

## Section B

Choose ONE of the below scenarios. This Section has 50 marks. Please indicate the total number of words written.

1 It is a Sunday afternoon. You are walking on the kerb along a busy road and it is raining. Suddenly a motorbike, driven by a 50-year old man, passes by overtaking a truck. The man loses control of the bike he is riding and falls off while a woman who is riding pillion is thrown off the bike. In about **350** words write a statement to the police explaining what you witnessed.

2 You happen to be meeting a friend on the other side of the street in front of a jewellery store when a car stops nearby. Two hooded persons rush into the store. You hear a lot of shouting and you notice a client rushing out and calling for help. In about **350** words describe what happened next.

**Total: 100 marks**

**END OF EXAMINATION PAPER**



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

**Subject: ENGLISH**

**Date: Thursday, 24 October 2019**

**Time: 11:00 – 12:30 (one and a half hours)**

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 14/2018

9<sup>th</sup> November 2018

To: *All Staff*

#### Private Work

With reference to Section 6.2.3.1 of the Public Service Management Code, please note that before engaging in any form of work outside their official duties, public employees are required to submit the 'Request to Perform Private Work' form and obtain approval from their respective Permanent Secretary through the Director General (Correctional Services). The public employees concerned would be eventually informed of the approval to perform private work or otherwise.

If during the period of approval to perform private work, a public officer is transferred, progresses or is promoted to a higher grade/scale, permission to perform private work shall be deemed as having been automatically withdrawn and a fresh approval has to be sought.

All employees of this Division who are engaged in any form of private work and who have not yet submitted the 'Request to Perform Private Work' form according to the above mentioned conditions, should collect a copy of such a form from the Human Resources and Salaries Office and submit it duly filled in by the end of November 2018.

Please be reminded that in all cases concerning outside employment, public employees should give their employment with the public administration priority and avoid situations which could give rise to a conflict of interest, perceived or otherwise.

All staff is requested to abide with the above procedures and disciplinary action will be taken against those who will be caught that have not registered any private work.

Chief Operations Officer

## Questions:

For Questions 1 to 5 please mark the correct answer according to the text presented.

1. To whom is this Standing Order addressed?
  - a) To the Permanent Secretary.
  - b) To the Director General (Correctional Services).
  - c) To the Ministry for Home Affairs and National Security.
  - d) To all the staff at the Correctional Services Division. (5 marks)
2. What should the members of the staff who are already engaged in private work and who have not registered as such do?
  - a) They should discard the Standing Order.
  - b) They should inform their immediate superior.
  - c) They should duly fill in and submit an application form for approval.
  - d) They should desist from performing such private work. (5 marks)
3. With regards to those who do not register their private work, what action will be taken?
  - a) The immediate authorities will just talk to them.
  - b) They will be liable to disciplinary action.
  - c) They will be suspended outright.
  - d) The authorities will turn a blind eye. (5 marks)
4. The date set for the submission of the form is:
  - a) January 2019.
  - b) 15<sup>th</sup> December.
  - c) The end of November.
  - d) The end of the current year. (5 marks)
5. Which of the following phrases can replace "... shall be deemed"?
  - a) Shall be considered.
  - b) Shall be unacceptable.
  - c) Shall be mistaken for.
  - d) Shall be ignored. (5 marks)
6. What two pieces of advice are given to the staff in the penultimate paragraph? (4 marks)
7. Who can approve the call for performing private work? (4 marks)
8. What happens in the case of a public officer who is transferred, progressed or promoted and who already enjoys the permission to perform private work? (5 marks)
9. Why do you think an employee has to register for private work? (6 marks)
10. In about twenty (20) words describe the procedure regarding the granting of registering for private work. (6 marks)