



ALCOHOL AND TOBACCO ENFORCEMENT AGENT I

STUDY GUIDE/SAMPLE TEST

Alcohol and Tobacco Agent I

This 100 question test includes reading comprehension, spelling and grammar.

To be considered for a job as an ATE Agent I, applicants must meet the job requirements as stated on the job announcement. Then, qualified applicants will be ranked according to their score on the 2002 multiple choice test.

Tips for Taking a Multiple Choice Test

Here are some general hints that will help you take a test.

1. Look at the entire test.

As SOON as the monitor tells you to begin, flip through the test to see what you have to do. This will let you know what to expect. You will have two and one half-hours for your test. Budget this time to give yourself time to finish the whole test. Then RELAX - take a deep breath before you start.

2. Read each question carefully.

Read the questions and all of the choices carefully. Make sure you are reading what has been written and not what you hope or want to see. Then, pick out the one, best choice that answers the question. Make sure you read each question as a separate question and answer it as a separate question. The answer to any one question is not intended to help you choose the correct response to other questions.

3. Look for the key words.

Read every word in the question. Sometimes there are key words that will help you pick the correct answer. Pay close attention to these words. If you overlook one of these key words, you could miss a question that you really know.

Some of these KEY WORDS are listed below:

BEST
COMMON
EXCEPT
GENERALLY

GREATEST
LESS
MORE
MOST

NEVER
NOT
SOMETIMES
USUALLY

4. Answer the easy questions first, but answer every question.

In most multiple choice tests, all of the questions in one section have the same value. You get as much credit for an easy question as for a hard one. Don't waste time on the hard questions. Answer all of the easy ones first, then in the time left over, go back and figure out the hard ones.

5. Don't be afraid to guess if you are not sure of the answers.

You will not get credit for a question unless it is answered. If you guess correctly, you will get credit and there is no penalty for guessing. If you are not sure which answer is correct, eliminate first the choices you know are wrong and chose your answer from the remaining ones.

6. Review your test.

When you have finished, review your paper and make sure you have answered all of the questions. Check the questions you were unsure of but make sure you have a good reason for changing the answer.

On the following pages, you will see some samples of the types of questions that you will be expected to answer.

Reading Comprehension

Approximately 60 questions assess your ability to read and understand information you may use on the job. You are asked to read passages and use this information to answer questions. You are also asked to sequence sentences, read graphs, charts and maps.

Example 1: A person employed as an ABCTE Agent I is responsible for learning the applicable laws, rules, regulations, procedures, practices and equipment by attending the approved law enforcement training and on-the-job training. The work involves assisting others by helping in investigations, search and seizure operations and arresting and prosecuting violators. Violators may be arrested for underage drinking, excessive drinking, DUI, illegal shipping, illegal purchasing, bootlegging or after hours consumption. The Agent may also enforce other criminal statutes such as gambling, narcotics, prostitution and tax evasion. This job requires frequent night, weekend and holiday duty as well as shift work.

According to the above passage, an ABCTE Agent I

- a. must know all of the relevant laws and regulations before being hired for the job.
- b. works independently on investigations and arrests.
- c. may be responsible for traffic control.
- d. can expect to be required to work at any time of day and any day of the week.

Answer “d” is the correct answer. The last sentence of the paragraph states the job “requires frequent night, weekend and holiday duty as well as shift work”.

Example 2: Clear and detailed incident reports are important in prosecuting offenders. The following sentences give you more information on report writing.

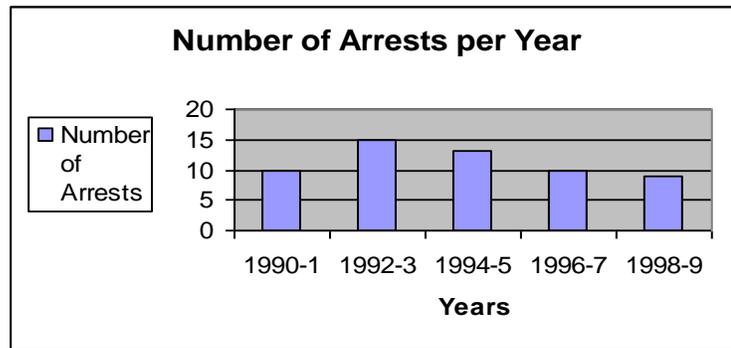
- A. All incidents, especially if they may lead to prosecution, need to be documented in a report.
- B. The reports should be written at the time of the event, while memory of the incident is still fresh.
- C. The report must contain information on “who, what, where, when, why and how.”
- D. The quality of the report often determines the outcome of court proceedings and improves the Agent’s ability to testify factually when the case goes to trial.

What is the most logical order for the above sentences?

- a. A, B, C, D.
- b. A, D, B, C.
- c. D, B, A, C.
- d. B, A, C, D.

Answer “b” is the best answer. Sentence A tells you why reports need to be written. D gives you a reason for the importance of the reports. B tells you when the report should be written and C gives you information on what the report should contain.

Example 3:



The number of arrests was highest in which years?

- a. 1990-1
- b. 1992-3
- c. 1994-5
- d. 1996-7

Answer "b" is correct. In 1992-3, there were 15 arrests.

Writing Ability

The remaining questions assess writing skills. They measure your ability to use the correct spelling, grammar and punctuation.

Example 4: Which word in the following sentence is spelled incorrectly?

ABC Agent Smith is responceible for inspecting and inventorying liquor establishments.

- a. responceible
- b. inspecting
- c. inventorying
- d. establishments.

Answer “a” is misspelled. “Responcible” should be spelled “responsible”.

Example 5: Fill in the blank with the correctly spelled word.

ABC Agent Jones is required to lift 75 pound _____ when he inventories the Dover Bar and Grill.

- a. cartins
- b. kartins
- c. cartons
- d. kartons

Answer “c” is the correctly spelled word.

Example 6: Choose the punctuation mark that is missing from the sentence.

Agents Rodgers and Green havent turned in their reports yet.

- a. Comma.
- b. Apostrophe.
- c. Semicolon.
- d. None.

Answer “b” is correct. The apostrophe is needed to form haven't, the contraction for have not.

Example 7: Choose the word or phrase that correctly completes the sentence.

The bar _____ nearly empty when the ABC Agents entered it last night.

- a. was
- b. were
- c. is
- d. will be

Answer “a” is correct. Bar is a singular noun and the “entered it last night” lets you know that the past tense of the verb is required.