



EUROPEAN PERSONNEL
SELECTION OFFICE



COMPUTER BASED ADMISSION TESTS TO OPEN COMPETITIONS

EPSO/AST/129/13 ASSISTANTS (AST 3)

INSTRUCTIONS TO CANDIDATES

STRUCTURE

The admission tests to this open competition will be structured as follows:

- Candidate arrives at the test centre: **30 minutes before the test appointment**
- Identity check, candidate signs in
- On-screen tutorial: 5 minutes
- Admission test a): 35 minutes
- Admission test b): 20 minutes
- Admission test c): 10 minutes
- Break (optional): 10 minutes maximum
- Admission test d): 6 minutes
- Admission test e): 30 minutes
- Admission test f): 30 minutes
- Satisfaction survey (optional) 5 minutes
- End of admission tests, candidate signs out

Important advice: candidates are advised to plan for a longer stay at the test centre in case of unexpected delays. Further information will be given at the test centre itself if needed.

GENERAL RULES AND RULES OF CONDUCT

ARRIVAL AT THE TEST CENTRE

- **Your early arrival at the test centre is of high importance. You must arrive at least 30 minutes before your booked test appointment.** In case of late arrival, EPSO cannot guarantee that there will be an available seat and/ or time to allow you to take the test.
- If you miss your test appointment, EPSO will decide whether you are entitled to book another test appointment. However, the testing period will not be extended beyond the planned schedule.
- Should you be offered to start your exam earlier than the time you booked, it is up to you to accept this or not.
- If, due to unexpected reasons, the start of your test is delayed by at least 30 minutes, you may notify the testing centre administrators of your wish to be rescheduled to another date.

IDENTITY CHECK

After your arrival your identity will be checked by the TCA.

For this you must provide the following:

- A **copy of the booking** confirmation which **you must print** after you have completed your booking procedure.
- Proof of your identity in the form of an identity card **bearing a recent photo and signature**. The following documents are acceptable as proof of identity, provided that they include a photograph and a signature of the bearer: passport, national identity card, photographic driving licence, national/regional residence permit, military ID card, bank card. If the photographic ID provided does not bear a signature, further proof of identity bearing a signature must be provided, such as: non-photographic driving licence, bankers card/credit card.
- Your ID details must be identical to your personal details in your EPSO Account.

GENERAL RULES

- You must take all admission tests. If you insist on leaving the test room during the tests, no extra time will be allowed. If you wish to give up, you may leave the room in silence after notifying the person responsible in the test centre.
- If you encounter a technical problem with test delivery while you are being tested, please raise your hand to notify the invigilator immediately.
- You must sign in and out on the signature log each time you enter and leave the test room.
- **You will be offered the first available seat at the testing centre. Please note that exams are started individually by the testing centre administrators.**

RULES OF CONDUCT

- You must complete your admission tests without any aids or equipment other than those provided by the centre. To that end, all prohibited items must be deposited in the lockers before entering the test room. Such items include, but are not restricted to:
 - watch
 - paper and pen

- any written and printed matter (i.e. books, dictionaries, thesauruses, pamphlets, publications, notes, including these instructions)
 - briefcases, bags, etc.
 - calculators, including watch calculators
 - computers, including palm tops
 - mobile telephones, beepers, pagers
 - personal organisers
 - iPads, iPod's, MP3 players, radios or other sound equipment
 - photographic devices
 - slide rules
- To avoid potential disturbances, any equipment or belongings which produce sound (such as alarms) must be turned off and deposited in the lockers.
 - Any clothing or jewellery items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewellery items must be stored in your locker.
 - Food and/or drinks are allowed **only** in the waiting room/area. Nothing can be brought into the test room.
 - The test centre will supply every candidate with an erasable note board and an erasable marker for notes to be taken. No candidate may take the erasable note board and pen out of the testing room. **Please try your marker before you start your test. Should it not work properly, please contact the testing centre administrator immediately. Any later claims will not be considered.**
 - In addition to the on-line calculator available during the numerical test, a calculator with basic functions will be available at every work station. **Please familiarise yourself with the calculator before you start the test. Should it not work properly, please contact the testing centre administrator immediately. Any later claims will not be considered.**
 - It is strictly forbidden to make copies of test questions and to remove them from the test centre. All questions remain the property of EPSO. Consequently, it is forbidden to divulge test questions to the public.
 - In order not to disturb other candidates during the tests you **may not** talk in the testing room. If you require assistance during the tests, please raise your hand and wait for the invigilator to assist you.
 - Disposable earplugs are available on request in the test centre in order to ensure that candidates are not disturbed by potential noise.
 - Smoking is strictly forbidden in the test centres.
 - Use of mobile phones is strictly forbidden.
 - Please note that any kind of rude, abusive, derogatory or threatening behaviour against EPSO staff, the TCA or other candidates is not tolerated and might lead to your exclusion from the competition.
 - You have to follow instructions given by the TCA and/or EPSO staff at all time.
 - You have to follow the Prometric Testing Center Regulations at all times. These regulations are available at the test centre.
 - Neither Prometric nor EPSO can accept any responsibility for loss or damage to property that is brought into the test centre.

In addition, please be aware that each test session is invigilated and videotaped.

Anyone failing to respect the rules of conduct will be excluded from the test room, all of his/her tests will be declared void and his/her participation in the competition will be brought to an end.

ADMISSION TESTS

START OF THE EXAM

Once your test is launched, you will be requested to confirm your name. Please make sure that the test which is being delivered to you is in your name before pressing the button “Yes”. If the test is not in your name, please press the button “No” and notify the testing centre administrator immediately.

TUTORIAL

Before you start admission test a), you will receive a 5-minute tutorial. This tutorial instructs you on how to navigate through the test and on how to select and review answers. **We strongly advise you to follow it. Any complaints about the test navigation and environment, resulting from not being familiarised with the tutorial, will not be accepted.**

Please be aware that for some questions you will have to scroll down to see the whole question and all the possible answers.

After you have finished the tutorial and are ready to start the test, please press "END". This will transfer you to the test.

TESTS

Test a)¹: Verbal reasoning test

Time allowed: 35 minutes during which you will have to answer 20 questions.

Test b)¹: Numerical reasoning test

Time allowed: 20 minutes during which you will have to answer 10 questions.

Test c)¹: Abstract reasoning test

Time allowed: 10 minutes during which you will have to answer 10 questions.

BREAK

At the end of admission test c) you may take an optional break of maximum 10 minutes. You may start the admission test d) at any time during the break by clicking on "END".

Attention: At the end of 10 minutes, the system will automatically transfer you to the first question of admission test d) and the testing time will start from this point on.

*Please note that **no refreshments are provided** in the test centres.*

¹ Admission tests a), b) and c) will be taken in language 1.

Test d)²: Accuracy and precision test

Time allowed: 6 minutes during which you will have to answer 40 questions.

Test e)²: Prioritising and organising test

Time allowed: 30 minutes during which you will have to answer 24 questions.

Test f)²: Situational judgement test

Time allowed: 30 minutes during which you will have to answer 20 questions.

Attention: Please note that all communication linked to your CBT tests (such as tutorial, test introduction screens, instructions, survey, etc...) will be delivered in your language 2.

SURVEY

After the end of the admission tests, you will be asked to complete a satisfaction survey relating to your testing experience. This survey is optional and does not count towards marking of your tests. If you do not wish to complete the survey, please click “END”. Please do not use the survey to comment on the content of the tests or on any technical issues you might have experienced. Should you have a **serious** doubt about a concrete test question or any technical issue, please contact EPSO immediately using the below-mentioned e-mail address clearly stating your case.

USEFUL INFORMATION

After completion of your admission tests, a certificate of attendance will be available at the test centre upon request while checking out.

Results of the admission tests are not given to candidates in the test centres. **EPSO will inform you of your marks at a later stage.**

Please refer to section V of the Notice of Competition for further information about the admission to the competition.

Communication with EPSO concerning this selection procedure may **only** be made by using the [online web form](#) and you should always clearly state your name and candidate number.

² Admission tests d), e) and f) will be taken in language 2.