QUEENSLAND POLICE SERVICE

Entrance Assessment

Candidate Information Booklet

Contents

Background

Assessment Procedures

About the QPS Entrance Assessment

Results

Preparation Strategies

Sample Questions

Background

A career with the Queensland Police Service (QPS) promises to be exciting, challenging and ultimately rewarding.

You will join our members around the state who all work together to keep our community safe. We don't seek credit for this work. It is our job.

From front line officers to detectives, forensics to Water Police and Dog Squad. Your career with the QPS will be diverse, with endless possibilities depending on your skills, background and areas of interest.

Our values underpin our mission as a service and are at the core of who we are and what we do each day. It is essential that our recruits demonstrate these through their varied backgrounds, skills and experiences.

Our recruiting intakes operate on a rolling basis with ongoing recruitment subject to demand for policing and operational requirements.

For more information on entry pathways for the Queensland Police Service, please visit the QPS website: https://www.police.qld.gov.au/units/police-recruiting

Vision and Values

Every day the QPS works tirelessly to ensure the safety and security of the Queensland community, committed to our vision **Queensland - the safest state**.

Our values and the values of our people are **Integrity, Professionalism, Community and Respect and Fairness**.

INTEGRITY

Is in everything we do. We are honest, trustworthy and hold each other to a high standard.

PROFESSIONALISM

Times are challenging but if we are professional in everything we do, our communities will continue to support us.

COMMUNITY

We support each other and lend a hand to ensure we can respond to community needs as well as the needs of our policing community.

RESPECT AND FAIRNESS

We treat each other and our communities as we would like to be treated ourselves – with fairness, dignity and respect.

It is these values that uphold the Queensland Police Service as an organisation. They allow us to support each other and lend a hand to ensure we can respond to community needs and the needs of our policing family.

Desired attributes of a Queensland Police Service Officer

EFFECTIVE COMMUNICATION

You can communicate with authority and confidence, give clear and concise information for different audiences, employ active listening skills and produce well structured written communication.

DECISION MAKING

You exercise your sound judgement to analyse information to identify problems and use your knowledge and skills to devise solutions.

CLIENT FOCUS

You can quickly and appropriately respond to requests and readily identify solutions to a problem, particularly for vulnerable people within our community and the criminal justice sector.

TEAMWORK

You clearly demonstrate an understanding of your role, work closely with your peers and offer help and advice when needed to achieve a common goal.

PERSONAL RESPONSIBILITY

You actively display initiative, motivation and commitment to your role and make sound decisions based upon ethical considerations and organisational integrity.

OPERATIONAL SKILLS

You use skills and equipment to appropriately respond to operational situations and can confidently justify your use of force and decisions.

RESILIENCE

You maintain self-discipline, remain focused, controlled, confident and respond logically and decisively in difficult and operational situations.

RESPECT FOR DIVERSITY

You uphold the communities' high expectations of the Service by treating all members of the community with dignity and respect at all times.

Eligibility

The QPS is committed to attracting and recruiting people who can provide policing services to the Queensland community.

To be eligible to become a Queensland Police Service officer, you must:

› Be 17 years of age or older at the time of applying; and

› Display a high standard of past behaviour and conduct, including your traffic and/or criminal history; and

› By the time of commencing as a recruit at the police academy, you must have successfully completed year 12 (or equivalent senior year), OR have three years full time paid employment (or part-time equivalent) since leaving high school. You may apply in advance; and

› By the time of graduating from the police academy, you must hold an open driver licence or a current provisional driver licence with a minimum of 12 months of driving experience as the licence holder (automatic or manual vehicle). You may apply in advance; and

› Be an Australian citizen or hold permanent residency status, or be a New Zealand citizen holding a special category visa (SCV*) under the Migration Act 1958 (Cth), OR a foreign national with policing experience, and can produce original, current photo-bearing identity documents when required by the QPS; and

› Be ready to demonstrate a reasonable degree of aerobic fitness and physical strength; and

› Be physically and mentally fit to undertake the duties of a constable.

Candidates who meet integrity guidelines and who are competitive in the recruitment process may be eligible for appointment as a police recruit. However, completing the application process should not give an expectation of subsequent employment.

About the role

To be a QPS Police Officer, you need to be prepared to:

› Perform duties in varying and diverse locations throughout Queensland;

› Perform 24 hour rotating shiftwork;

› Work within a dynamic organisation;

› Deal with public perceptions of police and policing;

› Attend traumatic incidents (e.g. accident, fatality, and child abuse situation); and

› Perform duties in varying work conditions.

What the QPS will offer you:

› A rewarding career – to help protect and serve the community

› A generous salary – including during Recruit Training Program

› Stable employment with varying work

› Six weeks of recreation leave per year

› A 38-hour working week

› Opportunity to access flexible working arrangements

› Overtime paid for work beyond rostered hours

› Paid parental and maternity leave

› Access to leave for Australian Defence Force Reserves, study, and sporting commitments

› Education advancement opportunities

› Financial incentives for officers working in remote areas

› Opportunities for career progression.

Recruitment process

There are a number of stages in the QPS recruiting application process which include but are not limited to:

- Successful completion of Queensland Police Service entrance assessments (QPSea)

- Invitation to submit online application

- Initial integrity checks

- QPS Recruit Entry Fitness Assessment

- Panel Interview

- Written psychological assessment

- Medical testing

- Face to face psychological interview (if required)

- Integrity, background and referee checks.

Go to https://www.police.qld.gov.au/careers for more information careers at QPS.

Role of ACER

The QPS Entrance Assessment is delivered by the Australian Council for Educational Research (ACER) (an independent national research and development organisation) on behalf of QPS. ACER is responsible for the administration of the entrance assessment and will provide results directly to QPS. **QPS will manage all other recruitment stages.**

PRIVACY, PERSONAL INFORMATION AND SENSITIVE DATA:

By completing the QPS Entrance Assessment registration form you agree to be bound by the ACER privacy policy and therefore consent to:

a. ACER collecting your personal information including any sensitive (such as health) information. The personal information ACER may collect about you includes your registration information, your payment details, your test answers and results, any application for special testing conditions and any communications you have with the Representative of QPS, ACER Office;

b. ACER using and disclosing the personal information we collect about you for purposes connected with your QPS application and testing which may include investigating any suspected misconduct and administering any penalty for misconduct. You understand that if you do not provide us with all the information requested, we may not be able to process your QPS Entrance Assessment registration or assessment or respond to your communications; your personal (including sensitive) information being disclosed by ACER to QPS and other persons or bodies connected with QPS for purposes related to QPS (which may include transferring it overseas); and

c. ACER using your personal information for research purposes and disclosing it to relevant research bodies (in a de-identified form). Candidate names will be separated from data in all cases.

All information collected will be treated with utmost confidentiality and we will take all reasonable steps to ensure its security. Any use of your registration and assessment records will be treated with the utmost confidentiality. We will strictly adhere to our obligations under the Privacy Act 1988 (Cth) and any other applicable data protection legislation.

For more information about our privacy policy and how to access or correct your information, please see https://www.acer.edu.au/privacy

COMMUNICATING WITH THE REPRESENTATIVE OF THE QPS ENTRANCE ASSESSMENT, ACER OFFICE

If you have any queries about the QPS Entrance Assessment, please contact the Representative of the QPS Entrance Assessment, ACER Office.

Representative of the QPS Entrance Assessment, ACER Office:

Email: qps@acer.org
Phone: 1800 314 718
Web: https://qps.acer.org

Email is the principal means of communication concerning the QPS Entrance Assessment. Candidates must provide a current, valid email address which will be maintained during the registration, assessment and reporting cycle.

Sometimes personal emails do not make it through our spam filters, so if we do not respond within three (3) days, please resend the message or call the Representative of the QPS Entrance Assessment, ACER Office on 1800 314 718

Please Note: Candidates who provide an email address that is hosted by webmail provider such as gmail or hotmail are advised that some procedures implemented by these providers may result in some email messages not being accepted, or being flagged as spam. You are advised to use a different email service provider for the purposes of QPS registration, or to put qps@acer.org in your address book to ensure emails from the QPS Entrance Assessment, ACER Office are not filtered as junk email.

About the QPS Entrance Assessment

Assessment components

There are 2 hours 40 minutes of active assessment time, however candidates need to allow approximately 4 hours for the entire session.

The QPS Entrance Assessment is made up of five (5) separate components. Each component is separately timed. Each component will be completed on a computer.

ACER offers this assessment via home-based, live supervision through a webcam. This is known a 'remote proctoring'. Limited face-to-face testing is also available in Brisbane on select dates.

Assessment	Format	Number of items	Duration
Literacy*	Online multiple choice	30	35 min
Numeracy*	Online numeric entry and multiple choice	30	35 min
Abstract reasoning	Online multiple choice	30	35 min
Written assessment*	Online report writing	1	35 min
Digital Literacy*	Online multiple choice, text entry and interactive items	20	20 min

* Scored against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy, writing, numeracy and digital literacy.

(i) For more information on the test content see the Preparation Strategies section page 18

Registration fee

The fee to sit the QPS Entrance Assessment is $285 (GST inc). Queensland Police offer sponsorship of this fee for eligible candidates. Before registering for the assessment, you must contact Queensland Police recruiting to receive a voucher.

The online payment option operates through an e-commerce facility on the ACER website. Credit card details are not recorded or stored by ACER but are encrypted at point of capture and transmitted direct to the bank, without entering ACER information systems. Thus you can be assured this is a safe payment option.

Assessment dates and centres

ACER conducts the QPSea through live supervision via a webcam, from the comfort of your own home. This is also known as 'Remote Proctoring'.

Appointments are available 24 hours per day, 7 days per week, for the first three weeks of each month.

ACER also provides venue-based testing in Brisbane five (5) times per year. This may suit you if you prefer a face-to-face supervised assessment. It also may suit you if you do not have the equipment or stable internet needed for home-based testing.

Refunds

You may be entitled to a refund of your registration fee under the Australian Consumer Law in certain limited circumstances. Up until seven (7) business days prior to your scheduled sitting of the QPS Entrance Assessment you may request a refund beyond those limited circumstances. After that date you may only request a refund in the limited circumstances allowed by the Australian Consumer Law, more specifically, where there has been a serious failure in the goods or services provided under these terms and conditions.

Refund terms

1. Where the limited circumstances of the Australian Consumer Law allowing a refund do not apply to your request for a refund, you will be charged a $50 administrative charge;

2. Should you register for, but not sit, the QPS Entrance Assessment, without prior notification and where the limited circumstances where a refund is allowed under the Australian Consumer Law do not apply, your registration fee will not be refunded; and such circumstances may eliminate you from registering to sit a QPS Entrance Assessment for a period of 6 months from the scheduled test date

3. ACER reserves the right to absolutely refuse or cancel a registration in circumstances where your registration is not bona fide or is not received seven days prior to your sitting of the QPS Entrance Assessment; and

4. All requests for a refund must be made in writing by email to: qps@acer.org

Session changes and deferrals

Session changes are permitted up to 72 hours before your assessment booking.

Changes within 72 hours of your start time will incur a 'late reschedule fee' of $100. This fee is applicable for issues such as illness, accident, internet issues, computer access issues, weather events, and any instance where you may be unable to attend your booked session.

Changes are not permitted after the start time of your assessment. For further opportunities after your exam has commenced, a full fee payment of $285 is required.

To change your session please go to:
https://qpsreg.acer.org

Log into the ACER portal using the details previously provided to you by email.

ACER ID number: XXXXXX
Password: XXXXXXXXX

Please Note: Seats in each session will be allocated on a first in, first served basis. ACER and QPS do not guarantee that applicants will be able to reserve a seat in any given session.

If you book an assessment but do not attend, your registration will be void and you risk a six (6) month delay before you are eligible to register for the assessment. In these instances, the registration fee paid will also be forfeited.

ACER reminds candidates that when you book in for an exam, you are committing to this date and time.

Reasonable adjustments

ACER will make alternative testing arrangements subject to approval from QPS. Candidates wishing to apply for reasonable adjustments should contact the ACER QPS Entrance Assessment team to discuss their needs. ACER will work with candidates and QPS to ensure equitable testing arrangements are made where reasonably practicable.

Assessment Procedures

Admission ticket

You will receive an email three (3) days prior to the date of your assessment, confirming that your admission ticket is available to download from your ACER portal.

To access your ticket you will need the details previously provided to you by email.

ACER ID number: XXXXXX

Password: XXXXXXXXX

Please Note: You are advised to add the qps@acer.org email address to your contact list in your email account to avoid important email communications from qps@acer.org being directed to your junk/spam folder.

When completing your online registration all candidates must upload a current photograph. This photo will appear on your admission ticket and will accompany your application to the QPS. Photos must be uploaded at the time of registering. The admission ticket must be printed and presented to the exam supervisor.

> IMPORTANT: Please take a printed copy of your Admission Ticket your assessment. You may be refused entry if you arrive without your ticket. Tickets may be shown on a mobile device.

Please check your admission ticket carefully and email ACER immediately if there are any errors.

Reporting to the assessment centre

At the time of registering you will be allocated a space in your chosen session. You must report to the assessment at the time listed on your admission ticket. At this time the assessment supervisors will begin registration and complete pre-exam procedures. Your assessment will begin once registration is complete. We recommend presenting to your QPSea session approximately ten (10) minutes prior to the reporting time.

Venue-based Testing

If you report to the centre after all candidates have been seated in the assessment room you may not be admitted. **No latecomers can be admitted once the assessment has started.**

When you report to the assessment centre you must bring:

› Admission Ticket – with photo included

› Suitable and current photo identification (see below)

› Pen

You may bring a clear water bottle.

Identification on the assessment day

Acceptable identification is as follows:

› Current photo-bearing Driver Licence (learner permit, provisional, or full licence)

› Current passport

All candidates will be required to show their identification, together with their admission ticket, to supervisors at the assessment centre or remote proctor session.

If for any reason you are attending the Brisbane test centre and cannot provide your photo identification on the assessment day (e.g. because of a lost wallet) you must provide a signed statutory declaration confirming your identity. You must also provide by email or mail a certified copy of your Driver Licence to the ACER QPS Entrance Assessment Office no later than three (3) business days after your allocated assessment sitting. Failure to do so may result in results being withheld.

Security

The QPS Entrance Assessment is a high stakes assessment. Therefore ACER, in conjunction with the QPS, has established security procedures which have been outlined in this booklet and will be strictly enforced at all times.

Prohibited items

No dictionaries, personal calculators or electronic equipment of any kind are permitted during the assessments.

Please note that use of mobile phones, pagers, calculators, stopwatches, audio or recording devices (including MP3 players) of any kind are not permitted during the assessment. In addition, scrap paper, notes, food, pencil cases, rulers or highlighters are not allowed in the assessment room. Personal belongings must be kept in your bag and stored in the assessment room or as directed by the assessment supervisors at the venue.

Leaving early

The QPS Entrance Assessment is a high stakes assessment administered under secure testing conditions. Candidates are not permitted to leave the assessment centre before the full assessment time has elapsed, except in the case of illness. In this instance, candidates are expected to provide a medical certificate explaining their need to leave the assessment centre within three (3) business days of the assessment administration; failure to do so may result in assessment results being withheld.

Once a candidate has departed the assessment centre it is not possible to re-enter and continue the assessment.

Remote Proctored Exams

When registering in the ACER portal you will have the option to select 'Remote Proctoring' as your exam delivery method. This allows you to sit your assessment in your home at a time of your choosing. Supervision will be via webcam with a live supervisor, also known as a proctor.

Once you have completed payment, you will be taken to the homepage where you will follow the link to select and book your time in ProctorU. This step must be completed for your booking to be finalised. The selected time will then appear in your ACER portal once you refresh your browser.

ADMISSION TICKET

You will receive an email three (3) days prior to your assessment time confirming that your admission ticket is ready for download from the ACER portal.

COMPUTER PREPARATION

Your admission ticket will include a link to the 'Remote Proctoring Step by Step guide' which will outline the steps you need to take to prepare your personal computer for your remote proctored session. It is important to note that work computers are not suitable in many instances as network security settings can block your access to the test applications.

Identification on the assessment day

Acceptable identification is as follows:

› Current photo-bearing Driver Licence (learner permit, provisional, or full licence)

› Current passport

All candidates will be required to show their identification, together with their admission ticket, to proctor before commencing your assessment.

Misconduct and penalties

MISCONDUCT INCLUDES BUT IS NOT LIMITED TO:

› Breach of any of the security arrangements for the QPS Entrance Assessment;

› Impersonation;

› Attempting to copy or memorise all or part of the test, or to take any notes, from the testing room;

› Failure to follow test supervisor's instructions at all times;

› Giving or receiving assistance during the test;

› Creating a disturbance;

› An act, omission or communication with ACER, its staff or contracted service providers that is disruptive, offensive, aggressive or abusive whether before, during or after your test session;

› Using prohibited aids (e.g. notes, note paper, mobile phone, audio/recording device etc.);

› Copying another candidate's work;

› Using the test questions, their content or information about them for purposes other than your sitting of the QPS Entrance Assessment. This includes: publishing the examination questions or any of their content or information about them on the internet, any digital format or otherwise; and/ or passing the test questions, any of their content or information about them to third parties;

› The giving of false or misleading information; infringement of copyright. This includes: performing those acts which only the copyright holders may do or authorising or allowing a person on the candidate's behalf to infringe QPS or ACER's copyright material;

› Using a web browser to access websites other than the test during the test session;

› Using other software, except those authorised by ACER, during the test;

› Having any other person in the test room including dependent children or animals (pets);

› Talking out loud (unless it is to ask your online proctor a question) during the test session;

› Continuing to type even after the instruction is given to stop;

› PENALTIES for misconduct include: withholding of your QPS Entrance Assessment results or disqualification from sitting the exam in the future. YOU ARE PUT ON NOTICE that there is NO APPEAL from any penalty applied.

Infringement of copyright

The QPS Entrance Assessment is copyright material owned by ACER. Any infringement of the QPS Entrance Assessment copyright material, in addition to any right at law, will be treated as misconduct for the purposes of the agreement you sign at the time of registration.
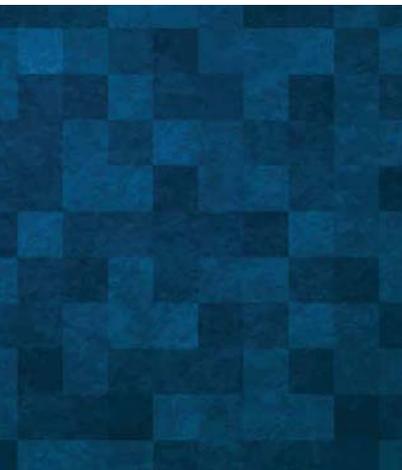
Results

QPS Entrance Assessment results

Results will generally be available within two weeks of the exam date. Candidates will be notified via email once results are released. Candidates can access their Statement of Results by logging in to their ACER portal.

Candidates must achieve the minimum standard for all components of the assessment, excluding Digital Literacy*. On successful completion of all other components, candidates' results remain valid for three (3) years from the date of the assessment.

Re-sits

QPS allow two attempts per application to successfully pass all mandated components of the Entrance Assessment. If you fail one or more components at your first attempt at the assessment, you have the opportunity to re-sit the failed component(s).

Candidates are only required to re-sit the exam components they have failed. All passing marks remain valid for six (6) months.

To book a re-sit, candidates will need to log in to the ACER portal and follow the instructions for booking a re-sit, via the 're-sit failed sections' link at the bottom of the page.

Re-sit Fees:

Number of components	Fee (GST incl.)
One (1) component	$126.00*
Two (2) components	$169.00*
Three (3) components	$285.00
Four (4) components	$285.00

* Queensland Police will pay for the associated re-sit cost for up to two failed components. Candidates who fail three or more components will not be eligible for a QPS subsidised re-sit and must fully fund their own re-sit.

The ACER portal will automatically display dates that are available for you to book. Re-sit exams are run regularly through remote proctoring. Opportunities for re-sitting are also available on select dates at the Brisbane test centre.

Candidates have six (6) months in total to complete a re-sit. If it is not completed in this timeframe, your registration will be cancelled and you will be required to sit the full exam under a new account.

Candidates who do not pass all failed exam components on their second attempt will need to wait six (6) months from their re-sit date before being eligible to complete a new registration to sit the full assessment. Upon re-registration, you will be given a new ACER ID number and will be required to sit the full assessment once again.

ACER and QPS will not enter into appeals about results.

Should you wish to query a particular question on the day of the test, you should alert the supervisor to your concern and submit an incident report before you leave the test centre or proctored sitting. Your query will be reviewed by the ACER QPS Entrance Assessment Office and you will be notified of the outcome.

Similarly, any complaints relating to the test venue or physical discomfort suffered should be reported to the supervisor on the day of the assessment.

It is not possible to give special consideration for impaired performance on the day of the assessment caused by illness or other unexpected personal situations.

* **Note regarding the Digital Literacy component.** It is not a mandated requirement to pass the minimum standard in order to be accepted into the next stages of the recruitment process. That is, the Digital Literacy score will not impact on your progress in the application process. You will therefore not need to re-sit Digital Literacy if you fail to meet the minimum standard. However, it is important to note that your score in Digital Literacy will be used for identifying if you need additional learning support once you enter the training program.

Preparation Strategies

Preparation materials

ACER provides free sample questions within this booklet.

A full set of Online Practice Tests are available for purchase at the time of registering or after an assessment booking has been finalised, by logging back into the ACER portal. The online practice tests provide timed, full tests similar in design and difficulty to those in the final assessment.

Internet research

You can also use all the relevant assessment tools available on the Internet. You may wish to use the following search strings to access information and tools to help you prepare:

› Literacy and Numeracy self-assessment
› Literacy and Numeracy sample test questions
› Literacy and Numeracy practice tests
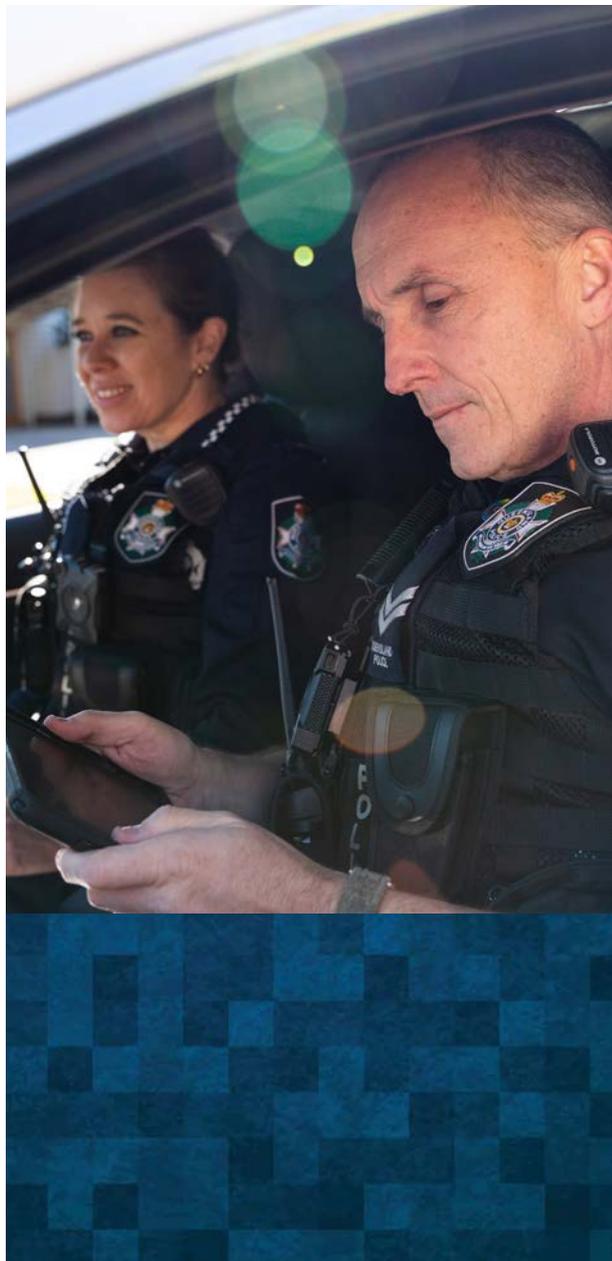
Literacy skills

Literacy skills are improved through a combination of practising reading, writing, listening and speaking. To improve these literacy skills, it is suggested that you read and write daily.

Reading

1. Read something different than what you normally read and read more! E.g. read the newspaper from front to back each day.

2. Read each article all the way through, then re-read them and identify the main points.

3. Scan before you read the article in full as this will give you an understanding of what it's about before you read the details.

Digital Literacy skills

Digital Literacy skills are improved through practising your use of digital devices, software and applications. You can practise your skills by undertaking everyday tasks and activities that use digital devices and technology. Practise connecting to, managing and using your devices, such as desktop computers, laptops, mobile devices (tablets, phones), Wi-Fi, and their different software and applications, such as emails, word processing, spreadsheets, virus programs, messaging, saving documents, and making appointments. Use the internet to search for information or to apply for services, or purchase goods, etc. Think about how you find the best and most trustworthy information. Know about personal and private security and privacy issues related to the digital world.

Writing skills

1. After reading a newspaper article, write a summary of the main points and key supporting evidence.

2. Re-read your pieces of writing the next day - be critical about your work and challenge yourself to find areas you can improve.

3. Ask another person to review your writing and provide feedback.

Abstract Reasoning skills

The Abstract Reasoning assessment is used to measure the ability to think clearly to solve problems and quickly identify patterns and logical rules based on abstract visual patterns rather than numbers and words. It involves recognising the rule or rules that govern the progression of a pattern from one diagram to another in a series, or to identify the part which is missing from a diagram.

The abstract reasoning test is a multi choice test. It is recommended that you work steadily through the test. It is not advisable to spend too much time on any one question. Try each question as you come to it. Answer the questions you find easiest first. If you find a question is too difficult, leave it and come back to it later if you have time. For the Abstract reasoning review all the alternative answers to a question, before marking your chosen response. If you think you know the answer to a question, mark it, even if you are not certain. Go on to the next question and come back later if you have time.

Please note the following:

› All questions have the same value, therefore by attempting as many questions as possible you stand the best chance of maximising your score.

› No marks are deducted for a wrong answer.

Numeracy Skills

The Numeracy assessment measures your ability to understand, use, apply and interpret problems where mathematics is embedded in a context. The questions can be based on numerical and mathematical data and situations presented in words, tables, graphs, plans and diagrams etc. The numeracy questions are set in a range of different contexts relevant to adults. The maths content can include questions about number and algebra, measurement and geometry and statistics and probability.

Read through the questions carefully and write down any notes on the working paper to help you make calculations before entering your answer. If you think you know the answer to a question, enter it, even if you are not certain – you can always change it later. If you find a question too difficult, or hard to understand, leave it and go on to the next question and come back later if you have time.

Numeracy skills are improved through using and practising your maths skills by solving everyday maths problems – look at the sample questions later in the booklet to get an idea of what sort of skills you need to practise. To improve your numeracy skills, it is suggested that you practise doing a range of calculations with money, including with percentages, rates and ratios; doing some measurement based calculations around area and volume; and reading and interpreting some data and statistics, including when represented in graphs and charts.

Note: A basic scientific calculator can be used when completing the Numeracy practice test. An on screen calculator will be provided in the Numeracy component of the official QPS Entrance Assessment. No other calculators will be permitted for use during the exam.

Sample Questions

The sample questions included in this booklet are examples of the types of items in the assessments but do not necessarily indicate the full range of questions or their difficulty. They are designed to provide some guidance about what to expect and to help you to prepare for the test. However, success in the sample questions does not guarantee or imply success in the actual assessment.

Literacy

The Literacy assessment requires you to demonstrate competent use of English language to read and comprehend different documents and texts. You will be given about six different texts to read and answer 30 questions in total. Most of these will be multiple choice questions, but others may require a short written response or to answer, for example, 'true' or 'false' or, yes' or 'no' to a number of alternative answers to a set of questions or statements about a text. Samples of the types of questions are included below.

You will be expected to show your understanding and skills related to reading processes such as understanding the purpose of a text, using prediction and prior knowledge and demonstrating critical reading and text analysis skills. As well you will be expected to show a range of reading strategies such as text navigation, comprehension, decoding and fluency, syntax and language patterns and vocabulary.

The questions in the Literacy (Reading) assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy. When practicing this section you should aim to get over 60% correct.

Time allowed: 35 minutes.

Sample literacy questions

1 What is the purpose of this poster?

    A   to persuade MetroCorp not to go ahead with building the freeway

    B   to persuade people that the MetroLink freeway should not be built

    C   to highlight the problems with the freeway entrance location and to persuade people to write to MetroCorp

    D   to convince people that the problem with trucks in suburban areas is that they are noisy, polluting and dangerous

2 Why are the Friends of Mulberry Creek involved in this issue?

    A   they are concerned about the safety of park users

    B   they are concerned about truck noise affecting park users

    C   they are concerned about the environmental effects of trucks

    D   they are concerned that the park they look after will be ruined

3 The poster uses the term 'cost-cutting'. Which phrase could be used instead of 'cost-cutting' without changing the meaning?

    A   saving time

    B   saving space

    C   saving money

    D   saving materials

4 Does this poster use the following arguments for moving the freeway entrance?

Tick Yes or No for each argument.

a park will be ruined	☐ Yes	☐ No
local streets will be closed off during construction	☐ Yes	☐ No
trucks with dangerous loads will travel over houses	☐ Yes	☐ No

5 'Let's work together to make our suburb safer, healthier and truck free.'

Which group of people does this suggest the poster is aimed at?

    A   Truck drivers

    B   Local residents

    C   The government

    D   Managers at MetroCorp

Processed meats cause cancer

Eating processed meats can cause cancer, and red meat is also likely to cause the disease according to researchers at the World Health Organisation (WHO).

Cancer experts at WHO analysed over 800 studies that investigated links between eating red meat, processed meat and cancer. The studies included many countries and populations with diverse diets.

WHO experts concluded that each 50 gram portion of processed meat eaten daily increases the risk of colorectal cancer by 18%. They also found links between pancreatic cancer and prostate cancer and eating processed meat.

Kurt Straif, Head of the Monographs Programme at the International Agency for Research on Cancer (IARC), the cancer agency of WHO, said that while the risk of developing colorectal cancer from eating processed meat is small, "this risk increases with the amount of meat consumed". Given the large number of people around the world that eat processed meat, Straif said, "the global impact on cancer incidence is of public health importance".

The IARC referred to research from the Global Burden of Disease Project, an independent academic research organisation estimating that about 34,000 cancer deaths per year worldwide are attributable to diets high in processed meat.

Processed meat includes ham, sausages, bacon, hot dogs, salami, corned beef, beef jerky and as well as canned meat and meat-based sauces.

"These findings further support current public health recommendations to limit intake of meat," said Dr Christopher Wild, Director of IARC. Wild said that given red meat has nutritional value, the results enabled governments and international regulatory agencies to identify "the risks and benefits of eating red meat and processed meat and to provide the best possible dietary recommendations".

The report prompted a strong reaction from the meat industry. "There is no causal link between red meat and cancer", the Australian Meat Industry Council (AMIC) said in a statement, citing evidence from a journal published this year. The AMIC statement argued that meat provides essential nutrients and that broader lifestyle factors need to be considered when evaluating the risk of cancer.

6   According to the news report, which of the following is true?

Tick Yes, No or Not stated for each statement.

Eating 50 grams of ham every day can make you
18% more likely to get cancer.   ☐ Yes   ☐ No   ☐ Not stated

The way that processed meat is cooked is a factor
in how likely it is to cause cancer.   ☐ Yes   ☐ No   ☐ Not stated

Eating red meat definitely causes cancer.   ☐ Yes   ☐ No   ☐ Not stated

Over 30 000 people die every year from cancer
linked to eating high levels of processed meat.   ☐ Yes   ☐ No   ☐ Not stated

7   Which sentence best describes the information presented in the article?

A   There is a small chance of developing cancer from eating processed meat that increases if more meat is eaten.

B   Cancer experts think that eating processed meat and red meat may cause cancer but the results are inconclusive.

C   People can safely eat a small amount of processed meat as long as they have a healthy lifestyle and a balanced diet.

D   Eating red meat and processed meat is very likely to give you cancer and the chance will increase if more meat is eaten.

8   The news report uses quotes. Quotes are used in news reports for a range of reasons.

Which of the following is not a reason why quotes were included in this news report?

A   to back up the opinion of the writer

B   to provide differing opinions or facts

C   to make the article seem more authoritative

D   to provide information straight from the source of the research

9   On which topic do WHO experts and the Meat Industry Council disagree?

A   red meat can be nutritious

B   red meat can cause cancer

C   processed meat can cause cancer

D   eating more processed meat increases the risk of cancer

10 If the risk of developing colorectal cancer from eating processed meat is small, what is the importance of the study?

A   Over 800 studies were analysed to determine the findings.

B   Cancer is a serious disease affecting many people around the world.

C   A large number of people in the world that eat processed meat are affected.

D   WHO is an important organisation and people should know about their research.

Written skills

Advice to Candidates

- Plan your time
- You must write in complete sentences
- Write a plan or draft first.

Your writing will be assessed on the following points:

Logical Structure

- Does it have an introduction and a conclusion?
- Is it organised into clear logical paragraphs?
- Have you supported each point you make with relevant reasons?

Writing Style

- Is the writing clear and to the point?
- Can the reader understand what you mean on first reading?
- Is the tone appropriately formal?
- Have you used words accurately?

Writing Conventions

- Correct spelling, grammar and punctuation.

Suggested Length:

- You should aim to write approximately 350-500 words.

This assessment will be used to identify strengths and weaknesses in applicant's writing. The results will be used to help recruiters select candidates with literacy skills of a standard that will allow full participation in training.

You will be assessed on your ability to select the relevant information, write clearly, objectively and in a logical order, form paragraphs, create complete sentences and spell and use grammar correctly.

For this assessment, the functions of spell check, grammar check and cut and past will be turned off.

There may be multiple sources of information to read, accessible on different tabs on the screen. Please read all of the information.

You should:

- pay attention to spelling, punctuation and grammar as all English skills will be assessed
- structure the piece of writing appropriately, e.g. include a beginning, a body and a conclusion
- use appropriate language

27

- use a style of writing suited to the audience and purpose
- plan the response so that ideas are expressed logically
- aim to write approximately 300-350 words (this is equivalent to approximately one page of average sized handwriting.

Time allowed: 35 minutes

Sample writing assessment

Read the information below.

Your task

Bilvington Bushfire Ready Group is a community organisation which helps to promote awareness of bushfires and the most effective strategies for reducing bushfire risk.

Write a report providing details about bushfires in the Bilvington region. The report should be aimed at new members of the Bilvington Bushfire Ready group to brief them on the nature of bushfires in the area.

Make sure that your report:

- Uses the information provided in the sources
- Uses appropriate language
- Has a clear and logical order
- Uses correct spelling, punctuation and grammar.

Source 1

Major fires in the Bilvington region

Year	Location	Size (hectares)	Losses
1851*	North Bilvington	unknown	6 people
1898	Bilvington Hill	unknown	2 people, 10 houses
1939	North Bilvington	29,000	4 people, 35 houses, 10 businesses
1951	Outer Bilvington	20,000	4 houses
1969	West Bilvington	4500	7 houses
1983	North Bilvington, West Bilvington	52,000	7 people, 150 houses
2009	North Bilvington, West Bilvington, Bilvington ranges	112,000	13 people, 212 houses, 20 businesses
2018	Bilvington Hill	7,600	1 house

*records of bushfires were not kept before this year

Source 2

Characteristics of the Bilvington region

- Very high fire danger

- Extremely flammable types of vegetation

- Dense population close to bushland and forests

- Residential and agricultural communities

- Increasing number of people live in peri-urban areas (between city and country). These areas are among the most vulnerable in the world to bushfires according to experts

- Vital ecosystems that including the box ironbark, grassy woodlands, and Leadbeater Possum

- 35% is public land and 65% is private land

- Planned burns are conducted to reduce fuel.

Source 3

Causes of bushfires in Bilvington

- ■ Accidents by people (including machinery, trains, campfires and burn offs)
- ■ Deliberate action by people
- ■ Lightning
- ■ Unknown
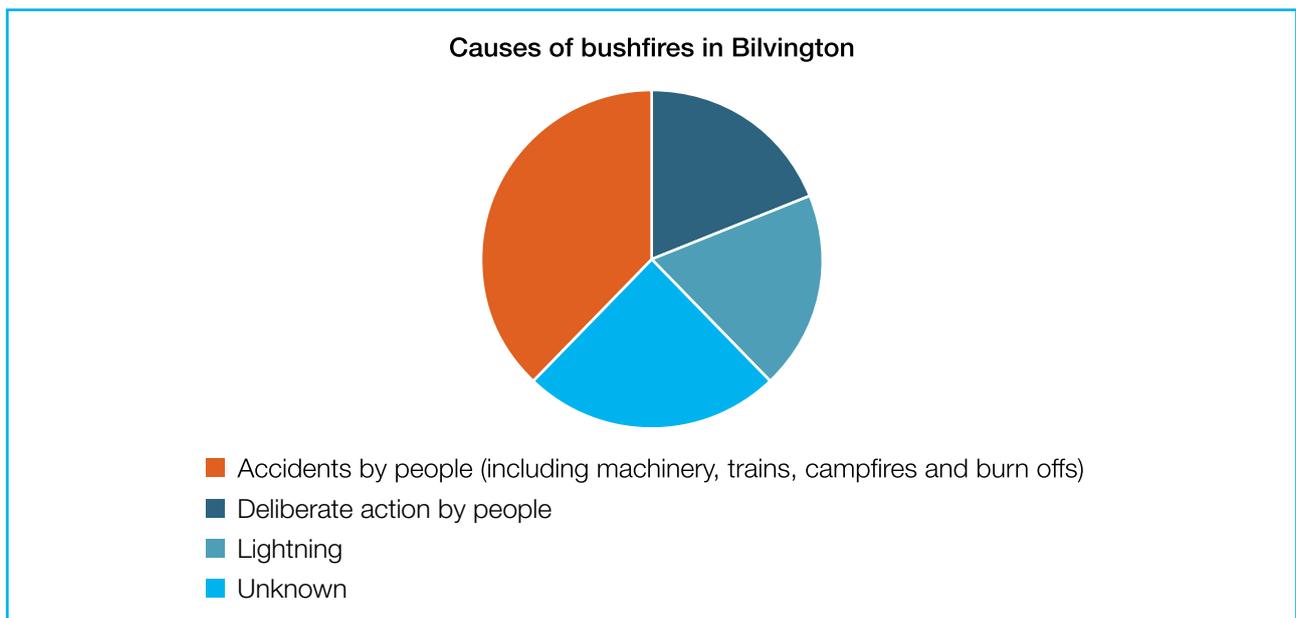
Sample Response

Note that this sample response is provided as a model only - it is not an examplar or the only approach that could be used to write a report.

Bilvington is an area that is prone to bushfires and, over the years, residents have faced a number of severe bushfires. The Bilvington region is complex and an understanding of it is crucial for preventing bushfires and fighting them when they occur.

Profile of Bilvington

The Bilvington area is unique in its environment and the way its land is used, and knowledge of these is important for understanding the nature of bushfires in the region. The forests and bushland around Bilvington burn very easily and a lot of people live around these areas, which creates a high level of risk.

A large number of people in Bilvington live in peri-urban areas. Bushfire authorities have found that people in these areas between the city and country are at a very high risk when a bushfire breaks out. This may be because residents are less likely than those living in remote areas to consider the seriousness of the bushfire risk and to plan accordingly.

Controlled burns are carried out in Bilvington to reduce bushfire fuel but can only be done on 35% of the land because the rest of the land is privately owned. This makes it important for residents to be well educated about how to prepare their property to reduce bushfire risk. There are environmental concerns that may also restrict where controlled burns can happen. The area contains the ecologically important Box Ironbark and the endangered Leadbeater Possum as well as highly valued grassy woodlands.

Major fires in Bilvington

There have been a number of bushfires in the Bilvington region since the first recorded bushfire in 1851. A majority of bushfires have occurred in North Bilvington and West Bilvington but some bushfires have also burnt in Outer Bilvington and the Bilvington Ranges. The most destructive bushfire happened in 2009 where the fire spread over 100,000 hectares, killing 13 people and destroying over 200 properties. There was also a large bushfire in 1983. This fire covered 52,000 hectares, killing 7 people and destroying 150 houses.

Causes of bushfires

In Bilvington, bushfires have started in several different ways. Fires accidently started by people are the most common cause of bushfires in Bilvington, making up around a third of all bushfires. This can include bushfires caused by machinery, trains, campfires and burn offs. 17% of bushfires are deliberately lit and 17% are caused by lightning. 22% of bushfires have an unknown cause.

To understand the best way to fight bushfires in the Bilvington region, it is vital to consider its distinctive natural environment and where people live around it. It is also important to know the history of bushfires in the area and how they are caused.

Abstract Reasoning

PRACTICE QUESTIONS FOR NEXT IN SEQUENCE

In each of the following items, there are four shapes forming a sequence going from left to right. You are to choose from the alternatives at the right (**A**, **B**, **C** and **D**), the one which would most logically come next in the sequence.

Example
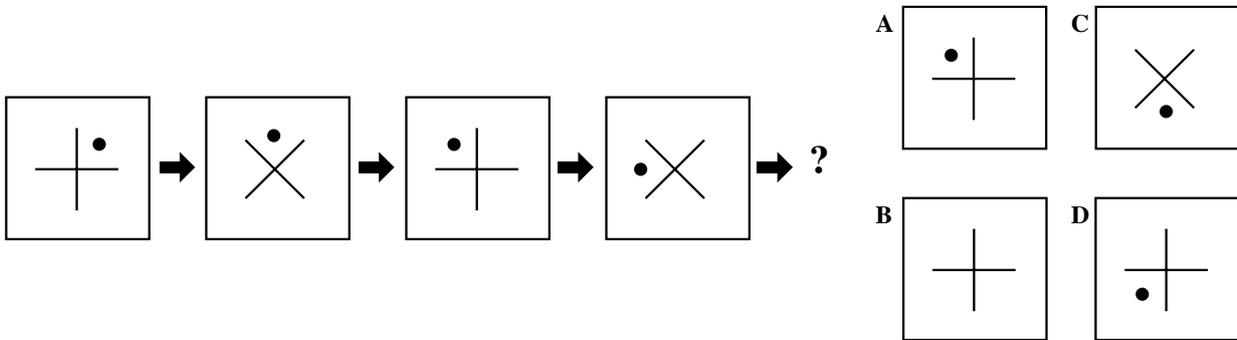
In the sequence above, the dot rotates anticlockwise, and the cross alternates between two positions, so **D** is the answer.

Alternatively, the whole pattern can be seen rotating 45° anticlockwise, again giving **D**.

1
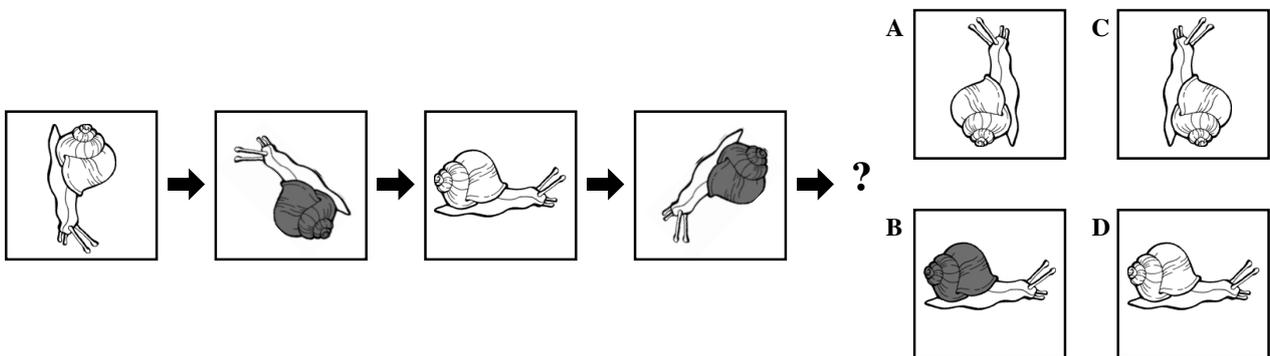
2
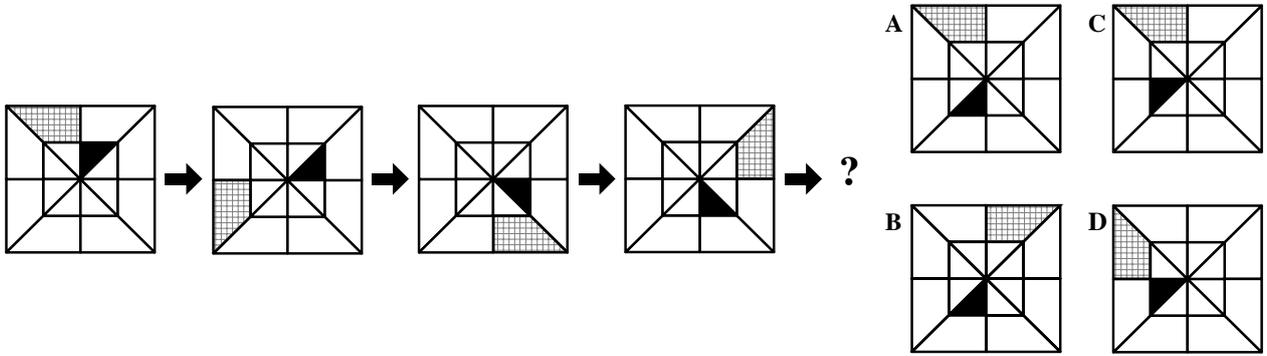
3
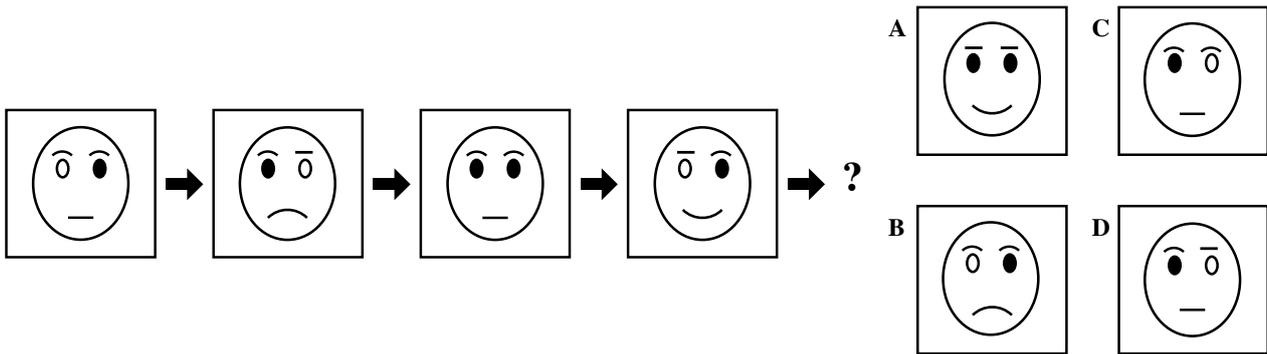
4
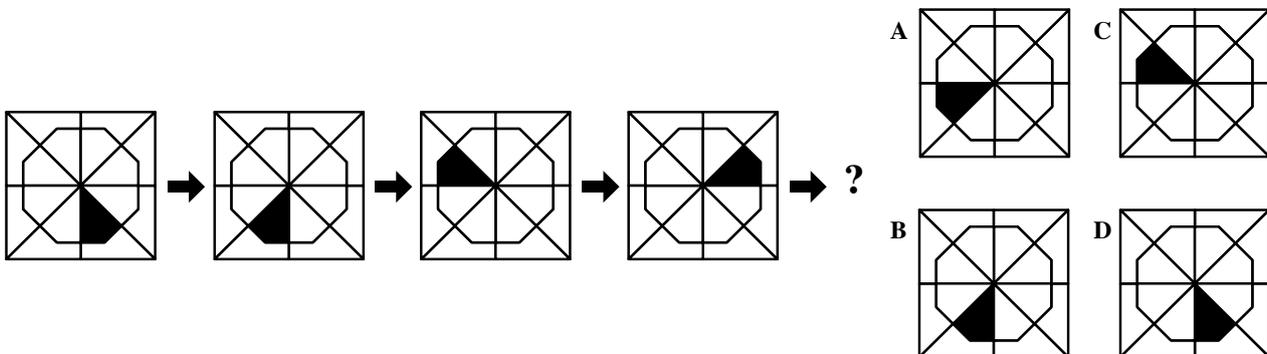
PRACTICE QUESTIONS FOR COMPLETE THE PATTERN

In each of the following items there is a framework of squares, triangles or other shapes. Symbols are distributed around the framework according to a pattern or a developing rule. For example, sometimes the pattern is symmetrical; sometimes a rule develops along a pathway through the pattern; sometimes gradations cross the pattern.

Part of the pattern, marked with a **?**, is missing. You are to choose from the alternatives **A**, **B**, **C** or **D**, to the right of the pattern, the one that best fits in this position.

Example
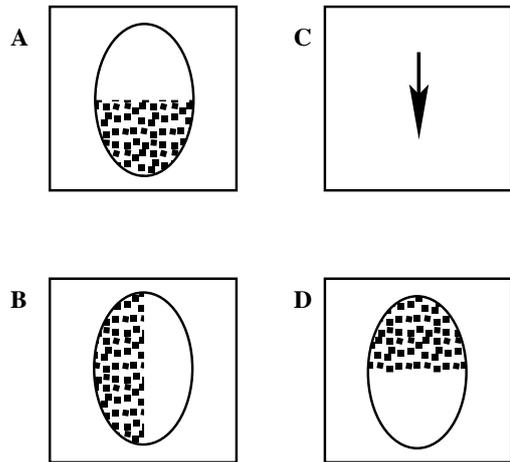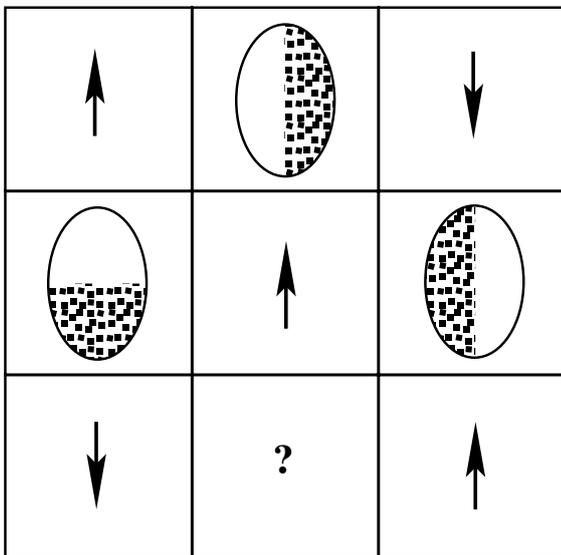
Reading left to right across each row, and from top row to bottom row, arrows alternate with ovals, so the missing shape should be an oval. The ovals are shaded in a way which progresses around the pattern, so the top half of the oval should be shaded.

So **D** is the answer.

5
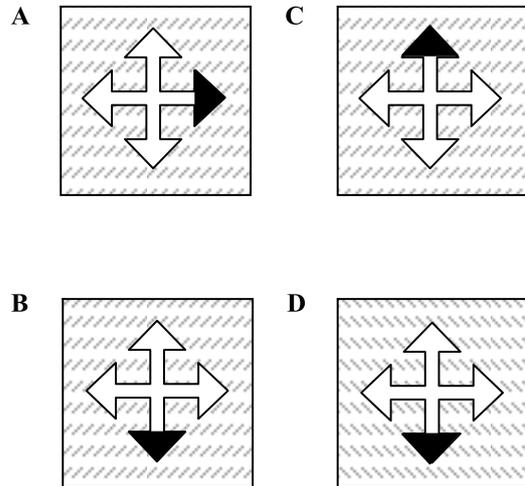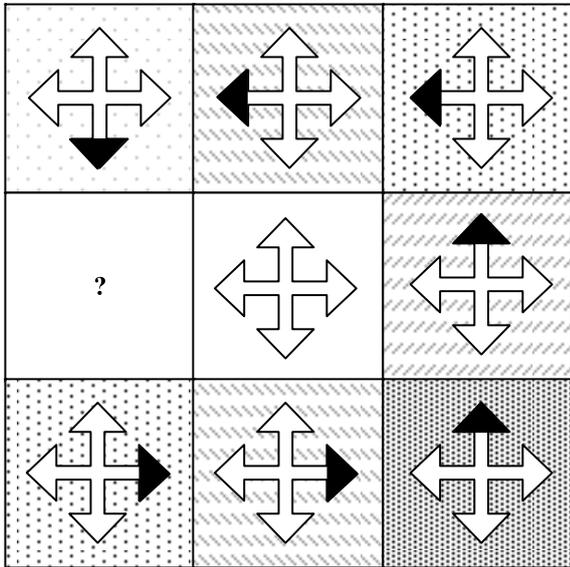
6
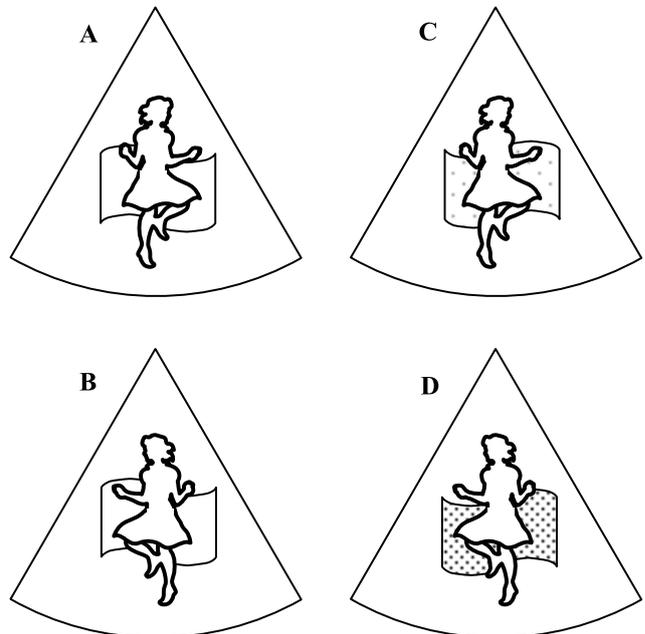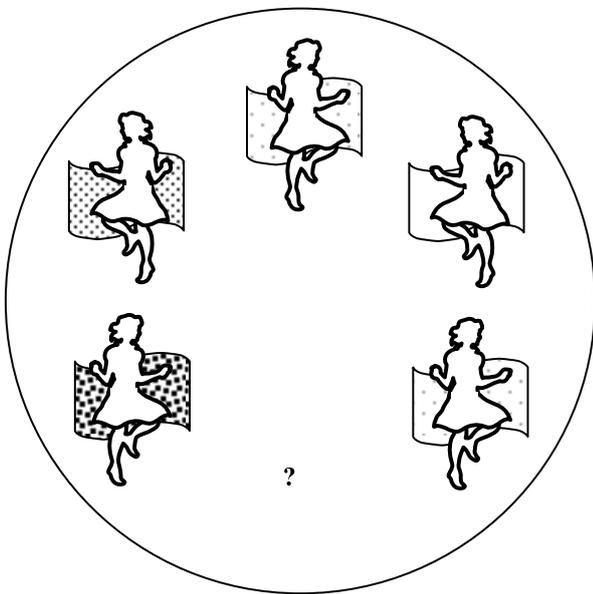
7
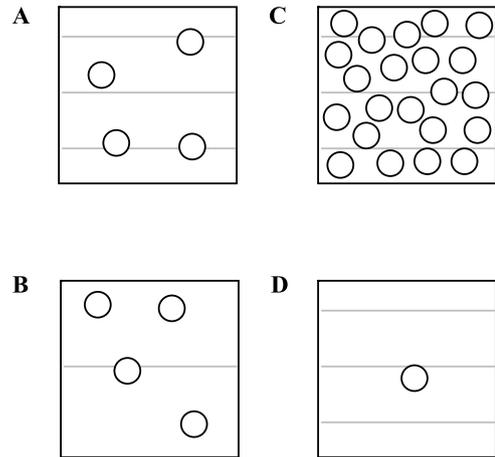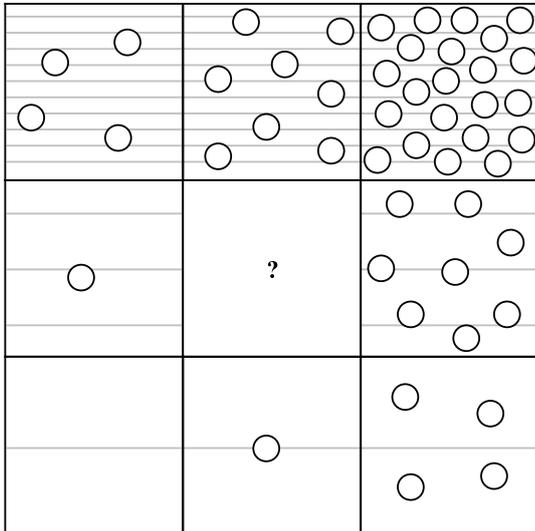
8
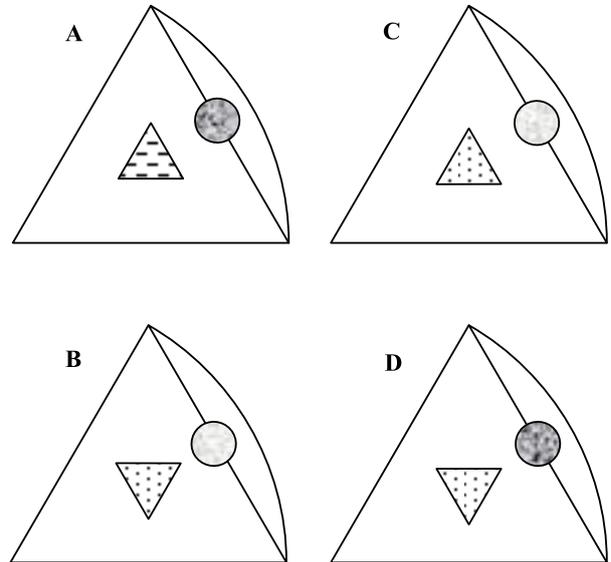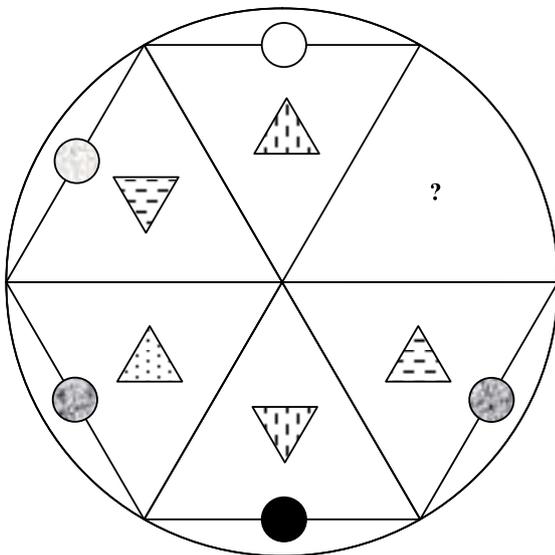
PRACTICE QUESTIONS FOR MIDDLE OF SEQUENCE

In each of the following items, five objects or patterns can be rearranged to form a logical sequence. You are then to select the alternative (**A**, **B**, **C**, **D** or **E**) that is the middle object in the sequence.

Example
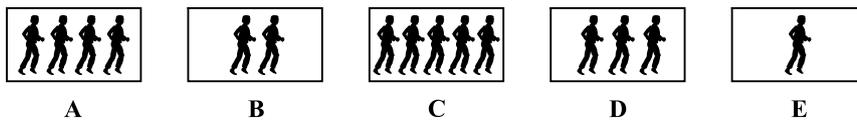
In the sequence above, the arrangement will be **E**, **B**, **D**, **A**, **C** (or **C**, **A**, **D**, **B**, **E**).

So **D** is the answer.

9
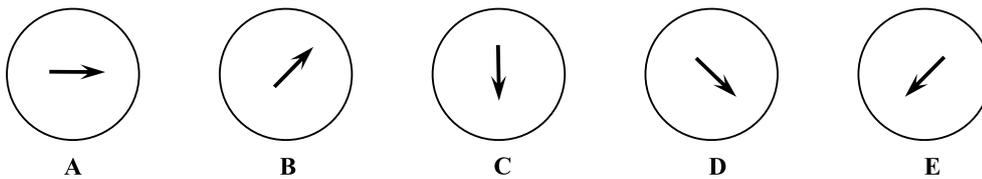
10
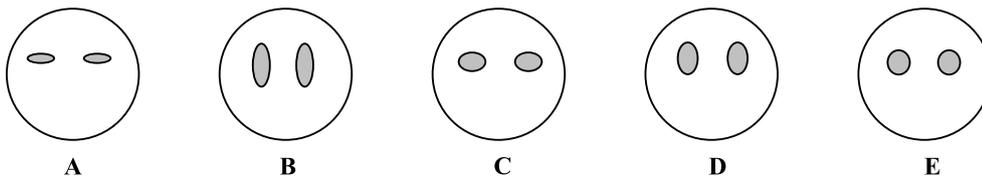
11
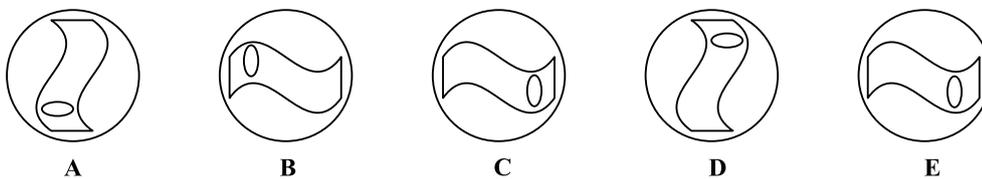
12
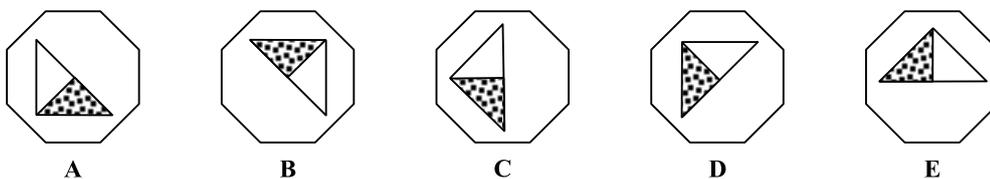
Numeracy Skills

Note: A basic scientific calculator can be used to practice for the Numeracy Skills assessment. An on screen calculator will be provided for the exam. No other calculators will be permitted for use during the exam.

Spraysaver showerhead   Steadyflow shower head
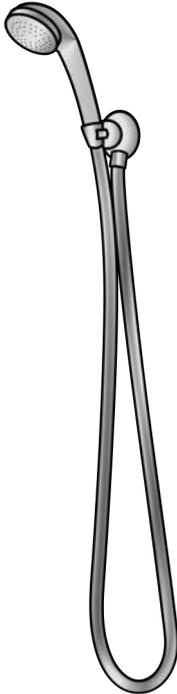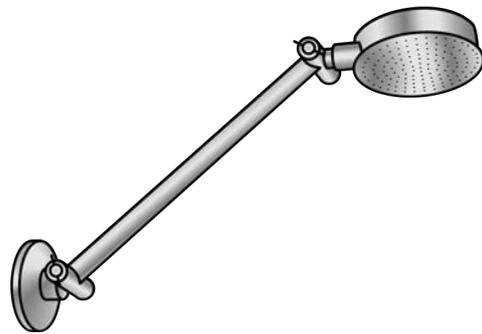
7.5 litres per minute   9 litres per minute

1   Gerard has a 5-minute shower every day. He has just changed his showerhead from the Steadyflow to the Spraysaver. How many litres (L) of water will he save each week?

2   Ruby uses a Spraysaver showerhead. Her water usage charge is $2.50 per kilolitre.
    If Ruby has an 8-minute shower every day, how much will this add to her water bill every year?
    Note: Assume 365 days in a year

The following graph shows the stopping distances for an average car. The reaction distance is the distance a car travels before the driver applies the brakes. The braking distance is the distance the car travels after applying the brakes. The stopping distance includes both the reaction distance and braking distance.

How long it takes to stop (driving an average family car)

Speed	Reaction distance (meters)	+	Braking distance dry road (metres) / Braking distance wet road (metres)

Speed	Reaction	Braking dry	Braking wet
40km/h	17+	9	13
50km/h	21+	14	20
60km/h	25+	20	29
70km/h	29+	27	40
80km/h	33+	36	52
90km/h	38+	45	65
100km/h	42+	56	80
110km/h	46+	67	97
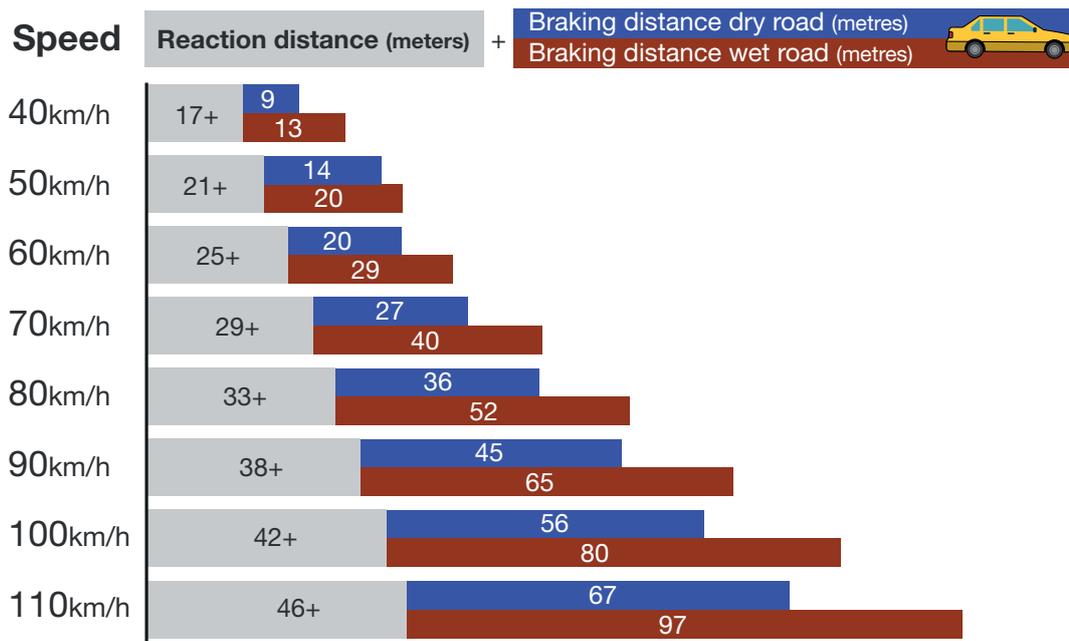
3   What would be the stopping distance for a car travelling at 80 kilometres per hour (km/h) on a dry road?

4   Which of the following would most likely be the reaction distance in metres (m) for a car travelling at 130 km/h?

    A   48
    B   50
    C   54
    D   58
    E   62

Adut buys a car for $19,990. Using the company's finance, her monthly repayments will be $410 and she will repay the loan fully after 5 years.

5 How much interest will she have paid?

The value of the car depreciates at the following rates.

Vehicle Age (years)	Depreciation Rate (per year)
1	25%
2	15.6%
3	15.6%
4	15.6%
5	15.6%

6 If the price of the new car was $19,990, how much would the car be worth after 4 years?

Trevor buys the same car for $19,990 with a loan at a rate of 6% per year. The interest is calculated monthly on the amount owed on the loan.

7 If Trevor pays $400 a month on his loan, how much will he still owe after 3 months?

Donna is a landscape gardener. A client has asked her to make a planter box with the exterior, side dimensions below.

Donna is using bricks to make the base for the planter.

Standard Brick Dimensions
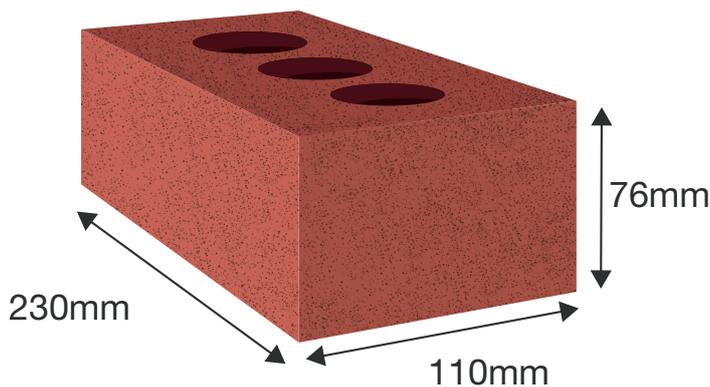
8 How many standard-sized bricks will Donna need to cover all of the planter's base?

The sides of the planter box will be built with timber sleepers. These come in 200 millimetre (mm) by 2400 mm lengths.
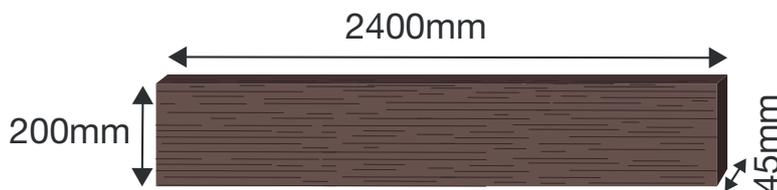
9 How many timber sleepers will Donna need?

The client has asked Donna to fill the planter box with soil so that the soil is ¾ of the way to the top.

10 How many 25 litre (L) bags of garden soil mix are needed to fill the plant box ¾ full?

Digital Literacy

Digital Literacy refers to the skills needed to use digital technologies to achieve personal goals, enhance employability and support education and training. Digital Literacy covers the physical operations of digital devices and the software operations in those devices. It incorporates the ability to search and navigate, create, communicate and collaborate, think critically, analyse information, and address security, safety and wellbeing issues when using a variety of digital technologies. These skills are essential for individuals to participate effectively in today's society.

The Digital Literacy assessment requires candidates to answer a set of questions and perform a series of activities on a computer. It provides evidence that candidates are confident and competent at using a range of digital devices, including computers, and that they understand and can manage and use the features of common software applications, can sensibly use the internet to search for and find relevant information, apply for services, or purchase goods, etc., and are aware of personal and private security and privacy issues related to living and working in the digital world.

The questions in the Digital Literacy assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy.

When practicing this section you should aim to get at least 80% correct.

Time allowed: 20 minutes.

Sample Questions

QUESTIONS 1 AND 2

Download our paper on

SOLAR PANELS IN AUSTRALIA

DOWNLOAD NOW

Question 1

You want to search about whether it is a good idea to install solar panels on your house in NSW.

Are the following approaches to your search expression likely to help you find the best set of results?

Tick 'Yes' or 'No' for each statement.

Approach	Will this approach help?	
Mainly use keywords such as solar, panels, Australia	Yes: ☐	No: ☐
Use quotation marks such as "solar panels"	Yes: ☐	No: ☐
Use capital letters such as SOLAR PANELS	Yes: ☐	No: ☐

Question 2

You found a relevant PDF file on the internet that you want to save on to your computer for use later. You have downloaded and opened the document in Acrobat Reader.

Put the following tasks into their correct order to save the file on your computer.

| Task actions	Correct order of tasks
Click on 'Save'	1. _____
Click on 'Save As'	2. _____
Click on 'File' in the software	3. _____
Find the folder where you want to save the file	4. _____

QUESTIONS 3 AND 4

At work you have been requested to analyse some data and statistics about sales figures, and report back to your manager.

STATS MANAGER	
THIS YEAR **12,321**	
THIS MONTH **2,151**	
THIS WEEK **753**	
TODAY	
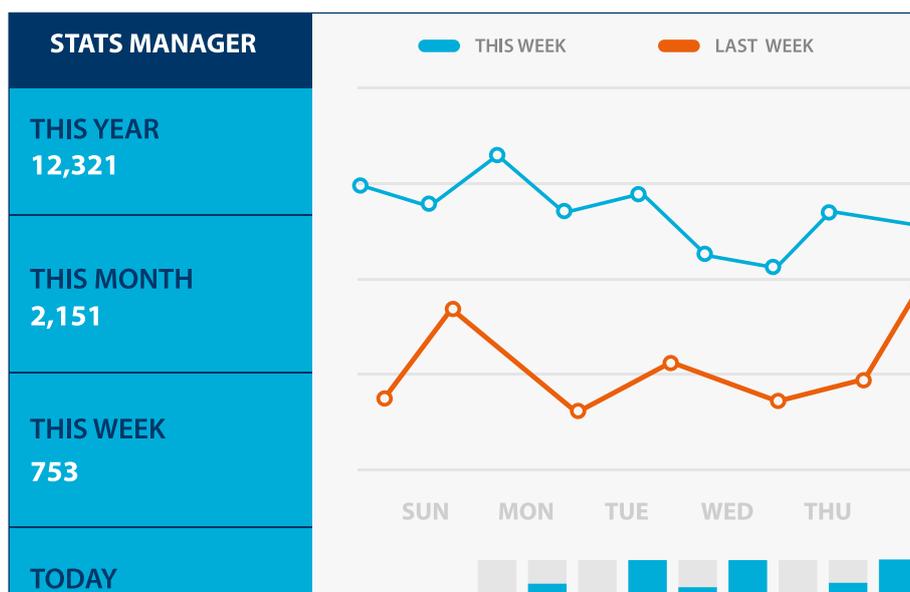
Question 3

Which of the following software packages would be the most useful for undertaking the analysis of the data?

a. A design package like Adobe Photoshop

b. A package like Adobe Acrobat Reader

c. A presentation package like MS PowerPoint

d. A spreadsheet package like MS Excel

e. A word processing package like MS Word

Question 4

Your manager wants you to report to the senior staff about the results of your analysis. Some of the staff will be logging in remotely.

Which of the following software packages would be the most useful for undertaking this task?

a. A design package like Adobe Photoshop

b. A package like Adobe Acrobat Reader

c. A presentation package like MS PowerPoint

d. A spreadsheet package like MS Excel

e. A word processing package like MS Word

QUESTIONS 5 AND 6
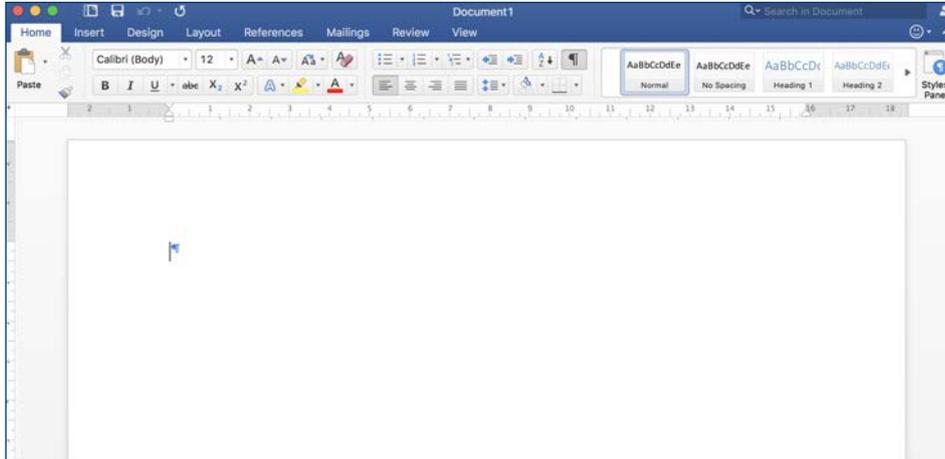
Question 5

You are wanting to check a document you have written, including for any spelling errors.

Which tab would you need to click on to do this?

a. Insert

b. Design

c. Page Layout

d. References

e. Mailings

f. Review

g. View

Question 6

You are wanting to make sure the document looks consistent with the same formatting and look throughout.

Which of the following statements are TRUE in relation to undertaking this task?

Tick 'True' or 'False' for each statement.

Statement	Is this statement TRUE or FALSE?	
The Format Painter tool is very useful	True: ☐	False: ☐
You need to use the options under the Review tab to help	True: ☐	False: ☐
Using styles can help enormously	True: ☐	False: ☐

Question 7

When you're shopping online, how do you know if the website is secure?

a. All online shopping websites are secure.

b. My strong password guarantees that my connection is secure.

c. The URL starts with 'https://' and there's a padlock icon in the address bar.

d. The words 'secure website' feature somewhere on the page.

Question 8

Which of the following is the safest way to access Wi-Fi when you are away from home or your office?

a. Only use Wi-Fi networks in reputable places, like shopping centres.

b. Set up your Wi-Fi on your device to Private Network.

c. Use a Virtual Private Network (VPN).

d. Use public Wi-Fi that is password protected.

e. Use a café or hotel's Wi-Fi network.

Sample Questions Answers

LITERACY

1	C
2	D
3	C

4	Will ruin a park	Yes	
	Will close off local streets during construction		No
	Trucks with dangerous loads will travel over houses	Yes	

5	B

6	Eating a 50 grams of ham every day can make you 18% more likely to get cancer	Yes		
	The way that processed meat is cooked is a factor in how likely it is to cause cancer			Not stated
	Eating red meat definitely causes cancer		No	
	Over 30 000 people die every year from cancer linked to eating high levels of processed meat	Yes		

7	A
8	A
9	B
10	C

Note: The questions in the Literacy (Reading) assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy.

ABSTRACT REASONING

Next in Sequence		Complete the Pattern		Middle of Sequence	
1	A	**5**	B	**9**	D
2	A	**6**	D	**10**	E
3	C	**7**	A	**11**	B
4	A	**8**	B	**12**	D

NUMERACY SKILLS

1	52.5L
2	$54.75
3	69 metres
4	C 54
5	$4610
6	$9013.66 or correct rounding to nearest 10 cents ($9013.70) or dollar ($9014)
7	$19,085.34 or correct rounding to nearest 10 cents ($19,085.30) or dollar ($19,085)
8	34 bricks
9	4 sleepers
10	8 Bags

Note: The questions in the Numeracy assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy.

ACKNOWLEDGMENTS

D. McLaren, 'Larger Cars Mean Fewer Injuries', The Age, Melbourne, 17 July 1991.

DIGITAL LITERACY

1	Yes, Yes, No
2	1. Click on 'File' in the software 2. Click on 'Save As' 3. Find folder where you want to save the file 4. Click on 'Save'
3	D
4	C
5	F
6	True, False, True
7	C
8	C

Legal Notice

The results of the QPS Entrance Assessment are used by the Queensland Police Service ("QPS") for their selection process with the aim of providing comparative information on candidates' abilities across a number of generic skills ("the Aim"). In the course of your registering for and participating in the QPS Entrance Assessment, The Australian Council for Educational Research Ltd (ABN 19 004 398 145) ("ACER") may collect your personal information. Personal information is that information or opinion that tends to identify a particular individual such as name and date of birth.

ACER will only collect, store, use and disclose your personal information for the purpose of administering and reporting on the QPS Entrance Assessment ("the Purpose").

If you do not provide your personal information you may not be able to participate in the QPS Entrance Assessment.

SENSITIVE INFORMATION

ACER, in pursuing the Purpose, may collect your sensitive information such as health information, for example, in case you need special consideration in sitting the QPS Entrance Assessment. By ticking the box during the registration process you consent to ACER collecting, using, storing and disclosing your sensitive information as specified in this Privacy Statement.

DISCLOSURE OF YOUR PERSONAL INFORMATION
(INCLUDING SENSITIVE INFORMATION)

ACER may disclose your personal information (including sensitive information) to:

1. government or statutory bodies which have instigated the QPS Entrance Assessment or have an interest in the Aim;
2. ACER contractors which may assist ACER in pursuing the Purpose from time to time;
3. medical or other professionals for the purpose of assessing any sensitive information; and
4. where ACER is required to do so by law, to government agencies, or individuals appointed by government, responsible for investigating and resolving disputes or complaints connected with the QPS Entrance Assessment.

ACER will not transfer your personal information outside of Australia in pursuit of the Purpose.

YOUR RIGHTS

ACER will abide by the *Privacy Act 1988* (Cth).

You have the right to:

1. inspect the your personal information;
2. request amendment of your personal information; and
3. make complaint in respect of a breach of your privacy.

To exercise any or all of the above rights please review ACER's privacy policy locatable at: http://www.acer.edu.au/privacy which sets out the processes of how you may attend to the same.

Contact details