

# **INFORMATION GUIDE PROGRAM WRITER 1 KNOWLEDGE TEST - VERBAL**

**TEST #8504**

## INTRODUCTION

The **8504 Program Writer 1 Knowledge Test (Verbal)** was designed to cover the major knowledge areas necessary to perform the job. The test is designed for both internal and external candidates; therefore, it does not contain Southern California Edison specific processes and procedures. This guide contains strategies and other information to prepare for the test.

## VERBAL TEST SESSION

During the verbal test session a panel of test administrators, who are subject matter experts on the Program Writer 1 job, will ask you a series of questions. The administrators are looking for specific responses to the questions and will score your responses to the test questions using a standardized scoring key. The scores you will receive will correspond to the number of correct answers you provide. The question below demonstrates the format of the test question and scoring.

***Question: What are the first three letters of the alphabet?***

Correct responses:

A / B / C

***Scoring: You receive a point for each correct answer for a total of 3 points.***

Your test administrators will provide you with all the materials necessary to complete the test. It is important that you follow the directions of the administrators exactly.

During the testing session, you may **NOT** leave the testing area, talk to others, smoke, eat, or drink. Since this testing will take **approximately 60 minutes**, you should consider these factors before the test begins.

**All cellular/mobile phones, pagers or other electronic equipment will NOT be allowed in the testing area.**

## INFORMATION GUIDE FEEDBACK

At the end of this Guide you have been provided with an Information Guide Feedback page. If a procedure or policy has changed, making any part of this Guide incorrect, your feedback would be appreciated so that corrections can be made.

## **TESTING STRATEGIES**

### **INTRODUCTION**

Your emotional and physical state during the verbal test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the verbal test begins.

### **CONFIDENCE**

If you feel confident about your physical abilities, you may lose some of your anxiety. Think of the interview as a way of demonstrating how much you know, the skills you can apply, your abilities, the problems you can solve, and your good judgment capabilities.

### **PUNCTUALITY**

Arrive early enough to feel relaxed and comfortable before the test battery begins.

### **CONCENTRATION**

Try to block out all distractions and concentrate only on the assessment. If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.

### **UNDERSTAND THE QUESTION**

Listen carefully to each of the questions and follow all directions provided by the administrators.

### **ANSWER THE QUESTIONS**

Ensure your answers are precise, complete, unambiguous and succinct.

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

## **JOB KNOWLEDGE CATEGORIES AND STUDY REFERENCES**

The **8504 Program Writer 1 Knowledge Test (Verbal)** requires you to answer questions that assess specific knowledge required to perform the job. Below are the major job knowledge categories covered on the test. Study references can be found on page 6 of this packet. You can use this information to prepare for the test.

### **THE MAJOR JOB DUTIES COVERED IN THIS VERBAL TEST ARE:**

#### **FUNDAMENTALS / THEORY**

Knowledge of the fundamentals of electricity; Knowledge of power flow theory.

#### **SCHEMATICS, DIAGRAMS, & MAPS**

Knowledge of and ability to read circuit maps, prints, schematics and diagrams; Knowledge of how power flows through the circuitry on the map.

#### **DISTRIBUTION SYSTEM**

Knowledge of the overhead and underground distribution system.

## **SAMPLE QUESTIONS**

The following sample questions are provided to illustrate the test format.

### **QUESTION #1:**

In what unit is power measured?

**Correct answer:**

Watts

### **QUESTION #2:**

What are the key considerations when writing a distribution switching procedure?

**Correct answers:**

Loading (or weather)/ Abnormals on the circuit / Wire size

## **STUDY REFERENCES**

You may refer to the following references in preparation for your verbal test.

Mileaf, Harry (1998). Electricity One – Seven. 3<sup>rd</sup> Edition. Pearson.



## **INFORMATION GUIDE FEEDBACK**

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison  
Human Resources – Testing Operations  
6010 Irwindale Ave, Suite B  
Irwindale, CA 91706

**Test Name: 8504 Program Writer 1 Knowledge Test (Verbal)**

COMMENTS