

## NOTICE TO CANDIDATES

This online exam and other material furnished to you are the property of the San Joaquin County Civil Service Commission. By law you cannot make copies or notes of the examination questions. **Government Code Section 31114** makes it a misdemeanor offense to furnish information about civil service examinations to other persons. **Government Code Section 31115** makes it a misdemeanor offense to any person who impersonates another person or permits or aids in any manner any other person to impersonate him in connection with any examination.

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”.

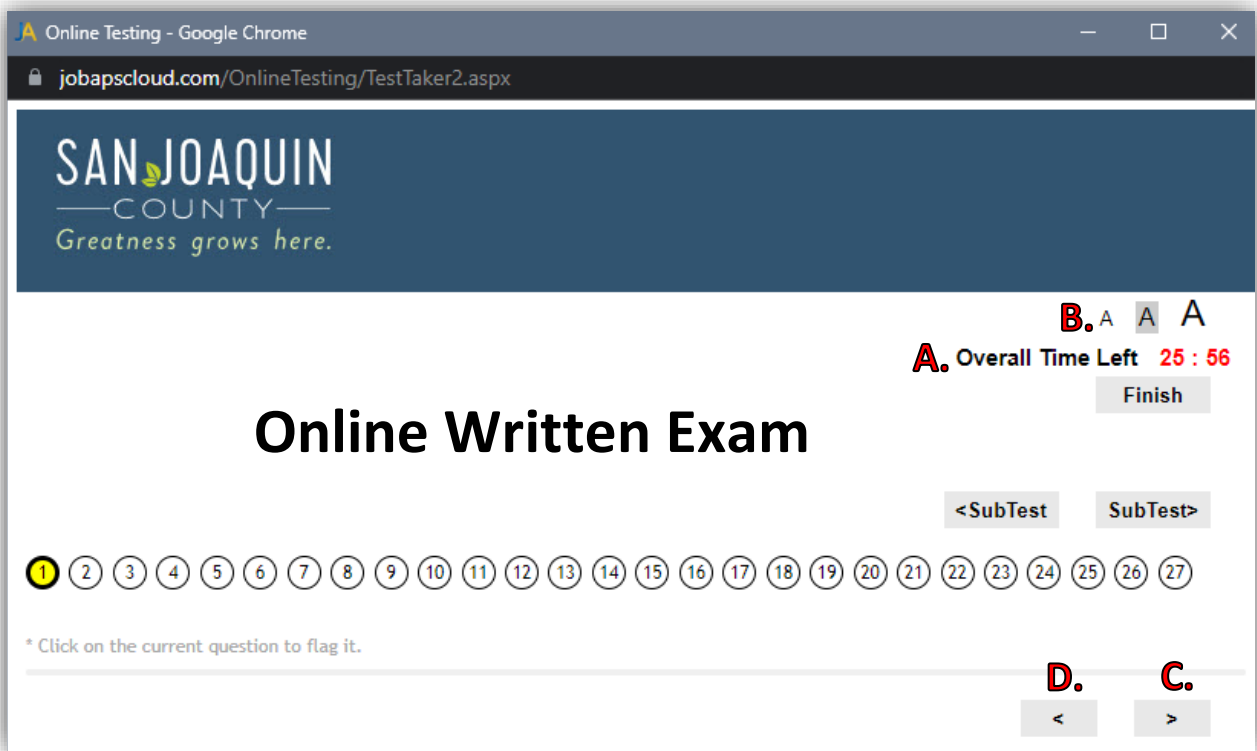
The screenshot shows the 'Take Exam (Login Required)' page. At the top is the San Joaquin County logo with the tagline 'Greatness grows here.' Below the logo is a navigation bar with links: HR Home, Open Jobs, My Applications, Notify Me of New Jobs, Closed Jobs, and Job Descriptions. The main heading is 'Take Exam (Login Required)'. Below this is a login form with two input fields: 'UserID' containing 'JohnSmith' and 'Password' containing six dots. Below the fields are two buttons: a blue 'Take Exam' button and a white 'Back' button. At the bottom of the form 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 is the San Joaquin County logo with the tagline 'Greatness grows here.' Below the logo is a navigation bar 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 is a grey box with the text: 'To take the online test, click on the "Take Test" button next to the job.' Below the text is a table with two columns: 'Job Title/Bulletin Number' and 'Take Test'. The table has one row with 'Online Exam Testing' in the first column and a 'Take Test' button in the second column. Below the table is a 'Back' button.

Job Title/Bulletin Number	Take Test
Online Exam Testing	<a href="#">Take Test</a>

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 questions has been answered 
  - iii. White filled number means the questions 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. Clicking 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.*

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.

Back Finish

- 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.
- 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 paste 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!**