

APPRAISER I STUDY GUIDE

Purpose of the Study Guide

This study guide is a tool to help you prepare for the computerized clerical exam. It does not contain information that you must memorize. The exam measures your specific skills needed to work in clerical positions. You could take the exam and do well without reading this study guide; however, you will be better prepared if you review the information provided in this study guide before you take the exam.

Appraiser Test Description

A multiple-choice Written Exam with four sections will be administered to measure the more important knowledge and abilities required at job entry of an Appraiser I. The four sections of the written exam include:

1) WRITING SKILL

This section measures knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, ability to communicate in writing to include using proper grammar, punctuation, spelling and vocabulary.

2) READING AND COMPREHENSION

This section measures your ability to read and comprehend technical written materials and to reference procedures, department regulations, and various other documents. You will be asked to read several passages of information and then respond to questions regarding each passage.

3) PLANNING/LOGICAL REASONING

This section measures your ability to use logical reasoning. You will be asked to review job related information such as instructions, charts and graphs and answer questions based on this information.

4) MATHEMATICS

This section measures your ability to answer basic algebra and geometry questions using job related instructions and charts. You will receive a calculator and a formula sheet for any math and calculations performed during this exam.

The Written Multiple Choice Exam will consist of approximately 100 questions. You will have three (3) hours to complete the exam. Each question has only one (1) correct answer. The questions appearing on the multiple choice exam were developed by the Personnel Department based on information provided by job experts in the appraiser I field.

Item Analysis

After the written test is administered, an item analysis will be conducted to eliminate questions that, based on statistics, are too confusing, too hard, too easy, no correct answer, etc. The final

scoring key for the multiple choice examination will include only those questions that are not eliminated. This procedure increases the validity of the test.

General Instructions for the 2014 Appraiser I Written Exam

1. This exam requires an Exam Booklet and an answer sheet. The Exam Booklet contains your items and response choices. The answer sheet is what you will use to mark your choices. To receive credit for your responses, you **MUST** mark your responses to the items on the answer sheet.
2. After you have read your instructions, carefully consider the items and their possible responses. Then, choose the **MOST APPROPRIATE** response.
4. After you have chosen the **MOST APPROPRIATE** response to an item, mark your choice on your answer sheet. Your score will be based on the responses which you indicate on the answer sheet.
5. You may write in the Exam Booklet. However, remember to mark your responses on the answer sheet. You will not receive credit for any responses made in your Exam Booklet.
6. Review your answers when you are finished, if time is available.

Exam Administration Policies

Any person may be disqualified from further consideration if he/she is found to be cheating. Cheating involves any attempt by an individual or group to enhance test scores by means other than actual knowledge or ability, including but not limited to efforts to give or receive information about the exam content or correct responses before, after or during the exam. Examples of cheating during an exam would be:

- Attempting to gain access to the exam under false pretenses;
- Failing to follow instructions;
- Talking to another candidate during the exam;
- Removing or attempting to remove exam materials from the exam site;
- Leaving the exam room, holding room or other location without permission from the Exam Administrator;
- Attempting to use notes, hand held computers or calculators when instructed not to;
- Looking at another candidate's responses or computer screen;
- Working on a test section after time has been called; and
- Giving or receiving exam information from another person.

On The Day Before The Exam

On the day before the exam, you should prepare just as you would for any other important appointment. Know where you are going and explore your options for getting there.

Make sure you know how to find the exam site, and get driving directions and information about where to park ahead of time. Prepare what you should take with you to the exam.

Review the examination announcement and your schedule letter which identifies everything you need to bring with you to the exam, (for example: a driver's license or picture ID) and items not to bring to the exam.

Get plenty of rest the night before the exam and allow yourself enough time in the morning so you do not have to rush. Being rested and having a clear head on the day of the exam may help as much as any last minute review.

Be aware that you may not use cellular phones, beepers, headphones, or other similar communication devices in the exam center. The use of such devices at the exam center is strictly prohibited and can result in your disqualification.

Sample Test Items

Below are examples of test items for each of the four sections of the test:

Planning/Logical Reasoning Section		
Parcel #1	Parcel #2	Parcel #5
Parcel #3		Parcel #6
Parcel #4		
Q1. Which of the following is the correct parcel description for Parcel #4? A. North B. South C. North West D. South East		
Answer: B		
Mathematics Section		
Q2. If parcel #6 is 6,000 sf, what is the area expressed in acres? (If 1 acre = 43,560 sf) A. 0.138 B. 0.125 C. 0.2 D. 0.140		
Answer: A		
Writing Skills Section		
Q3. Can you tell me how to get _____? A. their B. there C. they're D. wear		
Answer: B		

Reading and Comprehension Section

Short appraisals typically arise in a declining house market because of the lack of recent comparable home sales, or “comps” making it difficult for appraisers to determine the current market value of a property. When home sales slow, good comps “age” fast. Add foreclosures and short sales to the mix and appraisals can run all over the map.

Q4. *Based on the passage above: What happens to good comps when home sales slowdown?*

- A. They stay the same
- B. They decrease by 5 years
- C. They age fast
- D. They run all over the map

Answer: C

Scoring the Exam

Your score and ranking on the Appraiser I employment register is based on the number of items you answer correctly on the Written Exam. After the test is scored, you will be provided with your standing from the Written Exam results.

Preparing for the Exam

WHAT SHOULD I STUDY?

Candidates always want to know how to study for a selection procedure. This test is a basic ability test

Three important things you can do to help prepare for the Appraiser I Exam are to (1) review the four Appraiser I Exam sections to become familiar with the basis for the criteria on which you will be scored, (2) read this candidate information guide to become familiar with the Appraiser I Exam process so that you will be more relaxed and less confused on the day of the Appraiser I Exam, and (3) thoroughly review the tips for taking the Appraiser I Exam exercises. You can use any study means available to you such as researching basic study guides available for specific areas of writing, reading and comprehension, planning/logical reasoning and mathematics.

TIPS FOR PARTICIPATING IN THE APPRAISER I EXAM

1. The exam is not designed to be tricky. The candidate who second guesses everything and who tries to "read something into" each exam is the person who later tells a staff member, "I knew the answer, but I thought that you were trying to get us to choose answer X" or "Well, I thought that you wanted to answer the question with..." Don't read anything into

exam questions. Don't try second guessing the test developer. We have gone to great lengths to make sure that we haven't included items that are tricky. That doesn't mean that items on this exam won't be challenging. But, the test developer and SMEs (Subject Matter Experts) have been careful to make everything as clear as possible.

2. Answer the questions based on your general knowledge of the targeted field.
3. Monitor your time carefully.
4. Carefully review the exam instructions before you begin. Make notes on these instructions as you deem appropriate.
5. Start to think about the important aspects of the Appraiser I job description that is provided on our website and what the job entails. Try to anticipate the types of questions and work sample skills that will be asked as this will help you to focus on key information. The exam developers have taken efforts not to ask questions regarding unimportant aspects of the Appraiser I's job.
6. Read the question and then try to answer it before looking at the possible responses. If you believe that you immediately know the correct answer, look for it in the possible responses.
7. For reading comprehension, read the questions before reading the passages. That way you can look for the correct answers while you study the passage.
8. Read each answer before making a response. Often, you can rule out two of the four answers immediately and you then have at least a 50-50 chance. Frequently when a question says "all of the above" or "none of the above," these are not the correct answer.
9. Review your responses before turning in your exam.
10. The Appraiser I's exam is intended to be challenging. We are trying to differentiate those Appraiser I applicants who possess the necessary basic knowledge, skills and abilities required for the job from those who may not be ready at this time. The exam must be challenging to accomplish this process.