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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Animal & Animal Products Investigator Trainee** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. REPORTS****(16 Questions)**

Employees in this job must be able to accurately record information on standardized, structured report forms. This exam section tests your knowledge of techniques used to extract pertinent information from case notes, working papers and other materials and to present this information in a standardized reporting format. The questions are of a general nature and are not geared towards any specific reporting format. Test question topics include:

- General recording procedures to assure accuracy;
- Legal report content;
- Investigative report content;
- Case record report content;
- Use of preprinted forms when preparing reports.

**II. WRITTEN INSTRUCTIONS****(16 Questions)**

A critical ability inherent in this job is the ability to read and follow procedural instructions to successfully complete job tasks. This section is designed to assess your ability to read and follow a variety of written instructions and correctly answer questions related to each set of instructions.

**III. READING COMPREHENSION****(18 Questions)**

Employees in this job will be required to read, interpret and apply technical information. Employees must be able to read and accurately interpret information from statutes, the rules of a state agency or training information. The questions in this section test your ability to read and comprehend information by presenting passages to read and asking questions that require the interpretation of the information presented in the passage.