



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF WORKFORCE PLANNING
PAROLE SERVICE ASSOCIATE**

**WRITTEN EXAMINATION – January 27, 2018
EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS**

GENERAL INFORMATION

This California Department of Corrections and Rehabilitation (CDCR) orientation packet provides information specific to the 2018 Parole Service Associate written examination. You should review this information prior to participating in the examination.

The Parole Service Associate examination covers all of the essential knowledges, skills and abilities of the Parole Service Associate classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in these classifications. The study guide has been developed to help you respond to job related questions.

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The Written Examination requires knowledge of English usage and reading comprehension.

GENERAL TIPS FOR PREPARING FOR PAROLE SERVICE ASSOCIATE EXAMINATION

- Review the job analysis for the Parole Service Associate examination. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledges, skills and/or abilities for the classifications. The job analysis can be found on the CDCR website at www.cdcr.ca.gov. From the home page click on **Jobs**. Then under **General Information for Job Seekers** click on **Job Analysis**. Click on Parole Service Associate then click on **Background Information and Information Gathering, List of Edited Tasks, and List of Edited Knowledge, Skills, and Abilities**.
- Review and study the Department of Human Resources (CalHR) job specification. This is the legal document for the classifications and states how the classifications are used in general, identifies the knowledges, skills and/or abilities required and lists any other pertinent classification information. The specifications can be found on CalHR's website at www.jobs.ca.gov and type in **Parole Service Associate**.
- Find out how and where the classifications are being used to broaden your understanding of the classifications. Do so by talking to an incumbent(s) currently performing the duties of the classifications. By asking, they can provide you with insight of actual on-the-job tasks.

The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation.

Good luck!

WRITTEN EXAMINATION TIPS

- Listen to all of the instructions given by the proctors.
- Carefully read the written test instructions while the proctor reads them aloud.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- If you have a question, raise your hand and a proctor will assist you.
- Read all choices carefully before choosing your answer.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- Do not spend too much time on questions that you are unable to answer. Move on and return to those questions.
- Review your examination and ensure you answered all questions before turning in your test material.

SAMPLE QUESTIONS

SEGMENT 1 – ENGLISH USAGE

This test segment is designed to measure your ability to appropriately use English vocabulary.

Instructions: The following item has a word identified in quotes “ ” and followed by four possible definitions for the word. Determine which one of the four definitions means the same or most nearly the same as the word in quotes, and then mark the appropriate answer. Do not mark more than one answer, as there is only one best answer.

Sample Question #1

“**Retroactive**” means most nearly:

- A. prior
- B. future
- C. current
- D. thereafter

The correct answer is A.

SEGMENT 2 – ENGLISH USAGE

This test segment is designed to measure your ability to appropriately identify errors in spelling, punctuation and grammar.

Instructions: Read the following sentence. Decide whether the error in the sentence is in spelling, punctuation, or grammar. The sentence may have no errors.

Sample Question #2

When deleting part of a direct quotation, the words omitted are usually indicated by a series of dots.

- A. Spelling
- B. Punctuation
- C. Grammar
- D. No Error

The correct answer is D.

SEGMENT 3 – READING COMPREHENSION

This test segment is designed to measure your skill to read a paragraph and be able to draw a conclusion from the information provided and comprehend information presented in written form.

Instructions: Specialized knowledge is not required to answer these items. Use only the information in the reading material that applies to this item. Do not use any other information you might have about the topic covered by the reading material.

Select the one choice that best answers or completes the item. Remember to choose your answer only on the basis of the material in the reading selection.

The following sentences may or may not be in the best order to form a proper paragraph. Choose the answer for the question that lists the sentences in the most correct order.

Sample Question #3

1. The more you know about a person, the better you will understand his ways and the more tolerant you will be of him.
 2. We fear and make up stories about things and people we do not know.
 3. It can be said that prejudices are based on ignorance and superstition.
 4. Ignorance of others' ways, cultures, and beliefs force us to fill the gaps between our knowledge with absurd ideas.
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- A. 1 – 2 – 3 – 4
 - B. 3 – 2 – 4 – 1
 - C. 2 – 4 – 3 – 1
 - D. 3 – 1 – 4 – 2

The correct answer is B.