



# EXAM ENVIRONMENT

Understanding the exam environment may help reduce stress and anxiety and increase performance.

## LOCATION:

- 301 W. B Street - Human Resources / Civil Service Office
- Plenty of parking on B Street and the open dirt lot

## ENVIRONMENT:

- Check-in will be directly down the main hallway towards the back of the building.
- The test will be conducted in a large conference room with up to 24 other test-takers.
- Please silence your cell phone and any other devices before entering the testing room.
- Use facilities before you start
- Arrive early
- Read all instructions on the emails sent. Instructions may require you to print & bring your test invitation and a writing instrument. No additional paper/notepads will be provided and/or permitted in the exam room.

## FORMAT:

- Computer-based exams. Please review tutorial to familiarize yourself with the format.
- Two-hour allotment
- Breaks are allowed if needed but note that the test timer does not stop for breaks.

**WE WISH YOU THE BEST OF LUCK ON YOUR EXAM!**

**CIVIL SERVICE OFFICE: 719.553.2635 CIVILSERVICE@PUEBLO.US**

