

Study Guide
for
Construction Equipment Operator 1, 2, 3

Test No. 2854, 2856, 2858

Human Resources
Performance Assessment Services
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Introduction

The Construction Equipment Operator (CEO) 1, 2 and 3 tests consist of a job knowledge tests designed to cover the major knowledge areas necessary to perform the job. Because the tests overlap considerably, this *Guide* can be used to study for the CEO 1, 2 or 3 knowledge tests. This *Guide* contains strategies for taking the tests and knowledge categories and study references to help you study for the test.

Knowledge Tests (#2854, 2856, 2858) Information

All questions on the knowledge test are multiple-choice with four possible answers. Your answers to the questions are indicated by filling in a circle on an answer sheet with a #2 pencil which will be provided by the test administrators. For your answers to be read accurately by the scanner, you must fill in the circles completely and erase completely any answer you wish to change.

Test Scheduling

Employees will be scheduled for testing by their Supervisor through Human Resources. Applicants will be scheduled through their recruiter. If you do not pass the test on your first attempt, please refer to the testing guidelines on Myedison.net (employees only) or call 626-302-9830.

Test Session

It is important that you follow the directions of the Test Administrator *exactly*. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may not leave the room, talk, smoke, eat, or drink. Since the tests take **3 hours**, you should consider this before the test begins.

Comments Forms

You will receive a Test Comment form after taking the test. Write any comments you have and turn it in with your test when you are done. Also, at the end of this *Guide* you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this *Guide* incorrect, your feedback would be appreciated so that corrections can be made.

Test Taking Strategies

Introduction

The Construction Equipment Operator knowledge test contains multiple-choice questions. The purpose of this section is to help you to identify some special features of a multiple-choice test and to suggest techniques for you to use when taking one.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique

Remarks

Be confident

- o If you feel confident about passing the test, you may lose some of your anxiety.
- o Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

Be punctual

- o Arrive early enough to feel relaxed and comfortable before the test begins.

Concentrate

- o Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes.
- o If possible, select a seat away from others who might be distracting.
- o If lighting in the room is poor, sit under a light fixture.
- o If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator *immediately*.

Budget your time

- o Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.

Read critically

- o Read all directions and questions carefully.
- o Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.

Make educated guesses

- o Make an educated guess if you do not know the answer or if you are unsure of it.

Changing answers

- o If you need to change an answer, be sure to erase your previous answer completely.

Return to difficult questions

- o If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.

Doublecheck mathematical calculations

- o Use scratch paper to double check your mathematical calculations.

Review

- o If time permits, review your answers.
- o Do the questions you skipped previously.
- o Make sure each answer bubble is *completely* filled in. Erase any stray marks on your answer sheet.

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

Study Guide Outline

Job Knowledge Categories

Below are the major job knowledge areas covered on the Construction Equipment Operator tests.

- A. Grading.** Knowledge of methods, procedures and techniques in the operation of construction equipment related to grading. Study material can be found in the books listed below.
- B. Tools & Equipment.** Knowledge of power and hand tools, their uses, and maintenance and repair of construction equipment; methods, procedures and techniques in the operation of construction equipment; governmental procedures, rules, regulation and standards governing the operation of construction equipment. Study material can be found in the books listed below.
- C. Safety.** Knowledge of Accident Prevention Rules, Safe Work Practices, First Aid procedures; safety knowledge related to maintaining, operating and repairing construction equipment. Study material can be found in the books listed below.
- D. Mechanical Theory.** Knowledge of the practical application of mechanical theory. Study material can be found in the books listed below.

Study References

Below is a **combined** listing of the study references for material covered on the tests. These materials are available through Amazon, or Barnes & Nobles.

- Construction Safety Association of Ontario Rigging Manual by D.E. Dickie, P.Eng.
- Construction Safety Association of Ontario Rigging Manual by D.E. Dickie, P.Eng.

