Dear Applicant:

Thank you for applying for a position as a deputy with the Bartholomew County Sheriff’s Department.

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

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| **The written aptitude test will be administered on Saturday, December 8, 2018 at Columbus North High School Cafeteria (1400 25th St. Columbus, IN 47201).****YOU MUST ARRIVE BY 8:30 AM TO BEGIN TESTING. YOU SHOULD BE ABLE TO COMPLETE YOUR TEST BY 1:00 P.M.** |

The schedule for the day is as follows:

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| **15 minutes** |  | **Instructions for Study Period** |
| **2 hours** |  | **Study Period** |
| **½ hour** |  | Break |
| **15 minutes** |  | Instructions for Exam |
| **1 ½ hours** |  | **Examination** |

A description of the written aptitude test procedures is presented on the following pages. Please examine these procedures to ensure that you fully understand them. Each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

# TESTING PROCEDURES

The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test that will be administered during the test session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given a half hour break between the study session and written exam. You will be required to leave the testing room during the break. Snacks will not be provided, however, there are a number of restaurants in the immediate area.

Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one-half (1-1/2) hours to complete the written examination.

All questions in the examination will be drawn directly from materials provided during the study session. You must learn the study materials presented during the study session to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend the study session.

**Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notepaper, will be provided to you.**

Listed below are some tips that might help to make your test date more comfortable and successful:

1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.

1. Take your time - there should be plenty of time in both the study session and the test period.

3) Bring your own snack or bring extra money - snacks will not be provided.

4) Arrange for transportation - you may need a ride to get to restaurants and you must leave the testing room during the break.

5) Listen carefully to the monitor's instructions.

6) Make certain that your answers are entered into the correct spaces on the answer sheet.

7) If you have trouble with a particular question, skip it and return to it later.

8) Be certain that you really understand the material in the Study Guide.

9) Get a good night's rest before the test.

 10) Try to relax as much as possible during the test.

Testing will be completed by approximately 1:30 p.m. so be sure to wear comfortable clothing. Also, you should bring along picture identification such as a driver's license.

Smoking will not be allowed in the study/examination room. However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the testing procedures, call the department at (812) 379-1650.

Sincerely,

Bartholomew County Sheriff’s Department