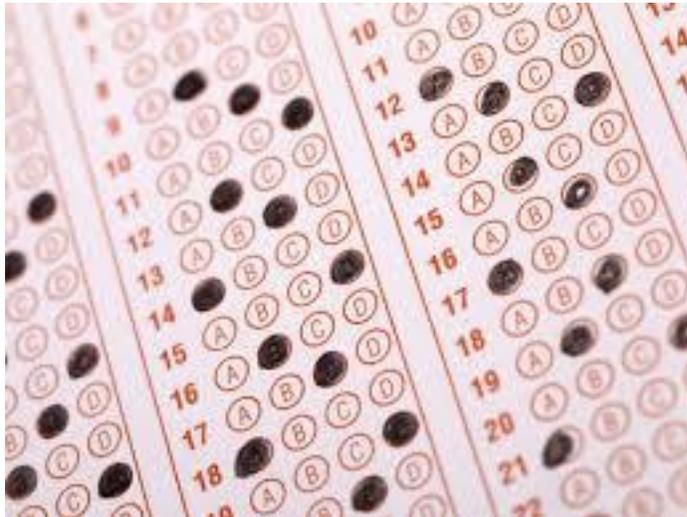


MPD Written Exam Guide



Introduction

This sample guide is designed to give applicants an insight of MPD's written exam, **ABLE** (Adult Basic Learning Examination). This guide is divided into three parts and will provide useful information for preparing to take the written exam:



1. Preparing for the Exam
2. Taking the Exam
3. Sample Test Item

You will be required to complete the exam after successfully passing both parts of the physical abilities test. This exam is designed to evaluate your skills and abilities as they relate to basic comprehension. **NO STUDY MATERIAL IS REQUIRED.**

1. Preparing for the Exam

You will increase your chances of obtaining your best possible score if you prepare for the exams. This includes reviewing this material; paying proper attention to your physical well-being before the exam; avoid becoming overly anxious about the test; and using a good test-taking strategy. Preparation in these areas can help you achieve your best possible score on the exam.

For optimal test results, read this guide thoroughly and answer the sample test items on page 4. Make sure you read all the directions carefully and each test question completely before answering.

Test Format

The ABLE (Adult Basic Learning Examination) is not a timed test and it measures basic reading comprehension. No prior knowledge of law or law enforcement will be needed to answer the questions.

Examination Hints

The test administrator will advise you when to begin. Attempt to answer every question on the test. When you are uncertain, your choice of answers should be what is best of your knowledge, and you should then move onto the next question.

Time Limits

There is no time limit to complete the written exam.

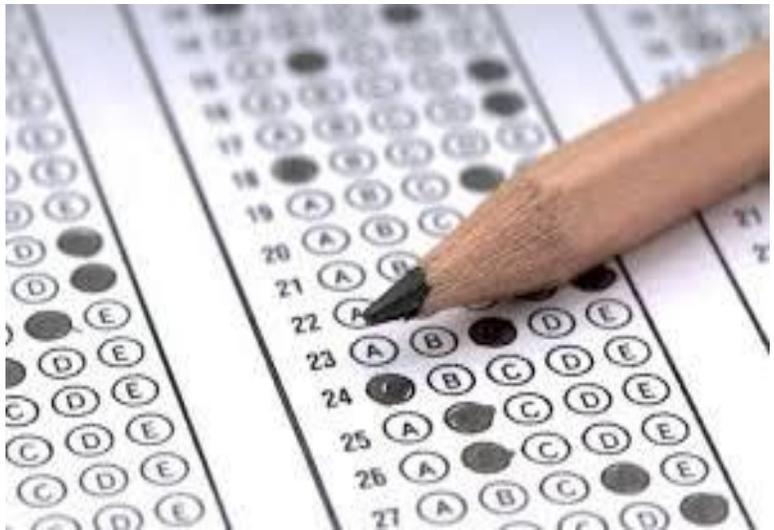
Marking Your Answers

The test will be computer scored. Therefore, it is important to follow the instructions to insure your answers are read correctly.

- You will be using #2 pencils (Ink is not allowed).
- Make sure you fully blacken each circle.
- Erase completely any marks you wish to change.
- Please do not mark in the test booklet.
- Be sure to blacken only one circle for each question.
- Make sure the answer you choose corresponds with the correct question.

Notice – for each number you will blacken the circle that corresponds to the answer you think is correct.

For example, assume that for test question number 26, you feel that *B* is the correct answer. You would blacken the circle labeled *B* on your answer sheet as shown in the example.



2. Taking the Exam

This part of the guide provides some common sense advice for the day you take the exams. Although these points may seem obvious, it is attention to details such as these that will increase your probability of obtaining your maximum potential score.

Before The Test Begins

Arrive early is very necessary to reduce anxiety. Try to relax, and put remote distractions out of your mind. Give the test you are about to take your complete attention.

Listen Carefully

It is extremely important that you completely understand the directions before the exam begin. The test administrator will provide you with complete and detailed instructions for taking the exam. Be sure that you pay close attention to what this person has to say. Do not read ahead because you may miss something very important. If you do not hear or do not understand the directions, ask the test administrator to repeat them. The test administrator will inform all test-takers of the source and method of which test results will be distributed and received.

Preparing Yourself Physically for the Test

- Avoid junk food and concentrate on a well-balanced diet - for at least - several days prior to test.
- Avoid tranquilizers and stimulants, such as coffee, especially on the day of the test, unless this is part of your daily regimen during the same time.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a big meal before the test.
- Maintain and do not deviate from your daily regimen.
- Avoid alcohol several days prior to and especially on the day of the test.



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3. Sample Test Item

The **ABLE** exam: You will read the passage and each question. You will decide the best answer and blacken the corresponding circle on the answer sheet.

Here is an example:

The Shelby County Department of Animal Control (DAC) is one of the most progressive animal control agencies in Tennessee. The DAC operates four animal shelters serving all of Shelby County. The DAC covers more than 3,200 square miles; as far east as Arlington at the border of Fayette County and west all the way to West Memphis. The DAC provides animal control and rescue services 24 hours a day, seven days a week in our service area. According to the passage:

- A. The DAC handles only domestic animals.
- B. The DAC provides control and rescue services for some areas.
- C. Animal Control operates within and outside of Shelby County.
- D. Services are provided to all of Shelby County within the 3,200 miles covered by the Agency.

According to the passage:

- A. The DAC provides services Monday- Friday.
- B. The DAC doesn't provide services on holidays.
- C. The DAC only provides services from 8 a.m. to 5 p.m.
- D. The DAC provides services 24 hours a day, seven days a week.

According to the passage:

- A. The DAC is one of the least progressive agencies in Tennessee.
- B. The DAC is the only animal care facility in Tennessee.
- C. The DAC has four animal shelters serving all of Shelby County.
- D. The DAC has an office in Dyer County.