

NOTICE TO CANDIDATES

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All candidates participating in a San Joaquin County examination are required to complete the exam independently and without the use of external resources.

Under San Joaquin County Civil Services Rules and **Government Code 31114 and 31115**, the use of any outside assistance is strictly prohibited. This includes, but is not limited to, assistance from other individuals, searching for answers online, or using artificial intelligence tools such as ChatGPT or other chat-based technologies.

Examinations are intended to assess each candidate's individual knowledge, skills and abilities. Any violation of these requirements may result in disqualification from the examination process, removal from an eligible list, and/or additional action as permitted by law, including potential misdemeanor charges. Candidates may also be required to retake the examination in a monitored setting. By submitting an online examination, you acknowledge that you have read, understand and agree to comply with these conditions.

Your overall score is based on the number of questions you answer correctly. Each question has a correct answer. If you are unsure, mark the answer you feel is the best. Be sure you answer all the questions you are required to answer.

If you finish the exam with time remaining, you may click on "Finish" to review a summary of the exam questions before submitting. You can contact the Human Resource Analyst of this recruitment for any questions regarding this exam by replying to the online exam notice.

SJC Online Exam Guide for Test Takers

1. Please review this guide before beginning the online exam.
****To access the login page to take the exam, you will find the link at the end of this guide****
2. Enter your **UserID** and **Password** when logging in to apply and click on “Take Exam”.

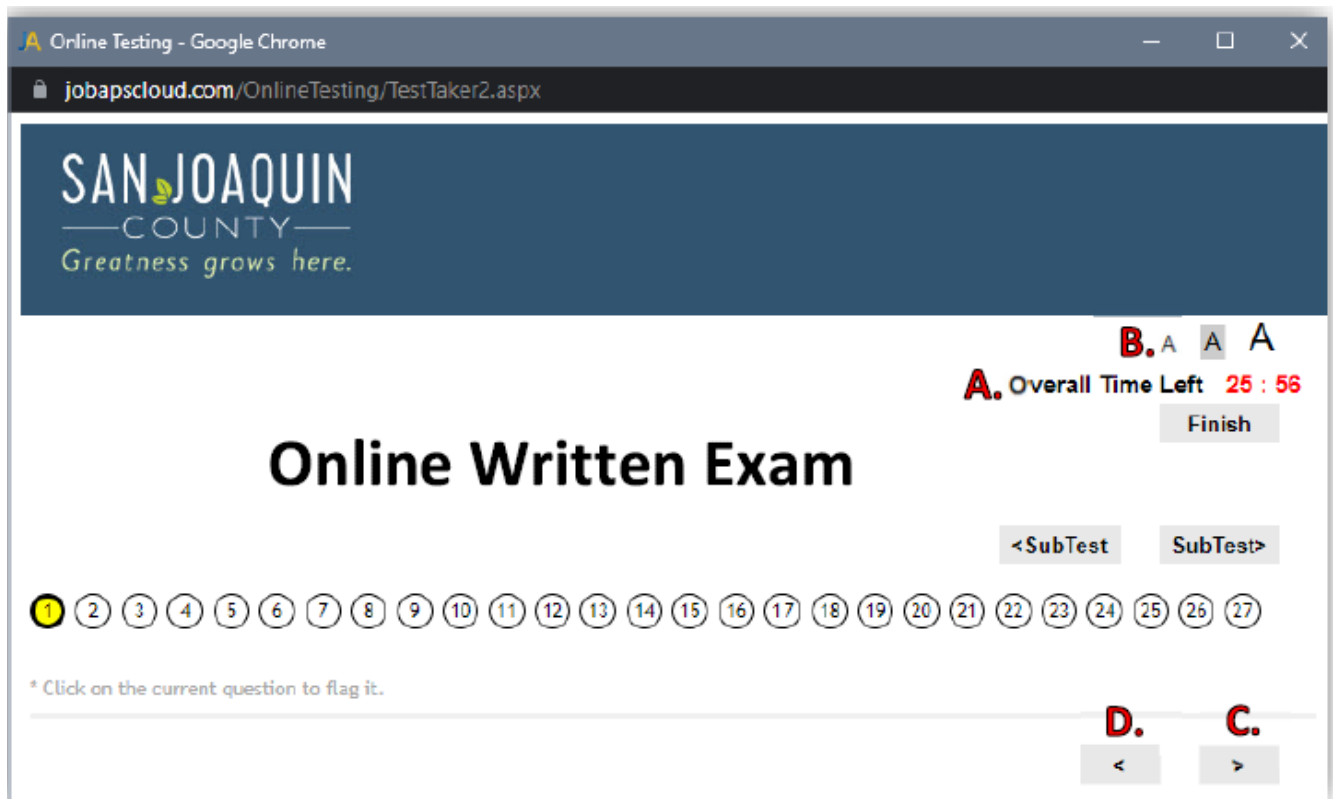
The screenshot shows the 'Take Exam (Login Required)' page. At the top, the San Joaquin County logo is displayed with the tagline 'Greatness grows here.' Below the logo is a navigation menu with links: HR Home, Open Jobs, My Applications, Notify Me of New Jobs, Closed Jobs, and Job Descriptions. The main heading is 'Take Exam (Login Required)'. Below this, there are two input fields: 'UserID' with the text 'JohnSmith' and 'Password' with six dots. Below the password field is a blue 'Take Exam' button and a white 'Back' button. At the bottom, there are four links: 'I Forgot My UserID', 'I Forgot My Password', 'Update My Contact Information', and 'New User/Application'.

3. After clicking on “Take Exam” you will be taken to the page below showing available online tests.

The screenshot shows the 'My Tests to Take' page. At the top, the San Joaquin County logo is displayed with the tagline 'Greatness grows here.' Below the logo is a navigation menu with links: HR Home, Open Jobs, My Applications, Notify Me of New Jobs, Closed Jobs, and Job Descriptions. The main heading is 'My Tests to Take'. Below this, there is a grey box with the text: 'To take the online test, click on the "Take Test" button next to the job.' Below this is a table with two columns: 'Job Title/Bulletin Number' and 'Take Test'. The table has one row with the text 'Online Exam Testing' in the first column and a blue 'Take Test' button in the second column. Below the table is a blue 'Back' button.

Job Title/Bulletin Number	Take Test
Online Exam Testing	Take Test







4. When you click on “Take Test”, you will be taken to the online exam page.



5. On the Online Exam page:
 - A. Your Overall Time Remaining will be located at the top of the page and is identified in minutes and seconds.
 - B. You can change the font size using the buttons at the top right.
 - C. After answering a question, click on “>” to go to the next question.
 - D. You can view the previous questions by clicking on “<”

Here is a list of available functions:

A. Progress for this Test/subtest

- a. Click on any of the numbers to skip questions or go back to unanswered questions.
 - i. A Yellow number indicates your current question position 
 - ii. A Gray filled number means the question has been answered 
 - iii. White filled number means the question has not been answered 
 - iv. A Red partially filled number indicates a question(s) you have flagged   

B. Flag questions

- a. You may flag questions that you would like to skip or go back for review by clicking on the number

C. Prev/Next Subtest

- a. If the exam has multiple subtests, use these buttons to quickly navigate between the next or previous set of questions.

D. Finish Test

- a. Click on Finish Test will take you to your summary page.

Online Testing - Google Chrome
 jobapscloud.com/OnlineTesting/TestTakerExit.aspx

SAN JOAQUIN
 COUNTY
Greatness grows here.

A A A

Overall Time Remaining 4 : 01

Sub Test #	Sub Test Name	# Questions	Answered	Remaining
1	Online Written Exam	27	8	19
2	Online Written Exam	30	5	25
3	Online Written Exam	28	7	21
4	Online Written Exam	8	8	0

Please review the listing above for any unanswered questions. If you are sure that you have answered all the questions on this test to the best of your ability, click on 'Finish' again to exit this examination. Otherwise, click 'Back' to return to the last question you were working on, or the first question that is not in an expired subtest.

6. Here you will be able to view the summary of the complete exam and make sure you have answered all the questions within the exam.
7. Once you click on "Finish", the online exam will end, and you will no longer have access to view it.

To begin the test, please copy and past the following link into your web browser:

<https://jobapscloud.com/sjq/newregpages/logintotests.asp?from=TakeExam>

To take the exam, you will need to enter your applicant UserID and password.

Good Luck!