

STUDY GUIDE FOR PROMOTION TEST BATTERY SIMULATION



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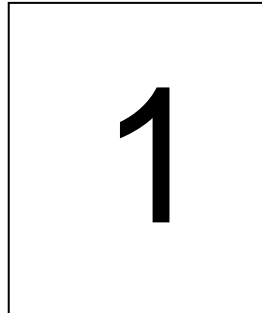
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STUDY GUIDE
FOR
PROMOTION TEST BATTERY

SIMULATION

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PROMOTION TEST BATTERY

PRACTICE SIMULATIONS

**INSTRUCTIONS FOR
SIMULATIONS 1 & 2**

INSTRUCTIONS

The scenario is **not** presented as a typical “read one question go to the next question numerically” type of examination. A series of events are provided with a selection of possible actions you can take. After each action (answer) you are instructed to proceed to either the next specified question number or a specific response number in the Response Book. The result is that the scenario of the case study unfolds depending on the actions (answers) you select for each question you are directed to read.

You will be required to apply your managerial knowledge and skills in the areas of:

- leadership,
- planning,
- organization,
- problem solving & decision making,
- counseling, motivation, and interpersonal relations.

Pick the response that best represents what you would do if you were the manager in that position. **When taking the practice simulations do not use the information you will see at the end of each answer that directs you to the next question or response in making your decision as to the best answer to the question on which you are working.** You will not have this information available to you on the real examination until you actually select an answer and uncover the selection with the special developer pen.

Follow the directions at the end of the answer you have chosen to proceed to the next question or response. Here you will be presented with a new event with another selection of actions (answers). Again, select the action (answer) that best represents what you would do to handle the event.

It is extremely important, both on this simulation and on the real exam, that you keep track of the questions you have answered in the order that you have answered them. You may select an action (answer) that tells you circumstances do not permit you to execute your selected action (answer) and you should return to the last question you were working on and make another selection. This is okay and happens in real life all the time. Just go back to the last question you answered and select another answer. **Record all the answers you select to the same question on the answer sheet provided with this simulation exercise.** On the real exam all your answers will be recorded since you cannot erase developer fluid.

Don't look ahead to see how things turn out. Some actions presented may not ever happen to you. Just pick the response that best represents what you would do. For the purposes of this exercise assume you have the knowledge, responsibilities, and authority to carry out any of the presented actions.

Down the road, it may be in five pages or twenty pages, the case will come to a conclusion. The instructions will inform you how to proceed.

Proceed with the simulation using the answer sheet, question book and response book. After you have completed the simulation we have included an answer key to further assist you in preparing for the Promotion Battery Exam Simulation.

Good Luck!

RESPONSE BOOKLET

The Response Booklet contains the responses, which provide both feedback on some of the answers you choose and directions for proceeding through the written simulation problem.

The following illustration shows the kind of directions and responses you can expect to see.

<p>If the directions send you to another section (GO TO SECTION D) go immediately to that section and make no more choices in the section in which you were working. If the directions tell you to Make another choice in the same section, you must return to the section in which you were working and make another choice. If the directions tell you to Return to the section you are working in and continue, return to that section, make any additional choices that are appropriate and follow any further directions you are given.</p>	<p>181. He says he hopes so. GO TO SECTION D (a new question).</p> <p>182. There have been none. Make another choice in the same section.</p> <p>183. She says she was prepared to make her presentation. Return to the section you are working in and continue.</p>
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Responses provide information and/or directions for working through the problem. **HOWEVER**, not all responses in the booklet are actual parts of the problem you are working on. Some responses present information which may be false or misleading. These have been included to prevent candidates from trying to piece the problem together by reading only the responses. The best course of action for you to take is to pay close attention **ONLY** to the responses to which you have been directed.

SCORING

Choices recorded on the answer sheet, not responses, are scored. On the real exam every time you use the developer pen on a box, you are recording a **choice** (answer). Only the boxes exposed on the answer sheets will count toward your test score. Nothing you write in the Test Booklet or in the Response Booklet will be counted toward your final score.

Everything you expose on the answer sheets will be taken into account in scoring. Be very careful using the developer pen on the answer sheet. Avoid making stray marks or smudges with the developer pen. When you expose a box, make sure that it is the one that corresponds to your choice. Whatever you expose on an answer sheet will be scored, except in those cases where exposing additional response numbers contrary to instructions would be to your advantage. You will not be allowed to change or cross out exposed boxes. If you cross them out, they will be scored anyway. You will not be allowed to obtain a fresh answer sheet.

Each choice in the simulation test is valued positively, negatively or neutrally. In order to score the best score you can, you should select only the choices that you consider to be positive. In those sections that allow you to make more than one choice, you should select all choices that you consider to be positive, while taking care not to select poor choices.

You may be able to tell from the response to a choice whether that choice has a positive, negative or neutral value. As in real life, you may make the right decision but not get good results immediately. It is also possible to make a poor decision but have things appear to turn out all right in the near term. Do not become discouraged if a response to one of your choices suggests that the situation is not improving.

HINTS

Because you will be working on the problem by going back and forth between the TEST BOOKLET, the ANSWER SHEET PACKET, and the RESPONSE BOOKLET, you could lose your place in the problem. You may find it helpful to leave your Test Booklet open to the section you are working in while you mark the answer sheet or look up the responses so that you can return to the correct test booklet section quickly and easily. This is especially true of CHOOSE AS MANY and CHOOSE UP TO sections where you may go back and forth several times before being directed to another section.

You may find it helpful to track your path on a separate piece of paper by listing, in order, the sections to which you have been directed. This will enable you to review the events of a problem in the order they occurred and to keep track on your progress. You can also make any notations you wish in the rest of the TEST BOOKLET. Although the answer sheets will show the sections in which you have exposed choices, they will not give you information on the order in which you have gone through the sections.

You should **NOT** make notations or stray marks on the answer sheets.

You should keep working on a problem until you are directed to a response that tells you it is the **END OF THE PROBLEM.**

If You Don't Know Where To Go Next In The Problem...

...follow the steps below. You are responsible for keeping track of where you are in the problem. The monitor is not permitted to assist you in finding your place.

If you find that you have only answered a few sections of the problem, and don't know where to go next, you have probably missed a direction. If you become lost, **LOOK FIRST** in that section of the Test Booklet in which you were working.

- If the section directs you to **CHOOSE AS MANY**, **CHOOSE UP TO**, or **CHOOSE A SPECIFIC NUMBER**, you may have missed the very last choice in the section that will usually tell you what box to expose next on the answer sheet in order to find the response that tells you where to go next.
- If the section directs you to **CHOOSE ONLY ONE**, the box you exposed on the answer sheet will either have a **GO TO** statement or will direct you to a response number. That numbered response will have either a **GO TO** statement at the end or will direct you to make another choice in the same section. If the response does neither, **MAKE SURE** you have exposed the correct numbered box on the answer sheet. If you have, then **MAKE SURE** you have read the correct numbered response in the Response Booklet.
- If you still find yourself not knowing where to go next in the problem, you should retrace your path through the problem to make sure you haven't gone to the wrong section by mistake.
- Lastly, if you do become lost, do not get discouraged. If you retrace your steps methodically, you will prevail!