

## AVUHSD NON-TEACHING TESTING AND INFORMATION

### Classified Testing Schedule

Thank you for your interest in classified employment with the Antelope Valley Union High School District. Our district covers all public comprehensive high schools in the Antelope Valley plus the A.V. Adult School and Desert Winds Continuation Schools. The district maintains a non-teaching, support staff of 1000 employees in the general fields of Clerical, Instructional Aide, Maintenance, Custodial, Computer Technician, Security, and Food Services, as well as Non-Teaching Substitutes.

#### How and when to apply:

Clerical, Security, Custodian, Cafeteria and Instructional Aide positions are hired and filled from employment lists. Registration is open three times per year on a rotating basis for all the lists. Registration forms will be available during the posting periods at our district office. Generally, each lists posts for two weeks according to the schedule listed below. Please call (661) 948-7655 EXT 0 for exact registration deadline dates. During your registration, you will be given a date and time to take the written exams.

You will need valid photo id with you as no one may register nor test for you. It will be helpful for you to fill-out the forms if you have all your pertinent employment history such as dates of former employment, supervisors names, job titles, dates covering all periods of non-work, schooling, etc. During your registration, you are welcome to submit a resume in addition to the basic test registration form - *please keep in mind that the form must be filled-out completely on both sides; resumes cannot take the place of filling out the form. Incomplete registrations or application packets will not be considered.* You are also welcome and encouraged to submit copies of any reference letters, diploma(s), or training certificate(s) relative to the position.

**Cafeteria/Security/Custodian Lists open 3 times per year:**  
*during first two weeks of January, May, and September ONLY!*  
*Note: As of Sept 2008 New Exams! ALL MUST TEST*

**Clerical/Paraeducator-Aide Lists: open 3 times per year**  
*during first two weeks of February, June and October ONLY!*  
*Note: As of Oct 2008 New Exams! ALL MUST TEST*

**All other** types of positions such as computer, accounting, business, senior level and management positions are posted when an actual vacancy occurs within the particular classification.

We are unable to hold resumes or application materials outside of a posted registration period. **Please visit our district website for further information at [www.avdistrict.org](http://www.avdistrict.org) or you can call our classified Job Hotline (24 hours a day) for recorded information at (661) 948-7655 Ext. 849.**

We are also accepting applications year-round for temporary non-teaching substitutes. Non-teaching subs work as-needed, zero – 40 hours per week to cover absent permanent employees on a strictly temporary basis.

#### I missed the registration deadline – can I still take the exam?

Late registrations cannot be accepted. Make-up test sessions cannot be scheduled. *Exceptions may be made in the case of extreme emergency which will require verification such as police/accident/hospital report, etc.*

**Do not hesitate to call the Personnel Services Office if you have any questions at (661) 948-7655.**

## READ YOUR REGISTRATION RECEIPT. DO NOT MISS YOUR TEST - NO MAKE-UPS.

If you have not been to the test center before, check the directions and visit the location before the day of the test. Keep in mind that the parking lot may be full on the day of the test so be sure you have located alternate parking spaces at the school or office.

Plan to get to the test site 15 minutes early or as directed on your registration receipt. DO NOT ARRIVE LATE as late entries are not allowed  
to avoid disturbances to testing candidates already in session.

If you are having someone drop you off or pick you up from the test center, be sure that person knows when to arrive, where to park, and when to pick you up. They must wait outside at all times. They are not to knock on doors nor disturb the testing session in any way whatsoever.

#### What should I bring to the test?

Bring your registration receipt with you to the test *and* a valid photo id. Be sure you pay attention to the proctor and listen to instructions given to you at the test during the sign-in process.

Bring along a watch so you can monitor your own time to stay on pace. The proctor will advise you of the time frame allowed and keep the official time. Cell phones and pagers are NOT permitted as they disturb other testing candidates. You are directed to shut off any cell phone, pager or noise-making electronic device prior to entering the test center.

Calculators, hand held computers such as "palm pilots", watches with calculators are not permitted. Dictionaries or any other reading material are not permitted. You will be given scratch paper as needed for any necessary computations. Do not bring excessive personal belongings or clutter to the exam as space is usually limited and it will only distract you. You will be directed to place all personal items on the floor under your chair.

All materials needed for the exam will be provided for you at the exam. Wear layered clothing so you can adjust to the temperature in the room. Use the restroom or get a drink of water before you enter the test arena, so you will not need to leave during the test. Food is never allowed. Beverages are allowed at some testing locations.

Children and anyone not registered for the test may NOT be in the testing room at any time before, during or after the exam. Supervision of children outside the testing room will NOT be provided. Visitors are generally not allowed on test center grounds unless checked in at the main office. Pets are not allowed under any circumstances (excluding Guide Dogs).

#### How long does the exam process take?

Once the sign-in of all registered candidates is complete, most exams take approx 70 minutes\* - this includes explanation of exam instructions *and* the exam itself. It takes most candidates a little less than one hour to complete the actual exam. Plan accordingly. (\**Note: the Instructional Aide Exam has a two hour time limit*)

The test proctor cannot answer any questions regarding the actual material of the test and will not give any answers, hints, clues or suggestions to any testing candidate. If you are unsure of a procedural point, you may ask the proctor for direction.

#### Suggestions:

- Read directions carefully and follow them. Budget your time wisely.
- Read each question completely. Refer to any charts if asked to do so.
- When in doubt, guess. Don't leave any answers blank.
- Review all the answers and select only ONE for each question.
- Mark your answer sheet neatly and according to directions provided.

**EQUAL OPPORTUNITY EMPLOYER**