

Example 8.1a

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

DIRECTIONS FOR COMPLETING
SUPPLEMENTAL INFORMATION FORM

It is ESSENTIAL that you understand the following before you begin completing the Supplemental Information Form.

1. The **SUPPLEMENTAL INFORMATION FORM** may be your total examination or a portion of your examination for the class for which you are being tested.
2. Your examination score will be based wholly or partially on what you have actually written on the **SUPPLEMENTAL INFORMATION FORM**.
3. Follow the directions *EXACTLY* as stated.
4. Answer all questions as completely and as accurately as possible.
5. *REMEMBER*, if you do not answer all questions on the **SUPPLEMENTAL INFORMATION FORM**, the person grading your responses may not have a clear understanding of your capabilities, and your examination score could reflect this.
6. **NOTE:** If you have *ANY QUESTIONS* either before, during or after the examination, be sure to ask the *MONITOR* for assistance.