



JOINT RESEARCH CENTRE

## **COMPUTER-BASED COMPETENCY TEST FOR SELECTION PROCEDURE**

**Researchers - Function group IV - COM/1/2015/GFIV – Research**

### **INSTRUCTIONS FOR CANDIDATES**

#### **COMPETENCY TEST**

**The aim of the competency test is to assess the candidates' specific knowledge in their chosen profile.**

The test will be marked out of 30 points (pass mark: 15 points).

You will sit the competency test in your second language (English, French or German) indicated by you in your ESRA application form. It is not possible to change this language.

#### **1. TIMING OF THE TEST**

The competency test appointment will be structured as follows:

- Arrival at the test centre and ID check: **30 minutes before the appointment**
- On-screen tutorial: 10 minutes - Language 2
- **Competency test :** 60 minutes (30 questions) – Language 2
- Satisfaction survey (optional): 5 minutes - Language 2
- End of test, candidate signs out

## **2. GENERAL RULES AND RULES OF CONDUCT**

### **TECHNICAL PROBLEMS WITH BOOKING A COMPUTER-BASED TEST**

If during the booking period you encounter technical issues with booking your computer-based test, please [contact Prometric directly](#).

### **ARRIVAL AT THE TEST CENTRE**

The address of your selected test centre is indicated in the booking confirmation email received from Prometric.

You must arrive at least **30 minutes** before your appointment. Availability cannot be guaranteed if you are late or if you miss your appointment.

You will be offered the first available seat. If you arrive early, you may be given the option to sit your test before your scheduled exam time. In the event of a delay exceeding 30 minutes due to circumstances beyond our contractors' control, for instance technical issues, you can ask the test centre to reschedule your appointment to another date.

### **IDENTITY CHECK**

You must bring to the test centre:

- the printed booking confirmation;
- a valid document proving your identity, bearing a recent photo and signature, for example: your passport, national identity card, photographic driving licence, national/regional residence permit, military ID card.
- If the photographic ID does not bear a signature, further proof of identity bearing a signature must be provided, such as: non-photographic driving licence, bank card/credit card.

Your personal details on the above-mentioned documents must be identical to those in your application.

### **STARTING THE TEST**

Please note that you cannot request a change of the workstation allocated to you.

Once your test is launched, you will be asked to confirm your name. If the test is not in your name, press “No” and notify an invigilator immediately.

All instructions in the test, including the tutorial, introductory screens, and survey will be in your second language.

Each workstation will have the following equipment:

- a note board
- a marker pen
- a right-handed mouse
- a calculator with basic functions (*pictured below or similar, depending on the location of your test centre*). It is your responsibility to ensure that the calculator works (including clearing the memory) before starting the tests.
- an on-screen calculator (see picture 4 below)
- disposable earplugs (on request)
- ear defenders, which are placed over the partitions between workstations, or on request.

**Please check that all items work before starting your test.** If you require any assistance during the test, please alert an invigilator by raising your hand.



### **TUTORIAL**

Before you start the test there will be a 10-minute tutorial on navigating and answering.

As the test environment and navigation within the exam are explained in detail in the tutorial, candidates are deemed to be aware of these functions and as such, no complaints in this regard will be accepted by JRC.

For some questions you may have to scroll down to see the whole question and all answers. Once you have finished the tutorial press "END" to start the test.

### **BREAKS AND ENDING THE TEST:**

If you leave the test room during the test (unscheduled break), no extra time will be added.

If you wish to finish earlier, you may leave the room in silence after notifying an invigilator.

You must sign in and out each time you enter and leave the test room.

### **SURVEY:**

At the end of the test you will be asked to complete a 5-minutes optional survey relating to your testing experience. This section is not to be used to make comments/observations on test content or issues during testing. The survey is not scored.

## **RULES OF CONDUCT AT THE TEST CENTRE**

Anyone failing to respect the following rules of conduct may be excluded from the test centre and the rest of the selection procedure.

You must follow the [Prometric Testing Center Regulations](#) (also available at the test centre on the day of the test) and all instructions given by the test centre staff.

Each test session is invigilated and videotaped. In order to ensure a secure testing environment, invigilators perform regular walk-throughs whilst candidates are taking the tests.

Food and drinks are allowed only in the waiting room/area but not in the test room. No refreshments are provided at the test centres.

You must complete the test without any aids or equipment other than those provided at the test centre. All prohibited items (for example watches, paper and pen, books, notes, instructions, briefcases, bags, calculators, computers, laptops, tablets, mobile phones, MP3 players, cameras etc.) must be switched-off (for any items which produce sound) and left in the lockers provided.

You may be required to remove your glasses for close visual inspection.

Jewellery other than wedding and engagement rings is prohibited in the testing room.

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.

Neither Prometric nor JRC can accept any responsibility for loss or damage to property that is brought into the test centre.

As pregnant candidates are exempt from the security scan, you should inform Prometric staff should you not wish to be subject to this check.

It is strictly forbidden to copy or record in any manner test content or to make it publicly available. All content remains the property of JRC/EPSO.

Smoking is strictly forbidden at the test centre.

You should not talk in the test room. If you require any assistance, please alert an invigilator by raising your hand.

Any rude, abusive, derogatory or threatening behaviour towards staff or other candidates will not be tolerated and may lead to your exclusion from the selection procedure.

## **3. OTHER INFORMATION**

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

The results of the test are not given to candidates in the test centres. **JRC will inform you of your score at a later stage.**

Any communication concerning this selection procedure must be addressed immediately to [JRC-OPEN-CALL-RESEARCH@ec.europa.eu](mailto:JRC-OPEN-CALL-RESEARCH@ec.europa.eu) **clearly stating your name and application number.**