



## Tips for Studying for Empco Written Promotional Exams

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### About the Test

- All promotional exams consist of questions written from the books and documents listed on the bibliography published by Empco. The test will indicate what book or document upon which each question is based.
  - Exams generally consist of 100 multiple-choice questions. (Some departments request tests that have more or less than 100 questions.) Each question has four answer options, one correct answer and three distractors.
  - Answers must be filled in on a bubble answer sheet. Answers not filled in on the bubble sheet will be scored as incorrect.
  - All questions are written by experts in the field of public safety.
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### How to Prepare

- Read the books and documents listed on the bibliography. Candidates who do not read the material generally do not do well on the tests.
  - Do NOT rely on any study guides a book author or publisher may offer. Empco does not take questions from any study guide or the review questions at the end of a book chapter.
  - Empco does NOT write questions from: glossaries, appendices, or dates.
  - Think about what is relevant to the rank you are testing for, NOT the rank you currently hold. The test is designed to measure knowledge needed by those in the rank for which you are testing.
  - Look for material that lends itself to questions: key terms, lists, rules, absolutes, compare and contrast statements, and steps.
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### Taking the Test

- Feel free to mark on your test booklet.
- Answer the questions you know and go back to the ones you don't.
- Use process of elimination. Narrow down your answer options.
- It is better to guess and fill in an answer than to leave a question blank.
- Be sure to mark all of your answers on your answer sheet.

***\*\*\*Please note: The wearing or possession of any type of electronic device with the capability of recording audio or video, calculating, transmitting, streaming, communicating, connecting to the internet or to a network, is strictly prohibited in the testing room. This includes department issue body cameras. Please remove them prior to entering the test.***