

Online Test Preparation System (TPS) Fact Sheet

Purpose:

Provides test preparation resources to individuals taking County of Los Angeles employment tests such as written tests and structured interviews. Also serves as a resource for individuals generally interested in improving skills and building upon their knowledge of the subject areas covered.

Content - Practice Tests:

Multiple-choice practice tests that cover subject areas typically assessed on written tests

- **Basic Arithmetic** (3 versions – 20 questions each)
Tests the ability to solve addition, subtraction, multiplication, and division problems
- **Clerical** (2 versions – 45 questions each)
Tests the ability to file, check for errors, and solve basic arithmetic problems
- **Data Analysis and Interpretation Level 1** (3 versions – 10 questions each)
Tests the ability to understand and interpret data provided in tabular format
- **Data Analysis and Interpretation Level 2** (4 versions – 15 questions each)
Tests the ability to understand and interpret data provided in tabular, textual, and graphical formats
- **Reading Comprehension** (3 versions – 15 questions each)
Tests the ability to read and interpret written material
- **Written Expression** (3 versions – 15 questions each)
Tests knowledge of and ability to recognize errors in standard written English

Content - Information Guides:

Informational guides that cover topics useful for preparing for written tests or structured interviews

- **Interview Guide** – Provides information on how to prepare for a structured interview
- **Introduction to Data Collection** – Introduces basic data collection methods, principles, and techniques
- **Introduction to Statistics** – Introduces statistical terminology, scales of measurement, and calculations
- **Mechanical Aptitude Guide** – Introduces basic concepts of mechanical aptitude
- **Office Practices Guide** – Introduces practices for managing office assignments, resources, and time
- **Written Test Preparation Guide** – Provides information on how to prepare for a written test
- **English Usage Guide** – Coming Soon

Other Features:

- Links to Local Resources such as **Community Centers**, **Adult Centers**, and **Career Centers** that provide low- to no-cost training in basic skills, computer skills, and career assistance
- Answers to “Frequently Asked Questions” about County of Los Angeles employment tests

How to Access:

Visit <http://dhr.lacounty.gov>, click on *Career Opportunities*, and then click on *Employment Test Preparation*

To Enrich Lives Through Effective and Caring Service

The Department of Human Resources' Test Research Unit is proud to offer TPS
Please direct questions and comments to testprep@hr.lacounty.gov