



2023 Entry-Level Law Enforcement Examination Administration Guide



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Introduction

The New Jersey Civil Service Commission (CSC) has prepared this guide for candidates who will participate in the 2023 Entry-Level Law Enforcement Examination (LEE). This guide is designed to help candidates understand the testing process and prepare for the examination administration.

While not all may be announced in 2023, the LEE is used for the following 13 titles: Police Officer; County Police Officer; Park Police Officer; Campus Police Officer Recruit; Police Officer Recruit, Human Services; Police Officer, Palisades Interstate Park; State Park Police Officer Trainee; Sheriff's Officer; County Correctional Police Officer; Correctional Police Officer; Correctional Police Officer, Juvenile Justice Commission; Parole Officer Recruit; and Parole Officer Recruit, Juvenile Justice. Bilingual variants for some of these titles may also announce.

The LEE examination will be used to test candidates who have applied for any of these 2023 LEE announcements. Because the same examination is used, candidates will only take the LEE once in 2023.

Please note that no study group has been involved in the development or review of CSC examinations, and at no time has any examination material been provided to such groups. Additionally, the CSC is not responsible for any claims made by study groups or the manner in which they represent themselves for advertisement purposes.

Where can I learn more about the examination and how to prepare for it?

The Law Enforcement Aptitude Battery (LEAB) Assessment Preparation Guide is designed to assist test-takers in preparing for the 2023 LEE. It includes information about the types of questions on the examination and how the examination is scored, as well as provides preparation strategies and sample questions. Only candidates who have already applied to take the examination will be able to access this guide. Candidates will be emailed information on how to access this preparation guide no earlier than Summer 2023. The email will contain a weblink and an access code to view the guide.

Why do candidates have to take an examination?

The selection process in New Jersey's Civil Service System is designed to provide all applicants with an equal opportunity to compete for a position. The examination will serve as one objective tool in this process. Test scores will be used to identify qualified candidates and to generate a ranked list of eligibles to be considered for appointment by each jurisdiction.

How is the examination developed?

The examination will be designed based on the information obtained from a job analysis of the targeted law enforcement titles. A job analysis is the process of critically examining job components in order to provide a functional description of a job. The job analysis provides a description of the duties performed by incumbents (permanent employees) and identifies the knowledge, skills, and abilities (KSAs) that are required to effectively perform each of these duties. As a part of this job analysis, information was gathered about the job through interviews, surveys, and/or observations of on-the-job activities of incumbents. Based on this job analysis, several KSAs were identified and rated as to their importance for job success. Examination questions will relate to those KSAs that were determined to be most critical.

When and where will the examination be held?

The **tentative** timeframe to administer the examination is Summer 2023. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change.

Candidates who have applied and been found eligible for the examination will be mailed a notice of examination card approximately two to three weeks prior to the test date. Directions to the test centers can be obtained from our website at <https://nj.gov/csc/about/contact/testing/>. Map out a travel route in advance of the examination date and plan to arrive at the test center early, since no one will be admitted late.

With the threat of high-tech cheating on the rise, **possession** of electronic devices, such as cell phones, pagers, tablets, PDAs, or any other photographic/recording equipment is strictly prohibited at test centers. Candidates who are seen with these devices in the test center, **even in a power-off mode**, will be disqualified. The device may also be confiscated to ensure that an attempt was not made to compromise the testing process. In addition, briefcases and other personal items should not be brought inside the test center. Candidates will not be allowed to refer to this guide or the LEAB Assessment Preparation Guide after they arrive at the test center. The CSC is not responsible for any personal items.

Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be distracted by outside conversations.

What will happen on the day of the examination?

On the day you are scheduled to take the examination, you should plan to arrive at your designated testing location early. Due to the nature of the examination administration, **NO ONE WILL BE ADMITTED LATE**. Bring your notification of examination card, two sharpened Number 2 pencils, and two forms of identification (ID). One form of identification MUST include your photograph. Failure to bring a photo ID will result in your being excluded from taking the examination. Valid forms of ID include: driver's license, passport, social security card, employee ID, county ID, bank-issued credit card with photo, and government-issued assistance ID. Forms of ID that are NOT accepted include: library card, shopping club card, and retail or department store issued credit card. If you are unsure whether your ID is acceptable, call the CSC at (609) 292-4144 before your test date to find out what is or is not a valid form of ID.

Your notification card may not have an assigned room (a letter found in the bottom right hand corner) for you to report to; therefore, your room assignment will be made at the test center, and staff there will direct you to a test room. Pay attention to any SPECIAL messages that might appear on your notification card.

How can candidates receive Americans with Disability Act (ADA) accommodations?

Candidates who require special assistance or ADA accommodations for this examination must check the corresponding box on the “Preferences” tab of their online application, regardless of whether or not they have previously been approved for accommodations with CSC in the past. Candidates who are indicating a need for accommodations for the first time will subsequently be contacted with further instructions.

Upon receipt of their examination notice with the test date, time, and location information, candidates who are already on file with CSC as being approved for accommodations must call (609) 292-4144, in order to discuss the specifics of their accommodation needs for this examination.

Can candidates request a make-up examination?

According to the New Jersey Administrative Code 4A:4-2.9(a), make-up examinations for public safety open competitive examinations may only be authorized for the following reasons:

1. Error by the Civil Service Commission or Appointing Authority;
2. Serious illness or disability of the candidate on the test date, provided the candidate submits a doctor’s certificate specifying that the candidate was not able to take the test on that day for medical reasons;
3. Documented serious illness or death in the candidate’s immediate family;
4. Natural disaster;
5. Prior vacation or travel plans outside of New Jersey or any contiguous state, which cannot be reasonably changed, as evidenced by a sworn statement and relevant documentation;
6. When required for certain persons returning from military service (see N.J.A.C. 4A:4-4.6A); and
7. Other valid reasons, as determined by the CSC.

Make-up requests, with supporting documentation, must be submitted in writing within five days of receipt of the exam notification card. However, in situations involving an illness, death, or natural disaster that occurs on or immediately before the test date, a request for make-up must be made in writing no later than five days after the test date. Written requests for make-up examinations should be mailed to: NJCSC Make-Up Exam Unit, P.O. Box 310, Trenton, NJ 08625-0310.

All make-up requests based on medical grounds must include a New Jersey Civil Service Commission Medical Authorization for Make-Up Examinations form (DPF-728), completed by the treating physician. This form can be obtained from our website at <https://www.nj.gov/csc/about/publications/forms/pdf/dpf-728.pdf> or by contacting the CSC’s Information Center at (609) 292-4144.

Additionally, your treating physician must provide a separate detailed letter containing a diagnosis and statement clearly indicating why your physical condition will prevent you from taking the examination as scheduled. This letter should include the date the injury/illness began, the date of your last office visit, and the earliest date you can take the test. Information on your leave time from work because of your illness/injury should also be included. The documentation must be on official letterhead, written in layman’s terms and legible. If insufficient, untimely, or illegible information is provided, your request will be denied.

What about security issues?

All candidates will be required to sign a pledge form at the test center stating that they will not discuss the content of the examination with any candidates, individuals, groups, or organizations whose interest in the test process, product, or material could conflict with the objectives of the CSC.

Will candidates get a chance to review their answers after the examination is held?

To protect the security of this examination, there will be no post-examination review of any test material.

If candidates have a complaint, how can they appeal?

If a problem occurs during the administration of the examination which causes a candidate to be placed in a position of disadvantage, an objection to the manner in which the examination was administered must be filed prior to leaving the test center. Appropriate forms will be provided for that purpose on the day of the examination.

Candidates may file a content appeal if they believe the examination material is not appropriate for that title. Content appeals must be filed within five (5) days of the examination administration.

If a candidate wishes to file an appeal, he/she should be as specific as possible. Appeals based solely on opinion or rumor will not be addressed. If a candidate disagrees with a test question, he/she should give specific reasons or proof as to why he/she disagrees.

Each comment, suggestion, and appeal will be handled properly. The CSC will not entertain any UNSUBSTANTIATED complaints regarding breaches of security. Investigation and action will be taken only on signed complaints which are fully documented, i.e., which include the names of individuals who discussed the materials, as well as any witnesses to the discussion, nature of the discussion, and the date and place where the discussion occurred.

Is there a charge for submitting an appeal?

Candidates should be aware that as of July 1, 2010, all appeals pertaining to exam administration and/or exam content are subject to a \$20 processing fee, paid by check or money order to NJ CSC. Persons receiving public assistance or who have veteran status are exempt from this fee.

What happens if the examination is postponed?

If circumstances force postponement of the examination or in the case of inclement weather, a message will be posted on the CSC website at <https://nj.gov/csc>. Candidates may also call the CSC directly at (609) 292-4144 and listen to the pre-recorded message to find out the status of the examination.

Where can I find the answer to frequently asked questions about the LEE?

Frequently asked questions (FAQs) can be found on the CSC website at <https://nj.gov/csc/authorities/faq/safety/lee.html> and provide information such as the use of lists instead of an eligible pool, preference for children of deceased law enforcement officers who were killed in the line of duty, veteran's preference, maximum hiring age for Police Officer, the certification process, residency, and how to change one's mailing address or email address.

Tips for test takers

The test you will take is designed to assess job-related knowledge, skills, and abilities that have

been deemed important for job success. Based on standards contained in the Federal Uniform Guidelines on Employee Selection, only those job-related knowledge, skill, or ability areas that are necessary upon entry to a job are suitable for employment testing. In other words, if a subject area or ability can be learned on the job, it will not be represented on a test used to hire or promote job candidates. The CSC relies on the expertise of Subject Matter Experts (i.e., those with knowledge regarding the performance standards and requirements of the job) to make these determinations. For this reason, there may be some job areas not represented on this test.

In cases where generalized test questions are used, the important thing to remember is that the nature, context, or topic of the question is not as important as the underlying knowledge or ability required to answer the question. For example, a group of test questions referencing a set of rules and regulations may be included on a test in order to assess a job candidate's ability to interpret and apply rules based on the circumstances presented within a given situation. In this example, the specific content of the rules or the agency from which the rules have been taken is not necessarily important. In fact, the rules themselves may come from a fictitious organization. What is important is the candidate's ability to consider all the information presented and, through the proper analysis of this information, select the best answer to each question.

Below are a few test-taking strategies that may help you successfully complete your examination:

- Listen to the instructions provided by the test monitor. Ask questions if you're not sure what is being said.
- Make sure you know how much time you have to complete the exam and check your time periodically to keep track of the amount of time remaining. You will be responsible for tracking your own time. No warnings will be given about how much time is left. If you finish early, take some time to review your answer sheet to ensure that you have answered all of the questions and that your answer selections are darkened completely.
- You will be permitted to write in your test booklet. As you proceed through the test, you may wish to circle key words or concepts that may be important in answering test questions. However, all answers **MUST** be marked on your answer sheet before time expires, in order for it to be scored.
- Read each question carefully to ensure you fully understand what is being asked, and then try to answer the question without looking at the options.

- Review each answer option carefully and select the one which best answers the question.
- If you don't know the answer to a question, eliminate all options that are clearly wrong and place a mark next to the ones remaining. This will help you focus on the most viable options still to be considered.
- There is no penalty for guessing, so if you are still unsure of an answer, it's better to guess than to leave it blank.

When you have completed the test, review your answer sheet to ensure each question has been answered and that all erasures are clean and thorough.

Conclusion

This guide was designed to help familiarize candidates with aspects of the administration of the 2023 LEE. The suggestions provided here are not exhaustive; we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination. **Best of Luck on the Examination!**