



San Diego City Schools



**STUDY GUIDE
FOR THE
CLASSROOM ASSISTANT PROFICIENCY EXAM
(CAPE)**

*MADE AVAILABLE FOR THE EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT AT SAN DIEGO CITY SCHOOLS BY*

CODESP

**THE COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF
EMPLOYEE SELECTION PROCEDURES**

TEN TIPS TO IMPROVE TEST PERFORMANCE

1. Do NOT write in the test booklet. Use the answer sheet only!
2. Read directions (and each question) carefully.
3. To narrow down choices, first eliminate obvious wrong answers.
4. Don't leave any question blank. When in doubt, GUESS.
5. Do the easy questions first.
6. Skip difficult questions and come back later.
7. Use scratch paper to solve math section. Hint: Check other questions for clues.
8. Answer the "ability to assist with instruction" section from the point of view of the instructional aide, NOT from the point of view of the teacher.
9. Plan your time wisely so you will be able to complete the test.
10. Relax; work steady and use your common sense.

CAREER EXPLORATION:

The best way to learn about employment opportunities is to ask questions. Talk to the human resource department. Review job descriptions to see what the minimum qualifications are for each position. Do you need a certificate, course work, and/or a minimum number of years experience?

Look for training programs in your area or classes to take. Many are offered through Adult Education or community colleges at low costs. Talk to current employees in positions that interest you. Ask how they gained their skills. Go on the Internet and search for training programs/books, etc., that will help you reach the competency areas needed to perform the job. Go to the library. There are books available on occupations that will tell you what skills and education are required for each position. There are also sample tests related to many positions. Student workbooks are also available that contain practice tests in basic skills such as reading comprehension, spelling, math, and English usage. Although some of the tests will not be exactly like the ones you may take at a school district, practicing taking multiple choice tests of any kind helps.

APPLICATION PROCESS:

To pass the paper screening process you must submit a quality application.

Be thorough. Do not leave spaces blank or questions unanswered. Don't write, "See Resume".

Do not assume that the screening or human resource staff will know information about you. Always explain in detail, even if you are a current employee or a substitute employee.

If relevant, include any non-paid volunteer experience, all training, education and paid work experience.

Promptly mail all name, address, and telephone number changes. Indicate the exact title of the job for which you have an application on file.

Make sure you carefully proof all information including spelling, and check for all required signatures. Make sure you print neatly or use a typewriter and correct any errors neatly.

Make sure you are aware of application deadlines and if possible, hand carry your application to the Human Resource Department.

TEST PREPARATION:

Before the test: If you have not been to the test center before, check the directions and visit the location before the day of the test.

Get a good night's sleep. Eat a high energy breakfast and plan to get to the test site at least 15 minutes early.

Bring along your letter/card inviting you to take the test, calculator with charged batteries and identification.

Bring along a watch and monitor your own time to stay on pace.

Wear layered clothing so you can adjust to the temperature in the room.

SAMPLE QUESTIONS

Proofreading/Spelling

These questions test spelling skills in a proofreading format. You are presented with a passage. Each line of the passage is considered one test question. You are to read the passage and indicate how many spelling errors are contained in each line. In some cases, a spelling error will consist of the use of the wrong form of a word that has several correct spellings. The different correct spellings of such words have different meanings, for example "no" and "know". Be sure to look for these kinds of errors.

SAMPLE:

Directions: This section consists of a passage of written material. The lines are numbered in the left margin. You are to read the passage and indicate how many spelling errors are contained in each line by using the following key:

- a = The line contains no spelling errors.
- b = There is one (1) spelling error in the line.
- c = There are two (2) spelling errors in the line.
- d = There are three (3) or more spelling errors in the line.

1. The main reason for training is to improve the work being done by
2. employees in there present jobs and to meet the system and program goals of the
3. agency. It is the responsibility of managers to suport and encourage teh use of
4. skills learned in training classes. Training will be done during normal work
5. hours and will be paied for by the employer.

Key:

1. The correct answer is b. There is one spelling error. The word "improve" is misspelled as "inprove".
2. The correct answer is b. The word "there" is not spelled correctly for the use of the word in this sentence. In this case, we need the plural, possessive pronoun "their", so one spelling error is found in this line.
3. The correct answer is d. There are three misspelled words in this line: "responsibility", "support" and "the".
4. The correct answer is a. The line contains no spelling errors.
5. The correct answer is b. This line contains one spelling error. The word "paied" is misspelled and should be "paid".

Reading Comprehension:

To answer these types of questions you must indicate the most appropriate statement relating to the selection on the basis of whether it: 1) accurately paraphrases portions of the selection; 2) adequately summarizes the selection; or 3) presents an inference that can reasonably be drawn from the selection.

SAMPLE:

Directions: For the following item, read the paragraph and select the choice which best reflects the content of the passage.

"The major causes of injuries are slips and falls. Tools, parts, and other objects should not be left lying around. Grease droppings, oils, sludge, and especially polymers should be cleaned up as soon as possible. Warning signs, railings and covers can protect against low piping, open tanks and open manholes or hatches. The simple knowledge of proper lifting techniques, such as bending the knees and lifting using the legs, can save many strained or injured backs."

According to the above paragraph, which one of the following is the primary cause of injury?

- a. improper lifting techniques
- b. grease or polymer burns
- c. slips and falls
- d. low piping

Solution: To answer this question, evaluate all the choices.

Answer a lists improper lifting techniques as the primary cause of injury. The paragraph states only that the simple knowledge of lifting techniques, bending the knees and lifting using the legs, can save many strained or injured backs. Therefore this choice is incorrect.

Answer b lists grease or polymer burns as the primary cause of injury. The paragraph states only that grease droppings, oils, sludge and especially polymers should be cleaned up as soon as possible. Therefore this choice is incorrect.

Answer c lists slips and falls as the primary cause of injury. The paragraph states: "The major causes of injuries are slips and falls". This choice is correct.

Answer d lists low piping as the primary cause of injury. The paragraph states only that warning signs, railings, and covers can protect against low piping, open tanks and open manholes or hatches. Therefore this choice is incorrect.

Key Word

In certain multiple choice questions there will be key words that need to be considered when selecting answers. Examples of key words are best, worst, first, only, and never.

SAMPLE:

A child has fallen and is bleeding. The first thing you should do is to

- a. call a doctor
- b. apply a bandage to the wound
- c. wash the wound
- d. apply direct pressure to the wound

The key word is "first". Although the other steps may be taken, the first step is to control the bleeding by applying direct pressure. Answer d is therefore correct.

English Grammar

These types of questions measure your knowledge of grammar, punctuation, and sentence structure.

SAMPLE:

Directions: Choose the sentence that represents the best English usage.

- a. Of the two runners, Bob is the worst.
- b. Of the two runners, Bob is the better.
- c. Bob is the worst of the two runners
- d. Bob is the best of the two runners.

Answer a is incorrect. The correct way to write the sentence is: Of the two runners, Bob is worse.

Answer b is correct.

Answer c is incorrect. The correct way to write the sentence is: Bob is the worse of the two runners.

Answer d is incorrect. The correct way to write the sentence is: Bob is the better of the two runners.

LEARN BASIC WORD MEANINGS

Prefix	Meaning	Suffix	Meaning
pre-	before	-ette	small
post-	after	-ess	female
un-	not, opposite	-ize	make
in-	not	-ist	a person who
sub-	under	-ian	one who
inter-	between	-ish	having the quality of
mis-	not or bad	-less	without
dis-	not, opposite	-ous	having
trans-	across	-able	is, can be
anti-	against	-ness	having
pro-	in favor of	-or	one who
sub-	under	-ion	act of
super-	above	-en	made of

A **prefix** is added to the beginning of a word to give the word a new meaning.

A **suffix** is added to the end of a word to give the word a new meaning.

Synonyms are words that are the same in meaning.

Antonyms are words that are opposite in meaning.

Verbs are words that show action.

Adverbs are words that modify verbs.

Nouns are words that name a person, place, thing or idea.

Pronouns are words that take the place of one or more nouns.

Adjectives are words that modify or describe a noun or pronoun. It answers the questions: what, which one, how much, and how many?

Conjunctions are words that join together words, phrases, clauses, or sentences.

Prepositions are words that show a relationship between a noun or pronoun and another word in the sentence such as, from, to, between, through, etc.

Key words that indicate certain mathematical operations:

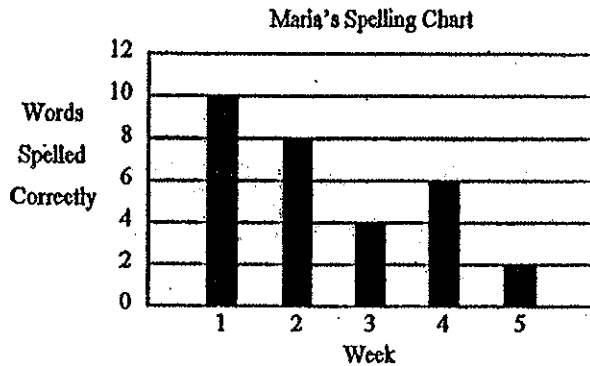
Addition:	increased by; more than; combined together; total of; sum; added to. The symbol + means add.
Subtraction:	decreased by; minus; less; difference between/of; less than; fewer than. The symbol - means subtract.
Multiplication:	of; times; multiplied by; product of (For example $4 + 4 + 4$ equals 4×3). The symbols \times and \bullet both mean multiply.
Division:	per; a; out of; ratio of; quotient of; percent (divide by 100). The symbol \div means divide.
Equal:	is; are; was; will be; gives; yields; sold for The symbol = means equal.
Per:	divided by
Percent:	divide by 100 The symbol % means percent.

Examples of Words Converted to Equations:

What is the sum of 8 and y?	$8 + y$
4 less than y	$y - 4$
y multiplied by 13	$13y$
The quotient of y and 3	$y/3$
The difference of 5 and y	$5 - y$
The ratio of 9 more than y to y	$(y + 9)/y$
Nine less than the total of a number (y) and two	$(y + 2) - 9$ or $y - 7$

Extra Math Practice for C.A.P.E.

1. How many spelling words did Maria spell correctly in the first week?



[A] 10

[B] 6

[C] 4

[D] 8

Evaluate the variable expression for the given value(s).

2. xy when $x = 3$ and $y = 7$ [A] $3y$ [B] 21 [C] 10 [D] $7x$

3. $4b - c$ when $b = 4$ and $c = 11$ [A] 28 [B] 27 [C] 5 [D] 40

4. $4d + e$ when $d = 11$ and $e = 6$ [A] 35 [B] 50 [C] 38 [D] 68

5. Frank wants to build a fence around his square garden. The garden measures 2 feet on each side. How much fencing material does he need?

[A] 6 ft

[B] 4 ft

[C] 10 ft

[D] 8 ft

6. Find the perimeter of a rectangle that is 6 centimeters by 8 centimeters.

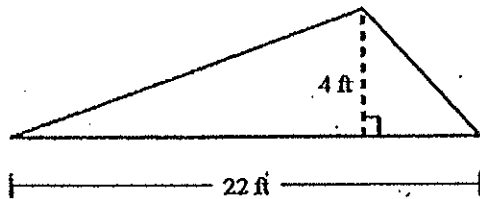
[A] 28 centimeters

[B] 14 centimeters

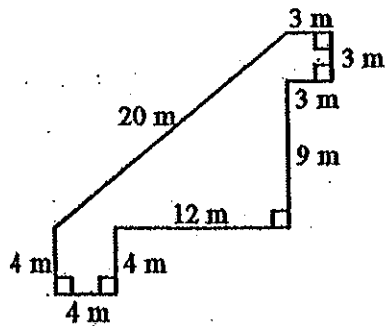
[C] 48 centimeters

[D] 24 centimeters

7. Find the area of the figure.

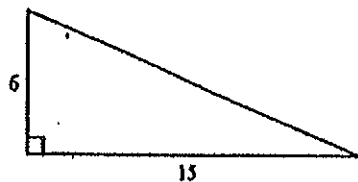


8. Use the figure below to answer the following question(s).

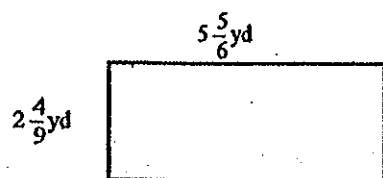


What is the perimeter of the figure?

9. Find the area of the polygon.



10. Find the area of the rectangle.



Solve the equation using mental math. Check your solution.

11. $d - 3 = 23$ [A] 26 [B] 20 [C] 25 [D] 21

12. $7 + x = 12$ [A] 5 [B] 10 [C] 6 [D] 7

[1] A

[2] B

[3] C

[4] B

[5] D

[6] A

[7] 44 ft²

[8] perimeter is 62 m

[9] 45 square units

[10] $14\frac{7}{27}$ yd²

[11] A

[12] A

[13] A

[14] C

[15] C