



Wenham Police Department

Written Entry Exam: Saturday, June 26, 2021

The Town of Wenham has contracted with Police Exam Solutions, LLC, to administer a written examination and provide the best recruitment and pre-screening tools available for recruiting qualified candidates. Candidates are required to meet the minimum qualifications in order to take the entrance exam.

The Wenham PD is committed to the recruitment and selection process necessary to attract qualified candidates that is transparent, fundamentally fair and in compliance with the federal, state, and local law. The Department will strive to attract candidates from diverse backgrounds and cultures, and encourages minorities, women, and veterans to apply. The Wenham PD is an Equal Opportunity Employer.

The Exam Process: Following Instructions is the Key to Success!

We have included the information and requirements necessary for your successful registration and exam participation.

Failure to meet these requirements will disqualify you from the process.

Stay up-to-date on exam announcements on the PES website at www.policeexamsolutions.com

1. Determine your eligibility to participate,
2. Complete your registration before deadline (**9am on June 23rd**), via the www.policeapp.com portal,
3. Complete on or before the deadline (**5pm on June 23rd**), your PES Projected Personality Interpreter (PPI), through the pa.ppi-portal.com, (see detailed notes in the PES section below),
4. Stay up-to-date on exam announcements on the PES website at www.policeexamsolutions.com.

Thank you for your interest in the Wenham Police Department's upcoming law enforcement entry exam on **Saturday, June 26, 2021**. The in-person written exam will be held at Gordon College, and facilitated by Police Exam Solutions (PES). To help you better understand the process, below is an outline of the agencies involved with the upcoming exam. To avoid a potential disqualification please note all deadlines and/or requirements necessary for your eligibility and participation in the WPD exam process.

Agency	Role	Deadline
policeapp.com	<ul style="list-style-type: none">• Registration portal• Policeapp.com provides a dashboard style user interface between candidates and the hiring agency. Once the exam process has occurred and scores are posted, all communication about the recruitment process will be handled by the hiring agency through the policeapp.com portal.	<ul style="list-style-type: none">• Registration Ends: 9am June 23, 2021
Police Exam Solutions, LLC	<ul style="list-style-type: none">• PES is the agency working with the Wenham Police Department to sponsor and facilitate the written exam process being held Saturday, June 26, 2021.• PES handles all candidate questions on the exam process.• Candidates are required to complete and submit their PES PPI component through the PES PPI portal. (<i>See additional details below.</i>)• PES provides score reporting to candidates through two means, the PES PPI portal and the policeapp.com portal.	<ul style="list-style-type: none">• Your PPI completion deadline: 5pm June 23, 2021

Wenham Police Department	<p>The Wenham Police Department for which you are applying has contracted with PES to provide an entry level written exam on Saturday, June 26, 2021. The WPD requests you contact Police Exam Solutions directly with your questions, concerns, or for additional exam information. Do not contact the agency.</p> <p>The Wenham Police Department highly encourages you to learn more about the community for which you are applying for the role of police officer. To gain further insight into the Town of Wenham, and the Wenham Police Department, visit www.wenhamma.gov. The Town of Wenham is an Equal Opportunity Employer.</p>	
---------------------------------	--	--

Exam Details:

Topic	Specifics	Deadline
<p>WPD: Minimum Qualifications</p> <p>In order to take the entrance exam, a police officer candidate must:</p>	<ul style="list-style-type: none"> • Possess a high school diploma or G.E.D. certificate; (an Associate's Degree preferred), • Possess or have the ability to obtain and maintain a valid Massachusetts driver's license, • Possess or have the ability to obtain and maintain an unrestricted Massachusetts Class A License to Carry a Firearm (LTC-A), • Be a U.S. Citizen (Birth or naturalization), • Be at least 21 years of age on or before the date of the exam, • Not be a convicted felon, or have convictions from another jurisdiction that would be treated as a felony in the Commonwealth, • Not smoke and stay a non-smoker. Smoking of tobacco products is prohibited as outlined by G.L. c. 41 § 101A of the Massachusetts General Laws, • Preferred candidates for this position should have a MCJTC/MPTC full-time certification, or eligible for a full-time police exemption, and • Meet all PES exam requirements necessary for your participation. 	
<p>WPD: Additional Qualifications for Eligibility</p>	<ul style="list-style-type: none"> • A passing grade of 75% and above is required in the written exam, • Pass the PAT process, • Candidates who pass both the entrance exam and each section of the Ability test will move forward in the process, • Candidate must pass an extensive background investigation, • Candidate must pass psychological and medical examinations, and • A final interview with the Chief of Police. 	
<p>WPD: Physical Ability Test (PAT)</p>	<p style="text-align: center;">BE PREPARED!</p> <p style="text-align: center;">LATEST PAT UPDATE (<i>posted May 27, 2021</i>):</p> <p>The Wenham PD will be conducting their Physical Abilities Test (PAT) on Thursday, July 1, 2021 at 3:00pm. The location for this test is Brigham Athletic Complex, 36 Hull Street, Wenham, MA. Only candidates who pass the written exam on June 26, 2021 will be invited to participate in the Wenham PAT's.</p>	<p>Only candidates who pass the written exam will be invited to participate in this phase of the recruitment process.</p>

WPD: Physical Ability Test (PAT), Cont'd.	<p>The Police Officer Physical Ability Test is a demanding component of the testing process. It is strongly suggested that you train to develop your strength and endurance in order to pass this section of the process.</p> <p>You will be required to bring your completed PAT Waiver form with you. You can access the PAT form and read detailed PAT information by visiting www.policeexamsolutions.com or www.policeapp.com.</p>	Candidates are required to bring their PAT Waiver with them on July 1, 2021.
PES: Pandemic Contingencies	<p>As you are aware, the challenges we face as a result of the pandemic, are ever-changing and evolving. We will continue to monitor this situation closely. If there are gathering restrictions and/or safety protocols set forth by the Commonwealth of Massachusetts, we will be adhering to the state's these mandates to ensure everyone's safety and well-being to the best of our ability. Additional screening protocols can include, but not be limited to, car-side check-in, temperature checks, and a health and wellness questionnaire to determine any high-risk participants. Should we determine these steps are necessary you will be notified in advance. It is also advised that you stay tuned to the travel restrictions on the Mass.gov website.</p>	<ul style="list-style-type: none"> • TBD
PES: Written Exam: Part I	<p>The first part of the written examination is the Candidate Insight Report (CIR), and the Projected Personality Interpreter (PPI).</p> <ul style="list-style-type: none"> • The CIR will require you to complete a series of questions regarding your demographics, and your skills and qualifications for the job. • The PPI consists of 10 essay questions. Utilizing IBM Watson AI technology, the PPI is used to identify the top key personality traits possessed by candidates. The PPI report is not scored and/or ranked. It is designed to provide the department with personality insight for each candidate. A candidate will not be hired or eliminated from consideration for hire, based on this feedback. personality. <p>BE ON THE LOOKOUT! Upon your successful registration acceptance, the PPI portal will automatically email you a set of access instructions. <u>DEADLINE TO COMPLETE THE PPI: 5pm, June 23, 2021.</u> Failure to complete this portion of the exam before the deadline will result in your disqualification from the process.</p> <p><i>Since this email will sometimes get intercepted by ISP firewalls, we advise you search all folders within your email box. The 'from' address is admin.ppi-portal.com. Your first-time access must be made through the link contained in the email. Should you have any issues, you must contact PES for assistance. To best assist you, it's suggested you do not wait until the last minute.</i></p>	<ul style="list-style-type: none"> • Deadline for PPI Completion: 5pm June 23 2021
PES: Written Exam: Part II	<p>The second part of the exam process is the written exam. You will be participating in a written exam specifically tailored for predicting candidate's best qualified for a career in law enforcement. Your exam was developed to measure the key skills, abilities and other characteristics required for job success. You will be allotted a set amount of time to complete the exam. You should expect the process to take approximately 3.25 hours. Once the process begins and test administration is complete, you will have 2.5 hours to complete your exam.</p>	<ul style="list-style-type: none"> • Registration Ends: 9am June 23, 2021
PES: Score Transfers	<p>The Wenham PD will accept PES exam scores received from a previous PES 2021 exam. For details, instructions, and important notes on the Score Transfer policy, please visit www.policeexamsolutions.com/faq.</p>	<ul style="list-style-type: none"> • Score transfers must be complete by 9am June 23, 2021

PES: Study Guide	<p>At this time, we do not offer a study guide for our exam. The reason being is that unlike other law enforcement entrance exams, our exam is different. It consists primarily of situational and scenario-based questions. For example, it asks questions to better determine who you are and how you would respond in certain situations, how you handle stress, and how you deal with supervisors, to name a few. While there are many study guides on the market which can help you familiarize yourself with “scenario/situational based” question styles, we recommend our candidate’s follow these simple steps to exam success:</p> <ul style="list-style-type: none"> • Get a good night’s sleep the night before the exam, • Eat a nutritious breakfast before the exam, • Be Prepared! Have any/all your required documents/materials ready for exam day, • Know what to bring and what not to bring, • Be on Time! Check-in starts at 8:15am. Doors close at 9:00am and there is absolutely NO admittance after 9:00am, and • Answer the test questions honestly. 	
PES: Score Reporting	PES will notify candidates via email when results are in. Typically, scores are released within (5-7) business days from the date of the exam. You can access your score via your PES PPI portal and your policeapp.com portal. Instructions on how to access your individual score will be included in your email.	
Exam Specifics:	<p>Location: Gordon College</p> <p>Address: 255 Grapevine Road, Wenham, MA 01984</p> <p>Check-In: Begins at 8:15am. Doors close promptly at 9:00am. No admittance after 9:00am, under any circumstances.</p>	
What to Bring to the Exam	<ul style="list-style-type: none"> • Valid Photo ID • Mask are required to enter the test site • (2) No. 2 pencils – We recommend NOT using mechanical pencils • If additional items are added due to the pandemic conditions, you will be contacted by email with the details. 	
What NOT to Bring to the Exam	DO NOT BRING YOUR CELL PHONE AND/OR ANY SMART DEVICE. Anyone found possessing these items at the testing site, will immediately be disqualified and asked to leave the location.	NO CELL PHONES OR SMART DEVICES!
Refunds and/or Exchanges	All fees paid are NON-REFUNDABLE under any circumstances. Policeapp.com and PES do not offer make-up exam sessions or returns for exam registration purchases. Your registration purchase is for that particular exam only and cannot be transferred to another exam.	
PES: Questions?	<p>PES is here to help! Police Exam Solutions is facilitating and hosting the WPD exam. As such, all questions regarding the exam process, as well as general inquiries will be handled by Police Exam Solutions, LLC. To provide you with a timely, informative response, we highly encourage you to submit your inquires to info@policeexamsolutions.com, or by calling our office at 781.645.6005. Do NOT contact the WPD, or you may be disqualified from the process.</p>	