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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 multiple-choice examination for the Terrorism Research Specialist 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. Written Communication (18 Questions)**

This section assesses your ability to organize information from a variety of sources and prepare written intelligence reports on criminal and terrorist groups, their methods and targets. Employees in these jobs must be able to conduct research and effectively draft written reports in response to law enforcement agencies' requests for intelligence information. Test question topics include:

- Creating logical, well-organized paragraphs;
- Developing sentences that are clear, correct and not awkward;
- Identifying errors in grammar, spelling, and punctuation;
- Reading comprehension of reports taking into consideration conciseness, punctuation, clarity of expression, spelling and word usage.

### **II. Reading Comprehension (18 Questions)**

This section tests a critical competency of the job. Employees must be able to read, understand, and accurately interpret sensitive and critical terrorism or criminal intelligence information. They must also study and comprehend regulatory requirements set for gathering and safeguarding criminal intelligence to ensure compliance with provisions protecting sensitive, confidential and secret information. The questions in this exam 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.

### **III. Analytical Reasoning (14 Questions)**

This section assesses your ability to use logical analysis methods and techniques for intelligence gathering and research. Employees in these jobs must be able to analyze complex data and information in order to interpret and recognize criminal and terrorist patterns, trends and correlations. Test question topics include:

- General reasoning ability based on logic;
- Reasoning ability based on supplied data;
- Identifying trends and patterns in supplied data.

#### **IV. Personal Computing**

**(10 Questions)**

This section assesses your knowledge of the computerized Windows environment utilizing word processing software, database management systems and spreadsheets. Employees utilize these and other computerized systems for research and development of intelligence case background information. Test question topics include:

- Identifying commands and functions of commonly used word processing applications;
- Identifying features of commonly used applications software for word processing, database management and computerized spreadsheets.

#### **V. Interpersonal Relations**

**(10 Questions)**

Employees in these jobs must be able to communicate clearly, concisely and logically, both orally and in writing. This sections test your ability to establish and maintain effective working relationships with coworkers, law enforcement personnel, and corporate and governmental security representatives. Exam question topics include:

- Establishing effective relationships with coworkers;
- Establishing effective relationships with supervisors and management;
- Resolving misunderstandings among coworkers and/or supervisors.