

**APPLICANT WRITTEN EXAMINATION**  
**STUDY SUGGESTION BOOKLET**

To: All Firefighter Applicants

Re: Enclosed Tutoring Materials

The materials presented here were designed to help applicants to prepare for the upcoming entry-level written examination. These materials should help applicants to more fully understand the nature of the written examination and to maximize their own performance on this crucial phase of the application process.

The entry-level written test is designed to evaluate the readiness of each applicant to assume the duties of an entry-level firefighter. In particular, the department will use the written test to evaluate each applicant's potential in a variety of different areas of skill or ability, each of which is a critical element needed for success as a firefighter.

This lesson guide is meant to be an additional resource to help you prepare for the upcoming written examination. None of the material in this document will be on the actual test. Instead, the material offers suggestions and advice on how you can best prepare for the examination.

This document is organized such that the first section contains general study tips. Each successive section then offers study tips which can be applied to a particular section of the test or Study Guide.

The members of IPSP, Inc., and the Department wish all applicants the best of luck with the evaluation procedures.

## **What to Expect on the Day of the Written Exam:**

The written exam has two parts:

- Part I is a mandatory study session.
- At the end of Part I, study materials are collected and exam materials are distributed
- Part II is the written exam session

### **Part I**

During Part I, each applicant is provided with a Study Guide containing a variety of printed materials, including printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test which is administered during Part II. Applicants will have approximately 2-1/2 hours to study and take notes on the Study Guide. All notes and the Study Guide booklet are then collected and the actual written exam is distributed.

### **Part II**

This is the written exam period and applicants will have approximately 1-1/2 hours to complete the exam. The exam questions are drawn directly from the Study Guide materials provided during the study session. You must learn the Study Guide materials well in order to do well on the examination.

## GENERAL PREPARATION TIPS

1. ON THE DAY OF THE EXAMINATION
  - A. Wear comfortable clothing – you will be sitting for a long time
  - B. Arrive early
  - C. Get plenty of sleep the night before
  - D. Eat a good meal before you arrive
  
2. USING THE STUDY GUIDE (PART I) ON THE DAY OF THE EXAM
  - A. You must put in a lot of good study time—simply reading through the Study Guide once is not enough to fully comprehend the materials
  - B. Read and memorize the material in the Study Guide
  - C. Pay particular attention to general instructions
  - D. Write an outline—you cannot use your notes during the actual exam but writing an outline will help you to memorize and organize the material
  - E. Test yourself on the material—think of the types of questions which will be asked on the exam—be sure that you really know it (again, just reading through the material is not enough to really learn it)
  
3. WHILE TAKING THE EXAM (PART II)
  - A. Take your time—there should be enough time to complete the exam
  - B. Don't get stuck on any one question—if you don't know an answer then leave the question and come back to it later
  - C. If you don't know an answer then guess—there is no additional penalty for guessing and guesses are usually correct
  - D. Select the alternative (answer) which you feel is correct but also review the alternatives which you feel are incorrect just to make sure—don't jump to hasty conclusions

## SECTIONS OF THE EXAM

### 1. ABILITY TO SOLVE WORK-RELATED ARITHMETIC

The Study Guide will present examples of math problems and their solutions. You will need to understand how to solve these basic math problems for the test.

### 2. LEARN AND USE TECHNICAL INFORMATION

This section of the written examination will evaluate your ability to learn and use technical information. It will contain several articles and instructions relating to firefighting. You must read and learn these materials in order to answer relevant questions which will appear on the test.

### 3. LEARN AND RECALL VISUAL INFORMATION

This section of the exam will evaluate your ability to learn and recall various mechanical objects, symbols, blueprints, and room layouts. On the test, you will be asked to identify the details contained within these drawings.

### 4. OBSERVE AND REPORT EVENTS ACCURATELY

This section of the written exam will evaluate your ability to observe, remember, and report details about situations and events. The Study Guide will present pictures with short scenarios describing an event. For the test, you will be required to recall specific details about both the picture and the scenario presented.

## SECTION 1:

### *ABILITY TO SOLVE WORK-RELATED ARITHMETIC PROBLEMS*

#### 1. *WHAT TO LEARN*

- A. Learn how to solve the types of job-related mathematical problems listed in the Study Guide. The actual word problems in the Study Guide do not need to be memorized—they are provided to help you learn.
- B. Be sure that you understand how to solve the following types of mathematical problems:
  - 1. Addition
  - 2. Subtraction
  - 3. Multiplication
  - 4. Division
  - 5. Percentages
  - 6. Mileage
  - 7. Averages
  - 8. Military time
  - 9. Angles
  - 10. Measuring space and volume
- C. If you are confused by any of the mathematical problems listed above, then you should consult a basic math book or request assistance.

#### 2. *WHAT WILL BE ON THE TEST*

Questions on the test will assess your ability to solve word problems and basic math problems. Be sure to read each question carefully so that you understand the type of mathematical operation that should be used to solve the problem.

## SECTION 2:

### ABILITY TO LEARN AND USE TECHNICAL INFORMATION

#### READING MATERIALS

1. *WHAT TO LEARN*

- A. Read the following materials carefully to learn all of the facts and principles that are presented.
- B. It is often helpful to take notes on important ideas and facts.
- C. Be sure to read all passages several times. You will learn more and retain it better each time you read the passage.
- D. Be an active learner—write out questions that you think may be on the exam.

2. *WHAT WILL BE ON THE TEST*

- A. Some questions will be straightforward and ask you specific facts.
- B. Some questions will ask for your understanding of the principles. These questions may ask you to apply the ideas to different situations.
- C. Remember, there is only one correct answer for each question. If you feel that there is more than one correct answer, then choose the best answer.

### SECTION 3:

#### ABILITY TO LEARN AND RECALL VISUAL INFORMATION

#### MECHANICAL DEVICES

1. *WHAT TO LEARN*

- A. Learn how to recall and understand visual and mechanical material as presented in various diagrams which appear in the Study Guide.
- B. Be sure to remember the label of each diagram since the labels may not appear on the test.
- C. Study each diagram and take notes on what may make a particular mechanical device or object unique. Even though you may not use your notepaper for the test, writing down details will help you to learn and recall this information.

2. *WHAT WILL BE ON THE TEST*

Questions on the test will assess your ability to recognize and remember shapes and locate objects in space. Some questions may refer to the object by name while others may ask you how the object is used.

### **SECTION 3:**

#### **ABILITY TO LEARN AND RECALL VISUAL INFORMATION**

#### **BLUEPRINTS & ROOM LAYOUTS**

##### *1. WHAT TO LEARN*

- A. This section presents various blueprints and room layouts. You must learn where different rooms and objects are located on each diagram.
- B. Be sure to remember the title of each diagram since the actual diagram may not appear on the test.
- C. Take notes and draw each diagram on your notepaper. Even though you may not use your notepaper for the test, writing down details will help you to learn and recall this information.
- D. Pay particular attention to the relationships of objects/rooms (i.e., where is one room/object in relation to another).

##### *2. WHAT WILL BE ON THE TEST*

Each question is meant to be straightforward but it emphasizes the location of rooms/objects. Some questions will refer to the diagram by name. Other questions may provide an outline of the diagram but you will need to know the details.

## SECTION 4:

### ABILITY TO OBSERVE AND REPORT EVENTS ACCURATELY

#### 1. *WHAT TO LEARN*

- A. Learn the details of the pictures and the stories which follow each of the pictures in the Study Guide.
- B. Be sure to remember the title for each picture since the pictures themselves will not be on the exam.
- C. Look at each picture more than once and write down what you see.
- D. Pay particular attention to numbers, dates, and details.

#### 2. *WHAT WILL BE ON THE TEST*

Each question is meant to be straightforward but they emphasize details. Questions will refer to the scene by its name and topic. You must be able to recall the details of the scene from memory.