

TAKING THE TEST EFFECTIVELY

Here are some tips to help you take the exam

- Listen to the instructions and directions from the test administrators. Make sure that you understand the instructions. Ask questions at the designated time before the test begins if you are unsure of any aspect of what you should do during the test.
- Use your time carefully. You should have enough time to cover the entire test if you move through it steadily and do not spend too much time on any one question.
- Read the question and alternative answers carefully. Do not try to answer a question before you have completely read all of the alternative answers.
- Answer all of the questions. Use your informed judgment to make a choice between alternative answers. This may feel like an "educated guess" but to the extent that it is informed, you are demonstrating a degree of knowledge and not just blindly guessing.
- Don't worry about trick questions. As a rule, most exams are really intended to allow you to show your best on what they are assessing. Avoid reading too much into a question.
- Practice taking exams as there are many companies offering free civil service practice exams online.

WE WISH YOU THE BEST OF LUCK ON YOUR EXAM!

CIVIL SERVICE OFFICE: 719.553.2635 CIVILSERVICE@PUEBLO.US

