

Sample Test Material for:

Understanding and Applying Administrative Principles

Test material will be presented in a multiple-choice question format.

There are 15 questions in this subject area.

Test Task: You will be presented with situations in which you must apply knowledge of administrative principles and practices in order to answer the question correctly.

SAMPLE QUESTION:

Which one of the following is the **most** important reason to record a new policy in writing once it has been adopted?

- A. to ensure the acceptance of the new policy by staff
- B. to minimize confusion in the interpretation of the new policy
- C. to stop the practice of giving special consideration to individual cases
- D. to ensure that the policy is integrated into the organization's mission

The correct answer to this sample question is Choice B.

Solution:

This question asks for the most important reason to record a new policy in writing.

Choice A is not correct. Staff must be brought into the process of policy development before the policy is adopted to decrease possible staff resistance to the new policy.

Choice B is the correct answer to this question. The written record of the policy will serve as the definitive reference for issues or situations that the policy covers.

Choice C is not correct. Organizational policies serve as a guide to provide consistency in decision-making for those cases that are covered by the policy, but no policy will cover every possible circumstance or situation. There may be exceptional cases with special circumstances that are not fully covered by the policy. These exceptional cases must be considered individually on a case by case basis.

Choice D is not correct. Having a policy in writing will not ensure that the policy is integrated into the organization's mission. Integration of the policy into the organization's mission should have occurred when the policy was being drafted.