

POLICE CONSTABLE SELECTION

Orientation and Pretest Guide

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OACP CONSTABLE SELECTION SYSTEM

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POLICE CONSTABLE SELECTION
ORIENTATION AND PRETEST GUIDE

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Introduction

This document is intended to provide information and guidance to the candidate who is about to be assessed for the position of constable under the OACP *Constable Selection System*. The information is organized under two headings:

- **The Assessment Process**
- **Testing Tips and Sample Exercises**

This document must be read together with other information on the constable selection system and process, e.g., “Policing in Ontario: Applicant Information”, as well as information provided by police services.

THE ASSESSMENT PROCESS

The selection system consists of 3 stages of assessment, each of which the candidate must successfully pass in order to be eligible for final consideration.

Stage 1: Pre-Interview Assessment

The first stage of assessment may be conducted by a police service or a private/other agency. This stage consists of the following 4 tests:

1. A test of analytical thinking

Description

This test is called the *Police Analytical Thinking Inventory (PATI)* and it assesses the essential competency *analytical thinking*. The PATI tests three key areas required of police constables when performing their jobs. These areas are:

- **Deductive Reasoning:** The ability to draw appropriate conclusions from information provided. Police are often required to make sense of evidence by drawing conclusions about its relevance and meaning. This is tested through the Syllogism and Travel Time tasks.
- **Inductive Reasoning:** The ability to identify trends or common characteristics in a series of objects or information presented. Police officers often need to sift through seemingly disconnected facts and make judgments about how they fit together. This is tested through the Classification and Series Completion tasks.
- **Quantitative Reasoning:** The ability to apply basic arithmetic operations like addition, subtraction, multiplication, division and fractions to solve problems. Police are required to apply arithmetic processes to determine rates of speed, stopping distance, etc. and this ability is tested on the Word Problems and Arithmetic tasks.

Test Administration: The PATI is a paper-and-pencil test, which takes approximately an hour and forty-five minutes.

Validity Period: A successful result on the PATI remains valid for a period of three (3) years.

Re-Test: When a successful PATI result is due to expire, a candidate may rewrite within 2 months prior to the expiry date, or anytime afterwards.

Candidates who are unsuccessful on the PATI must, however, wait for a period of six (6) months before they can write the test again with any organization or agency that provides testing services for the *Constable Selection System*: Applicant Testing Services (ATS) or the Ontario Provincial Police (OPP).

2. A test of written communication skills

Description

This test evaluates the candidate's ability to organize information in a clear, coherent and comprehensive manner, and to make conclusions from given facts. The candidate is presented with a scenario in which factual details are jumbled or represented in a non-chronological manner.

Test Administration

The test of written communication skills is an English test. It is a paper and pencil test which takes approximately 1 hour and 15 minutes to complete.

Validity Period

A successful result in this test remains valid for a period of 3 years.

Re-test

Where a successful result is due to expire, a candidate may rewrite within 2 months prior to the expiry date, or anytime thereafter.

Candidates who are unsuccessful in this test must, however, wait for a period of 6 months before the test can be taken again with any organization or agency which provides testing for the *Constable Selection System: Applicant Testing Services (ATS)* or the Ontario Provincial Police (OPP).

3. Physical skills and abilities test.

This test is called the *Physical Readiness Evaluation for Police (PREP)*. It consists of a number of procedures.

Detailed information on the assessment for physical skills and abilities is available in the brochure: FIT TO SERVE: Preparing for the PREP. The following information is merely a summary of key points.

Description

- **Physical Fitness:** Pass all components of the *Physical Readiness Evaluation for Police Constable (PREP)* test, which includes:
 - **Pursuit/Restraint Circuit**, will be evaluated by completing as quickly as possible a 25 meter circuit four times (total distance = 100 meters) while wearing a 9 lb. soft weight belt that simulates wearing a full equipment belt. During each rotation, a set of stairs are climbed and on the second and fourth rotation, a 4 ft fence is scaled. Following completion of the circuit, the participant completes pushing and pulling on the "body control" simulator plus two "arm restraint" simulations, then drags a 150 lb. rescue dummy a distance of 15 meters.
 - **Aerobic Shuttle Run**, evaluated by running back and forth over a 20 meter course in time with tape recorded signals. The time to cover the 20 meter course is shortened progressively until the participant is unable to maintain the pace or the standard is met.

Test Administration

- This assessment procedure takes about 20 minutes of activity to complete.
- Before you can take part in the *PREP* test, you must submit a completed PAR-Q & You/ PARmed-X questionnaire (see sample) which identifies any personal health risks associated with participation in strenuous exercise. **Applicants over 40 years of age and those who answered “yes” to any questions on the PAR-Q & You** must complete the PARmed-X form with his/her family physician prior to test date.
- As well, you will be required to complete and sign a *PREP* Participant Consent Form. Blood pressure will be measured upon arrival for testing.
- Wear running shoes and exercise clothing while performing the requirements of the *PREP* test.

Validity Period

A successful result in this assessment procedure remains valid for a period of 6 months.

Re-test

Where a successful result is due to expire, a candidate may retake within 2 months prior to the expiry date, or anytime thereafter.

Candidates who are unsuccessful in this test must, however, wait for a period of 3 months before the test can be taken again.

4. A Video simulation.

Description

This test is available only to those candidates who have been successful in the first 3 tests. Candidates are required to view on a TV monitor, scenarios representing what police constables experience on the job, and respond as if they were speaking to the people in the scene. Knowledge of police procedures is not required.

Test Administration

This assessment procedure takes about 20 minutes of activity to complete.

Validity Period

A successful result in this assessment procedure remains valid for a period of 3 years.

Re-test

Where a successful result is due to expire, a candidate may retake within 2 months prior to the expiry date, or anytime thereafter.

Candidates who are unsuccessful in this test must, however, wait for a period of 6 months before the test can be taken again with any organization or agency which provides testing for the *Constable Selection System*: Applicant Testing Services (ATS) or the Ontario Provincial Police (OPP).

5. Assessment of Vision and Hearing

Vision and hearing testing may be scheduled with the *PREP* assessment or the Video Simulation Testing exercise.

➔ The following standards apply:

- **Uncorrected Visual Acuity** - at least 20/40 (6/12) with both eyes open;
- **Corrected Visual Acuity** - at least 20/20 (6/6) with both eyes open;
- **Farsightedness** – The amount of hyperopia must not be greater than +2.00 D, spherically equivalent in the less hyperopic eye. For screening, the visual acuity score recorded above should worsen when +1.50 lenses are worn; no change from the uncorrected visual acuity when wearing +1.5 lenses denotes unacceptable vision;
- **Depth Perception** - Stereo acuity of 80 seconds of arc or better;
- **Lateral Phoria “Far”** - In excess of 5 eso or 5 exo, requires additional information from an eye care professional, which documents that the person is unlikely to experience double vision when fatigued or functioning in reduced visual environments;
- **Lateral Phoria “Near”** - in excess of 6 eso or 10 exo, requires additional information from an eye care professional, which documents that the person is unlikely to experience double vision when fatigued or functioning in reduced visual environments;
- **Colour Vision** - pass Farnsworth D-15 without corrective (e.g. X-Chrom) lenses;
- **Peripheral Vision** - In the temporal plane, each eye individually should be able to see objects at 75° and less;
- **Refractive Surgery and Intra-Ocular Lenses** – The eye care provider must provide specific documentation utilizing *Constable Selection System* approved forms, available through Applicant Testing Services or Ontario Provincial Police;
- **Orthokeratology, Corneal Transplants, Intra-Stromal Corneal Rings and Implantable Contact Lenses** - not allowed;
- **Ocular Disease** - free from diseases that impair or will impair visual performance as indicated by the standards above.

Hearing Standards: Hearing is acceptable if the applicant is able to hear tones at the following frequencies and related decibel levels. Candidates may also be required to undergo a speech recognition test as part of their hearing assessment.

- a) Four-frequency average (500, 1000, 2000, 3000 Hz) of 25 dB HL
- b) Thresholds at none of these single frequencies shall exceed 35 dB HL and thresholds at 4000 Hz shall not exceed 45 dB HL

Note: *Applicants who have unacceptable performance on any of the vision or hearing assessments will be referred for further examination by an appropriate specialist. It is recommended that applicants confirm that they meet the vision and hearing standards before they commit themselves to the testing fees of the pre-interview stage.*

Stage 2: Interviews

This stage consists of a competency interview and completion of a personal questionnaire.

Candidates must be successful in completing all requirements of the pre-interview (i.e. COR) in order to be eligible to proceed to this stage. Proceeding to this stage is not, however, automatic or guaranteed, but depends on the needs and interests of police services.

Competency Interview

Description

The competency interview is behavioural, i.e., it is designed to explore the actual behaviours demonstrated by the candidate in various situations. Candidates are asked to describe their thoughts, feelings and actions. Candidates choose the situations or experiences which best respond to the questions. These situations must be relevant - work related, school related or community related - so as not to bring up personal information which may lead to bias under the Ontario Human Rights Code (for example, issues related to such prohibited grounds for discrimination as marital status, sexual orientation, citizenry, etc., must be avoided).

In terms of content, the interview is built around the essential competencies. Additional questions related to Developmental Competencies and Organizational Needs may also be included, and some services may choose to administer a separate interview to address these.

Administration

The candidate is interviewed by a panel consisting of at least two persons. The interview usually takes 2 to 2 ½ hours to complete. A separate interview addressing Developmental Competencies and Organizational Needs may take about 2 hours.

Validity Period

Repeating the essential competency interview is at the discretion of the police service. However, the essential competency interview must be conducted if a one-year period has elapsed.

Repeat Interview

Candidates who are unsuccessful in the essential competency interview, will be permitted a second such interview only after a waiting period of 3 months from the date of the first interview, and after a 6-month period each attempt thereafter. Any police service which utilizes the Essential Competency Interview of the Constable Selection Process may offer the opportunity for an interview.

Pre-Background Questionnaire

Description

Candidates are required to answer some brief questions related primarily to character and habits, in such areas as work and school experiences, alcohol, drugs, criminal activity, credit record, etc.

These questions should be answered as accurately as possible, and truthfully, since deliberate misinformation could lead to the candidate being disqualified from the selection process.

Administration.

Candidates are required to complete a questionnaire prior to the competency interview. After the competency interview has been administered, the interviewers may then review with the candidate the information provided in the questionnaire.

The questionnaire takes 15-25 minutes to complete. The review of the information may take from 5 to 25 minutes, and is done at the discretion of the interviewers.

Validity Period and Re-test.

A candidate may be required to complete a Pre-Background Questionnaire as often as he or she is called for a Competency Interview.

Stage 3: Post Interview Assessment

If successful in Stage 2 of the selection process, the candidate may be the subject of several post-interview procedures. These are the Background Check, Psychological Assessment and a Medical Examination. The candidate must pass the Background Check before being eligible for the Psychological Examination.

Background Check

This is conducted by the police service and is a detailed examination of the candidate's past and present behaviours and various records.

One part of this process is an examination of employment, character and school related history. Interviews may also be conducted with the candidate's neighbours.

Another part of the background examination is a detailed check of records and documents in Ontario, Canada and, if necessary, other countries.

Psychological Assessment

The candidate is required to complete a questionnaire which inquires into how the candidate thinks, feels and acts. The subject matter focuses on many personal issues. The candidate may be asked to attend a personal interview with a psychologist.

Final Review

The police service will then conduct an in-depth review of all information gathered. A job offer may then be made conditional upon the applicant obtaining medical clearance.

Medical Examination

A medical evaluation will be conducted to determine the candidate's medical suitability to perform the duties of a police constable.

Probationary Appointment

If a job offer is confirmed, the selected candidate will be required to undergo a probationary period.

TESTING TIPS AND PRACTICE EXERCISES

There are two parts to this section. The first part, Testing Tips, gives you some helpful hints on how to prepare for and take the tests. The second part, practice exercises, gives you an opportunity to practice with questions somewhat related to the requirements of the aptitude and written communication tests.

Testing Tips

You may be uncomfortable with the idea of taking tests. Remember, everyone will be a little nervous at the testing session, and sometimes this nervousness will help you do better on the tests than you would if you were completely relaxed. Try not to let the nervousness get in the way of your showing exactly what you can do.

The aptitude test, the PATI, is a multiple-choice test with a 90-minute time limit. Most people will be able to finish the test in the time allotted. Read the questions carefully, and be sure that you understand what is being asked before looking at the answers. It may be helpful to try to answer the question in your head before looking at the options, *so answers that are only partially correct don't confuse you*. Do not spend too much time on questions you find to be difficult. There may be other questions that you can answer more easily. You don't need to answer every question correctly to pass. It is to your advantage to mark an answer for every question, even if you are unsure of the answer.

The test of written communication skills requires careful attention to factual details, good technical writing skills (i.e., attention to grammar and spelling) and the ability to make conclusions from given facts. Make sure that you understand the scenario before attempting to give explanations.

There will be someone available to answer questions which may come up **before** the actual testing begins. If you do not understand the instructions or something seems unclear to you, keep asking until you understand. The testers are there to help you do your best.

It is advisable for you to arrive approximately 15 minutes early, rested and prepared for the testing sessions. Remember to bring photograph identification with you.

Practice Exercises

Aptitude Test – The PATI

Instructions

This practice test contains the six different types of questions you will be asked to answer on this test. At the beginning of each new section, you will be told how to approach each type of question.

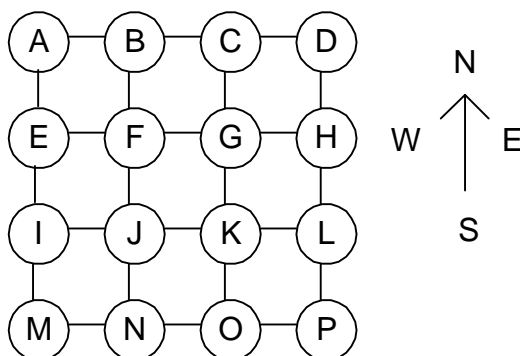
An answer sheet is included at the end of this practice test. Tear off the answer sheet and use it to record your answers. The correct answers and a brief explanation are also included at the end of this practice test.

Some of the test questions are easy and some are more difficult; this will be the case when you actually take the PATI. Do your best to answer the questions here.

In order to simulate the actual testing time frame, **you should try to complete this practice test in 20 minutes.**

Part 1. Travel Time

Below you will see a picture, an arrow pointing north, and some directions on how to use the picture. Read the directions and use this information to answer all of the Travel Time questions. Circle the correct letter to indicate your answer. Go to the answer section at the end of the sample items to check your work.



Each line represents one block of a two-lane road. You may only travel on the roads. Unless you are specifically told you must travel by a particular method, you may travel by any method or combination of methods. Unless you are specifically told otherwise, the travel times are as follows: The time required to drive one block is 2 minutes. Riding a bike takes 3 minutes per block. Pursuits on foot take 5 minutes per block.

- 1) Using any method or combination of methods, what is the shortest amount of time it would take to get from B to C?
 - a) 2 minutes
 - b) 3 minutes
 - c) 5 minutes
 - d) 6 minutes

- 2) Using any method or combination of methods you choose, what is the shortest amount of time it would take to travel from C to M?
 - a) 12 minutes
 - b) 15 minutes
 - c) 10 minutes
 - d) None of the above

- 3) Every corner taken by car adds one minute to your drive. Using any method or combination of methods you choose, what is the shortest amount of time it would take to travel from M to G?
 - a) 8 minutes
 - b) 9 minutes
 - c) 11 minutes
 - d) None of the above

Part 2. Arithmetic

The next set of questions includes different kinds of arithmetic questions. There are four possible answers listed below the question. You should not use a calculator to answer these questions; however, you are permitted to do the calculations on a scrap piece of paper. Circle the correct letter to indicate your answer. Go to the answer section at the end of the sample items to check your work.

4) Solve for m.

$$3 + 6 = m$$

- a) 3
- b) 6
- c) 9
- d) None of the above

5) Which number is largest?

- a) $\frac{18}{2}$
- b) $\frac{19}{1}$
- c) $\frac{6}{6}$
- d) $\frac{22}{23}$

6) Solve for m

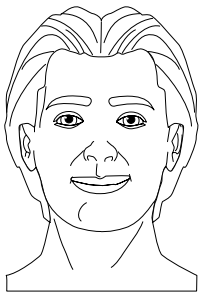
$$4 - 3(m + 1) = (-38)$$

- a) 13
- b) -32
- c) -38
- d) None of the above

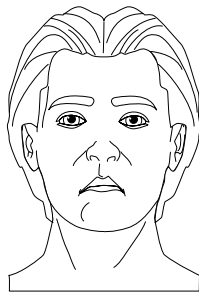
Part 3. Classification

In the next section, each question consists of four figures. Some figures have characteristics that are the same and some have characteristics that are different. Three of the figures go together, and one does not. Your task is to figure out why three of the figures go together and then select the figure that does not go with the others. Circle the correct letter to indicate your answer. Go to the answer section at the end of the sample items to check your work.

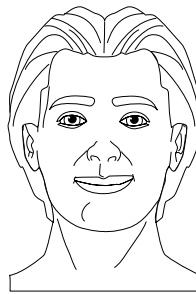
7) Select the figure that does not belong.



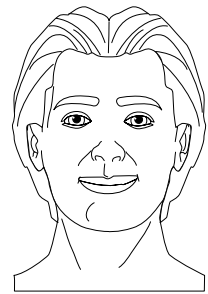
A



B

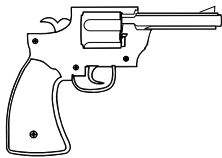


C

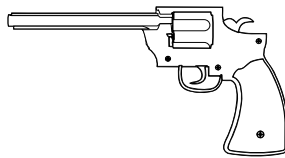


D

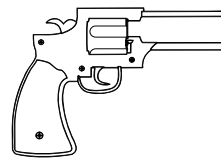
8) Select the figure that does not belong.



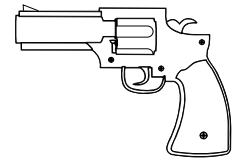
A



B

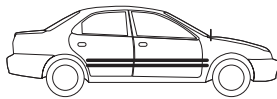


C

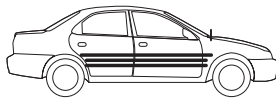


D

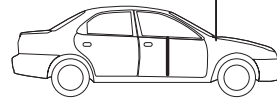
9) Select the figure that does not belong.



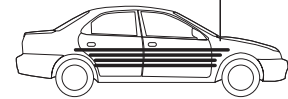
A



B



C



D

Part 4. Word Problems

In the next section, you will be asked a series of arithmetic word problems. You should not use a calculator to answer these questions; however, you are permitted to do the calculations on a scrap piece of paper. Circle the correct letter to indicate your answer. Go to the answer section at the end of the sample items to check your work.

- 10) There are two police officers and six firearms. What is the average number of firearms per officer?
- a) 2
 - b) 3
 - c) 5
 - d) 6
- 11) The month has 31 days. On even numbered days, section A of the city is patrolled. On odd numbered days, section B of the city is patrolled. How many days of the month is Section B patrolled?
- a) 14
 - b) 15
 - c) 16
 - d) None of the above
- 12) A television and a computer were stolen. Together, they were sold for \$1500. From that total, the television was sold for \$300. The computer was sold for 50% of its original worth. How much was the computer originally worth?
- a) \$600
 - b) \$1200
 - c) \$2400
 - d) None of the above

Part 5. Syllogisms

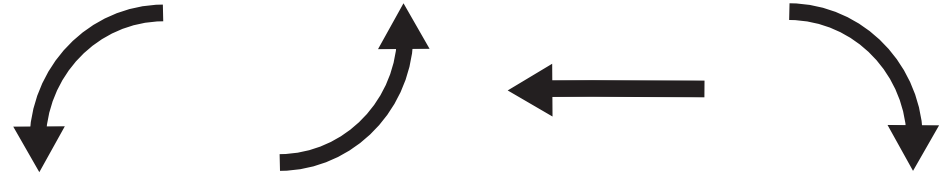
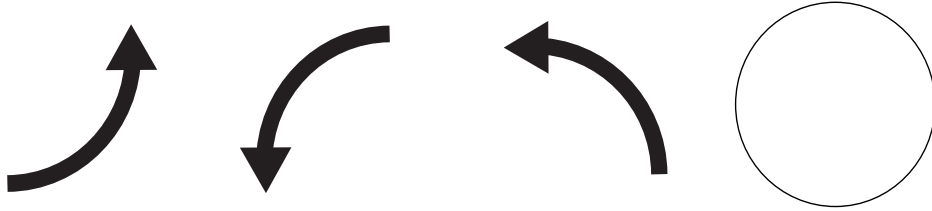
In the next section, each question begins with two statements. You must assume that the information in each of the first two statements is correct. Given these two true statements, only one of the conclusions is completely and absolutely correct. Your task is to determine which of the four possible answers is the correct one. Only one of the answers is correct. Go to the answer section at the end of the sample items to check your work.

- 13) All boys are people.
All people are alive.
- a) All boys are alive
 - b) Some boys are not alive
 - c) Some boys are not people
 - d) None of the above conclusions are valid
- 14) All prisoners are criminals.
All thieves are prisoners.
- a) Some thieves are criminals
 - b) Some thieves are not criminals
 - c) All thieves are criminals
 - d) None of the given conclusions are valid
- 15) All Chiefs of Police are police officers.
Some Chiefs of Police are women.
- a) Some women are police officers
 - b) Some women are not police officers
 - c) All women are police officers
 - d) None of the given conclusions are valid

Part 6. Figure Series

In the next section, each question consists of three figures and a blank circle, followed by four more figures. The first three figures are shown in a specific order, or series. Your task is to figure out what the order is, and then to complete it by selecting one of the last four figures to put in the empty circle. Remember, the figure in the circle should logically follow the other three. Go to the answer section at the end of the sample items to check your work.

16) Select the figure that completes the series.



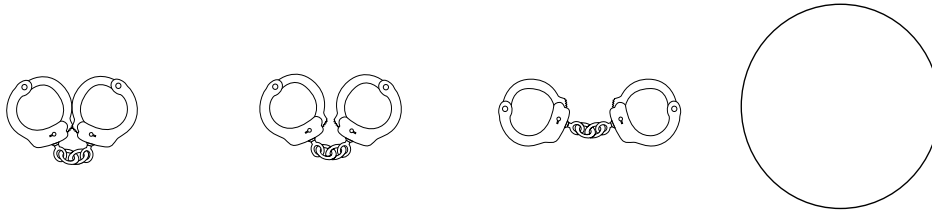
A

B

C

D

17) Select the figure that completes the series.



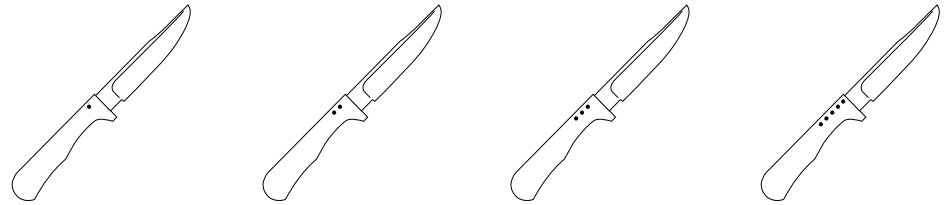
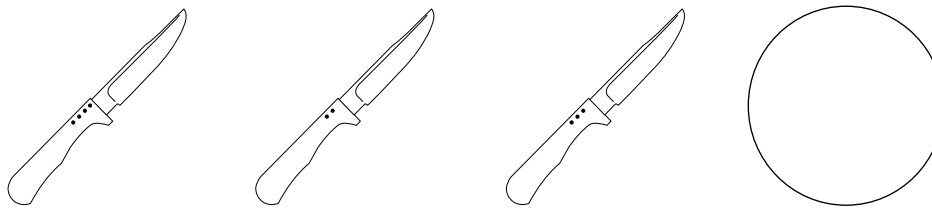
A

B

C

D

18) Select the figure that completes the series.



A

B

C

D

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PRACTICE TEST ANSWER SHEET

- | | A | B | C | D |
|-----|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 10. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 14. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Tear out this answer sheet, and compare your answers to the correct answers on the following page.

PRACTICE TEST CORRECT ANSWERS

Item #	Correct Answer	Explanation
1	(a)	It takes 2 minutes to drive one block, which is the fastest way.
2	(c)	You must drive 5 blocks at 2 minutes per block.
3	(b)	You must drive 4 blocks at 2 minutes per block and you must turn one corner, which takes an extra minute.
4	(c)	$3 + 6 = 9$
5	(b)	19 is larger than (in order) 9, 1, or 22/23
6	(a)	$4 - 3(14) = -(38)$ so 'm' has to equal 13 [$13 + 1 = 14$]
7	(b)	All the other faces are smiling; all other characteristics are the same.
8	(b)	Three guns have short barrels; two of the short barrels are fat and one is not; both the fat and thin short barrels have sights; only one gun has a long barrel.
9	(c)	All the other cars have antennae up or down, and different numbers of horizontal stripes; only this car has a vertical stripe on the door.
10	(b)	6 firearms divided by 2 police officers.
11	(c)	Starting from the 1 st to the 31 st , there are 16 odd-numbered days (1 st , 3 rd , 5 th , 7 th , 9 th , 11 th , 13 th , 15 th , 17 th , 19 th , 21 st , 23 rd , 25 th , 27 th , 29 th , 31 st)
12	(c)	50% of the total value of the computer is worth \$1500 minus the \$300 for the TV, which is \$1200; the original value is double this.
13	(a)	All boys must be alive since they are people and all people are alive
14	(c)	All thieves must be criminals since they are prisoners and all prisoners are criminals
15	(a)	Some women must be police officers since some Chiefs of Police are women and all Chiefs of Police are police officers.
16	(d)	First curve goes up to the right, next goes down to the left, next goes up to the left, final has to go down to the right.
17	(c)	The handcuffs are increasingly spread out from the one another until the two cuffs are fully extended.
18	(a)	The first knife has 4 dots, the second has 2 dots, the third has 3 dots, and so the fourth has to have two fewer dots than the third.

Written Communication Exercise

This exercise involves reading a short scenario and then summarizing the events in a logical manner to make a conclusion as to what happened.

Put yourself in the role of a police constable at the scene described below. Read the scenario very carefully. The information has not been organized. Based on your observations and comments from witnesses, prepare a report for your supervisor in the following manner:

1. List, in point form, all the facts you think are important under the following headings: time, location and evidence at the scene.
2. In essay form, reconstruct what you think happened, drawing on the information you have listed. Clearly demonstrate how the facts you have chosen support your view of the incident.

You should be careful with your spelling and grammar.

Scenario:

A blue Jeep was on the other side of the street from the Mazda. It is June 13. Ms. Helen Elogar parked her car facing west at 10:20 a.m. When she returned to her car, Ms. Elogar found the paint on her driver's door had been scratched. The owner of a grey Chevette had parked his car at 10:30 a.m. A blue Jeep was parked, facing east. Most of the parking spaces were blocked by craft displays. There was a shopping cart overturned in the street, beside a grey Chevette. There was a large community sale being conducted in front of the stores. A red Mazda was parked in front of the Coarville Pharmacy. The police were notified of the damage at 10:52 a.m. A Chevette was parked in front of the Mazda. Traffic was detouring around a shopping cart which was blocking the westbound lane. The pharmacy is at 342 Elm Street. It was a very windy day. There were a lot of people on the sidewalk. All of Ms. Elogar's purchases were in her car. There were only three vehicles parked along the street. There was red paint evident on the front right corner of the shopping cart. The owner of the grey Chevette said he had parked in front of the red Mazda, and that he had taken the last available parking spot. He stated that the shopping cart was not there when he pulled in.

Summarize the above information to describe what may have taken place. Draw any interpretations and conclusions you can about the incident.

Answer Key

In order to complete the "report" regarding this occurrence, you will need to:

- gather the information;
- decide what information is important to the investigation of the occurrence;
- organize the information in broad categories, such as time, location, evidence at the scene; and,
- draw your conclusions as to what happened.

It may be helpful to go through the scenario and make a list on scrap paper of the facts which are important and then make your interpretations and conclusions based on this list. To make this practice scenario easier for you, very few non-relevant pieces of information have been included. Pay attention to each fact which has been presented in the scenario and try to link facts together to make it easy to make a judgement as to what happened. When you have come to a conclusion about what events happened and in what order they happened, check it against the facts presented, just to be sure you have not assumed anything.

Developing a point form outline before you write your final copy may save you time. Check the clock occasionally, to make sure you are not taking too long to complete this question. You will be given one hour to complete this test, so don't spend so long on the point form list that you run out of time, before you have completed the essay. Try to allow yourself time to check your work; correct any spelling or grammar mistakes you find.

The following is an example of the type of answer expected. Please remember that you may have a different writing style or that you may view the facts differently. The aim is to express your ideas clearly and to support your version of the events with the facts provided.

Important Facts:

Time

- June 13
- 10:52 a.m. -- call received
- 10:20 a.m. Mazda parked
- 10:30 a.m. Chevette parked

Location

- parking space in front of 342 Elm St., Coarville

Evidence at the scene

- red Mazda parked behind grey Chevette
- driver's door scratched on Elogar's car
- shopping cart overturned in street
- a lot of people on sidewalk
- red paint evident on front right corner of shopping cart
- only 3 vehicles parked on street

Other

- windy day

Report:

The damage to Ms. Elogar's car, a red Mazda, occurred between 10:30 a.m. and 10:52 a.m. on June 13, in front of the Coarville Pharmacy at 342 Elm Street. Since the shopping cart was overturned beside the Chevette, and was blocking the lane, the Chevette would have been unable to park around it. The owner of the Chevette said he had parked in front of the Mazda at 10:30 a.m. Therefore, the incident must have occurred after 10:30 a.m. since the call was received by the police at 10:52 a.m.

The most likely explanation for the damage is that the shopping cart had been left on the street, and the wind then pushed it into Ms. Elogar's car. The impact of this then slowed the shopping cart, and perhaps set it off balance, so that it fell over into the street, beside the Chevette. As there were a lot of people on the sidewalk, it is very likely that someone would have seen the incident, and could verify this theory.

Once again, familiarize yourself with these types of questions in order to be well-prepared for your testing session.

GOOD LUCK