QUICK REFERENCE - STATE CIVIL SERVICE EXAMINATIONS DO'S AND DON'Ts

Competing in a state civil service examination is part of the State's selection process and ensures fair and equitable hiring practice based on an individual's knowledge, skills, and abilities. Examinations consist of various testing methods and are described on each examination bulletin under "Examination Information." This Quick Reference is intended as a guide only and is not all inclusive of the necessary steps employees and candidates must follow prior to taking a state civil service examination.

DO's:

- ✓ **DO review** the official Examination Bulletin.
- ✓ **DO study** the **K**nowledge, **S**kills, and **A**bilities listed within the Examination Bulletin and refer to any available training materials.
- ✓ **DO review** the Classification Specification for the classification you are interested in.
- ✓ **DO secure** a quiet, confidential testing location.
- ✓ **DO always** maintain examination confidentiality.
- ✓ **DO ensure** your Wi-Fi/internet connection is strong.
- ✓ **DO ensure** you are using a reliable device (laptop) to take the examination (Chrome, Firefox, or Edge are recommended browsers).
- ✓ **Do ensure** you will not be interrupted while taking the examination and allow any additional time necessary for the application and minimum qualifications process.
- ✓ **DO be prepared** to complete the Examination and Employment Application (STD. 678), if you haven't already done so. A STD. 678 is required to be submitted for all examinations.
- ✓ **DO contact** the Examination Hotline (916) 894-9580 or **CALFIREexams@fire.ca.gov** if you have any examination related questions.

DON'Ts

- ✘ **DON'T take** the exam while on duty or on an incident where you may be interrupted.
- ✘ **DON'T take** the exam on an unreliable smart device (smartphone or tablet).
- ✘ **DON'T take** the exam if you CANNOT devote uninterrupted time to completing the testing process (timeframes are typically outlined within the examination bulletin).
- ✘ **DON'T test** in a busy, noisy, shared/non-confidential space (any breach of confidentiality related to an examination will lead to disqualification).
- ✘ **DON'T test** in an area with spotty or unreliable Wi-Fi/internet connection.
- ✘ **DON'T forget** to click "Submit" after you have completed the exam.
- ✘ **DON'T confuse** your "List Score" for your actual raw points earned on the examination.