Instructions for Online Open Tests

(Fast Test at home)

Thank you for applying for a position with the City of Spokane. As a part of the evaluation of candidates for this position, you have been invited to take a test that will be administered remotely by computer or other electronic device. Please read through the following information about the testing process and follow the link you were provided to the demonstration test. If you have any problems with navigating the demo test or any questions about the test process, please contact Civil Service and we will help you.

GROUND RULES

- Cell phones and other devices need to be turned off, except for the computer being used to take the test.

- No reference materials are allowed except what may be provided within the test.

- Scratch paper is allowed to help organize your thoughts or do math calculations.

- You will be told at the time of the test whether calculators are allowed. If calculators are allowed in your exam, you may use one.

CONFIDENTIALITY

- Talking to others is not allowed. Please take the test in a quiet room by yourself.

- You are not allowed to keep notes of the questions or capture or record them in any way.

- Any attempt to cheat or copy from a competitor will render that person ineligible for that examination and the applicant shall be considered as having failed (See Civil Service Rule IV, Section 6).

ONLY LEAVE THE COMPUTER DURING THE TEST IF YOU ARE ILL OR NEED TO USE THE RESTROOM

- The on screen test timer starts when you start the first question, so please return as soon as possible.

WHAT TO EXPECT AFTER THE TEST

- Test analysis and Veteran's Preference adjustments are made to candidates' raw scores for a final rating.

- Candidates are then placed in descending order according to their final rating to establish an eligible list.

- E-mails will be sent within two weeks that show your ranking against everyone who takes the test, your raw score on the examination and the timeframe allowed to request a review of the results.

HIRING PROCESS

- When a department is hiring from an open-entry eligible list, Civil Service provides the Top 10 names on the list.

- The eligible list is good for two years so be sure to keep your contact information in governmentjobs.com current if anything changes.

PLEASE PROCEED TO THE NEXT PAGE FOR ADDITIONAL INFORMATION

NOTE COUNTDOWN TIMER IN UPPER RIGHT OF THE SCREEN, WHICH SHOWS THE TIME REMAINING TO COMPLETE YOUR TEST. CONTACT CIVIL SERVICE IF YOU HAVE TECHNICAL PROBLEMS WITH THE TEST.

Email: civilservice@spokanecity.org
Phone: 509.625.6160

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TO THE TEST!

- In the email you received, note the date and time you are invited to take the test, which is a 30 minute window. You must start the test during this time. Additionally, each test has a set amount of time you can spend answering the questions, such as two hours. If this time runs out before you are done answering all questions, the test will be submitted with what has been answered up to that point.

- When the scheduled time arrives, click the link you were provided to login to the test.

- Enter your test code. Then, click Login.

- After clicking the Login button, you will be presented with a page of pre-test general instructions.

- Read the pre-test screen and click Start Test to begin your examination.

- The same test code can be used to log back in, if there is a technical problem, which causes you to leave the test before submitting your answers. If this happens, contact Civil Service immediately, to give details and report the issue.

- Test Questions: You may leave a test question blank if you choose. You may also check if you have more test questions to answer. At the top of your test screen you will see the following icons:

- Blue filled boxes indicate the test section and question you are currently answering.

- Boxes with a slash through them indicate questions that have been answered.

- Yellow filled boxes indicate questions that are marked for review.

Civil Service:

Fair. Fast. *Friendly. Forward.*

Still have questions? Contact us!

We are here to help you navigate the process.

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