Information Guide
for
Program Writer 1 Knowledge Test - Verbal

Test Number: 8504
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 Knowledge 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 colors of the American flag?

**Correct responses:**
- Red
- White
- Blue

**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.
Test Taking Strategies

Introduction

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

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<th>Technique</th>
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<td>Be confident</td>
<td>- If you feel confident about passing this test, you may lose some of your anxiety. &lt;br&gt; - Think of the test 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.</td>
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<td>Be punctual</td>
<td>- Arrive early enough to feel relaxed and comfortable before the test begins.</td>
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<td>Concentrate</td>
<td>- Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. &lt;br&gt; - If the test area becomes noisy or there are other distractions or irregularities, mention them to the administrators immediately.</td>
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<td>Understand the question</td>
<td>- Listen carefully to each of the questions and follow all directions provided by the administrators.</td>
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<td>Answer questions</td>
<td>- Ensure your answers are precise, complete, unambiguous and succinct.</td>
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Remember the techniques described in this section are only suggestions. You should follow the 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 knowledge categories (topics) covered in this verbal test:

A. FUNDAMENTALS / THEORY
   Knowledge of the fundamentals of electricity; Knowledge of power flow theory.

B. 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.

C. DISTRIBUTION SYSTEM
   Knowledge of the overhead and underground distribution system.
Sample Questions

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

**Question #1:** In what unit is power measured?

**Correct answers:**

✔ 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.

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
G.O. 5, 1st Floor
1515 Walnut Ave.
Rosemead, CA 91770

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