



Juvenile Probation Officer Certification Exam

SUGGESTED INTRODUCTION SCRIPT FOR PROCTORS

Welcome to the Texas Juvenile Probation Officer Certification Exam. My name is _____ and I will be the proctor for this test.

Before we start I will need you to put away all your materials and electronic devices should be turned off. (Give them time to put materials away).

This will be an online exam and I will be handing out your usernames and passwords for the test. (If the passwords aren't handed out yet, please hand them out.)

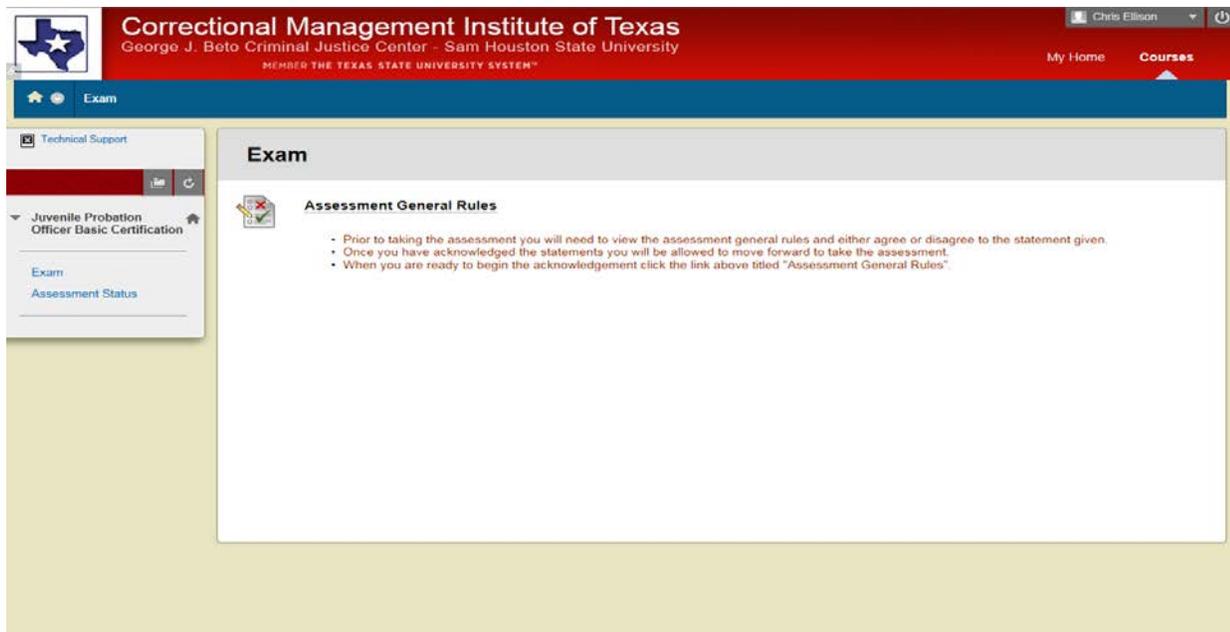
You may not share, copy, print or reproduce content contained in the exam in whole or in part by hand, verbally or with the use of any electronic or other type of device. This includes the exam, subject matter, substance, and wording of any exam question or any answer. Violations of the rule will be considered cheating and therefore, you will no longer be eligible for certification.

At this time, I would like you to log in to the computer. You can go the TJJD Training Website and click the link titled **Texas Juvenile Probation Officer Certification Exam**. (The website is: www.tjjd.texas.gov. Go to the top of the page and click TRAINING ACADEMY link. The link is the first bullet under the JPO Certification Exam information.)

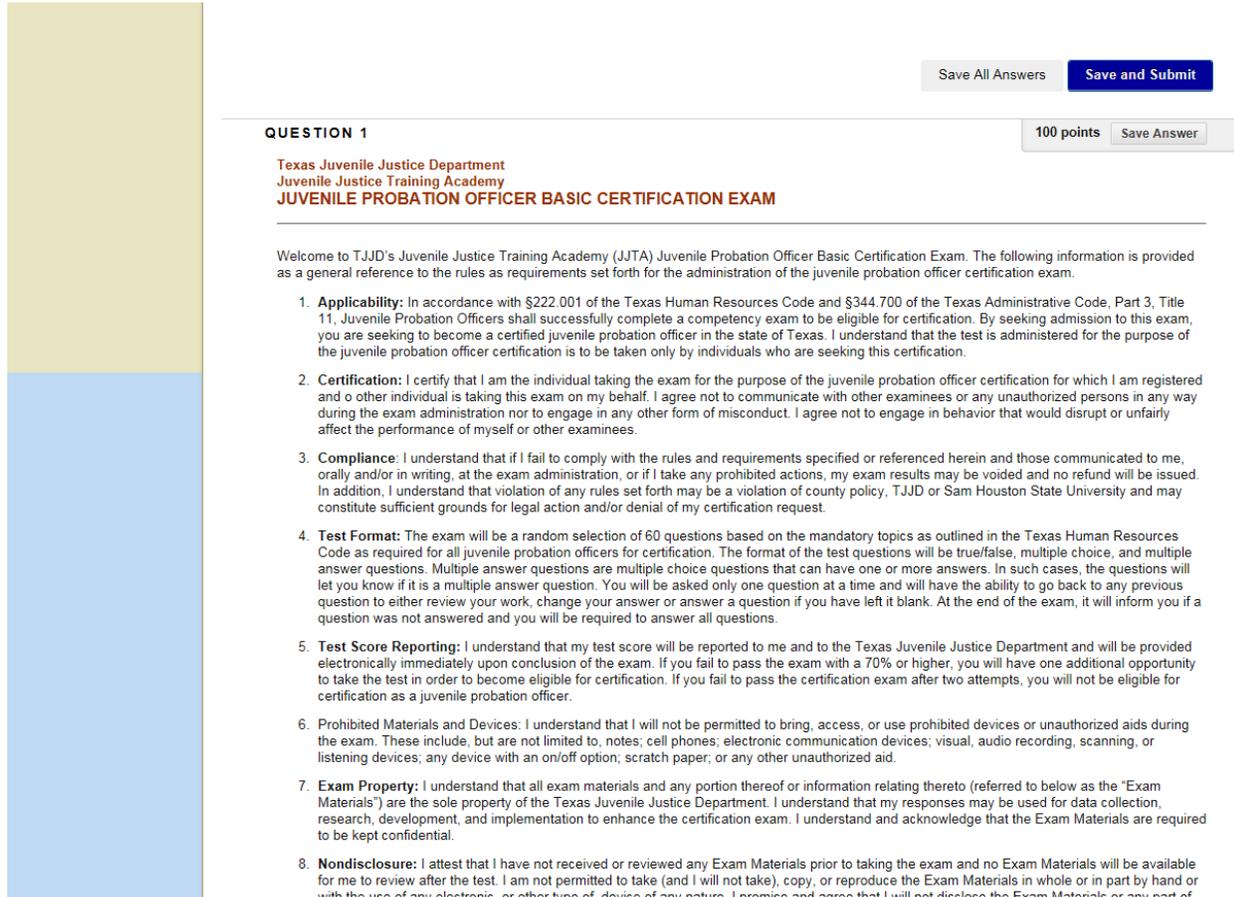
At this time enter your username and password. (Give them time to enter the information.)

Is everyone logged in?

On your screen you should see a link saying **Assessment General Rules**. Please click on that link.



On your screen, you should now have the rules for the exam. Please take time to read the rules and agree to the terms.



The screenshot shows a digital interface for an exam. At the top right, there are two buttons: "Save All Answers" and "Save and Submit". Below these is a header for "QUESTION 1" with a "100 points" indicator and a "Save Answer" button. The main content area is titled "Texas Juvenile Justice Department Juvenile Justice Training Academy JUVENILE PROBATION OFFICER BASIC CERTIFICATION EXAM". A welcome message follows, stating the purpose of the exam. Below this is a list of eight numbered items detailing exam rules, including applicability, certification, compliance, test format, test score reporting, prohibited materials, exam property, and nondisclosure.

Save All Answers Save and Submit

QUESTION 1 100 points Save Answer

Texas Juvenile Justice Department
Juvenile Justice Training Academy
JUVENILE PROBATION OFFICER BASIC CERTIFICATION EXAM

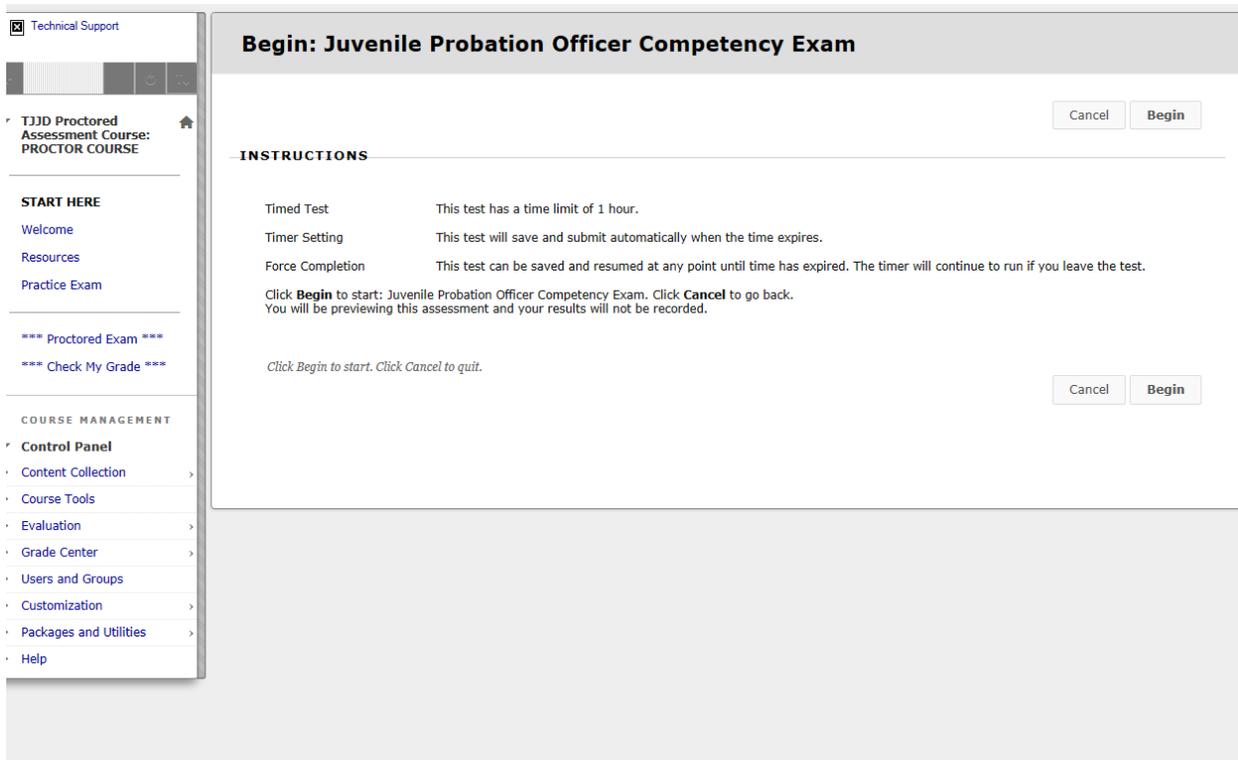
Welcome to TJJD's Juvenile Justice Training Academy (JJTA) Juvenile Probation Officer Basic Certification Exam. The following information is provided as a general reference to the rules as requirements set forth for the administration of the juvenile probation officer certification exam.

- 1. Applicability:** In accordance with §222.001 of the Texas Human Resources Code and §344.700 of the Texas Administrative Code, Part 3, Title 11, Juvenile Probation Officers shall successfully complete a competency exam to be eligible for certification. By seeking admission to this exam, you are seeking to become a certified juvenile probation officer in the state of Texas. I understand that the test is administered for the purpose of the juvenile probation officer certification is to be taken only by individuals who are seeking this certification.
- 2. Certification:** I certify that I am the individual taking the exam for the purpose of the juvenile probation officer certification for which I am registered and no other individual is taking this exam on my behalf. I agree not to communicate with other examinees or any unauthorized persons in any way during the exam administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees.
- 3. Compliance:** I understand that if I fail to comply with the rules and requirements specified or referenced herein and those communicated to me, orally and/or in writing, at the exam administration, or if I take any prohibited actions, my exam results may be voided and no refund will be issued. In addition, I understand that violation of any rules set forth may be a violation of county policy, TJJD or Sam Houston State University and may constitute sufficient grounds for legal action and/or denial of my certification request.
- 4. Test Format:** The exam will be a random selection of 60 questions based on the mandatory topics as outlined in the Texas Human Resources Code as required for all juvenile probation officers for certification. The format of the test questions will be true/false, multiple choice, and multiple answer questions. Multiple answer questions are multiple choice questions that can have one or more answers. In such cases, the questions will let you know if it is a multiple answer question. You will be asked only one question at a time and will have the ability to go back to any previous question to either review your work, change your answer or answer a question if you have left it blank. At the end of the exam, it will inform you if a question was not answered and you will be required to answer all questions.
- 5. Test Score Reporting:** I understand that my test score will be reported to me and to the Texas Juvenile Justice Department and will be provided electronically immediately upon conclusion of the exam. If you fail to pass the exam with a 70% or higher, you will have one additional opportunity to take the test in order to become eligible for certification. If you fail to pass the certification exam after two attempts, you will not be eligible for certification as a juvenile probation officer.
- 6. Prohibited Materials and Devices:** I understand that I will not be permitted to bring, access, or use prohibited devices or unauthorized aids during the exam. These include, but are not limited to, notes, cell phones, electronic communication devices, visual, audio recording, scanning, or listening devices; any device with an on/off option, scratch paper, or any other unauthorized aid.
- 7. Exam Property:** I understand that all exam materials and any portion thereof or information relating thereto (referred to below as the "Exam Materials") are the sole property of the Texas Juvenile Justice Department. I understand that my responses may be used for data collection, research, development, and implementation to enhance the certification exam. I understand and acknowledge that the Exam Materials are required to be kept confidential.
- 8. Nondisclosure:** I attest that I have not received or reviewed any Exam Materials prior to taking the exam and no Exam Materials will be available for me to review after the test. I am not permitted to take (and I will not take), copy, or reproduce the Exam Materials in whole or in part by hand or with the use of any electronic or other type of device of any nature. I promise and agree that I will not disclose the Exam Materials or any part of

Once you have agreed to the terms, you will have two links on the screen. One link is for a Practice Exam and one is for the Real Exam. Click on the **Practice Exam** Link.

You will now take the Practice Exam. This exam will allow you to familiarize yourself with Blackboard Test Format. (Give about five minutes to take the Exam.)

Now that you are familiar with the format we will begin to take the exam. Please click on the link to the **Juvenile Probation Officer Competency Exam**.



As it is noted on the screen, you will have 60 minutes to complete the exam. The exam consists of multiple choice questions, true/false questions, and multiple answer questions. You may skip questions and come back to them throughout the test. At the end when you submit your answers, the system will tell you if you skipped any questions.

Does anyone have any questions before we begin?

Please click **Begin** to start your exam. When your exam is completed you will be given the score immediately.

I will be walking around in case anyone has any issues. Good luck.