



**AFP**  
AUSTRALIAN FEDERAL POLICE

# AUSTRALIAN FEDERAL POLICE

Entrance Exam

Candidate Information Booklet



**AUSTRALIAN FEDERAL  
POLICE**

SHAPE SHIFTER

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# Role of ACER

The Entrance Exam is delivered by the Australian Council for Educational Research (ACER) (an independent global research and development organisation) on behalf of the AFP. ACER is responsible for the administration of the exam and will provide results directly to the AFP. **The AFP will manage all other stages of the recruitment process.**

## COMMUNICATING WITH THE ENTRANCE EXAM, ACER OFFICE

ACER can assist you with queries about the registration process and information about the Entrance Exam only.

If you have any queries about the Entrance Exam, you should contact the Entrance Exam, ACER Office.

All other queries about the recruitment process and eligibility criteria should be directed to the AFP Recruitment team via email at [AFPRecruitment@afp.gov.au](mailto:AFPRecruitment@afp.gov.au).

### Entrance Exam, ACER Office:

**Email:** [afp@acer.org](mailto:afp@acer.org) **Web:** <https://afp.acer.org>

**Phone:** 1800 945 068

**Postal address:** Private Bag 55,  
Camberwell VIC 3124

Email is the principal means of communication concerning the Entrance Exam. Candidates must provide a current, valid email address which should be maintained throughout the Entrance Exam gateway and the application process. Please notify ACER of any change to your email address or update your contact details in your candidate portal.

Sometimes personal emails don't make it through security filters, so if we don't respond within three (3) days, please resend the message or send an email to the Entrance Exam, ACER Office via [afp@acer.org](mailto:afp@acer.org).



**Please Note:** If you nominate to use a free webmail hosted provider such as Gmail, Hotmail, Yahoo, or iCloud or me.com etc., please ensure to add [afp@acer.org](mailto:afp@acer.org) to your contacts list as otherwise important emails may be directed to your spam/junk folders. Regularly check your spam/junk folders in case you may have missed important communications regarding your application or the Entrance Exam.



For more information on Entry Level Recruit process and to register your interest in policing recruit roles, go to the Australian Federal Police website:

<https://www.afp.gov.au/jobs/current-vacancies>

It is vital that applicants understand all stages of the AFP application process and comply with the minimum entry requirements before submitting an application.

We encourage applicants to visit our Entry Level Recruit page to find out more about what you need to do before you apply, required documentation and the recruitment process.

<https://jobs.afp.gov.au/become-an-officer/officer-application-process>





# About the Entrance Exam

## Test components

You need to allow approximately four and a half hours (4.5 hours) for the entire exam session. When attending a venue there will be a 10-minute break during the administration of the exam.

The Entrance Exam is made up of five sections. All sections of the test will be conducted on a computer. ACER offers online remote proctoring in addition to venue-based testing centres at select locations around Australia.

Test section	Type of assessment	Number of questions	Time allowed
Literacy skills*	Online multiple choice	30	35 minutes
Numeracy skills*	Online numeric entry and multiple choice	30	35 minutes
Abstract reasoning	Online multiple choice	30	35 minutes
Written assessment*	Online extended writing	1	35 minutes
Emotional intelligence	Online multiple choice	141	60 minutes maximum

\*Scored against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy.

^ The Emotional intelligence test is an untimed test. Candidates who finish the test quickly will be permitted to leave the venue after 20 minutes of test time has elapsed (no earlier). It is expected that the majority of candidates will complete the EI test in 20 - 45 minutes. Candidates will not be permitted to continue the test after 60 minutes have elapsed.



## Registration fee

From 2024, the AFP will sponsor the full cost of a first attempt at the Entrance Exam and one re-sit attempt for eligible candidates.

## Exam dates and locations

Check the website <http://afp.acer.org> for the most up-to-date information about the Entrance Exam. The Entrance Exam will generally be held four times per annum in capital cities across Australia and via online remote proctoring, subject to demand and as required by the AFP. Test dates, available testing venues and remote proctoring windows will be advertised in the ACER portal (the invitation and link to the registration system is sent from the AFP to eligible applicants only).

The Entrance Exam will be offered in the following locations:

- Adelaide
- Brisbane
- Canberra
- Melbourne
- Perth
- Sydney

## Registration process

1. AFP Recruitment will review your initial application and if deemed eligible, you will receive an email invitation from the AFP to register and book to sit the Entrance Exam.
2. ACER manages the Entrance Exam. The link to the ACER candidate registration portal will be included in the invitation email that you receive from the AFP.
3. Upon receipt of the email, please ensure you read the information and the instructions on how to register.

When completing the online registration form, select the day and session type (venue-based or remote proctoring) most convenient for you. You should plan ahead, be well prepared and make the appropriate arrangements in your personal schedule to ensure that you can attend as per your booking.

When taking the exam at a venue, plan to arrive at least 10 minutes prior to the reporting time listed on your Admission Ticket.



**Please Note:** A minimum of 10 candidates will be required for a test session to proceed. If a session is cancelled due to low numbers you will be notified in advance.

## Online remote proctoring (supervised testing via webcam)

ACER may provide the opportunity to undertake the Entrance Exam via remote proctoring. Remote proctoring involves sitting the exam under live supervision using your own computer at home in a suitable location with internet connectivity. An invigilator (proctor) will supervise you via webcam while you sit the exam.

Information on how to complete your booking to sit an exam via remote proctoring will be provided upon selecting the remote proctoring option in the ACER portal in the session confirmation email. Supervised time slots are available 24 hours a day within an active test window.

## Refunds

The AFP are sponsoring 100% of eligible applicants fees to sit the Entrance Exam and one re-sit attempt, provided the candidate meets the minimum standard for the Emotional Intelligence (EI) test on their first attempt. Refunds are therefore not applicable as no fees for the Entrance Exam are paid by the candidate.

**Practice resources are not refundable.** Any online practice test resources purchased by the candidate, including the 'Practise Now!' e-Book are non-refundable.

You may only request a refund in the limited circumstances allowed by the Australian Consumer Law, more specifically, where there has been a serious failure in the goods or services provided under these terms and conditions.

All queries should be directed to [afp@acer.org](mailto:afp@acer.org).

## Terms and conditions

The AFP have fully sponsored your assessment and it is expected that you attend as scheduled and that you complete the Entrance Exam. Failure to notify ACER in accordance with the conditions below may result in the cancellation of your application and preclude you from the application process for a minimum period of 12 months.

### Cancellations

Candidates must notify ACER in writing prior to the closing date for any registration period for a specified exam date (10 business days for venue-based bookings) or remote proctoring window (3 business days) if they no longer wish to sit the exam. After this time, candidates who notify ACER of their late cancellation (after the closing date but before their scheduled exam date) will be marked as 'late withdrawal'. A late withdrawal status may also negatively affect a future application submitted by the candidate.

### No shows

Candidates who do not show up to their scheduled exam as per their booking, will be processed as a 'no show' and subsequently will be excluded from the AFP application process for a minimum period of 12 months.

ACER reserves the right to absolutely refuse or cancel a registration in circumstances where your registration is not bona fide or is not received 10 business days prior to your sitting of the Entrance Exam.

## Session changes and deferrals

For venue-based bookings, you can change your scheduled Entrance Exam date up to 10 business days (or 14 days) prior. After this time, no changes can be made and no changes are permitted.

For online remote proctoring windows, you can change your booking up to 3 business days prior to the commencement of the window before registrations close. After this time, no changes can be made.

To change your booking, log into your ACER portal using the ACER number and password that you received upon registering and creating your account. Refer to your booking confirmation email.

**Please note:** Seats at venues are offered and allocated on a 'first-in' basis. As capacities are limited, ACER and the AFP do not guarantee that applicants will be able to reserve a seat in any given session.

If you need to change your session within 10 business days of your test date you may apply in writing by email to: [afp@acer.org](mailto:afp@acer.org). You must have a valid reason and you will be required to supply supporting documentation (such as medical certificate).

If you cannot attend your booked session due to medical reasons, a medical certificate will be required within 3 business days of the assessment. Your case will be reviewed and if approved, a single deferral opportunity to the next available exam date may be provided.

If you book an assessment but do not attend without notifying ACER and providing supporting documentation to account for your absence, your registration will be void and you risk a 12 month delay before you are eligible to register for the Entrance Exam again. In these instances, the registration fee paid will also be forfeited.

ACER reminds candidates that when you book in for an exam, you are committing to this date and time. Please select carefully, as you will only be permitted to make one change to your exam session.

## Reasonable adjustments

ACER will make alternative testing arrangements subject to approval from the AFP. Candidates wishing to apply for reasonable adjustments should contact the ACER Entrance Exam team via email at [afp@acer.org](mailto:afp@acer.org). Supporting documentation from a registered medical practitioner will be required as a condition of an application. ACER will work with candidates and the AFP to ensure equitable testing arrangements are made where reasonably practicable.



# Test centre procedures and regulations

## Admission Ticket

You will receive an email within 3–5 days of your scheduled test date or window (remote proctoring), confirming that your Admission Ticket is available to download from your online candidate account.

To access your ticket you will need the details previously provided to you by email.



**Please Note:** You are advised to add the [afp@acer.org](mailto:afp@acer.org) email address to your contact list in your email account.

When completing your online registration, **all applicants must** upload a current photograph, similar in style to a passport photo. You may take a passport style photo and upload to the ACER portal from your mobile phone. This photo will appear on your Admission Ticket. **When attending a testing centre, take a printed copy of your Admission Ticket with you.** Printed Admission Tickets will be collected by the supervisor once testing is completed and returned to ACER. Alternatively, an electronic copy of your Admission Ticket may be shown to the test supervisor via a mobile device which then must be switched off and stored in your bag or under your desk whilst completing the exam.

**Please check your Admission Ticket prior to the day of your scheduled test.**

Your Admission Ticket lists the final test centre details and your reporting time. Note that these details can occasionally change after your original booking due to venue changes or candidate booking numbers so it is important to check your Admission Ticket carefully before your scheduled test date.

Please notify ACER via email if personal details are incorrect. The Admission Ticket will list the personal information that you have entered when registering.

## Reporting to the test centre

At the time of registering you will be allocated a seat in your chosen session. You must report to the test centre at the time listed on your Admission Ticket. The test supervisors will commence the registration process and pre-exam procedures at the reporting time shown on your Admission Ticket. Your exam will begin once registration is complete. We suggest arriving approximately ten (10) minutes prior to the reporting time.

If you report to the centre after all candidates have been seated you may not be admitted. **If you arrive late, you may not be permitted to enter once the exam has started.** Absences due to illness will require a medical certificate covering the date of your exam and must be provided within three (3) business days.

When you report to the test centre you must bring:

- Admission Ticket – with photo included
- Suitable and current photo identification (see below)
- Pen

You may bring a clear bottle of drinking water into the exam room.

## Identification on the test day

You must bring a current primary form of photo-bearing identification such as a Driver Licence or an Australian passport.

Expired identification documents will not be accepted.

Acceptable identification is as follows:

- Current photo-bearing Drivers Licence (learner permit, probationary, or full licence)
- Current Australian passport

All candidates will be required to show their identification and Admission Ticket to the test supervision staff at the test centre.



## Security

The Entrance Exam is a high stakes test. Therefore ACER, in conjunction with the AFP, has established security procedures which have been outlined in this booklet and will be strictly enforced at all times.

## Items not permitted

No dictionaries, personal calculators or electronic equipment of any kind are permitted during the test.



**Please Note:** Mobile phones, pagers, calculators, stopwatches, audio or recording devices of any kind (including MP3 players are not permitted). Note that no scrap paper, notes, food, pencil cases, rulers or highlighters are allowed in the test room. Personal belongings must be kept in your bag and stored in the test room or as directed by the test administration staff at the venue.

## Leaving early

The Entrance Exam is a high stakes test administered under secure conditions. You may not leave the test centre before the full testing time has elapsed, except in the case of illness. In this instance, candidates are expected to provide a medical certificate explaining their need to leave the test centre within three (3) business days of the test administration; failure to do so may result in exam results being withheld.

Once a candidate has departed the test centre it is not possible to re-enter and continue the test.

## Misconduct and penalties

### Misconduct includes:

- breach of any of the security arrangements for the Entrance Exam;
- impersonation;
- attempting to copy or memorise all or part of the test, or to take any notes, from the testing room;
- failure to follow test supervisor's instructions at all times;
- giving or receiving assistance during the test;
- creating a disturbance;
- using prohibited aids (e.g. notes, note paper, mobile phone, audio/recording device etc.);
- accessing computer based resources, including applications and websites, outside the authorised exam platform.
- copying another candidate's work;
- using the test questions, their content or information about them for purposes other than your sitting of the Entrance Exam. This includes: publishing the examination questions or any of their content or information about them on the internet, any digital format or otherwise; and/or passing the test questions, any of their content or information about them to third parties;
- the giving of false or misleading information; infringement of copyright. This includes: performing those acts which only the copyright holders may do or authorising or allowing a person on the candidate's behalf to infringe AFP or ACER's copyright material.
- PENALTIES for misconduct include: withholding of your Entrance Exam results or disqualification from sitting the exam in the future. YOU ARE PUT ON NOTICE that there is NO APPEAL from any penalty applied.

## Infringement of Copyright

The Entrance Exam is copyright material owned by ACER. Any infringement of the Entrance Exam copyright material, in addition to any right at law, will be treated as misconduct for the purposes of the agreement you sign at the time of registration.





# Results

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## Entrance Exam results

Results will generally be available within 10 business days of your exam date. You will be notified via email once results are released. You can access your Statement of Results by logging into your ACER portal.

Candidates must achieve the minimum standard for all five components of the exam, including the Emotional Intelligence test. Results are valid for 3 years from the exam date provided the minimum standard is met for all five components.

## Re-sits

From 2024, the AFP will fully subsidise one re-sit attempt for eligible candidates. Candidates who achieve the minimum standard for the Emotional Intelligence test, but do not pass one or more components of the cognitive testing (literacy, numeracy, abstract reasoning, or the online writing assessment) are eligible for one re-sit attempt. All re-sits must be completed within 12 months of the original exam date.

On successful completion of all components, candidates' results remain valid for 3 years from the date of the re-sit.

Candidates who do not achieve the minimum standard following the re-sit attempt must wait a minimum of 12 months before they are eligible to re-apply and sit the full Entrance Exam again.

Candidates who do not achieve the minimum standard for the Emotional Intelligence test are unable to re-sit any component of the Entrance Exam within a 12 month period. Candidates must wait 12 months before being eligible to re-apply and must sit the full Entrance Exam again.



# Preparation strategies

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## Self-improvement

It is recommended that candidates take steps to ensure they are adequately prepared for the Entrance Exam.

To achieve the best possible results, a number of strategies can be used to prepare for this examination.

## Preparation materials

ACER provides free sample questions within this booklet.

A full set of Online Practice Tests are available for purchase at the time of registering or after an exam booking has been finalised by returning to the ACER online registration portal. The online practice tests provide timed, full tests similar in design and difficulty to those in the final exam.

ACER also provides the Practise Now! AFP Exam (<https://shop.acer.edu.au/organisational-development/afp-practise-materials>) book for purchase. This publication identifies specific skills required, describes a range of question types you are likely to encounter and provides detailed explanations of how correct answers may be reached.

## Internet research

You can also use all the relevant assessment tools available on the Internet. You may wish to use the following search strings to access information and tools to help you prepare:

- Literacy and Numeracy self assessment
- Literacy and Numeracy sample test questions
- Literacy and Numeracy practice tests

## Literacy skills

Literacy skills are improved through a combination of practising reading, writing, listening and speaking. To improve these literacy skills, it is suggested that you read and write daily, and practise listening and speaking.

Below are some general tips to improve your literacy skills. They have been broken up into the two areas assessed in the Entrance Exam: reading and writing.



## Reading

1. Read something different than what you normally read and read more! For example, read the newspaper from front to back each day.
2. Read each article all the way through, then re-read them and identify the main points.
3. Scan before you read the article in full as this will give you an understanding of what it's about before you read the details.

## Writing

1. After reading a newspaper article, write a summary of the main points and key supporting evidence.
2. Re-read your pieces of writing the next day - be critical about your work and challenge yourself to find areas you can improve.
3. Ask another person to review your writing and provide feedback.

## Abstract reasoning

The abstract reasoning assessment is used to measure the ability to think clearly to solve problems and quickly identify patterns and logical rules based on abstract visual patterns rather than numbers and words. It involves recognising the rule or rules that govern the progression of a pattern from one diagram to another in a series, or to identify the part which is missing from a diagram.

The abstract reasoning test is a multi choice test. It is recommended that you work steadily through the test. It is not advisable to spend too much time on any one question. Try each question as you come to it. Answer the questions you find easiest first. If you find a question is too difficult, leave it and come back to it later if you have time. For the Abstract reasoning review all the alternative answers to a question, before marking your chosen response. If you think you know the answer to a question, mark it, even if you are not certain. Go on to the next question and come back later if you have time.

### Please note the following:

- All questions have the same value, therefore by attempting as many questions as possible you stand the best chance of maximising your score.
- No marks are deducted for an incorrect answer.

## Numeracy skills

The Numeracy assessment measures your ability to understand, use, apply and interpret problems where mathematics is embedded in a context. The questions can be based on numerical and mathematical data and situations presented in words, tables, graphs, plans and diagrams etc. The numeracy questions are set in a range of different contexts relevant to adults. The maths content can include questions about number and algebra, measurement and geometry and statistics and probability.

Read through the questions carefully and write down any notes on the working paper to help you make calculations before entering your answer. If you think you know the answer to a question, enter it, even if you are not certain – you can always change it later. If you find a question too difficult, or hard to understand, leave it and go on to the next question and come back later if you have time.

Numeracy skills are improved through using and practising your maths skills by solving everyday maths problems – look at the sample questions later in the booklet to get an idea of what sort of skills you need to practise. To improve your numeracy skills, it is suggested that you practise doing a range of calculations with money, including with percentages, rates and ratios; doing some measurement based calculations around area and volume; and reading and interpreting some data and statistics, including when represented in graphs and charts.

Note: A basic scientific calculator can be used to practice for the Numeracy Skills assessment. An on screen calculator will be provided for the exam. No other calculators will be permitted for use during the exam.







## Sample questions

The sample questions included in this booklet are examples of the types of items in the assessments but do not necessarily indicate the full range of questions or their difficulty. They are designed to provide some guidance about what to expect and to help you to prepare for the test. However, success in the sample questions does not guarantee or imply success in the actual assessment.

### Literacy

The Literacy assessment requires you to demonstrate competent use of English language to read and comprehend different documents and texts. You will be given about six different texts to read and answer 30 questions in total. Most of these will be multiple choice questions, but others may require a short written response or to answer, for example, 'true' or 'false' or, yes' or 'no' to a number of alternative answers to a set of questions or statements about a text. Samples of the types of questions are included below.

You will be expected to show your understanding and skills related to reading processes such as understanding the purpose of a text, using prediction and prior knowledge, and demonstrating critical reading and text analysis skills. As well you will be expected to show a range of reading strategies such as text navigation, comprehension, decoding and fluency, syntax and language patterns and vocabulary.

The questions in the Literacy (Reading) assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy. When practicing this section you should aim to get over 60% correct.

Time allowed: 35 minutes.



Tell MetroCorp to  
move the new freeway entrance



The new MetroLink freeway plans have missed the opportunity to take noisy, polluting, dangerous trucks off our suburban roads. The proposed freeway entrance will:

- start only 200m away from houses, a local school and a community centre
- have a raised road which will mean dangerous goods will be carried over homes
- dig up the Mulberry Creek Reserve, destroying 30 years of regeneration work.

*Why not use the empty industrial land on the southern side of the freeway?*

Tell MetroCorp to stop cost-cutting and extend the freeway away from residential streets!

**Have your say!! Email MetroCorp about this issue at** [community@metrocorp.com.au](mailto:community@metrocorp.com.au)

**City Truck Action Group**

**Friends of Mulberry Creek**

- 1 What is the purpose of this poster?
- A to persuade MetroCorp not to go ahead with building the freeway
  - B to persuade people that the MetroLink freeway should not be built
  - C to highlight the problems with the freeway entrance location and to persuade people to write to MetroCorp
  - D to convince people that the problem with trucks in suburban areas is that they are noisy, polluting and dangerous
- 2 Why are the Friends of Mulberry Creek involved in this issue?
- A they are concerned about the safety of park users
  - B they are concerned about truck noise affecting park users
  - C they are concerned about the environmental effects of trucks
  - D they are concerned that the park they look after will be ruined
- 3 The poster uses the term 'cost-cutting'. Which phrase could be used instead of 'cost-cutting' without changing the meaning?
- A saving time
  - B saving space
  - C saving money
  - D saving materials
- 4 Does this poster use the following arguments for moving the freeway entrance?  
Tick Yes or No for each argument.
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a park will be ruined                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| local streets will be closed off during construction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| trucks with dangerous loads will travel over houses  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- 5 'Let's work together to make our suburb safer, healthier and truck free.'  
Which group of people does this suggest the poster is aimed at?
- A Truck drivers
  - B Local residents
  - C The government
  - D Managers at MetroCorp



## Processed meats cause cancer



Eating processed meats can cause cancer, and red meat is also likely to cause the disease according to researchers at the World Health Organisation (WHO).

Cancer experts at WHO analysed over 800 studies that investigated links between eating red meat, processed meat and cancer. The studies included many countries and populations with diverse diets.

WHO experts concluded that each 50 gram portion of processed meat eaten daily increases the risk of colorectal cancer by 18%. They also found links between pancreatic cancer and prostate cancer and eating processed meat.

Kurt Straif, Head of the Monographs Programme at the International Agency for Research on Cancer (IARC), the cancer agency of WHO, said that while the risk of developing colorectal cancer from eating processed meat is small, "this risk increases with the amount of meat consumed". Given the large number of people around the world that eat processed meat, Straif said, "the global impact on cancer incidence is of public health importance".

The IARC referred to research from the Global Burden of Disease Project, an independent academic research organisation estimating that about 34,000 cancer deaths per year worldwide are attributable to diets high in processed meat.

Processed meat includes ham, sausages, bacon, hot dogs, salami, corned beef, beef jerky and as well as canned meat and meat-based sauces.

"These findings further support current public health recommendations to limit intake of meat," said Dr Christopher Wild, Director of IARC. Wild said that given red meat has nutritional value, the results enabled governments and international regulatory agencies to identify "the risks and benefits of eating red meat and processed meat and to provide the best possible dietary recommendations".

The report prompted a strong reaction from the meat industry. "There is no causal link between red meat and cancer", the Australian Meat Industry Council (AMIC) said in a statement, citing evidence from a journal published this year. The AMIC statement argued that meat provides essential nutrients and that broader lifestyle factors need to be considered when evaluating the risk of cancer.



**6** According to the news report, which of the following is true?

Tick Yes, No or Not stated for each statement.

Eating 50 grams of ham every day can make you 18% more likely to get cancer.

☐ Yes

☐ No

☐ Not stated

The way that processed meat is cooked is a factor in how likely it is to cause cancer.

☐ Yes

☐ No

☐ Not stated

Eating red meat definitely causes cancer.

☐ Yes

☐ No

☐ Not stated

Over 30 000 people die every year from cancer linked to eating high levels of processed meat.

☐ Yes

☐ No

☐ Not stated

**7** Which sentence best describes the information presented in the article?

- A** There is a small chance of developing cancer from eating processed meat that increases if more meat is eaten.
- B** Cancer experts think that eating processed meat and red meat may cause cancer but the results are inconclusive.
- C** People can safely eat a small amount of processed meat as long as they have a healthy lifestyle and a balanced diet.
- D** Eating red meat and processed meat is very likely to give you cancer and the chance will increase if more meat is eaten.

**8** The news report uses quotes. Quotes are used in news reports for a range of reasons.

Which of the following is not a reason why quotes were included in this news report?

- A** to back up the opinion of the writer
- B** to provide differing opinions or facts
- C** to make the article seem more authoritative
- D** to provide information straight from the source of the research

**9** On which topic do WHO experts and the Meat Industry Council disagree?

- A** red meat can be nutritious
- B** red meat can cause cancer
- C** processed meat can cause cancer
- D** eating more processed meat increases the risk of cancer

**10** If the risk of developing colorectal cancer from eating processed meat is small, what is the importance of the study?

- A** Over 800 studies were analysed to determine the findings.
- B** Cancer is a serious disease affecting many people around the world.
- C** A large number of people in the world that eat processed meat are affected.
- D** WHO is an important organisation and people should know about their research.



# Written assessment

## Advice to Candidates

- Plan your time
- You must write in complete sentences
- Write a plan or draft first.

## Your writing will be assessed on the following points:

### Logical Structure

- Does it have an introduction and a conclusion?
- Is it organised into clear logical paragraphs?
- Have you supported each point you make with relevant reasons?

### Writing Style

- Is the writing clear and to the point?
- Can the reader understand what you mean on first reading?
- Is the tone appropriately formal?
- Have you used words accurately?

### Writing Conventions

- Correct spelling, grammar and punctuation.

## Suggested Length:

- You should aim to write approximately 350-500 words.

This assessment will be used to identify strengths and weaknesses in applicant's writing. The results will be used to help recruiters select applicants with literacy skills of a standard that will allow full participation in training.

You will be assessed on your ability to select the relevant information, write clearly, objectively and in a logical order, form paragraphs, create complete sentences and spell and use grammar correctly.

For this assessment, the functions of spell check, grammar check and cut and past will be turned off.

There may be multiple sources of information to read, accessible on different tabs on the screen. Please read all of the information.

You should:

- pay attention to spelling, punctuation and grammar as all English skills will be assessed
- structure the piece of writing appropriately, e.g. include a beginning, a body and a conclusion
- use appropriate language
- use a style of writing suited to the audience and purpose
- plan the response so that ideas are expressed logically
- aim to write approximately 300-350 words (this is equivalent to approximately one page of average sized handwriting).

**Time allowed:** 35 minutes

## Sample writing question

Read the information below.

### Your task

Bilvinton Bushfire Ready Group is a community organisation which helps to promote awareness of bushfires and the most effective strategies for reducing bushfire risk.

Write a report providing details about bushfires in the Bilvinton region. The report should be aimed at new members of the Bilvinton Bushfire Ready group to brief them on the nature of bushfires in the area.

Make sure that your report:

- Uses the information provided in the sources
- Uses appropriate language
- Has a clear and logical order
- Uses correct spelling, punctuation and grammar.

### Source 1

#### Major fires in the Bilvinton region

Year	Location	Size (hectares)	Losses
1851*	North Bilvinton	unknown	6 people
1898	Bilvinton Hill	unknown	2 people, 10 houses
1939	North Bilvinton	29,000	4 people, 35 houses, 10 businesses
1951	Outer Bilvinton	20,000	4 houses
1969	West Bilvinton	4500	7 houses
1983	North Bilvinton, West Bilvinton	52,000	7 people, 150 houses
2009	North Bilvinton, West Bilvinton, Bilvinton ranges	112,000	13 people, 212 houses, 20 businesses
2018	Bilvinton Hill	7,600	1 house

\*records of bushfires were not kept before this year



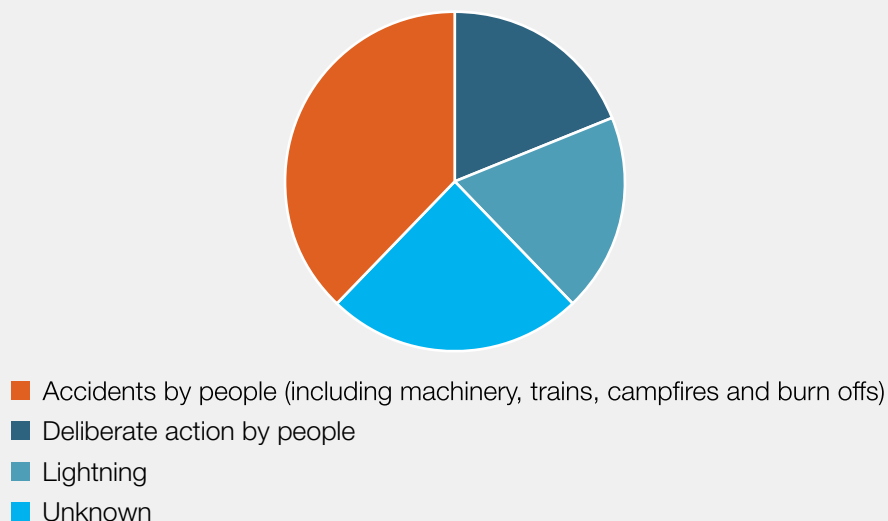
## Source 2

### Characteristics of the Bilvington region

- Very high fire danger
- Extremely flammable types of vegetation
- Dense population close to bushland and forests
- Residential and agricultural communities
- Increasing number of people live in peri-urban areas (between city and country). These areas are among the most vulnerable in the world to bushfires according to experts
- Vital ecosystems that including the box ironbark, grassy woodlands, and Leadbeater Possum
- 35% is public land and 65% is private land
- Planned burns are conducted to reduce fuel.

## Source 3

Causes of bushfires in Bilvington





## Sample response

**Note that this sample response is provided as a model only - it is not an exemplar or the only approach that could be used to write a report.**

Bilvington is an area that is prone to bushfires and, over the years, residents have faced a number of severe bushfires. The Bilvington region is complex and an understanding of it is crucial for preventing bushfires and fighting them when they occur.

### Profile of Bilvington

The Bilvington area is unique in its environment and the way its land is used, and knowledge of these is important for understanding the nature of bushfires in the region. The forests and bushland around Bilvington burn very easily and a lot of people live around these areas, which creates a high level of risk.

A large number of people in Bilvington live in peri-urban areas. Bushfire authorities have found that people in these areas between the city and country are at a very high risk when a bushfire breaks out. This may be because residents are less likely than those living in remote areas to consider the seriousness of the bushfire risk and to plan accordingly.

Controlled burns are carried out in Bilvington to reduce bushfire fuel but can only be done on 35% of the land because the rest of the land is privately owned. This makes it important for residents to be well educated about how to prepare their property to reduce bushfire risk. There are environmental concerns that may also restrict where controlled burns can happen. The area contains the ecologically important Box Ironbark and the endangered Leadbeater Possum as well as highly valued grassy woodlands.

### Major fires in Bilvington

There have been a number of bushfires in the Bilvington region since the first recorded bushfire in 1851. A majority of bushfires have occurred in North Bilvington and West Bilvington but some bushfires have also burnt in Outer Bilvington and the Bilvington Ranges. The most destructive bushfire happened in 2009 where the fire spread over 100,000 hectares, killing 13 people and destroying over 200 properties. There was also a large bushfire in 1983. This fire covered 52,000 hectares, killing 7 people and destroying 150 houses.

### Causes of bushfires

In Bilvington, bushfires have started in several different ways. Fires accidentally started by people are the most common cause of bushfires in Bilvington, making up around a third of all bushfires. This can include bushfires caused by machinery, trains, campfires and burn offs. 17% of bushfires are deliberately lit and 17% are caused by lightning. 22% of bushfires have an unknown cause.

To understand the best way to fight bushfires in the Bilvington region, it is vital to consider its distinctive natural environment and where people live around it. It is also important to know the history of bushfires in the area and how they are caused.

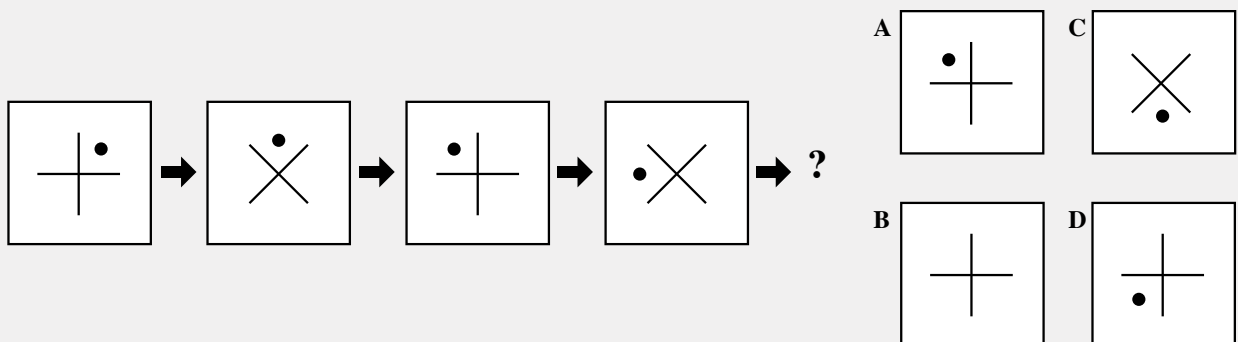


## Abstract reasoning

### PRACTICE QUESTIONS FOR NEXT IN SEQUENCE

In each of the following items, there are four shapes forming a sequence going from left to right. You are to choose from the alternatives at the right (**A**, **B**, **C** and **D**), the one which would most logically come next in the sequence.

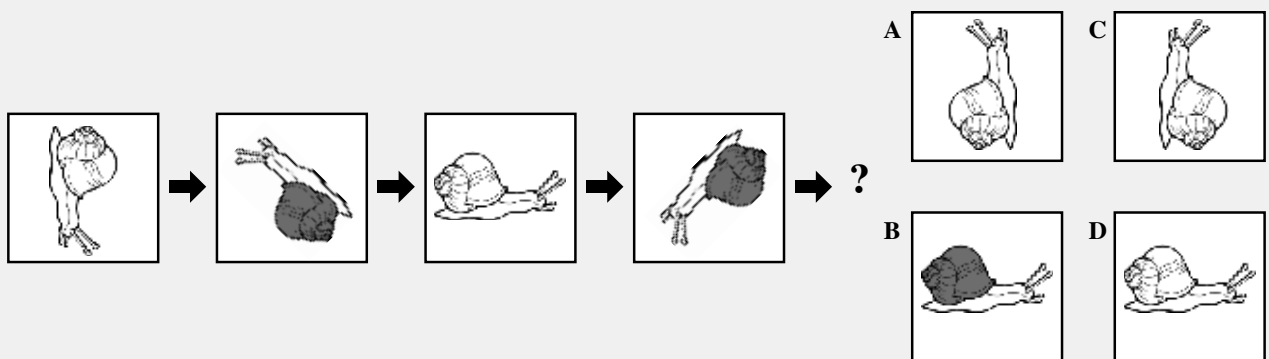
#### Example



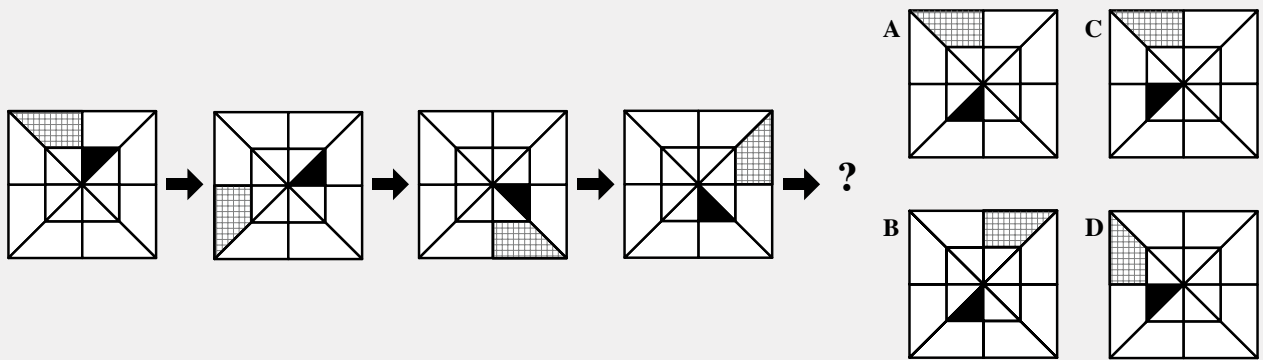
In the sequence above, the dot rotates anticlockwise, and the cross alternates between two positions, so **D** is the answer.

Alternatively, the whole pattern can be seen rotating  $45^\circ$  anticlockwise, again giving **D**.

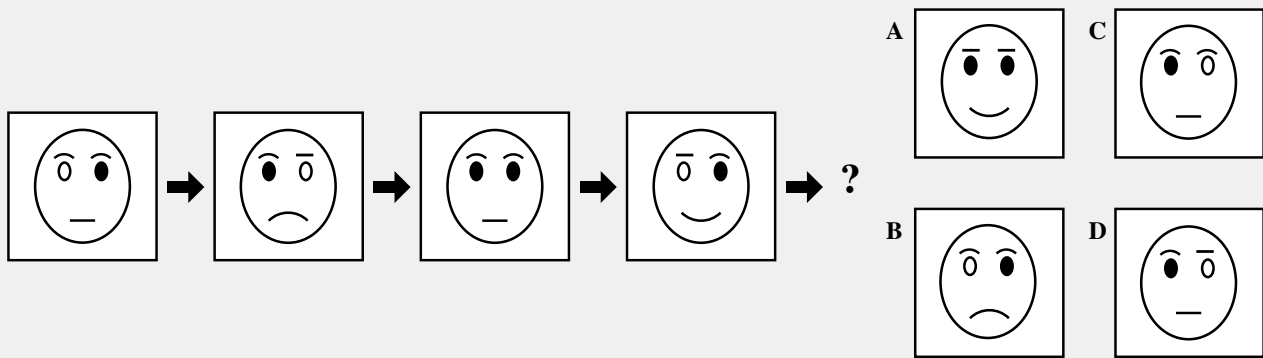
1



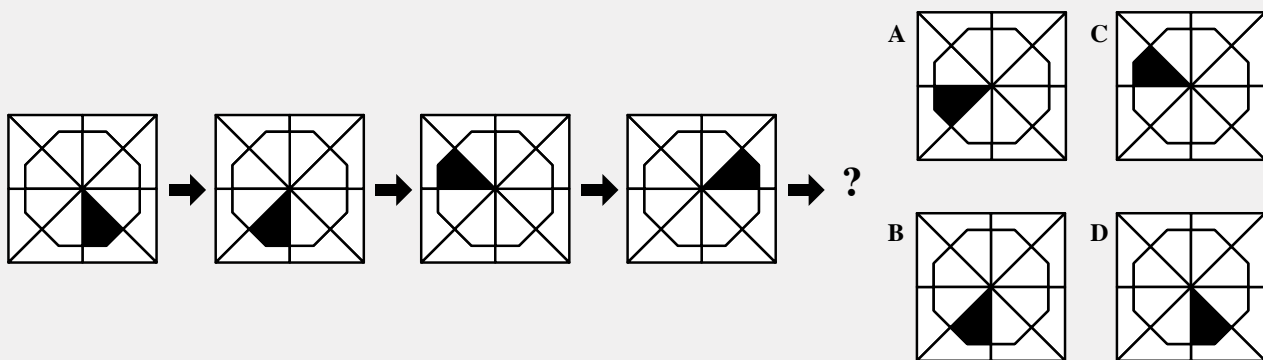
2



3



4

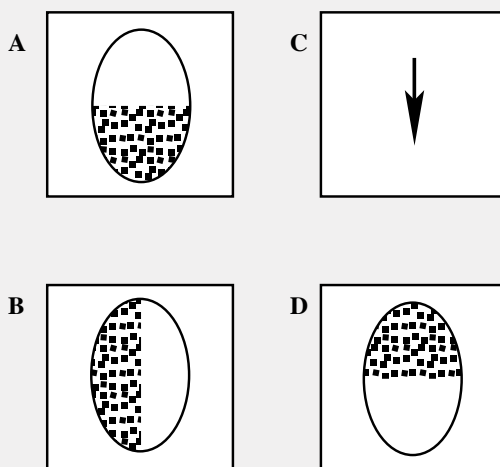
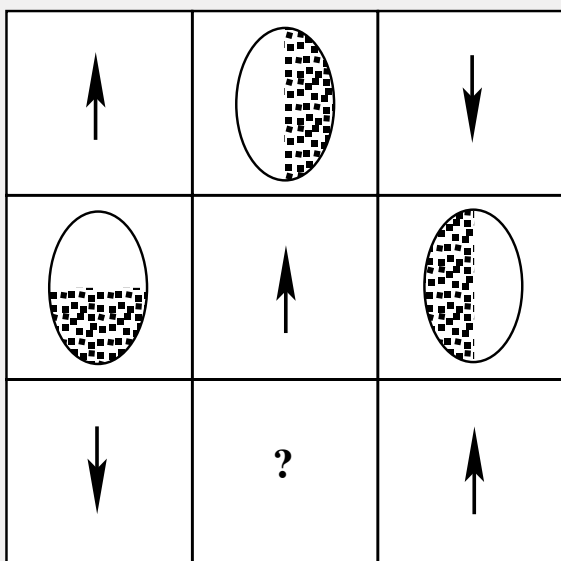


## PRACTICE QUESTIONS FOR COMPLETE THE PATTERN

In each of the following items there is a framework of squares, triangles or other shapes. Symbols are distributed around the framework according to a pattern or a developing rule. For example, sometimes the pattern is symmetrical; sometimes a rule develops along a pathway through the pattern; sometimes gradations cross the pattern.

Part of the pattern, marked with a **?**, is missing. You are to choose from the alternatives **A**, **B**, **C** or **D**, to the right of the pattern, the one that best fits in this position.

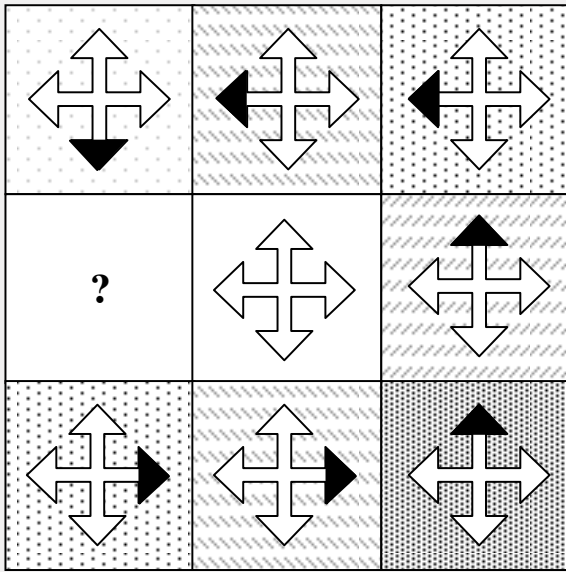
### Example



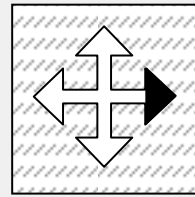
Reading left to right across each row, and from top row to bottom row, arrows alternate with ovals, so the missing shape should be an oval. The ovals are shaded in a way which progresses around the pattern, so the top half of the oval should be shaded.

So **D** is the answer.

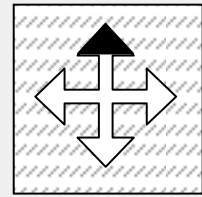
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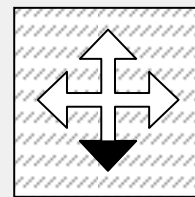
A



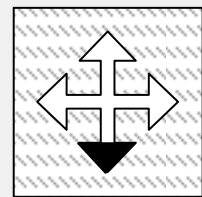
C



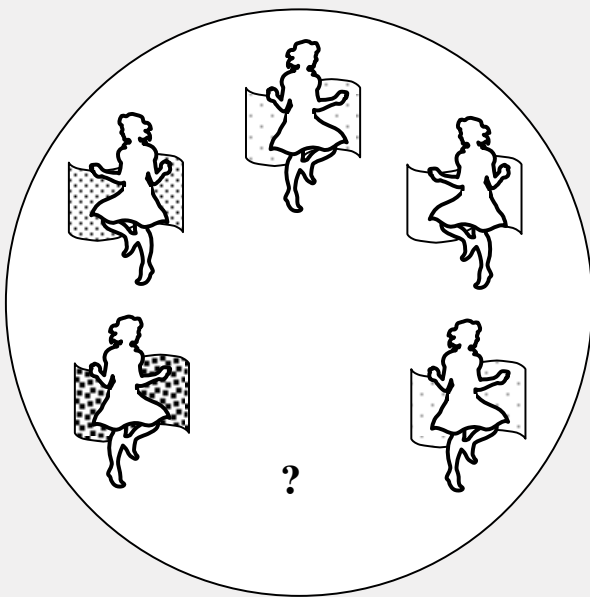
B



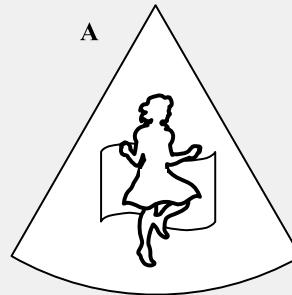
D



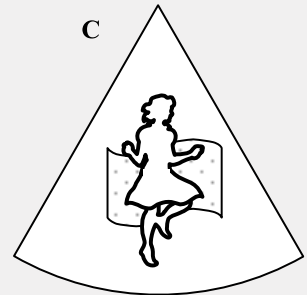
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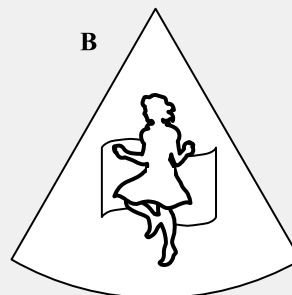
A



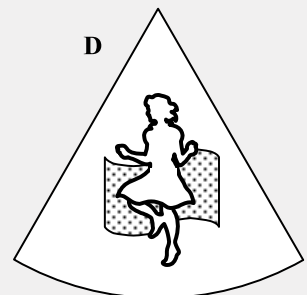
C



B

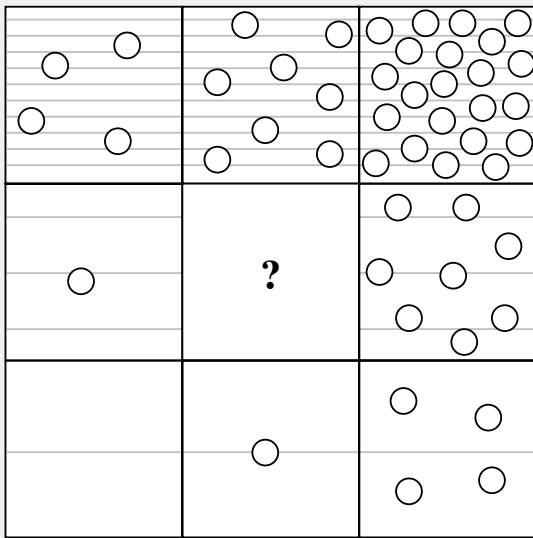


D

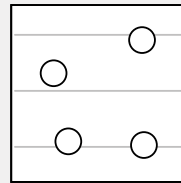




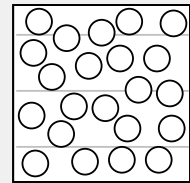
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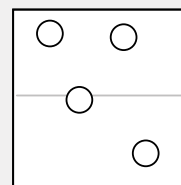
A



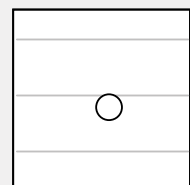
C



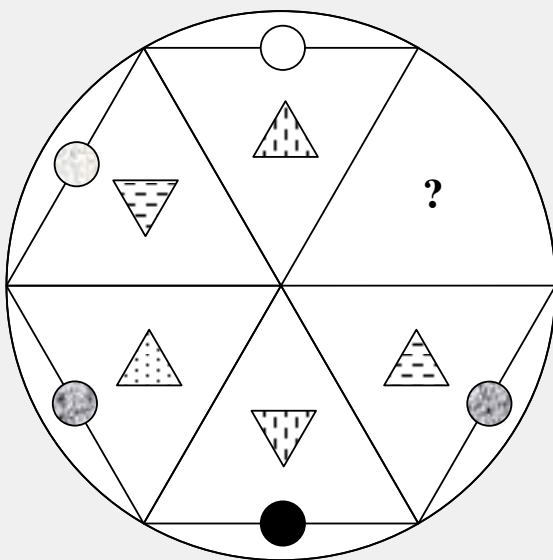
B



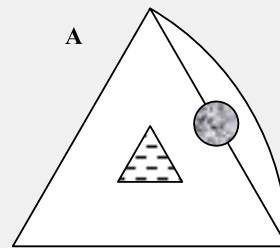
D



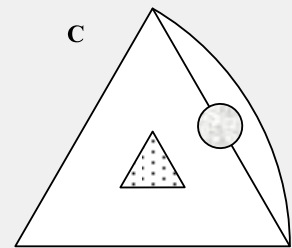
8



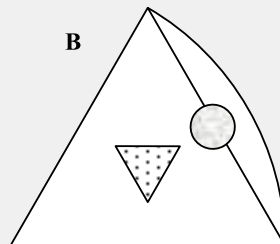
A



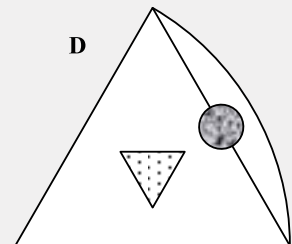
C



B



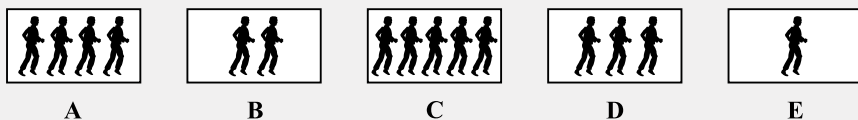
D



## PRACTICE QUESTIONS FOR MIDDLE OF SEQUENCE

In each of the following items, five objects or patterns can be rearranged to form a logical sequence. You are then to select the alternative (**A**, **B**, **C**, **D** or **E**) that is the middle object in the sequence.

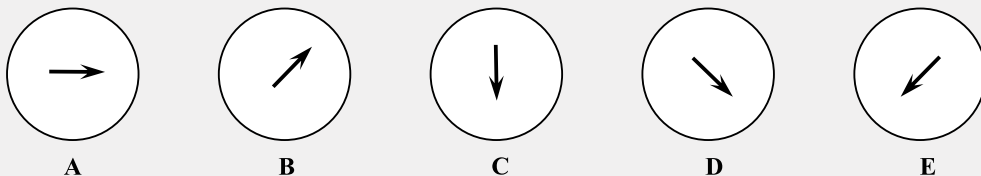
### Example



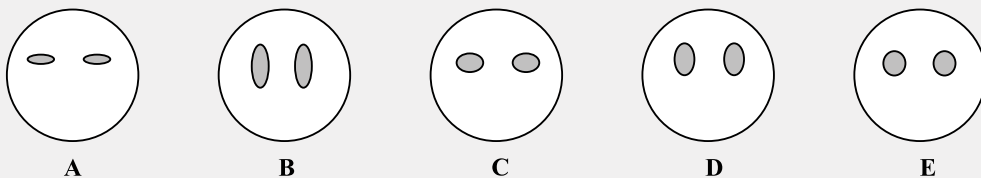
In the sequence above, the arrangement will be **E, B, D, A, C** (or **C, A, D, B, E**).

So **D** is the answer.

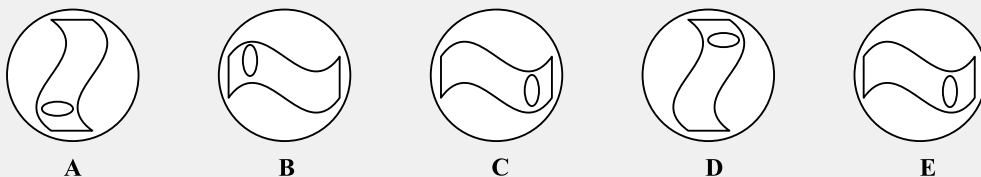
9



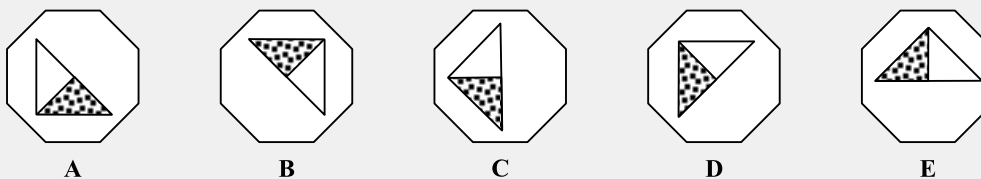
10



11



12



## Numeracy skills

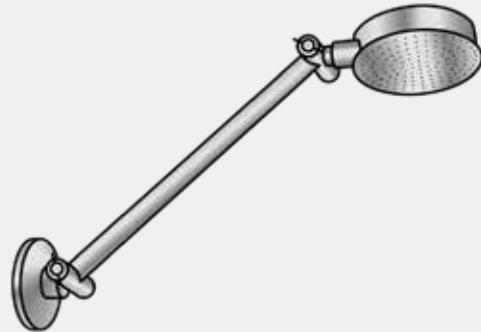
Note: A basic scientific calculator can be used to practice for the Numeracy Skills assessment. An on screen calculator will be provided for the exam. No other calculators will be permitted for use during the exam.

Spraysaver showerhead



7.5 litres per minute

Steadyflow shower head

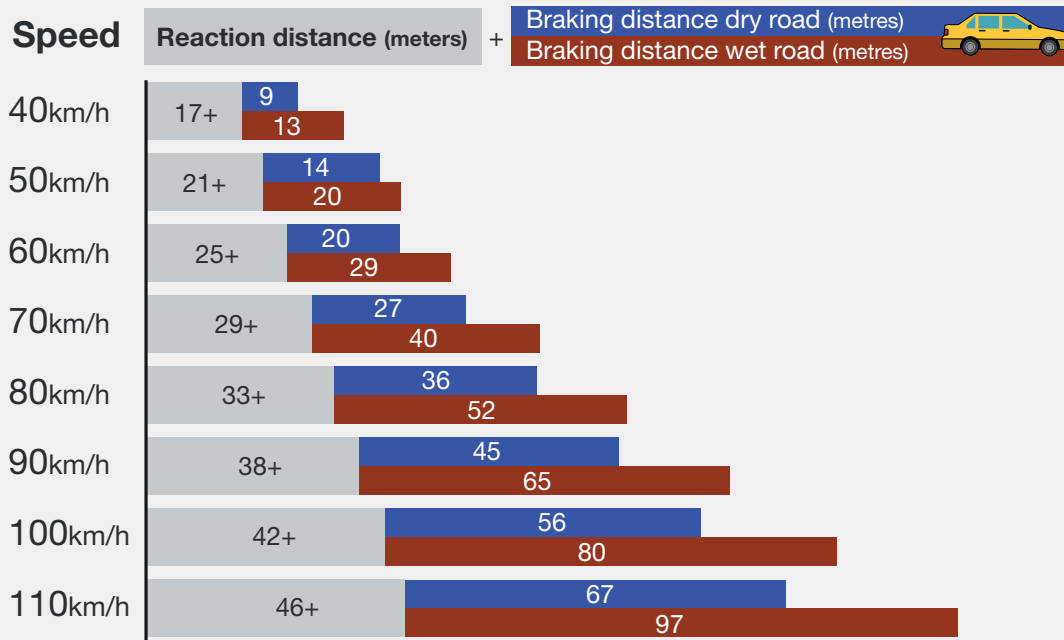


9 litres per minute

- 1 Gerard has a 5-minute shower every day. He has just changed his showerhead from the Steadyflow to the Spraysaver. How many litres (L) of water will he save each week?
- 2 Ruby uses a Spraysaver showerhead. Her water usage charge is \$2.50 per kilolitre. If Ruby has an 8-minute shower every day, how much will this add to her water bill every year?  
Note: Assume 365 days in a year

The following graph shows the stopping distances for an average car. The reaction distance is the distance a car travels before the driver applies the brakes. The braking distance is the distance the car travels after applying the brakes. The stopping distance includes both the reaction distance and braking distance.

### How long it takes to stop (driving an average family car)



3 What would be the stopping distance for a car travelling at 80 kilometres per hour (km/h) on a dry road?

4 Which of the following would most likely be the reaction distance in metres (m) for a car travelling at 130 km/h?

- A 48
- B 50
- C 54
- D 58
- E 62



Adut buys a car for \$19,990. Using the company's finance, her monthly repayments will be \$410 and she will repay the loan fully after 5 years.



**5** How much interest will she have paid?

The value of the car depreciates at the following rates.

Vehicle Age (years)	Depreciation Rate (per year)
1	25%
2	15.6%
3	15.6%
4	15.6%
5	15.6%

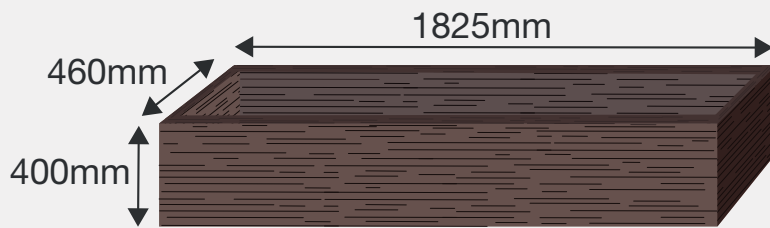
**6** If the price of the new car was \$19,990, how much would the car be worth after 4 years?

Trevor buys the same car for \$19,990 with a loan at a rate of 6% per year. The interest is calculated monthly on the amount owed on the loan.

**7** If Trevor pays \$400 a month on his loan, how much will he still owe after 3 months? Note that the interest is calculated at the end of each month.

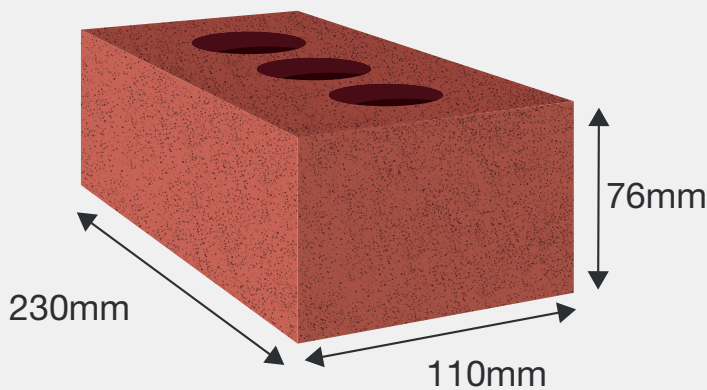


Donna is a landscape gardener. A client has asked her to make a planter box with the exterior, side dimensions below.



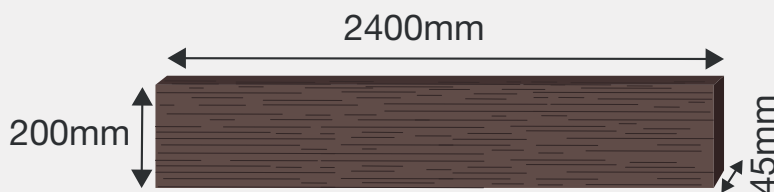
Donna is using bricks to make the base for the planter.

### Standard Brick Dimensions



**8** How many standard-sized bricks will Donna need to cover all of the planter's base?

The sides of the planter box will be built with timber sleepers. These come in 200 millimetre (mm) by 2400 mm lengths.



**9** How many timber sleepers will Donna need?



The client has asked Donna to fill the planter box with soil so that the soil is  $\frac{3}{4}$  of the way to the top.



**10** How many 25 litre (l) bags of garden soil mix are needed to fill the plant box  $\frac{3}{4}$  full?

# Answers

## LITERACY

1	C			
2	D			
3	C			
4	Will ruin a park	Yes		
	Will close off local streets during construction			No
	Trucks with dangerous loads will travel over houses	Yes		
5	B			
6	Eating a 50 grams of ham every day can make you 18% more likely to get cancer	Yes		
	The way that processed meat is cooked is a factor in how likely it is to cause cancer			Not stated
	Eating red meat definitely causes cancer		No	
	Over 30 000 people die every year from cancer linked to eating high levels of processed meat	Yes		
7	A			
8	A			
9	B			
10	C			

Note: The questions in the Literacy (Reading) assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy.



## ABSTRACT REASONING

Next in Sequence		Complete the Pattern		Middle of Sequence	
1	A	5	B	9	D
2	A	6	D	10	E
3	C	7	A	11	B
4	A	8	B	12	D

## ACKNOWLEDGMENTS

D. McLaren, 'Larger Cars Mean Fewer Injuries', The Age, Melbourne, 17 July 1991.

## NUMERACY SKILLS

1	52.5L
2	\$54.75
3	69 metres
4	C 54
5	\$4610
6	\$9013.66 or correct rounding to nearest 10 cents (\$9013.70) or dollar (\$9014)
7	\$19,085.34 or correct rounding to nearest 10 cents (\$19,085.30) or dollar (\$19,085)
8	34 bricks
9	4 sleepers
10	8 Bags

Note: The questions in the Numeracy assessment are mapped against the Australian Core Skills Framework (ACSF) – the Australian standards for adult literacy and numeracy.

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<https://afp.acer.org/about/legal-notice>.

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Should you wish to query a particular question on the day of the test, you should alert the supervisor to your concern and submit your question in writing before you leave the test centre. Your query will be reviewed by the Entrance Exam, ACER Office and you will be notified of the outcome.

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- b. ACER using and disclosing the personal information we collect about you for purposes connected with your AFP application and testing which may include investigating any suspected misconduct and administering any penalty for misconduct. You understand that if you do not provide us with all the information requested, we may not be able to process your Entrance Exam registration or test or respond to your communications; your personal (including sensitive) information being disclosed by ACER to the AFP and other persons or bodies connected with AFP for purposes related to AFP (which may include transferring it overseas); and
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All information collected will be treated with utmost confidentiality and we will take all reasonable steps to ensure its security. Any use of your registration and test records will be treated with the utmost confidentiality. We will strictly adhere to our obligations under the Privacy Act 1988 (Cth) and any other applicable data protection legislation.

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