplished.

A few words about dispatch . . .

Radio dispatchers can provide you with assistance and information and help coordinate law enforcement activities with other officers and command staff. They can provide you with backup or send you to backup other officers. For the purposes of this test, you should request backup if you feel that you might need help. Dispatchers keep track of the general whereabouts and activities of officers on duty. When considering whether or not to call in, remember that your calls use airtime and involve work for other employees in the department. However, safety and effective job performance are the most important considerations. If you need assistance with what is going on in your area, you should not hesitate to call. If you can handle situations adequately without calling in, you should do so.

Also, you should know the following information about warrants. A warrant is a court order instructing you to arrest someone and bring him or her to court. It is your duty as a law enforcement officer to follow court orders.



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This is not training and these are not procedural questions. Procedures vary from one department to another and are changed and updated at times within the same department. In some of the situations presented, procedures have been intentionally simplified for the purpose of more clearly presenting the main point of the question. Keep in mind that the test is designed to assess your judgment and common sense, not your knowledge of police procedures. If you are selected for the job, you will be trained in correct procedures.

Some of the questions are about an officer in training. New officers work with training officers to begin with. The trainers observe the new officers and determine when they are ready to work independently.

At the beginning of the test is an example question. Don't answer it. Just make sure you can see and hear well enough from where you are sitting. If you need to be resealed, raise your hand after the example question and we will stop the video.

Does anyone have any questions before we start the test?

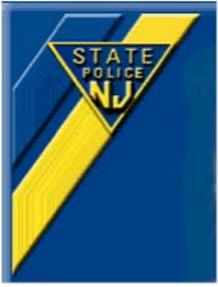
OK. Good luck. The test takes a little over two hours.

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Below is an example question for the Situational Judgment Test. For purposes of this guide only, a picture and written narrative are presented to describe the video scenario. (During the actual test, you will watch the video scenes and there will not be any written narratives.)



In this scene, the police officers are responding to a complaint about a loud fight. When the officers arrive on the scene, they encounter the neighbor who made the complaint. The officers at the scene find out that this couple fights all the time and that there are no children or weapons at the scene. The officers go to investigate the disturbance and they hear the couple verbally fighting about money problems. The



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officers knock and the woman yells "Come In". As the officers enter, the woman asks the officers if they know what he did today and the man says he does not have to explain anything. At this point the video pauses.

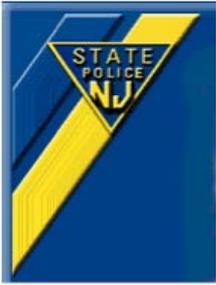
Next, a voice asks, "What would you do?" Four potential responses are presented below:

- A) Tell them both to quiet down. The neighbors have complained.
- B) Before discussing the noise complaint, get them handcuffed.
- C) Separate the couple. Ask each of them what the problem is.
- D) Tell them you are not here to solve their personal problems.

To answer the question, you should select the best response from the alternatives provided. The best response to this situation is "C". Separating the couple prevents the situation from becoming more violent or confrontational, it allows them to calm down and answer the officer's questions, and shows you care about their situation.

If you would like to view this or other example video scenarios and questions, visit the test web site at <http://ergometrics.org/law.htm>.

The answer sheet for the Situational Judgment Test consists of a front and back page. Before beginning the test, you will be asked to complete the front page of the answer sheet, which requests you to record your name, social security number, test date, location code, and basic demographic information (gender, age, ethnic group, years experience as a law enforcement officer, and education). The front page is pictured below.



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FIRST ANSWER SHEET - FRONT PAGE

Name (Last, First, MI)

Grid for name entry

Large grid for name entry

Social Security Number or ID

Grid for social security number

Large grid for social security number

Mo Day Year Location Code grid

Please complete the following information. It will be used for research purposes only.

Gender

- Male
Female

Age

- Under 21
21-25
26-30
31-35
36-39
40-45
46-50
51-55
Over 55

Ethnic Group

- American Indian
Asian
African American
Hispanic
Caucasian
Other

Years experience as a law enforcement officer.

- None
Less than 1 year
Between 1 and 2 years
Between 2 and 5 years
More than 5 years

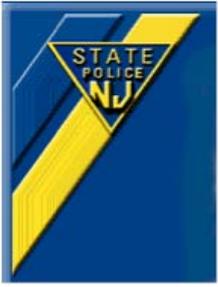
Education. Mark the highest level you have completed.

- High School Graduate or GED
College, No Degree
College with emphasis in law enforcement, no degree
2 Year Degree
2 Year degree with emphasis in law enforcement
More than 2 years college, no degree
4 year college degree
4 Year degree with emphasis in law enforcement
Advanced degree

MARKING INSTRUCTIONS: Use Only #2 Pencil, Erase changes cleanly, Make no stray marks. Includes examples of improper and proper marks.

11260 and barcode area

To fill in your name, social security number, location code and date print the information in the space provided putting one letter or number above each column of circles. Next, fill in the corresponding circle in the column below each letter or number. For the gender, age, ethnic group, years experience as a law enforcement officer and education, fill in the circle next to the option that best describes you. When you are finished, please ensure that the information you have provided is correct.

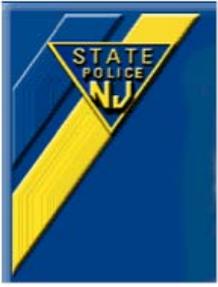


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The back page of the answer sheet, pictured below, will be used to record your answers for the Situational Judgment Test. The answer sheet is divided into three sections. The first section (first two columns from the left) is numbered 1 through 54. This is the section that will be used to provide your answers to the test questions. The other two sections are labeled "Reading" and "Other" and will not be used.

FIRST ANSWER SHEET - BACK PAGE	1. ○○○○	36. ○○○○	14. ○○○○	Other	35. ○○○○○	
	2. ○○○○	37. ○○○○	15. ○○○○		1. ○○○○○	36. ○○○○○
	3. ○○○○	38. ○○	16. ○○○○		2. ○○○○○	37. ○○○○○
	4. ○○○○	39. ○○○○	17. ○○○○		3. ○○○○○	38. ○○○○○
	5. ○○○○	40. ○○○○	18. ○○○○		4. ○○○○○	39. ○○○○○
	6. ○○○○	41. ○○○○	19. ○○○○		5. ○○○○○	40. ○○○○○
	7. ○○○○	42. ○○○○	20. ○○○○		6. ○○○○○	41. ○○○○○
	8. ○○○○	43. ○○○○	21. ○○○○		7. ○○○○○	42. ○○○○○
	9. ○○○○	44. ○○○○	22. ○○○○		8. ○○○○○	43. ○○○○○
	10. ○○○○	45. ○○○○	23. ○○○○		9. ○○○○○	44. ○○○○○
	11. ○○	46. ○○○○	24. ○○○○		10. ○○○○○	45. ○○○○○
	12. ○○○○	47. ○○○○	25. ○○○○		11. ○○○○○	46. ○○○○○
	13. ○○○○	48. ○○○○	26. ○○○○		12. ○○○○○	47. ○○○○○
	14. ○○○○	49. ○○○○	27. ○○○○		13. ○○○○○	48. ○○○○○
	15. ○○○○	50. ○○○○	28. ○○○○		14. ○○○○○	49. ○○○○○
	16. ○○○○	51. ○○○○	29. ○○○○		15. ○○○○○	50. ○○○○○
	17. ○○○○	52. ○○○○	30. ○○○○		16. ○○○○○	51. ○○○○○
	18. ○○○○	53. ○○○○	31. ○○○○		17. ○○○○○	52. ○○○○○
	19. ○○○○	54. ○○	32. ○○○○		18. ○○○○○	53. ○○○○○
	20. ○○○○		33. ○○○○		19. ○○○○○	54. ○○○○○
	21. ○○○○	Reading	34. ○○○○		20. ○○○○○	55. ○○○○○
	22. ○○	○ Version A	35. ○○○○		21. ○○○○○	56. ○○○○○
	23. ○○○○	○ Version B	36. ○○○○		22. ○○○○○	57. ○○○○○
	24. ○○○○	1. ○○○○	37. ○○○○		23. ○○○○○	58. ○○○○○
	25. ○○○○	2. ○○○○	38. ○○○○		24. ○○○○○	59. ○○○○○
	26. ○○○○	3. ○○○○	39. ○○○○		25. ○○○○○	60. ○○○○○
	27. ○○○○	4. ○○○○	40. ○○○○		26. ○○○○○	61. ○○○○○
	28. ○○○○	5. ○○○○	41. ○○○○		27. ○○○○○	62. ○○○○○
	29. ○○○○	6. ○○○○	42. ○○○○		28. ○○○○○	63. ○○○○○
	30. ○○○○	7. ○○○○	43. ○○○○		29. ○○○○○	64. ○○○○○
	31. ○○○○	8. ○○○○	44. ○○○○		30. ○○○○○	65. ○○○○○
	32. ○○○○	9. ○○○○	45. ○○○○		31. ○○○○○	66. ○○○○○
	33. ○○○○	10. ○○○○	46. ○○○○		32. ○○○○○	67. ○○○○○
	34. ○○○○	11. ○○○○			33. ○○○○○	68. ○○○○○
	35. ○○○○	12. ○○○○		34. ○○○○○	69. ○○○○○	
		13. ○○○○				

To record your responses to the test questions, locate the first section, find the number that corresponds to the question you are currently answering, and completely fill in the circle that corresponds to the answer you have chosen (A, B, C, or D).



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Following Policies and Procedures Test

The **Following Policies and Procedures Test** assesses your ability to read, understand, and apply organizational policies and procedures. This portion of the written test battery requires you to read policy and/or procedure statements and then answer questions that require you to apply that information to a specific situation.

This test contains 20 multiple-choice questions. This is a timed test and you will have 25 minutes to complete it. It is possible that you may not finish the test in the allotted time. Work as quickly as you can and do not spend too much time on any one question. The Following Policies and Procedures Test instructions and example question are provided below.

Following Policies and Procedures Test Instructions: This is a test of your ability to read and apply organizational policies and procedures. Each policy is followed by a series of questions that must be answered using the guidelines presented in the policy.

Read the sample policy statement and the example question below. Then chose the correct response to the example question.

EXAMPLE QUESTION: Processing Requests for Leaves of Absence

One of your duties is processing employee requests for leaves of absence. When an employee requests a leave of absence, your responsibility is to advise the employee regarding his or her benefit coverage. Each type of leave is associated with its own benefit coverage, as shown in the guidelines below.

- A. *Educational Leave of Absence*
 - 1. *Employee must prepay 80% of medical insurance for the term of the leave.*
 - 2. *Employee must prepay 90% of dental insurance for the term of the leave.*
- B. *Personal Leave of Absence*
 - 1. *Employee must pay 75% of medical costs on a monthly basis.*
 - 2. *Employee must pay 100% of dental costs on a monthly basis.*

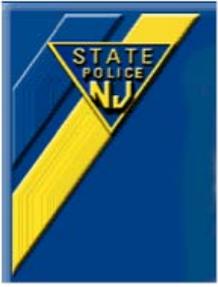
- 1. *Which of the following describes the medical payment obligation for an employee's personal leave of absence?*
 - A) *75% of costs on a monthly basis*
 - B) *80% of insurance for the term of the leave*
 - C) *90% of insurance for the term of the leave*
 - D) *100% of costs on a monthly basis*
 - E) *Not enough information to determine the payment obligation*

The correct answer to the example question is "A" (75% of costs on a monthly basis), as shown in Guideline B.1.

Mark all your answers on the answer sheet. If you change your mind about an answer, erase your old answer completely. Check to be sure you answered all questions.

You will have 25 minutes to work on this section. There are a total of 20 questions. If you finish ahead of time, be sure to check over your work. Once time is called, you will not be permitted to return to this section.

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Below is an additional Following Policies and Procedures example policy statement and two example questions.

ITEM DISPLAY GUIDELINES

Departmental policy requires that all employees follow these guidelines for display of items on company premises.

General Display Guidelines

- Items for display in any location must not be larger than 10 by 12 inches.
- Items may not be displayed in hallways, stairwells, or restrooms.

Personal Work Module

- Items for display on the inside of work modules can be of a non-confidential business or personal nature.
- Items for display on the outside of module walls may only be business-related material.
- Items for display on the outside of work module walls on main corridors need to be approved by management.

Example Question A:

You are involved in a charity group outside of work that has asked you to display a 10 by 13 inch flyer asking for donations. Your work module is not located on a main corridor. Where can you display the flyer?

- A) Restroom
- B) Entrance hallway
- C) Outside module wall
- D) Cannot be displayed

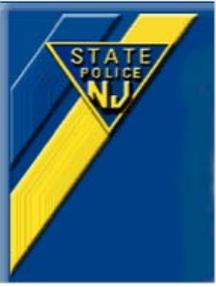
The correct alternative is "D," "Cannot be displayed" because the display item is larger than the 10 by 12 inches size limit.

Example Question B:

You cut out a newspaper article about upcoming musical events to your area. The size of the article is 6 by 9 inches. Your module is not located on a main corridor. Where can you display the article?

- A) Inside or outside module wall
- B) Inside module wall only
- C) Outside module wall only
- D) Cannot be displayed

The correct alternative is "B," "Inside module wall only" because the display item is smaller than the 10 by 12 inches size limit and the display item is of a personal nature.



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The answer sheet for the Following Policies and Procedures test is combined with the answer sheet for the Work and School Experiences Form and the Survey of Life Experiences and will be described later in this guide.

Work and School Experiences Form

The **Work and School Experiences Form** asks questions about your experiences at work or at school. This section of the written test battery requires you to read a question about your work or school experience and choose the alternative that most accurately describes your past experiences.

This test contains 35 questions. This is a timed test and you will have 20 minutes to complete it. Unlike some tests, there is no one "correct" response to each question. You should read each question and choose the response that best fits you. Answer the questions honestly. The Work and School Experiences Form instructions and example question are provided below.

This test asks about your experiences at work or in school. Answer each question by marking the answer that is the most accurate description of your experiences.

Here is an example:

EXAMPLE QUESTION:

Suppose we contacted your most recent supervisors (or teachers, if you are a student). How would they most likely describe your work habits?

- A. *Best when I work alone*
- B. *Better when I work with one person*
- C. *Better with some people than with others*
- D. *Good when I work with anyone*
- E. *I don't know*

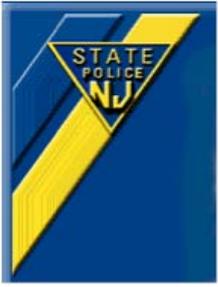
Choose the most accurate description of your experiences for each question.

Please be advised that your responses to this section of the examination may be verified in later stages of the selection process, and that your responses to specific questions will be provided to background investigators. If you provide inaccurate information during the selection process, you may be disqualified for employment.

Mark all your answers on the answer sheet. If you change your mind about an answer, erase your old answer completely. Check to be sure you answer all questions.

There are 35 questions in this section. You will have a maximum of 20 minutes to complete work on this section.

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Below are two additional Work and School Experiences example questions. Choose the most accurate description of your experiences for each question.

Example Question A:

Suppose we contacted your most recent supervisors. How would they rate your focus at work?

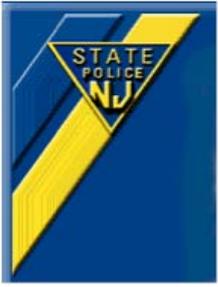
- A) Much more focused than others
- B) More focused than others
- C) About as focused as others
- D) Not quite as focused as others
- E) I am not sure

Example Question B:

Compared to your peers, how would you perform during stressful situations?

- A) I would be superior
- B) I would be above average
- C) I would be average
- D) I would be below average
- E) I don't know

The answer sheet for the Work and School Experiences Form is combined with the answer sheet for the Following Policies and Procedures Test and the Survey of Life Experiences and will be described later in this guide.



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Survey of Life Experiences

The **Survey of Life Experiences** provides you with statements, which may or may not describe your background, opinions, or feelings. For this portion of the written test battery, you will be required to read each statement and decide if you agree or disagree with the statement.

This test has 165 questions and is not timed. Similar to the Work and School Experiences Form, you should respond to each statement as it relates to your life experiences. You should read each statement and choose the response that best fits you. Try not to spend too much time on, or read too much into, each statement. Answer the questions quickly and honestly. The Survey of Life Experiences instructions are provided below.

This portion of the examination contains 165 statements. Read each one and choose the answer that describes your background, opinion, or feeling. If you agree with a statement, or feel that it is true about you, mark A for "Agree." If you disagree with a statement, or feel that it is not true about you, mark D for "Disagree." Be sure that the number of the statement that you are answering is the same as the number on the answer sheet.

Please respond accurately to each question. Some of the questions are designed to detect inaccurate or deceptive self-descriptions.

Please be advised that your responses to this section of the examination may be verified in later stages of the selection process, and that your responses to specific questions will be provided to background investigators. If you provide inaccurate information during the selection process, you may be disqualified for employment.

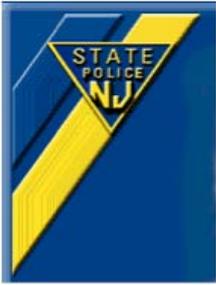
Please work quickly and be sure to answer all the questions. There is no time limit on this section of the examination. Most people finish in about one hour.

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Two example statements that require you to respond whether you "Agree" or "Disagree" are provided below. To answer the questions, you should decide if the statement is true of you.

Example Statement A: People tell me that I am a natural born leader.

Example Statement B: I like to laugh more than most people I know.



State Police Written Test Informational Guide

The answer sheet for the Following Policies and Procedures Test, Work and School Experiences Form and the Survey of Life Experiences is titled "Protective Services Profile." The front page includes demographic information and has six sections: 1) Last Name, First Name, MI (Middle Initial), 2) Identification Number (Social Security Number), 3) Exam Book Number, 4) Education, 5) Law Enforcement Experience, and 6) Demographic Information. The front page of the form is pictured below.

SECOND ANSWER SHEET - FRONT PAGE

INSTRUCTIONS FOR MARKING ANSWERS

- Use a No. 2 lead pencil only.
- Make heavy black marks that fill the circle completely.
- Erase completely any answer you wish to change.
- Where numbers or letters are to be filled in, write the number or letter in the boxes provided, and then blacken in the corresponding circles below.
- Make no stray marks on the answer sheet.

CORRECT MARK ● **INCORRECT MARKS** ⊗ ⊘ ⊙ ⊚

1 **LAST NAME** **FIRST NAME** **MI**

A A A A A A A A A A A A A A A A	A A A A A A A A A A A A A A A A	A
B B B B B B B B B B B B B B B B	B B B B B B B B B B B B B B B B	B
C C C C C C C C C C C C C C C C	C C C C C C C C C C C C C C C C	C
D D D D D D D D D D D D D D D D	D D D D D D D D D D D D D D D D	D
E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E
F F F F F F F F F F F F F F F F	F F F F F F F F F F F F F F F F	F
G G G G G G G G G G G G G G G G	G G G G G G G G G G G G G G G G	G
H H H H H H H H H H H H H H H H	H H H H H H H H H H H H H H H H	H
I I I I I I I I I I I I I I I I	I I I I I I I I I I I I I I I I	I
J J J J J J J J J J J J J J J J	J J J J J J J J J J J J J J J J	J
K K K K K K K K K K K K K K K K	K K K K K K K K K K K K K K K K	K
L L L L L L L L L L L L L L L L	L L L L L L L L L L L L L L L L	L
M M M M M M M M M M M M M M M M	M M M M M M M M M M M M M M M M	M
N N N N N N N N N N N N N N N N	N N N N N N N N N N N N N N N N	N
O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O	O
P P P P P P P P P P P P P P P P	P P P P P P P P P P P P P P P P	P
Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Q
R R R R R R R R R R R R R R R R	R R R R R R R R R R R R R R R R	R
S S S S S S S S S S S S S S S S	S S S S S S S S S S S S S S S S	S
T T T T T T T T T T T T T T T T	T T T T T T T T T T T T T T T T	T
U U U U U U U U U U U U U U U U	U U U U U U U U U U U U U U U U	U
V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V	V
W W W W W W W W W W W W W W W W	W W W W W W W W W W W W W W W W	W
X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X	X
Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Y
Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	Z

2 **IDENTIFICATION NUMBER**

0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

3 **EXAM BOOK NUMBER**

0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

4 **EDUCATION**

Mark the highest level you have attained.

- Not a high school graduate
- Obtained a GED
- High school graduate
- High school graduate plus non-college technical or military training
- Less than 2 years of college credit
- Associates degree or 2 years of college credit
- More than 2 years of college credit
- Bachelor's degree
- Graduate credits or degree

5 **LAW ENFORCEMENT EXPERIENCE**

- I do not have previous law enforcement experience.
- I have experience as a sworn law enforcement officer or have served on active duty as a military police officer.

6 **DEMOGRAPHIC INFORMATION**

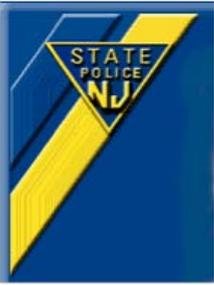
Demographic information is collected to comply with government equal opportunity regulations. Demographic information is not used in making selection decisions and will not affect any candidate's score.

GENDER	AGE	RACIAL OR ETHNIC GROUP	
<input type="radio"/> Male	<input type="radio"/> Under age 40	<input type="radio"/> White	<input type="radio"/> Asian or Pacific Islander
<input type="radio"/> Female	<input type="radio"/> Age 40 or above	<input type="radio"/> African-American	<input type="radio"/> Native American
		<input type="radio"/> Hispanic	<input type="radio"/> Filipino

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To fill in your name, identification number (Social Security Number), and exam book number, print the information in the space provided putting one letter or number above each column of circles. Next, fill in the corresponding circle in the column

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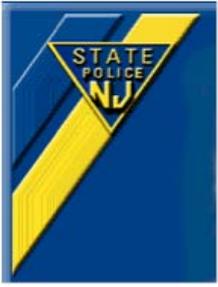
below each letter or number. For the education, law enforcement, and demographic information section, fill in the circle next to the option that best describes you. When you are finished, please ensure that the information you have provided is correct.

The back page of the answer sheet will be used to record your answers to the three tests. The answer sheet is divided into three sections (A, B, and C). Section A will be used to record your responses to the Following Policies and Procedures Test. Section B will be used to record your responses to the Work and School Experiences Form. Section C will be used to record your responses to the Survey of Life Experiences. The back page is shown below.

SECOND ANSWER SHEET - BACK PAGE

SECTION A		FOLLOWING POLICIES AND PROCEDURES											
<i>Mark one answer for each question.</i>													
1	A B C D E	5	A B C D E	9	A B C D E	13	A B C D E	17	A B C D E				
2	A B C D E	6	A B C D E	10	A B C D E	14	A B C D E	18	A B C D E				
3	A B C D E	7	A B C D E	11	A B C D E	15	A B C D E	19	A B C D E				
4	A B C D E	8	A B C D E	12	A B C D E	16	A B C D E	20	A B C D E				
SECTION B		WORK AND SCHOOL EXPERIENCES FORM											
<i>Mark one answer for each question.</i>													
1	A B C D E	8	A B C D E	15	A B C D E	22	A B C D E	29	A B C D E				
2	A B C D E	9	A B C D E	16	A B C D E	23	A B C D E	30	A B C D E				
3	A B C D E	10	A B C D E	17	A B C D E	24	A B C D E	31	A B C D E				
4	A B C D E	11	A B C D E	18	A B C D E	25	A B C D E	32	A B C D E				
5	A B C D E	12	A B C D E	19	A B C D E	26	A B C D E	33	A B C D E				
6	A B C D E	13	A B C D E	20	A B C D E	27	A B C D E	34	A B C D E				
7	A B C D E	14	A B C D E	21	A B C D E	28	A B C D E	35	A B C D E				
SECTION C		SURVEY OF LIFE EXPERIENCES											
<i>Mark "A" if you agree with the statement or "D" if you disagree.</i>													
1	A D	26	A D	51	A D	76	A D	101	A D	126	A D	151	A D
2	A D	27	A D	52	A D	77	A D	102	A D	127	A D	152	A D
3	A D	28	A D	53	A D	78	A D	103	A D	128	A D	153	A D
4	A D	29	A D	54	A D	79	A D	104	A D	129	A D	154	A D
5	A D	30	A D	55	A D	80	A D	105	A D	130	A D	155	A D
6	A D	31	A D	56	A D	81	A D	106	A D	131	A D	156	A D
7	A D	32	A D	57	A D	82	A D	107	A D	132	A D	157	A D
8	A D	33	A D	58	A D	83	A D	108	A D	133	A D	158	A D
9	A D	34	A D	59	A D	84	A D	109	A D	134	A D	159	A D
10	A D	35	A D	60	A D	85	A D	110	A D	135	A D	160	A D
11	A D	36	A D	61	A D	86	A D	111	A D	136	A D	161	A D
12	A D	37	A D	62	A D	87	A D	112	A D	137	A D	162	A D
13	A D	38	A D	63	A D	88	A D	113	A D	138	A D	163	A D
14	A D	39	A D	64	A D	89	A D	114	A D	139	A D	164	A D
15	A D	40	A D	65	A D	90	A D	115	A D	140	A D	165	A D
16	A D	41	A D	66	A D	91	A D	116	A D	141	A D		
17	A D	42	A D	67	A D	92	A D	117	A D	142	A D		
18	A D	43	A D	68	A D	93	A D	118	A D	143	A D		
19	A D	44	A D	69	A D	94	A D	119	A D	144	A D		
20	A D	45	A D	70	A D	95	A D	120	A D	145	A D		
21	A D	46	A D	71	A D	96	A D	121	A D	146	A D		
22	A D	47	A D	72	A D	97	A D	122	A D	147	A D		
23	A D	48	A D	73	A D	98	A D	123	A D	148	A D		
24	A D	49	A D	74	A D	99	A D	124	A D	149	A D		
25	A D	50	A D	75	A D	100	A D	125	A D	150	A D		

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To record your responses to the test questions, locate the correct test section, find the number that corresponds to the question you are currently answering, and completely fill in the circle that corresponds to the answer you have chosen (A, B, C, D, or E).

IV. Effective Test Preparation Strategies

This section contains a number of different suggestions that may help you prepare for and take the written test battery. As you read these suggestions, try to determine which ones will be most helpful to you. ***Please keep in mind that these are only suggestions and that different people may find some of the suggestions more or less helpful than others.***

Advanced Preparation for the Testing Session

Familiarize Yourself with Instructions and Type of Test Questions

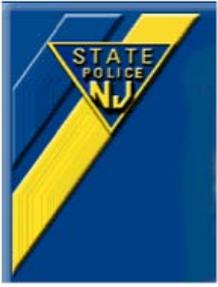
Carefully read and become familiar with the instructions and the type of test questions that are described in this informational guide. You will feel more comfortable during the written test if you are familiar with the instructions and types of questions prior to the actual test administration. Reading and responding to the example questions that are included in this guide will help you become familiar with the general format of the written test. Try and imagine other questions that are like the practice questions. Finally, review the manner in which you are to record your answers. Becoming familiar with the mechanics of taking the tests will save time and anxiety on test day.

Take Care of Your Well-Being Before the Written Test

Be sure to get enough sleep—a good night's sleep is especially critical the night before the written test. You should also take steps to increase the quality of your sleep. Disrupted sleep affects memory, mood, and general well-being. Caffeine in the evening, or excessive caffeine at any time, may make it more difficult to fall asleep and will also affect the quality of your sleep. A good diet may also affect your ability to perform well in the written test. Make sure that you get enough nutritional foods before the written test. Finally, you may find it helpful to have an exercise routine as part of your test preparation. A healthy body gives you more energy and focus.

Manage Your Anxiety

If you feel anxious before or during the written test, take several slow, deep breaths to relax. Also, please realize that it is normal to be somewhat nervous even if you are well prepared.



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Practice Your Listening Skills

Effective listening skills are critical for success on the written test. The test administrator will read the instructions aloud to you, and for the video test you will be required to watch and listen to police-related situations. Your ability to listen to and clearly understand the instructions, questions, and/or situations will impact how well you will do on the written test. Inappropriate listening habits include:

- *Interruptions* - Poor listeners often interrupt the speaker before he or she finishes.
- *Anxiety* - Over anxiety may cause you to lose track of what is being said.
- *Daydreaming/Lack of Focus/Preoccupation* - The listener is not focused on the speaker, is not concentrating on what is being said, or is preoccupied with something so that he/she “tunes out” what is being said.

Instead, actively listen to the information being provided in the tests by:

- Concentrating on the instructions, questions, and/or situations being presented to you.
- Making sure that you understand the instructions or what is being asked.
- Refocusing on what is being said and asking for clarification on the instructions if you do not fully understand them or your attention is wandering.

Day of the Testing Session

Arriving at the Testing Location

During the testing session, you will be in a room with several other candidates. Below are some general tips to help you be successful when you arrive at the testing location.

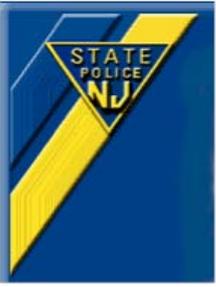
- Arrive at the test site early, but not too early. Excessive waiting or downtime can contribute to anxiety.
- Leave your cellular telephone and/or beeper in the car. If your watch beeps “on the hour,” be sure to disable that feature.
- Remain detached from others who might distract you from your mission. It is particularly important to avoid loud groups and those who are obviously uncomfortable about the upcoming test.

Stay Relaxed and Focused on the Test

During the testing session, it is important to stay relaxed and focused on the tests. To perform your best, you need to be positive and confident. Work quickly, but accurately. You may find it helpful if you wear a watch to the testing session. This will help you monitor the time. You should try to complete all questions on the test, but if you find yourself working a little slowly, do not sacrifice accuracy for speed.

Listen to and Read the Instructions/Questions Carefully

The test administrator will read the instructions aloud. Be sure to follow along in the test booklet. Each test has different instructions. The instructions will clarify any issues that are specific to the test you are taking. Be sure that you understand what to do for each test. If you have any questions, be sure to ask them before the test begins.



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Know the Time Limits

The test administrator will read aloud the time limit for each test during the instructions. Make a note of the start time. Do NOT set your watch alarm. It is important to use the time limits to pace yourself. Occasionally check your testing progress against the time limit. If you are having difficulty answering a question, go on to the next question. If you have time left when you get to the end of the test, you may go back and answer any skipped questions. Finally, do not panic if others finish before you. Everyone takes tests at different speeds. Stay focused and complete as many of the questions as you can in the time provided.

Using Scannable Answer sheets

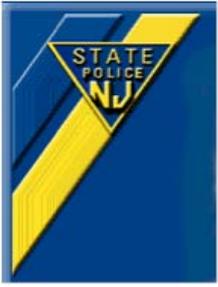
The written test battery has a number of "scannable" answer sheets that you will use to record your answers to the test questions. A computer will "scan" all applicants' answer sheets in order to database and score all tests. When using a scannable answer sheet, it is very important that you follow the rules below, otherwise your answer to a test question may be scored as incorrect.

- *Use only the No. 2 lead pencil you have been given.*
- *Make neat, dark marks that completely fill the bubble of your answer ().*
- *Make no stray marks of any kind.*
- *Erase cleanly and completely your old answer if you change your mind about an answer.*
- *If you erase, be extremely careful not to leave any eraser marks or smudges on the response.*
- *Only record one answer for each question.*
- *When recording your answer, ensure that the answer sheet question number is the same as the test booklet question number.*
- *Follow the instructions carefully and carefully check your work. It is your responsibility to make accurate entries on the materials, and mistakes may be costly.*

Please familiarize yourself with the sample answer sheets provided above.

Answering Situational Judgment and Following Policies and Procedures Test Questions

During the Situational Judgment and the Following Policies and Procedures tests, it is important to try to answer all the questions. If you are unsure of the correct response, try to eliminate the responses that you know are wrong. It is generally better to eliminate the responses and take an educated guess out of the remaining responses than to leave a question blank. You will not be penalized for guessing.



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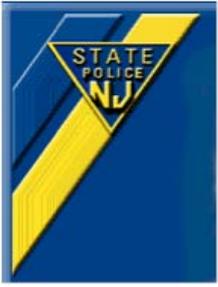
Answering Work and School Experiences Form and Survey of Life Experiences Questions

The Work and School Experiences Form and Survey of Life Experiences ask you questions about your experiences, background, opinions, and/or feelings. When completing this assessment, you should consider the following helpful hints:

- Read each question carefully to ensure that you understand exactly what it is asking.
- Some of the questions may not apply exactly to you. Consider the general sense of the question and pick the choice that comes closest to describing your situation.
- Respond accurately and honestly to each question. Truthfulness is critical in this process.
- Remember to choose only one answer to every question.
- Review your answers if there is time; resist the urge to stop working as soon as you complete all the items. Go back and make sure that you have answered all the questions.

Additional Resources on Test Taking Strategies

It is your responsibility to be well prepared for the testing session. We have introduced some basic steps that will help you feel more positive and confident about test taking. There are numerous books that have been written on test taking and strategies for taking tests. If this is a subject that interests you, check your local library or the Internet for additional resources.



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VI. Frequently Asked Questions

How long will the written tests take?

Testing time will consist of a minimum of four (4) hours. However, you should expect to be at the written test location for approximately six hours for check-in, test administration, and breaks.

Will breaks be provided during the examination?

Yes. Appropriate break(s) will be provided during the test administration. Keep in mind that you will not be able to leave the testing site during the administration of any of the tests.

What should I bring to the written test?

Applicants must bring photo identification (e.g., driver's license, government ID, passport) and the *test invitation letter*. Applicants will not be granted access to the testing site without proper identification. You may also bring a snack to eat during the break(s).

What should I NOT bring to the written test?

You may NOT bring any electronic devices, such as cellular phones, personal digital assistants (PDAs), pagers, etc., or weapons of any kind into the written test location. The use of such devices will be strictly prohibited and will lead to immediate dismissal from the New Jersey State Police written examination and selection process.

Who will be administering the written test?

The New Jersey State Police will be administering the written test battery.

What should I wear to the written test?

Applicants should report for written testing in appropriate casual business attire.

When will I find out my results?

Applicants will be notified by mail as to test results. Results will take approximately six to eight weeks to be tabulated.

Can I reschedule and make-up the written test?

No, all applicants must take the written test battery on the Saturday assigned to you in your *written invitation letter*. Additionally, test site location assignments cannot be changed.

Can I do anything to prepare for the written test?

Yes. Please study the information in this guide to help you become familiar with the tests, their instructions, and the type of questions that will be asked. In addition, there are numerous books on test taking strategies that you may find helpful in preparing for the written test battery.