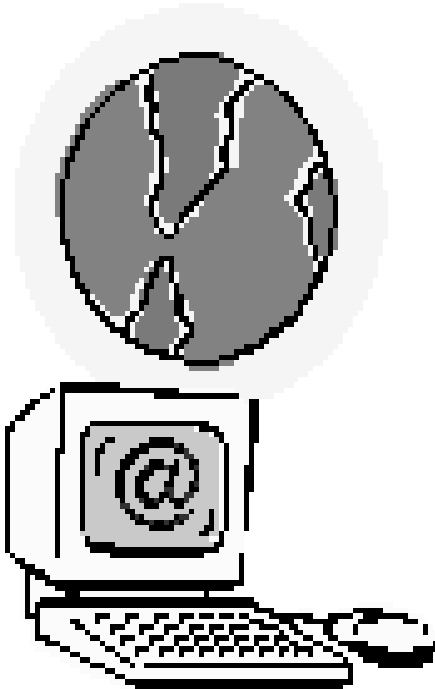

Web-Based T&E Exam System Demonstration



By: Frank Belleville Jr.

Web-Based T&E Exam System Demonstration (contd.)

- Today we will...
- GO BACK TO KINDERGARTEN
 - Show and tell of the New York State Department of Civil Service web-based T&E exam system (from a user's perspective) from start to finish.
- Show the functions of the web-based T&E and tell how they are used.
- Answer any questions you may have (during and after show and tell).

Albany County
Broome County
MSD Online
Municipal Service Division
City of Ithaca
Town of Colonie

City of Rome

Westchester County
Niagara County
Essex County
City of Glen Cove

Saratoga County

City of Little Falls

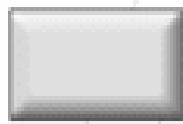
City of

City of

City of Full



Resources



Local Exams



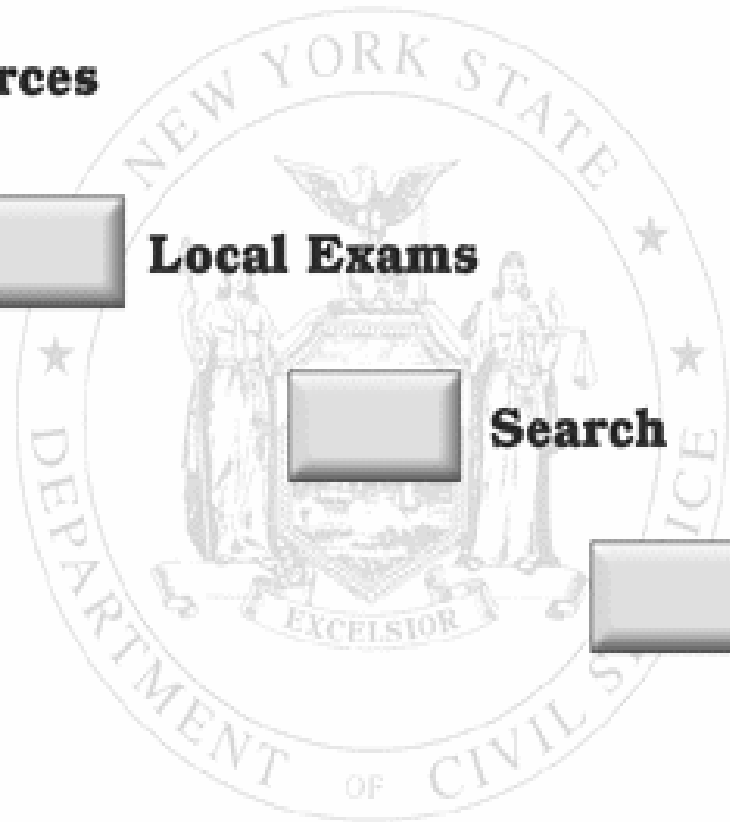
Search



Training



Contact Us



MSD Online

Municipal Service Division

City of Ithaca

Town of Colonie

Niagara County

County

City of Glen Cove

Essex County

City of Fulton

City of Little Falls

City of Oswego

City of Corning

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E-mail: localexams@cs.state.ny.us

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[Training and Experience Questionnaires](#)

Training

Questionnaires are currently available in "Portable Document Format" (.pdf). PDF forms may not be accessible by all users. Hard copies of the questionnaires are available by contacting the Local Examinations Section. To view and print these documents, you will need Adobe Acrobat Reader from Adobe Systems. This software is free and you may [download it here](#).

Contact Info

[Level A Librarian Questionnaire](#)

[Level B Librarian Questionnaire](#)

Level A Professional Librarian Training and Experience Questionnaire

There will be no written or oral test for these examinations. If you meet the minimum qualifications, your examination score will be based on an evaluation of your training and experience. We will use the information you provide on this questionnaire to do the evaluation.

Please keep in mind that this questionnaire is a test: the score derived from your responses to the questions will be compared with those of other candidates in determining your rank on an eligible list. To insure fairness to all candidates, we must be sure we are rating comparable information from each candidate; which is why you must enter the required information in the designated spaces on the questionnaire in order to be eligible to receive credit.

INSTRUCTIONS

Complete the questionnaire and return it to this Department by

YOU MUST FULFILL THE FOLLOWING **REQUIREMENTS** TO BE ELIGIBLE TO RECEIVE CREDIT FOR YOUR ENTRIES:

1 Answer the questions **completely and accurately.**

11:28:28AM 06-May-2003 Include all of the information that is requested for each section. If you omit any of the



T & E Administration

State employees can act as agents for localities
or choose to work on State IT exams.

Please make your selection below:

Check for state exams:

or enter locality code:

9091 Test Bed

Submit



T & E Administration

State employees can act as agents for localities
or choose to work on State IT exams.

Please make your selection below:

Check for state exams:

or enter locality code:

9091 Test Bed

9091 Test Bed

0100 ALBANY COUNTY

0110 CITY OF ALBANY

0111 TOWN OF COLONIE

0120 CITY OF COHOES

0130 CITY OF WATERVLIET

0200 ALLEGANY COUNTY

0400 BROOME COUNTY

0410 CITY OF BINGHAMTON



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Name	Folder	Type	Program	Description	Creator	Date
<u>Local IT T&E</u>		T&EIT	LTE	The Local IT T&E system as registered for T&E administration	MBS1	25-NOV-02
<u>Librarian A</u>	<u>librarian</u>	T&E	local	Local T&E for library supervisory positions	JRS1	14-MAR-03
<u>Librarian B</u>	<u>librarianb</u>	T&E	local	Local T&E for upper-level library supervisory positions	FFB	11-FEB-03
<u>Training Council Survey</u>	<u>nystc</u>	SURVEY	P&T	Survey for the NY State Training Council	MBS1	16-DEC-02
				Survey for the		16-

12:38:38PM 06-May-2003

<u>Personnel Council Survey</u>	<u>personnelcouncil</u>	SURVEY	P&T	Survey for the NYS Personnel Council	MBS1	16-DEC-02
<u>Aquatics Supervisor - Schenectady Co. - 67-746</u>	<u>aquaticssupervisor</u>	T&E	swim	Aquatics Supervisor Developer - Dori Blanchard Examiner - Harold Boss Spring 2003	LJB3	31-MAR-03
<u>Recreation Specialist - City of Syracuse - Onondaga Co. - 66-733</u>	<u>recspecialonondaga</u>	T&E	Recreation	Recreation Specialist Developer - Dori Blanchard Examiner - Harold Boss Spring 2003	LJB3	31-MAR-03
<u>Director of Social Services - Steuben Co. - 61-941</u>	<u>dirsocservsteubenco</u>	T&E	Human Resources	Director of Social Services Developer - Dori Blanchard Examiner - Mike Porvaznik Spring 03	LJB3	31-MAR-03

12:41:51PM 06-May-2003

T&E Administration

Name:

Folder:

Description:

Type:

Program:

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Exam Summary

Instructions

1. Q1 (label)

YOU MUST FULFILL THE FOLLOWING REQUIREMENTS TO BE ELIGIBLE TO RECEIVE CREDIT FOR YOUR ENTRIES:

1. Answer the questions **completely** and **accurately**.
2. Include **all** of the **information** that is **required** for each section. If you **omit** any of the required information for a section, you will NOT receive credit for that section.
3. All **experience** that you claim **must be verifiable**, either through documentary sources such as signed reports or through the testimony of supervisors, e.g., library trustees, legislatures, or library staff.
4. To receive credit for **experience** it **must** have been **gained** in the **last 15 years**; please list only the experience you have gained in the last fifteen years.
5. You **must** submit this questionnaire or you will be disqualified. If you do so electronically, you must do so in the last section. If you plan to submit a paper copy of the questionnaire, it **must** be a questionnaire supplied by your local Civil Service office. Paper copies of the questionnaire printed from the web will not be accepted.

Group: **ProjectCoordinationTempAssistance**

Maximum points: 2

Sections:

- Experience Coordinating a Project
 - Experience Providing Temporary Technical Assistance
-

Group: **nonMLSEducation**

Maximum points: 2

Sections:

- Non-Library Science Graduate Level Degree
 - Non-Library Science Graduate Level Course Work
-

Group: **expertise**

Maximum points: 2

Sections:

- Participation in Professional Organizations Related to the Field of Library Science
 - Teaching in a Recognized School of Library Science
-

Group: **education**

Maximum points: 5

Sections:

- Post-MLS Formal Graduate Study in Library Science
 - Post-MLS Formal Graduate Coursework in Library Science
-



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T&E Administration

View all exams

Exam Nr	Title	Type	Instrument	COF	Submit	Cutoff
10127	test agency glen 10127	T&EIT	Local IT T&E	05/31/2003	05/2003	04/2003
10166	Computer Programmer (Fake)	T&EIT	Local IT T&E		20030114	
10226	sndkjfvbskjdeg	T&EIT	Local IT T&E		20030312	
10315	Test exam	T&EIT	Local IT T&E		20030407	
10317	Dori Test	T&EIT	Local IT T&E		20030407	
45678	Librarian IV	T&E	Librarian A	04/01/2003	05/2003	04/2003
98501	NY State Training Council Survey	SURVEY	Training Council Survey	05/31/2003	5/2003	05/2003

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T&E Administration

Title:

Number:

Type:

Last date of filing: format: mm/dd/yyyy

Submission month: format: mm/yyyy

Cutoff date (last month for credit): format: mm/yyyy - generally one month before submission

Instrument:

Exam release date: format: mm/dd/yyyy

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- [Enter Approved Applicants](#)
- [View Applicants by Exam Number](#)
- [View Candidate's Exams](#)



T&E Administration

Enter Approved Applicants

Exam Name:

45678 - Librarian IV

- Please select an exam -

98501 - NY State Training Council Survey

45678 - Librarian IV

Return to

10317 - Dori Test

10315 - Test exam

10226 - sndkjt/bskjdeg

10166 - Computer Programmer (Fake)

10127 - test agency glen 10127



T&E Administration

Enter Approved Applicants

45678 - Librarian IV

SSN:

First Name:

MI:

Last Name:

Veterans' Credits:

Method:

Add
Candidate



T&E Administration

Enter Approved Applicants

45678 - Librarian IV

SSN:

First Name:

MI:

Last Name:

Veterans' Credits:

Method:

Add
Candidate



T&E Administration

Enter Approved Applicants

"785452157" was successfully added
45678 - Librarian IV

SSN:

First Name:

MI:

Last Name:

Veterans' Credits:

Method:

Add
Candidate



T&E Administration

Applicants by Exam Number

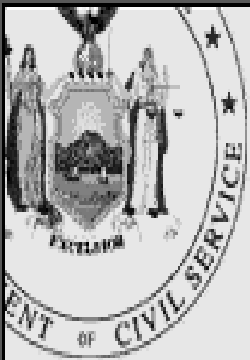
Exam Number and Name:

45678 - Librarian IV

Enter

Non Filers Only

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Applicants by Exam Number

9091

Applicants for Exam Number and Title:
45678 Librarian IV

<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>SSN</u>	<u>Date Questionnaire Submitted</u>	<u>Vet Cr.</u>	<u>Edit</u>	<u>Status</u>
Belleville	Sam		456789753		0	EDIT	AP
Belleville Jr.	Frank		111222333		5	EDIT	AP
Belleville	Hannah		125487968		0	EDIT	AP
Jones	Harry		785452157		0	EDIT	AP
Smith	Bill	B	785654258		10	EDIT	AP

[Return to Administration Menu](#)

[View Another Exam](#)



T&E Administration

Edit Candidate

SSN: 111222333

Exam Number: 45678

First Name:

MI:

Last Name:

Veterans' Credits:

Method:

Update

Remove

Cancel



T&E Administration

Candidate's Exams

Candidate SSN:

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T&E Administration

Candidate's Exams

Belleville Jr., Frank

111222333

9091

<u>Exam Number</u>	<u>Exam Title</u>	<u>Date Questionnaire Submitted</u>	SR CR.	VET CR.	Status
45678	Librarian IV		0	5	<u>AP</u>
10127	test agency glen 10127		0	0	<u>AP</u>

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T&E Administration

View Exam Results

Exam Name:

[View Exam Scores](#)

[Rescore Entire Exam](#)

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9091

Results for Exam Number and Title:
45678, Librarian IV

Exam Type is: OPEN

<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>SSN</u>	<u>Raw Score</u>	<u>Banded Score</u>	<u>Vet. Cr.</u>	<u>Final Score</u>	<u>Status</u>	<u>Details</u>
Belleville	Sam		456789753			0		<u>AP</u>	
Belleville Jr.	Frank		111222333			5		<u>AP</u>	
Belleville	Hannah		125487968			0		<u>AP</u>	
Jones	Harry		785452157			0		<u>AP</u>	
Smith	Bill	B	785654258			10		<u>AP</u>	

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9091

Results for Exam Number and Title:
45678, Librarian IV

Exam Type is: OPEN

<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>SSN</u>	<u>Raw Score</u>	<u>Banded Score</u>	<u>Vet. Cr.</u>	<u>Final Score</u>	<u>Status</u>	<u>Details</u>
Belleville	Sam		456789753			0		<u>AP</u>	
Belleville Jr.	Frank		111222333	0	70	5	<u>75</u>	<u>AP</u>	<u>DETAILS</u>
Belleville	Hannah		125487968			0		<u>AP</u>	
Jones	Harry		785452157			0		<u>AP</u>	
Smith	Bill	B	785654258			10		<u>AP</u>	

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T&E Questionnaire Summary - 05/08/03

Examination: 45678 - Librarian IV

Frank Belleville Jr. (111-22-2333)

MLS Information

MLS? **Yes**

If Yes, date received **10/1998**

Four years full time? **Yes**

Professional Librarian Certificate? **Yes**

If Yes, date received **02/2000**

Eligible for Certificate? **No**

Post-MLS Formal Graduate Study in Library Science

Name of Degree

Name of School

Address

City

State

The Raw Total is:	0
The Banded Score is:	70
Veteran's Credits:	5
The Final Score is:	75
This candidate meets the Minimum Qualifications: YES	

Scoring Summary

Section	Score	Grouped Score	Max
MLS Information	0.00	0.00	
Post-MLS Formal Graduate Study in Library Science	0.00	0.00	5.00
Post-MLS Formal Graduate Coursework in Library Science	0.00	0.00	5.00
Continuing Education in the Field of Library Science	0.00	0.00	2.00
Non-Library Science Graduate Level Degree	0.00	0.00	2.00
Non-Library Science Graduate Level Course Work	0.00	0.00	2.00
Participation in Professional Organizations Related to the Field of Library Science	0.00	0.00	2.00
Teaching in a Recognized School of Library Science	0.00	0.00	2.00
Experience as a Library Director, Asst. Director or Department Head	0.00	0.00	10.00
	0.00	0.00	10.00

Group Maximums

Group Sections	Max
ProjectCoordinationTempAssistance Experience Coordinating a Project Experience Providing Temporary Technical Assistance	2.00
nonMLSEducation Non-Library Science Graduate Level Degree Non-Library Science Graduate Level Course Work	2.00
expertise Participation in Professional Organizations Related to the Field of Library Science Teaching in a Recognized School of Library Science	2.00
education Post-MLS Formal Graduate Study in Library Science Post-MLS Formal Graduate Coursework in Library Science	5.00
experience Experience as a Library Director, Asst. Director or Department Head Supervisory Experience as a Professional Librarian Experience Providing Technical Consultation and Assistance Experience in Information Services	10.00



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- [Replicate an entire set of candidates from one exam to another](#)
- [Compare the results of one exam to another](#)
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T&E Administration

Exam counts

Locality	Date Created	Count
ALBANY COUNTY	2003	8
CITY OF ALBANY	2002	2
CATTARAUGUS COUNTY	2002	1
CITY OF OLEAN	2003	2
CITY OF SALAMANCA	2003	3
CAYUGA COUNTY	2002	3
CHEMUNG COUNTY/CITY OF ELMIRA REGIONAL CIVIL SERVICE COMMISSION	2003	3
CITY OF NORWICH	2002	1
CLINTON COUNTY	2003	1
CORTLAND COUNTY	2002	1
DELAWARE COUNTY	2003	1
DUTCHESS COUNTY	2003	3
ESSEX COUNTY	2002	1

Candidate Counts

Locality	Date Created	Candidates
ALBANY COUNTY	2003	25
CATTARAUGUS COUNTY		1
CATTARAUGUS COUNTY	2002	25
CITY OF SALAMANCA		7
CITY OF SALAMANCA	2003	2
CAYUGA COUNTY		7
CAYUGA COUNTY	2003	68
CHEMUNG COUNTY/CITY OF ELMIRA REGIONAL CIVIL SERVICE COMMISSION		1
CITY OF NORWICH	2003	1
CLINTON COUNTY	2003	5
CORTLAND COUNTY	2002	3
DUTCHESS COUNTY		2
ERIE COUNTY		1
ERIE COUNTY	2003	5
ESSEX COUNTY		26
	2002	21



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George C. Sinnott
Commissioner

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Training and Experience Examination for Local Government Positions

This area is for candidates who have already applied for, and been approved to take, a specific Municipal Civil Service examination.

If you have **NOT** been approved to take a specific examination and are looking for examination information or information regarding jobs in state or local government click on [examination](#) and [job information](#) to continue your search.

If you have been approved to take a specific Municipal Civil Service examination and have been directed to this site by a local Civil Service agency to take your exam, click on [I am an approved candidate](#) to begin your examination.

Do not bookmark this page! Please complete the login process before bookmarking any pages.



**Please enter your Civil Service User ID and Password
to access this Secure Site.**

Civil Service User ID:

Password:

Log in

Click here if you: [Need a *Civil Service* ID?](#) or [Don't know your password?](#)

First time logging in?

Is it your:

[About cookies](#) | [About logging in](#)

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Logging in

We require our visitors to log in to our web site only in areas where it is necessary to personalize the information we present to you. By requiring you to login in, we are assured that you and only you are applying for examinations or viewing and changing personal information such as your name and address.

We do not share your personal information with anyone. We collect it primarily as a convenience to you, but our systems (for example, our Civil Service examination process) require personal information including your Social Security number and address. When we ask you for that information, we want you to know that only **you** can see it and change it.

If you have a Civil Service user ID because you are a public employee who uses Civil Service computer systems, you will use the same ID here. You will need to change your web password every 90 days because your user ID gives you access to sensitive Department information. We recommend that you keep your web password and other passwords the same, changing them all when you need to change any one of them. That way, you will only have one password to remember. You can go to this page to [get a hint about your password](#) if you have never used your user ID to log in using the web.

You can click on this link if you [need a user ID](#). You will be asked to provide some personal information. At the same time, you will select a user ID (of up to twelve characters) and a password that only you will know.

We will ask you for an e-mail address. The main reason we want one is to send you assistance if you cannot remember how to log in later. We also use the e-mail address to send you confirmation of your success when applying for a Civil Service examination. While your e-mail address is optional, if you have one we strongly recommend that you include it in your personal information.

* First Name

Middle Initial

* Last Name

* Social Security Number

* Street

* City

* State

* Zip Code

Phone

Email

* Please enter your preferred user ID (up to 12 characters)

* Please enter your password (minimum of 6 characters)

* Please re-enter your password

Please enter a hint that will help you

Do not bookmark this page! Please continue with your application before bookmarking any pages.

Welcome, Frank Belleville Jr.!
You have successfully logged in.

You last logged in on Thursday, May 08, 2003

Choices:

- **Continue**
- [OOPS!! I'm not Frank Belleville Jr.. I need a Civil Service ID](#)
- [OOPS!! I'm not Frank Belleville Jr.. I need to log in with my own Civil Service ID](#)
Your user ID and password uniquely identify you. Please do not share them with anyone.
If you are applying for a Civil Service exam, you must use your own personal Civil Service ID to complete the process successfully.
- [Change your password](#)
- [Update your personal information](#)



T&E Administration

Examination Selection

Welcome to the New York State Department of Civil Service's Web-based Local Training and Experience Testing System. To take a Local T&E test, you must be approved and registered by one of the state's local jurisdictions. The web-based tests for which you have been approved are listed below. Each test requires you complete and submit a questionnaire.

On this page:

- [Completing a questionnaire](#)
- [If you have problems](#)
- [How to begin](#)

Completing a Questionnaire

You do not need to complete a questionnaire in one sitting. The test is organized into a series of pages, summarized by a checklist that acts as the main page for the questionnaire. When you *save* information and return to the checklist, your information is saved. You can leave anytime

Telephone: (518) 457-4487

weekdays between 8:00 AM and 4:00 PM

Please be as specific as possible when describing any problems. Be sure to include what you were doing, or attempting to do, at the time you encountered the problem.

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Beginning your test

To begin, please click on the questionnaire that you wish to work on now, and follow the directions given on each page:

- [Local IT T&E](#)
 - 10127 - test agency glen 10127

- [Librarian A](#)
 - 45678 - Librarian IV

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YOU MUST FULFILL THE FOLLOWING **REQUIREMENTS** TO BE ELIGIBLE TO RECEIVE **CREDIT** FOR YOUR ENTRIES:

1. Answer the questions **completely** and **accurately**.
2. Include **all** of the **information** that is **required** for each section. If you **omit** any of the required information for a section, you will NOT receive credit for that section.
3. All **experience** that you claim **must be verifiable**, either through documentary sources such as signed reports or through the testimony of supervisors, e.g., library trustees, legislatures, or library staff.
4. To receive credit for **experience** it **must** have been **gained** in the **last 15 years**; please list only the experience you have gained in the last fifteen years.
5. You **must** submit this questionnaire or you will be disqualified. If you do so electronically, you must do so in the last section. If you plan to submit a paper copy of the questionnaire, it **must** be a questionnaire supplied by your local Civil Service office. Paper copies of the questionnaire printed from the web will not be accepted.

You may be **disqualified** if you make false statements or exaggerate.

You should now go to the Checklist by clicking on the button below. **We strongly recommend that you then click on "Directions for Navigating through the Questionnaire" and review those directions.**

Go To Checklist

Training & Experience Questionnaire

Welcome, Frank Belleville Jr.

Please choose from the following:



[Instructions](#)



[Directions For Navigating Through The Questionnaire](#)



[MLS Information](#)



[Post-MLS Formal Graduate Study in Library Science](#)



[Post-MLS Formal Graduate Coursework in Library Science](#)



[Continuing Education in the Field of Library Science](#)



[Non-Library Science Graduate Level Degree](#)



[Non-Library Science Graduate Level Course Work](#)



[Participation in Professional Organizations Related to the Field of Library Science](#)

Training & Experience Questionnaire

Welcome, Frank Belleville Jr.

MLS Information

Have you received a Master's degree in Librarianship (MLS) from a school that is accredited by the American Library Association or recognized by the New York State Department of Education?

Yes ▾

If Yes, date received

10/1998

format: mm/yyyy

Do you have at least 4 years of full time professional librarian work experience (or the part-time equivalent)? For librarian work experience to be considered **full time**, you **must** have worked at least 35 hours per week, and to be considered **professional**, it **must** have been gained **after** you obtained your MLS.

Yes ▾

Do you have a New York State Public Librarian's Professional Certificate?

Yes ▾

If Yes, date received

02/2000

format: mm/yyyy

Training & Experience Questionnaire

Welcome, Frank Belleville Jr.

Please choose from the following:

[Instructions](#)

[Directions For Navigating Through The Questionnaire](#)

[MLS Information](#)

[Post-MLS Formal Graduate Study in Library Science](#)

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[Non-Library Science Graduate Level Course Work](#)

[Participation in Professional Organizations Related to the Field of Library Science](#)

[Teaching in a Recognized School of Library Science](#)

[General Instructions for Reporting Professional Librarian Work Experience](#)

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T&E Questionnaire Summary - 05/08/03

Instrument: Librarian A

Frank Belleville Jr.

[Return to checklist](#)

MLS Information

MLS? **Yes**

If Yes, date received **10/1998**

Four years full time? **Yes**

Professional Librarian Certificate? **Yes**

If Yes, date received **02/2000**

Eligible for Certificate? **No**

Post-MLS Formal Graduate Study in Library Science

Name of Degree

Name of School

Address

City

[Non-Library Science Graduate Level Degree](#)

[Non-Library Science Graduate Level Course Work](#)

[Participation in Professional Organizations Related to the Field of Library Science](#)

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Training & Experience Questionnaire

By clicking on the Submit button below, you attest to the accuracy of the information you provided. The information provided becomes the official record for the scoring of this portion of the questionnaire. You will no longer be able to modify your information for this holding, although you will be able to change it for other holdings you may wish to complete in the future.

We strongly recommend that before you submit your information, you review the entries you made by returning to the Checklist and choosing "View or Print a Summary of the Information You Saved." We also recommend that you print a copy of the information for your records.

Submit

Return



Training & Experience Questionnaire

Thank you for your submission.

You have successfully submitted your training and experience questionnaire for the following examination:

For **Frank Belleville Jr.**

- 45678 - Librarian IV

We recommend you print a copy of this page for your records.

For information on other Civil Service examinations for state and local government in New York State, please visit our web site:

The [New York Department of Civil Service Web Site](#)



MSD

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Search

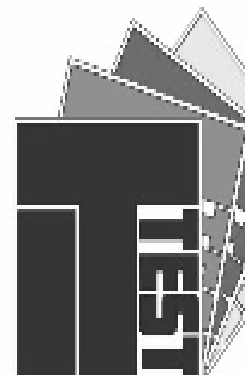
- [All Other Local Training and Experience Exams](#)

Training

Contact Info



IT Exam Planner



- 0100 ALBANY COUNTY
- 0110 CITY OF ALBANY
- 0111 TOWN OF COLONIE
- 0120 CITY OF COHOES
- 0130 CITY OF WATERVLIEET
- 0200 ALLEGANY COUNTY
- 0400 BROOME COUNTY
- 0410 CITY OF BINGHAMTON
- 0500 CATTARAUGUS COUNTY
- 0510 CITY OF OLEAN
- 0520 CITY OF SALAMANCA
- 0100 ALBANY COUNTY

Submit



IT Exam Planner

- Create a New Exam
- Edit an Existing Exam
- Access an Existing Exam Description
- Remove an Existing Exam

IT Exam Administration



Create a New Exam

Please enter the title:

Please choose an exam type

Open Competitive ▾

Is this exam Continuous Recruitment?

Yes, Continuous Recruitment ▾

Examination number: 10404

Continue

Clear All



Functions



10404, Frank test 1

HELP

Computer Programming

Help Desk

User Support

Network Administration

Data Communications

Telecommunications

Business/Systems Analysis

Web Site Development

Microcomputer Repair

[Go To Weighting Page](#)

Title:

Status:

Use the completed IT Job Analysis Questionnaire to select the functions required for this position.

Enter each function by clicking on its name from the list on the left.

10404, Frank test 1

HELP

Computer Programming *

Help Desk

User Support

Network Administration

Data Communications

Telecommunications

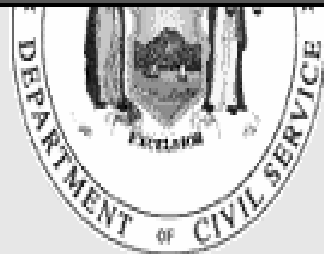
Business/Systems Analysis

Web Site Development

Microcomputer Repair

Go To Weighting Page

- Developing the logic of a computer program based on program specifications, flowcharts and other documentation
- Writing program instructions (code) in a specific programming language
- Preparing sample test data and debugging the program code
- Testing the program within the overall system with sample and actual data and making modifications
- Developing program and user documentation and operator instructions
- Developing software that operates on multiple platforms (mainframe, midrange, PCs, laptops, Personal Data Assistants (PDAs), etc.) as needed



Weighting Page

The active functions (in black) below are those that are included in Examination Number 10404, Frank test 1. Use this screen to assign relative weights to each of these functions.

Computer Programming

3 - Considerably more important than the moderate one(s)

Help Desk

2 - More important than the moderate one(s)

User Support

1 - Moderately Important to the Overall Job



IT Exam Planner

Test Description

The description for the test that you planned in the Exam Planner has been generated and can be viewed below. **The complete test description must be included on the examination announcement for your title.** Click on [Go to Help Page](#) for instructions on copying the test description page. Once you have copied the test description click the Continue button.

The examination will consist of two parts: a rated evaluation of training and experience and a qualifying PC-administered test. You must pass the evaluation of training and experience in order to take the qualifying PC-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores.

Test Description for: Frank test 1

Examination Number: 10404

Rated Evaluation of Training and Experience

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

Computer Programming

Help Desk

User Support

Qualifying Tests:

Qualifying Multiple-Choice Test of Logical Reasoning and Interpreting Instructions for Computer-Related Positions

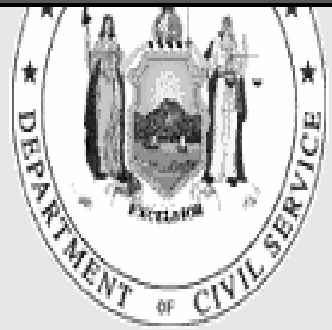
These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if *A* and *B*, then *C*) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

Qualifying Simulation Test of User Support and Training

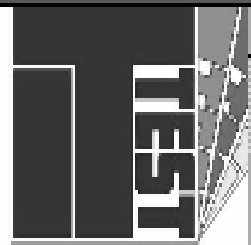
The test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a users problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

Qualifying test scores may be banked and applied to future examinations for titles that require the same test plan.

Continue



Saving the Test Definition



To save Test Definition to your PC:

- [Right-click here to download the file.](#)
- Choose "Save Target As..." in Internet Explorer, or
Choose "Save Link As..." in Netscape Navigator
- Select the C:\ITTest directory on your hard drive.
- The file name is generated for you in the following
format:
(exam number).txt

[Return to IT Test Main Menu](#)

[Return to MSD Online](#)



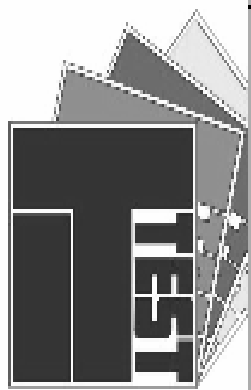
File Download

Saving:
10404.txt from www.cs.state.ny.us

Estimated time left:
Download to:
Transfer rate:

Close this dialog box when download completes



- The file name is generated for you in the following format:
(exam number).txt



Save As

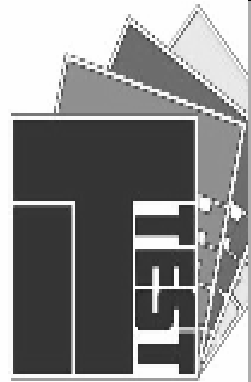


Save in: ittest



- 10065.txt
- 10214.txt
- 10404.txt
- 11434.txt
- 12345.txt
- 12546.txt
- 14475.txt
- 24.txt
- dds.txt
- dfhdfh.txt
- ll.txt
- review.txt
- seqno.txt
- target.txt

File name:





IT Exam Planner

- Create a New Exam
- Edit an Existing Exam
- Access an Existing Exam Description
- Remove an Existing Exam

IT Exam Administration

Enter Approved Applicants

Remove a Candidate

View Applicants by Exam Number

View Candidate's Exams

View Exam Results

Apply Examiner Review Ratings

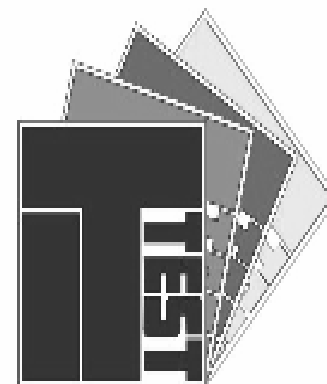
View All IT Exams

Return to IT Test System Main Menu



IT Exam Administration

Reviewer Rating



9091

Choose an exam: 10404 Frank test 1

Submit

[Return to Administration Menu](#)

Questions and Answers (hopefully).

