



# WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

## FAQ's

### **When/Where can I take the test?**

Testing is offered at Woodland Adult Education Monday – Friday at 8:30am and on Tuesday and Thursday at 5:00pm. Please arrive 10-15 minutes early to sign in for testing; it is important to arrive on time to begin the test at the designated time to ensure enough time to complete the test. Please make note of the exact test name or exact job title. [Tests Available](#)

Woodland Adult Education

Address: 575 Hays Street, Woodland, CA 95965

Room: F-4

**Note:** Be aware of job posting closing date - test must be completed within 24-hours of closing date and time to remain an eligible candidate

### **Do I need to bring anything to take the test?**

Yes - Please bring a photo ID to confirm your identity. It is important to know which position you have applied to/which test you want to take.

### **Is there a fee for testing?**

No, there are no fees for testing

### **What type of questions are on the test?**

The test asks questions related to the position that you are interested in and provides a basic assessment of your skills and knowledge related to the position. The subject areas covered could be math; English usage; grammar; punctuation; software skills; interpersonal skills; management and technical knowledge of the position. The **Paraprofessional** test covers the areas of English (including reading, writing and grammar), Mathematics, and the Ability to Assist.

### **How long does the test take?**

Depending on the test, examinees will be given a maximum of 2.5 hours to complete the test, some tests require less time. The paraprofessional test is 2.5 hours.

### **What do I need to score to pass the test?**

A minimum score of 70% is needed to pass the test.

### **Is there a way to prepare for the test?**

Yes, for Paraprofessionals a tutorial/study guide is available for review at Woodland Adult Education (Rm #F4), they also offer **Skills Review** and **Test Preparation** classes that will help anyone improve their test taking skills – *classes are offered FREE of charge.*

Classes offered Monday – Friday 8:00am-11:30am; Tuesday and Thursday 5:00pm-8:00pm.

**What happens after I take the test?**

You should receive your results by email within 72 hours after testing. If you are applying for future Woodland School District positions that requires an assessment test, you will need to attach the emailed results to your Ed Join application.

**How long are tests results valid?**

At this time, there is no expiration date for passing scores.

**What if I think I passed the test but do not have any documentation?**

Please contact Jessica Purcell in Human Resources at (530) 406-3209

**I passed the CODESP test before, what if I want to apply to be a Paraprofessional, do I need to take a new test?**

No, the CODESP is equivalent to the current Paraprofessional Proficiency test. As long as your previous test results can be verified you will not have to retest. The new Paraprofessional Proficiency test is a single test that covers math, reading/language arts and the ability to assist/instructional aid.

**What if I have I have already taken the Administrative Clerk or Administrative Secretary test, do I need to take the new tests?**

The ***Administrative Clerk test*** was previously required for Attendance Specialist I, Administrative Clerk I and District Receptionist positions; the ***Administrative Secretary test*** was required for the Office Coordinator I, Registration Specialist I and Administrative Secretary I positions; if you passed either tests in 2018 and are applying for any of the related positions listed, you will not need to retest. If you are applying for different positions, you will need to test - please refer to our list of active tests to know which test is required.

**\* If you are a current employee of the district, please contact Human Resources for assistance at (530) 406-3209.**

**What if I do not pass the test, can I take it again?**

Yes, you can retake the exam, however, before you re-take the test, *we recommend that you attend a Skills Review and Test Preparation class at the adult school, study the covered areas and review the study guide prior to rescheduling.* [Adult Education Information](#)

**Can I look at my test and see what I got wrong?**

No, you will be given notification of Pass or No Pass status and can discuss your overall results with HR.

**Who can I contact if I have more questions?**

Human Resources Department at (530) 406-3209.