

Dear Applicant:

Thank you for applying for a position with the Jackson Fire Territory.

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.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Tuesday, January 29, 2013 at the offices of IPSP, Inc. (251 E. Ohio Street, Suite 1000, Indianapolis, IN 46204). The building is located at the corner of Ohio and Alabama Streets. Parking is available on Ohio Street (\$12.00 per day) or on Alabama Street (\$5.00-8.00 per day). You will want to bring cash for parking. IPSP is not able to validate parking.

APPLICANTS MUST ARRIVE BY 9:00 AM. TESTING SHOULD BE COMPLETED BY 1:30 PM.

PLEASE NOTE THIS IMPORTANT POINT: You will be required to pay \$25.00 to take the written examination. Please bring your payment to the written exam. Payment should be in the form of cash, money order, personal check, or cashiers check made payable to Jackson Fire Territory. A member of the department will be at the exam to collect your payment.

*** Individuals who have a personal hardship and cannot afford the test fee should notify the Department immediately.**

The schedule for the written aptitude test is as follows:

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

A study session will begin immediately after the completion of the registration period. 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. Snacks will not be provided at the test site but applicants may want to bring a snack (e.g., granola bar) with them since snacks can be eaten during the break time.

The test session will begin with the re-registration of each applicant. 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 ½) 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 to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the earlier 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) Get a good night's rest before the test.
- 2) Arrange for reliable transportation to and from the test site.
- 3) Bring your own snack if one is desired - snacks will not be provided.
- 4) Listen carefully to the monitor's instructions.
- 5) Be certain that you really understand the material in the Study Guide.
- 6) Take your time - there should be plenty of time in both the study session and the test period.
- 7) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 8) If you have trouble with a particular question, skip it and return to it later.
- 9) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 10) Try to relax as much as possible during the test.

Testing will take approximately 4-1/2 hours total, 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(s). 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 (317) 984-3443.

Sincerely,

Jackson Fire Territory