

HELPFUL FACTS FOR THE CES WRITTEN EXAMINATION

The CES Written Examination (WE) is a general aptitude exam focused on managerial knowledge and aptitude. It is the first of the four-stage CES eligibility process followed by the Assessment Center, Validation of On-the-Job Performance and, finally, the Panel Interview. The following are some of the reminders and helpful tips in taking the CES WE:

- Bring the following on examination day:
 1. Application Receipt
 2. Valid office Identification (ID) card
 3. Mongol Pencil No. 2
 4. Ruler
 5. One 2x2 ID picture
 6. Calculator (calculators from cellular phones, personal digital assistants (PDA) and similar gadgets shall not be allowed)

You are required to be at the examination venue by 7:00 am.

You may bring food and drinks during the examination but make sure not to disturb the other examinees while eating or drinking.

Cellular phones should be turned off or switched to silent mode. You will only be allowed to use them during break.

The examination is divided into two parts with the following subtests and number of items:

PART I

- Error Recognition 30 items
- Reading Comprehension 30 items
- Data Interpretation 20 items
- Logical Reasoning
 - Section A – Identifying Assumptions 20 items
 - Section B – Drawing Conclusions 20 items

PART II

- Information 30 items
- Management Concepts and Problems 70 items
- Counter-Productive Behavior Assessment 78 items
- Essay

Part I will take 1 hour and 40 minutes to complete. There will be a 30-minute break at the end of Part I. The examinee will be given 1 hour and 35 minutes to complete Part II.

You will be given a different test booklet and answer sheet for each part. You can use the margins of the test booklets for your notes and computations.

Only pencils are allowed in answering the exam. We make use of shaded answer sheets which will be read by an optical marks scanner so make sure that your answers are fully-shaded.

You are expected to have only one answer per item. Do not shade two or more boxes as this will nullify your answer to the test questions.

The Written Examination is NOT a right-minus-wrong exam so you are advised to answer all the test questions and to leave no blanks.

If you finish ahead of time, review your answers and stay in your seat. Test materials will be collected at the same time for all examinees and you will not be allowed to leave the room until all examination materials are accounted for.

Examination ratings will be released by the CESB after one month. All examinees will be informed on how they performed in the Written Examination.