

## Examination Preparation Links and Tips

The East Baton Rouge Parish Library web site has a link to the “*Learning Express*” site that has some useful online practice tests on various subject areas. *These are general test preparation guides however and are not specific to City-Parish exams.* Users get immediate scoring, complete answer explanations, and an individualized analysis of test results. Further study information is also offered.

To access these practice tests follow these steps:

**Go to:** [www.ebrpl.com](http://www.ebrpl.com)

**Click on** “Digital Library”

**Click on** “LearningExpress” from the A-Z list “*or*” follow this link:

<http://www.learningexpresshub.com/learningexpresslibrary?AuthToken=E766C7EE-0ED3-4344-B942-61664168E747>

**Click ‘Register’** and create a free account (*You MUST have an EBRP library card*)

Select the practice test you wish to take or review then continue to follow the online directions.

---

### **Some practice resources available are:**

#### **Business Writing:**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/improve-your-job-search-and-workplace-skills/build-your-workplace-skills/strengthen-your-business-writing-skills>

#### **Business Writing Courses:**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/improve-your-writing-speaking-and-grammar/learn-and-review-your-writing-and-grammar-skills/writing-skills-tutorial>

**Civil Service Exam Preparation** <http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/civil-service/civil-service-exam-ebooks>

#### **Court Officer Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/law-enforcement/prepare-for-the-court-officer-exam>

#### **Creating Great Resumes and Cover Letters:**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/improve-your-job-search-and-workplace-skills/improve-your-job-search-interviewing-and-networking-skills/create-great-resumes-and-cover-letters>

#### **Driver’s License practice tests**

<http://ebrpl.driving-tests.org/louisiana/>

#### **Emergency Medical Services**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/emergency-medical-services/prepare-for-emt-basic-certification>

#### **EMT-Basic Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/emergency-medical-services/prepare-for-emt-basic-certification>

## **Firefighter Practice Tests**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/firefighting/firefighter-practice-exams>

## **Grammar Practice:**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/improve-your-writing-speaking-and-grammar/practice-your-writing-and-grammar-skills/grammar>

## **Grammar Skills for Writing Courses**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/improve-your-writing-speaking-and-grammar/learn-and-review-your-writing-and-grammar-skills/grammar-skills-tutorial>

## **Interviewing:**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/improve-your-job-search-and-workplace-skills/improve-your-job-search-interviewing-and-networking-skills/interview-with-confidence>

## **Math and Reasoning Skills Improvement**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/build-your-math-skills/learn-and-review-your-math-skills/basic-math-tutorials>

**Networking Skills:** <http://www.learningexpresshub.com/learningexpress-hub/career-center/improve-your-job-search-and-workplace-skills/improve-your-job-search-interviewing-and-networking-skills/learn-important-social-networking-skills>

## **Paramedic Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/emergency-medical-services/prepare-for-emt-paramedic-certification>

## **Police Officer Exam Preparation**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/law-enforcement/prepare-for-the-police-officer-exam>

**Police Sergeant Exam Preparation** <http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/law-enforcement/prepare-for-the-police-sergeant-exam>

**Probation Officer/Parole Officer Preparation** <http://www.learningexpresshub.com/learningexpress-hub/career-center/prepare-for-an-occupation-exam/law-enforcement/prepare-for-the-probation-officer-parole-officer-exam>

## **Reading Skills Improvement**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/become-a-better-reader/practice-your-reading-skills/reading-information-texts>

## **Success on the Job:**

<http://www.learningexpresshub.com/learningexpress-hub/career-center/improve-your-job-search-and-workplace-skills/build-your-workplace-skills/succeed-on-the-job>

## **Vocabulary and Spelling Courses**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/become-a-better-reader/learn-and-review-your-reading-skills/vocabulary-and-spelling-skills-tutorial>

## **Vocabulary and Spelling Practice**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/become-a-better-reader/practice-your-reading-skills/vocabulary-and-spelling>

## **Writing and Grammar Skills Improvement**

<http://www.learningexpresshub.com/learningexpress-hub/adult-learning-center/improve-your-writing-speaking-and-grammar/practice-your-writing-and-grammar-skills/writing-skills>

---

**Training videos for improving on or acquire new computer skills.**

### **Below are a few that are available:**

#### **Microsoft Access Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-access/access-2013>

**Microsoft Excel Courses** <http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-excel/excel-2013>

#### **Microsoft Outlook Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-outlook/outlook-2013>

#### **Microsoft PowerPoint Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-powerpoint/powerpoint-2013>

#### **Microsoft Project Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-project/project-professional-2013>

#### **Microsoft Publisher Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-publisher/publisher-2007>

#### **Microsoft Word Courses**

<http://www.learningexpresshub.com/learningexpress-hub/popular-software-skills-center/master-microsoft-office/microsoft-word/word-2013>

---

<http://www.ebrpl.com/digitallibrary/>

Choose the A-Z list for the complete listing and to get to the ones listed below without having to search.

### **Some specific courses:**

**Gale Courses:** Includes 6 week courses on communication, productivity software, supervision, as well as personal enrichment courses

**Lynda:** online courses in business communication, technology and software use, web design, and basic educational software

**Optimal Resume:** really for creating your resume, but can help current and prospective employees to prepare applications. There is also a skills assessment area that might be of use.

**Mango Languages and Pronunciator:** for foreign languages or for ESL

**Treehouse:** for web development

---

### **General Information & Tips for Taking Tests**

- Proof of social security number is required, along with photo identification, for admittance to the examination room. Photo identification containing social security number is sufficient for admittance.
- Occasionally exams must be canceled. Please confirm your preferred test date with the recruitment staff a day or two before you come.
- Office hours are 8 a.m. until 5 p.m., Mon. through Fr. All customers must vacate the building by 5 p.m.
- Customer parking is available in the Florida Street parking lot of the City Parish building.
- Additional parking is available in the rear lot accessible from North 18th Street.
- Avoid the risk of arriving late by allowing extra time for travel to the Recruitment and Examination Office.
- Notify the Recruitment and Examination Office in advance if you will need special accommodations due to a disability.
- Pay close attention to the instructions given by the monitor at the beginning of the test session.
- Read the instructions included in the actual test booklet carefully. These instructions are given to help you and should be followed closely.
- Read each question carefully. Then read all of the answer choices before deciding the best answer.
- Try to answer all questions even if you must guess at the answer. Your final grade will be based only on the number of correct answers you give. There is no penalty for guessing.
- Be sure to mark your answers properly on your answer sheet and not in the test booklet. You will only be given credit for answers you mark on the answer sheet.
- Your answer sheet is graded by machine. Light and incomplete marks may not be read correctly.
- To be sure you get complete credit for your answers, fill in the circles dark and completely.