

PUBLIC SCHOOL WORKS PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://publicschoolworks.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

SAMPLE

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

SAMPLE

- 1. Which items must be accounted for by the test coordinators?**
 - A. Booklets by serial number, CDs containing translations of the tests, English language proficiency listening and speaking CDs, and answer documents.
 - B. Student notebooks
 - C. Cafeteria menus
 - D. Transportation passes
- 2. Which of the following is a recommended posture when sitting for long periods?**
 - A. Knees at 90 degrees with feet flat; monitor top even with or slightly below eye level; 16-22 inches away; head facing forward with slight downward tilt
 - B. Knees bent at 140 degrees; feet on desk; monitor above eye level; head tilted up
 - C. Knees locked; monitor at knee level; head turned to the side
 - D. Knees at 60 degrees; feet not flat; monitor far away
- 3. What is the recommended National Institute for Occupational Safety and Health (NIOSH) weight limit for materials handling?**
 - A. 51
 - B. 25
 - C. 70
 - D. 90
- 4. Which statement is included in site procedures for test materials?**
 - A. Sharing test materials with students during lunch.
 - B. Accounting for and storing test booklets, answer documents and all other test materials in a secure location before, during and between test administration sessions.
 - C. Releasing answer keys to parents.
 - D. Using test materials for classroom demonstration.
- 5. Non-directory information may be provided to school officials who have legitimate educational interest.**
 - A. True
 - B. False
 - C. Only with parental consent
 - D. Only during emergencies

- 6. Offering a welcome bag or backpack with school supplies and snacks is a strategy to welcome and support students upon enrollment.**
- A. True
 - B. False
 - C. Not stated
 - D. Both
- 7. As a teacher, it's not important to wear safety equipment, as long as students are required to do so.**
- A. Sometimes
 - B. False
 - C. True
 - D. It depends
- 8. The Ethics Commission has the unique authority to interpret the Ohio Ethics Law and related statutes.**
- A. False
 - B. True
 - C. Not sure
 - D. Depends
- 9. Sharps can be safely disposed of in a bag.**
- A. False
 - B. True
 - C. Not sure
 - D. Sometimes
- 10. Which portable fire extinguisher can be used on a small paper fire?**
- A. Water extinguisher
 - B. Foam extinguisher
 - C. ABC extinguisher
 - D. Co2 extinguisher

Answers

SAMPLE

1. A
2. A
3. A
4. B
5. A
6. A
7. B
8. B
9. A
10. C

SAMPLE

Explanations

SAMPLE

1. Which items must be accounted for by the test coordinators?

- A. Booklets by serial number, CDs containing translations of the tests, English language proficiency listening and speaking CDs, and answer documents.
- B. Student notebooks
- C. Cafeteria menus
- D. Transportation passes

Test coordinators must account for all materials that accompany a test to ensure security, integrity, and accurate scoring. Booklets by serial number, any CDs used for translations or language proficiency listening and speaking, and all answer documents are materials issued to examinees and must be tracked from issuance to collection. This prevents loss, tampering, or mix-ups and makes it possible to reconcile materials after testing. Items like student notebooks, cafeteria menus, or transportation passes are not standardized test materials and do not require the same level of accounting.

2. Which of the following is a recommended posture when sitting for long periods?

- A. Knees at 90 degrees with feet flat; monitor top even with or slightly below eye level; 16-22 inches away; head facing forward with slight downward tilt
- B. Knees bent at 140 degrees; feet on desk; monitor above eye level; head tilted up
- C. Knees locked; monitor at knee level; head turned to the side
- D. Knees at 60 degrees; feet not flat; monitor far away

Maintaining a neutral, supported sitting posture reduces strain on the neck, back, and shoulders when you sit for long periods. The best option follows common ergonomic guidelines: knees at about 90 degrees with feet flat on the floor; the monitor top at eye level or slightly below, about 16–22 inches away; and the head facing forward with a slight downward tilt. This setup keeps the spine in a natural alignment, supports circulation, and minimizes the need to bend or twist the neck. The other options introduce postural compromises: one places you in a very reclined knee angle with feet on the desk and the monitor above eye level, causing neck strain and poor back support; another keeps the knees locked with the monitor at knee level and the head turned to the side, which disrupts circulation and creates neck strain; and the last has a shallow knee bend with feet not flat and the monitor far away, which strains the eyes and reduces stability.

3. What is the recommended National Institute for Occupational Safety and Health (NIOSH) weight limit for materials handling?

- A. 51
- B. 25
- C. 70
- D. 90

Manual lifting safety uses a recommended limit from NIOSH to minimize back injuries. The standard guideline sets 51 pounds as the recommended maximum weight for a single-person lift under typical workplace conditions. This limit comes from the NIOSH lifting equation, which considers how far the load is from the body, how high it is lifted, how often and how long the lift occurs, and how well the load can be handled. When loads exceed this limit, the risk of back injury increases unless you use a two-person lift, mechanical assistance, or reduce the weight or frequency of lifting. The other weights don't reflect this baseline safety limit, so 51 pounds is the best answer.

4. Which statement is included in site procedures for test materials?

- A. Sharing test materials with students during lunch.
- B. Accounting for and storing test booklets, answer documents and all other test materials in a secure location before, during and between test administration sessions.**
- C. Releasing answer keys to parents.
- D. Using test materials for classroom demonstration.

Protecting test materials and keeping their handling secure is crucial to fairness in testing. The statement describes accounting for and storing test booklets, answer documents, and all other test materials in a secure location before, during, and between test administration sessions. That means keeping items in a locked, access-controlled area and maintaining an up-to-date inventory so each piece can be tracked from arrival through every testing window. This approach prevents loss, theft, or inadvertent exposure of test content, supports accurate scoring, and protects student privacy. Other options would undermine security: sharing materials with students would reveal content and compromise fairness; releasing answer keys to parents leaks confidential information; using materials for demonstrations risks exposing items and eroding test integrity. So this description aligns with proper site procedures for test materials.

5. Non-directory information may be provided to school officials who have legitimate educational interest.

- A. True**
- B. False
- C. Only with parental consent
- D. Only during emergencies

Disclosures of non-directory information to school officials who have legitimate educational interest are allowed under FERPA. Non-directory information refers to data that isn't designated as directory info and is usually protected, but it can be shared with school officials who need the information to perform their official duties. A school official can be anyone employed by the district, under contract, or otherwise enrolled or contracted to work for the school, as long as they have a legitimate educational interest in the information. The key idea is need-to-know and relevance to the student's education. For example, a counselor may need access to health or disciplinary records to provide appropriate support, a teacher may need transcripts to place a student in the right course, or a nurse may review medical histories to supervise care. In these cases, consent from a parent isn't required for the disclosure because it's to someone with a role in supporting the student's education. Parental consent is not the default prerequisite for sharing with school officials who have legitimate educational interest, and emergencies invoke separate exceptions, not the sole basis for disclosure. So this statement is true.

6. Offering a welcome bag or backpack with school supplies and snacks is a strategy to welcome and support students upon enrollment.

- A. True**
- B. False
- C. Not stated
- D. Both

Offering a welcome bag or backpack with school supplies and snacks fits a welcoming onboarding approach. It directly supports students as they enroll by giving them practical tools to participate in class and by addressing basic needs that can affect engagement. This kind gesture signals care and helps reduce initial barriers, making it easier for students to start the year on a positive note. Since the prompt describes this exact strategy as a way to welcome and support students at enrollment, the statement is true.

7. As a teacher, it's not important to wear safety equipment, as long as students are required to do so.

- A. Sometimes
- B. False**
- C. True
- D. It depends

Safety in the classroom requires everyone involved to follow protective procedures, not just the students. If a teacher says it isn't important to wear safety equipment as long as students are required to, it undercuts protection and creates gaps where hazards can affect adults too. Wearing PPE is part of controlling hazards and helps build a safety culture by modeling the correct behavior. When teachers use the same PPE as students (or more when needed), they protect themselves and demonstrate the expected standard, showing that safety applies to everyone in the environment. This consistency reduces the risk of injury and aligns with safety rules and policies. So, the statement isn't correct because safety obligations extend to teachers as well as students.

8. The Ethics Commission has the unique authority to interpret the Ohio Ethics Law and related statutes.

- A. False
- B. True**
- C. Not sure
- D. Depends

The Ohio Ethics Commission is the designated body that interprets the Ohio Ethics Law and related statutes. It provides formal advisory opinions and guidance on how the rules apply to public officials and entities covered by the law, helping ensure uniform understanding and application. While courts can interpret statutes in disputes, the Commission's official interpretations guide everyday ethics compliance and enforcement. Because of this official interpretive role, the statement is true.

9. Sharps can be safely disposed of in a bag.

- A. False**
- B. True
- C. Not sure
- D. Sometimes

Sharps disposal requires a dedicated, approved container to prevent injuries and contamination. A regular bag does not provide puncture resistance or a secure seal, so used needles or lancets can poke through and leak, creating a serious risk for anyone who handles the waste. In school and clinical settings, sharps must go into a rigid, leak-proof sharps container that is clearly labeled for sharps disposal, and when full or according to local rules, it is disposed of through a proper medical waste program. So stating that sharps can be safely disposed of in a bag is not correct.

10. Which portable fire extinguisher can be used on a small paper fire?

- A. Water extinguisher
- B. Foam extinguisher
- C. ABC extinguisher
- D. Co2 extinguisher

For a small paper fire you want an extinguisher that effectively tackles ordinary combustibles and can quickly smother and cool the burning material. A multi-purpose dry chemical extinguisher fits this need because it is rated for Class A fires (like paper) and also works on other types if they appear, making it a versatile choice in a school setting. How it works is straightforward: the dry chemical powder blankets the flame, coats the fuel, and disrupts the chemical reactions happening at the flame. This both cools the surface and prevents the flame from continuing to burn, which helps stop the fire quickly. When using it on a small paper fire, aim at the base of the flames and sweep from side to side to cover the fuel. Other extinguishers have limitations for this scenario. Water would cool the fire but is less versatile in mixed hazards and can cause issues if the fire involves hidden or layered materials. CO2 smothers the fire by displacing air but doesn't cool as effectively, and foam is more suited to handling liquid fires and can leave residues. The multi-purpose dry chemical option provides broad effectiveness with a single, portable unit.

SAMPLE

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://publicschoolworks.examzify.com>

We wish you the very best on your exam journey. You've got this!

SAMPLE