



# **CORRECTIONAL OFFICER CLASSIFICATIONS**

## **STUDY GUIDE/SAMPLE TEST**

## ALL CORRECTIONAL OFFICER CLASSIFICATIONS

After meeting the job requirements for Correctional Officer (see job announcement), your application will be ranked by the score you earn on a written examination. The test is multiple choice, consists of 94 questions and the passing score is 60.

The test is comprised of the following sections:

Section	Number of Questions
Visual Memory	20
Associative Memory	15
Writing Ability	25
Reading Comprehension	34

### TIPS FOR TAKING A MULTIPLE-CHOICE TEST

Here are some hints that will help you take a multiple-choice test.

#### 1. LOOK AT THE ENTIRE TEST.

As soon as the monitor tells you to begin, flip through the test to see what you have to do. This will let you know what to expect. You are allowed two and one-half hours to complete your test so budget this time to give yourself time to finish the whole test. Then RELAX – take a deep breath before you start.

#### 2. READ EACH QUESTION CAREFULLY.

Read the questions and all of the choices carefully. Make sure you are reading what has been written and not what you hope or want to see. Then, pick out the one, best choice that answers the question. Make sure you read each question as a separate question and answer it as a separate question. The answer to any one question is not intended to help you choose the correct response to other questions.

### **3. LOOK FOR THE KEY WORDS.**

Read every word in the question. Sometimes there are key words that will help you pick the correct answer. Pay close attention to these words. If you overlook one of these key words, you could miss a question that you really know.

Some of these KEY WORDS are listed below:

BEST	GREATEST	NEVER
COMMON	LESS	NOT
EXCEPT	MORE	SOMETIMES
GENERALLY	MOST	USUALLY

### **4. ANSWER THE EASY QUESTIONS FIRST, BUT ANSWER EVERY QUESTION.**

In each test section, all of the questions have the same value. The questions in sections I and II are weighted 1 point each; in section II, they are weighted 1.2 and in section III, they are weighted 1.03. Answer all of the easy ones first, then in the time left over, go back and figure out the hard ones.

### **5. DON'T BE AFRAID TO GUESS IF YOU ARE NOT SURE OF THE ANSWER.**

If you don't answer a question, you will not get credit for it. There is no penalty for guessing. If you are not sure which answer is correct, first eliminate the choices you know are wrong and chose your answer from the remaining ones.

### **6. REVIEW YOUR TEST.**

When you have finished, review your paper and make sure you have answered all of the questions. Review the questions you were unsure of but make sure you have a good reason for changing the answer.

On the following pages, you will see some samples of the types of questions that you will be expected to answer.

## **SECTION I**

### **VISUAL MEMORY**

Section I is Visual Memory. You will be given five minutes to study three photographs that were taken in a correctional setting. You are NOT allowed to take notes on what you see.

After the five-minute time limit is up, the pictures are removed and you are given ten minutes to answer 20 multiple choice questions. The questions will ask you to recall details of the pictures such as the color of clothing, activities of the people in the picture or position of physical objects.

## **SECTION II**

### **ASSOCIATIVE MEMORY**

For this section of the test, you will be given another handout to study. This handout contains the names of fictional inmates and information about those inmates such as the crime they committed and their sentence. You will NOT be allowed to take notes.

Again, you will be given five minutes to study the information presented to you. After the handout is collected, you will be asked to recall specific information about the inmates in order to answer 15 multiple-choice questions.

**SECTION III**  
**WRITING ABILITY**

As a correctional officer, you will be expected to write reports and maintain daily logs. This section measures your ability to use correct spelling, grammar and punctuation in writing.

The first seven questions measure your ability to recognize correct spelling. You are to pick out the one misspelled word in the group or answer that there are no misspelled words in the group.

Sample 1: Which word is misspelled?

- a. character
- b. verify
- c. admision
- d. delivery
- e. no misspelled words.

Answer "c" is the misspelled word. "Admision" should be spelled "admission".

The next seven questions measure your ability to use correct grammar. For these questions, you are to choose the pair of words that will correctly complete the sentence.

Sample 2: I \_\_\_\_\_ a count of all \_\_\_\_\_ in the cellblock.

- a. conducted – inmate
- b. conducting – inmates
- c. conducted – inmates
- d. conducting – inmate

Since the only grammatically correct sentence is "I conducted a count of all inmates in the cell block," the correct response is "c".

After this, you are given seven questions that measure your ability to use correct punctuation. You are to choose the correct punctuation marks for the underlined phrase. The underlined phrase, as written, will always be option "a" and may or may not be the correct response.

Sample 3: Four of the issue and storage forms were incomplete.

- a. issue and storage forms
- b. issue and Storage Forms
- c. "Issue and Storage Forms"
- d. "Issue and Storage" forms

Since the only option with the correct punctuation is "Issue and Storage" forms, the correct response is "d".

The final section measures your ability to recognize correct language usage. You are to choose the one sentence in each question that is the best example of clarity of expression, simplicity of style and correct English.

Sample 4: Select the most effective sentence.

- a. In extraordinary situations, where the Commission in its discretion, determines that the risk of serious physical harm could cause continuing loss of earning potential to the family of the employees involved, insurance protection may be provided.
- b. In very unusual situations, if the Commission chooses to do so and there is a risk of serious physical harm and prolonged risk of earning potential to the family of the employee, the Commission can determine to provide insurance protection.
- c. At the time the Commission chooses to determine that there is a risk of serious physical harm and continuing loss of earning potential involved to the family of the earning employee, the Commission can provide to allow insurance protection.
- d. In unusual situations, the Commission determines that employees face serious physical risk that could cause a loss of wages. In such cases, the Commission can provide insurance protection.

Answer "d" is the correct answer. It contains all of the relevant information and is the easiest to read and understand.

## SECTION IV

### READING COMPREHENSION

The questions in the last section measure your ability to read and understand written materials related to correctional institutions and officers. You will be asked to answer questions on reading passages that vary from a few sentences to four paragraphs. No previous knowledge of the subjects covered by the passages is required to correctly answer the questions.

Sample 5: Using disciplinary locked-unit housing is often the subject of concern and litigation. Lengthily segregation as a result of a disciplinary action is generally held by the courts as affecting an inmate's liberty and therefore requires due process protection. As a result, an inmate may be segregated from others only after a full due process hearing has been held.

According to this paragraph, the courts will

- a. not allow an inmate to be segregated from his peers.
- b. not allow an inmate to be disciplined in any manner.
- c. allow segregation as a discipline measure at all times.
- d. allow segregation as a discipline measure under certain conditions.

Answer "d" is the correct answer. Inmates may be segregated as a means of discipline after a full due process hearing has been held.