



Section B

Choose **ONE** of the scenarios below and write about 350 words. This section carries 50 marks.

1. During a brawl outside a popular café one of those involved was stabbed in the chest. The police were soon on the spot and immediately set about asking bystanders who witnessed the bloody affair. You were one of the persons interrogated. Recount the events as you saw them.
2. What were the **THREE** main considerations that influenced your choosing a career as a Correctional Officer? Give reasons for your considerations.

Total: 100 marks

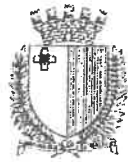
**Examination for the Position of Correctional Officers in the
Correctional Services Agency**

Subject: ENGLISH

Date: Tuesday, 14 June 2022

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

END OF EXAMINATION 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 the brackets.

Section A

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

From Standing Order No 4/2021

To: All Correctional Service Class Employees:

Sick Leave

Reference is being made to Standing Order No/2/2019 regarding sick leave.

All correctional service class employees who are unable to attend to their duties owing to sickness are obliged to visit a medical doctor of their choice on their first day of sickness.

A medical certificate (N146) is to be requested from a doctor on the first day of their sickness and a copy of it is to be handed personally to the Detail Office. This has to be done on the day when the employee resumes duty.

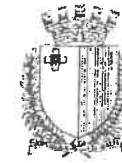
If this certificate is not received as indicated, the equivalent amount of absence will be deducted from the individual's vacation leave balance without any prejudice on any further action that might be taken.

All correctional service class employees who are unable to attend to their duties owing to sickness are to notify the Control Room on telephone number 23668000 as follows:

Officers who will be on morning schedule and their starting time is at 07.00am are to report their sickness till 06.00am.

Officers who will be on night schedule and their starting time is at 05.00pm are to report their sickness till noon (12.00pm)

The Agency will be conducting house visits by an appointed doctor or/and CSA personnel, to verify that the sick leave availed of is justified. Thus before an officer leaves his/her residence to be able to visit his/her doctor, he/she has to contact the Control Room and Human Resources section and inform them about this. The same procedure need to be followed on returning back home after the visit.



Questions:

For questions 1 to 5 mark the correct answer:

- 1) Through whom should sick leave be reported?
 - a) The Commanding Officer.
 - b) Control Room and Human Resources Section.
 - c) Control Room
 - d) Human Resources section (5 marks)

- 2) What is the subject matter of this Standing Order?
 - a) Communication devices.
 - b) Private Work.
 - c) Sick Leave.
 - d) Standards for Uniform and Appearance. (5 marks)

- 3) To which earlier Standing Order is this circular referring?
 - a) Standing Order No/2/2019
 - b) Standing Order No/10/11/2010
 - c) Standing Order No/6/3/2017
 - d) Standing Order No /2/2018 (5 marks)

- 4) What is to be requested from the doctor?
 - a) A Pink Form
 - b) A letter
 - c) A note
 - d) A medical certificate (5 marks)

- 5) On what telephone number should sick personnel report their sickness?
 - a) 48765432
 - b) 77776666
 - c) 12345678
 - d) 23668000 (5 marks)

- 6) When are sick personnel expected to see a doctor? (5 marks)

- 7) What happens if the medical certificate is not received as indicated? (5 marks)

- 8) What will the Agency be conducting when a member of staff reports sick? (5 Marks)

- 9) What kind of Doctor is a sick member of staff advised to visit? (5 marks)

- 10) What procedure is one expected to follow when visiting his/her doctor? (5 marks)