



DEPARTMENT OF EXAMINATIONS  
THE MALL, SARRIA STREET, FLORIANA, MALTA

# **Examination for the Position of Correctional Officers in the Correctional Services Agency**

**Subject: ENGLISH**

**Date:**

**Time: 12.00 – 1.30 pm (one and a half hours)**

***SAMPLE PAPER***

**General Instructions: This examination paper consists of TWO sections, Section A and Section B. Candidates are requested to attempt BOTH sections and to read carefully the instructions within each section. Marks allotted for each question appear within brackets.**

## **Section A**

**Read carefully the following passage and then answer ALL the questions that follow:**

### **Standing Order No 15/2018**

29<sup>th</sup> November 2018

To: All Staff

#### **Communication with the Media**

Reference is being made to Directive 5 issued by the Principal Permanent Secretary regarding 'Contributions to the Media and Public Comments by Public Officers', and to Standing Order 16/2014.

While public officers, as members of the community, have the right in a personal capacity to make public comment (on matters related to public policy and political issues) and to enter into public debate on political, administrative and social issues, there are some circumstances in which public comment (on matters relating to public policy and political issues) is inappropriate.

These include:

- (a) The possibility that the public comment, could be in some way linked or interpreted to be an official comment of Government or of the public officer's department; and
- (b) Where public comment amounts to criticism sufficiently strong or persistent to give rise to the public perception that the officers are not prepared to implement or administer the policies of the Government of the day as they relate to their duties; and
- (c) where the public officer is in scale 5 or above.

Public officers are not to disclose official information or documents acquired in the course of their employment when engaging in public comment in a personal capacity.

With regards to interviews, a public officer, whether on duty or on leave of absence, is not to comment publicly or allow himself/herself to be interviewed on matters concerning Government policy and programmes without prior authority to do so. Requests for such authority are to be submitted to the Permanent Secretary of the relative ministry.

All staff is requested to abide with the above procedures.

Disciplinary actions will be taken against employees who do not abide by the above procedures.

## Questions:

For questions 1 to 5 mark the correct answer:

- 1) Who is this Standing Order issued to?
  - a) The Director General of Corradino Correctional Services
  - b) All Public Officers
  - c) The Minister for Home Affairs and National Security
  - d) All staff (5 marks)
  
- 2) What is the circular about?
  - a) The use of the media in the prison
  - b) The rights and obligations of officers when passing public comments
  - c) The use of media by officers in Scale 4
  - d) Official comments from the Government (5 marks)
  
- 3) What does 'All staff is requested to abide with the above procedures' mean?
  - a) All staff is to follow these guidelines
  - b) All staff at Scale 5 are to follow these guidelines
  - c) All those who pass political comments are to follow these guidelines
  - d) Staff may choose to follow the guidelines in some situations (5 marks)
  
- 4) In issuing Standing Order No 15/2018, reference is being made to Directive 5 regarding 'Contributions to the Media and Public Comments by Public Officers', and to Standing Order 16/2014. Who issued Directive 5?
  - a) The Director General
  - b) The Correctional Officer
  - c) The Assistant Director
  - d) The Principal Permanent Secretary (5 marks)
  
- 5) When one is on leave of absence, they
  - a) Can allow themselves to be interviewed on matters concerning government policy
  - b) Cannot allow themselves to be interviewed on matters concerning government policy
  - c) Can be interviewed only in their personal capacity.
  - d) Should wait till their leave of absence is over to be interviewed on matters concerning government policy (5 marks)
  
- 6) Mention **ONE** thing that public officers cannot disclose to the media. (5 marks)
  
- 7) If one is invited to give a comment to the media, for example on the state of the prison, to whom should, according to this circular, he or she ask permission? (5 marks)
  
- 8) Why do you think you should not comment on the media on matters that pertain to the prison? (5 marks)
  
- 9) Give **FIVE** examples of what constitutes the media. (5 marks)
  
- 10) If someone, like a journalist or someone on Facebook, asks you for information about a prisoner or about the prison, what do you think you should do? (5 marks)

## Section B

Choose ONE of the below scenarios. This Section has 50 marks.

1. On a windy Sunday afternoon, you are walking at Wied iż-Żurrieq, observing the waves and looking out at Filfla, when suddenly you notice a large wave crashing onto the shore. Unfortunately, this wave drags a fisherman who happened to be fishing exactly at the tip of Wied iż-Żurrieq into the sea. In about **350 words** describe what happened next.
2. You are driving to work, early in the morning. The roads are very busy, and it is raining. You are late, so you are going slightly over the speed limit whenever there is no traffic. You use your indicators to move onto the right lane and whilst changing lane, a car on the opposite side crashes into you. In about **350 words** write a report to the insurance agency describing this incident.

**Total: 100 marks**