

# JP Knowledge Test

## Frequently asked questions

### **Why was the JP Knowledge Test introduced?**

The JP Knowledge Test is designed to ensure that Justice of the Peace (JP) applicants are familiar with the roles and responsibilities of a JP as outlined in JP Handbook. This is a requirement of the [JP Code of Conduct](#).

### **When do I need to do the JP Knowledge Test?**

All new applicants need to successfully complete the knowledge test prior to beginning an application for appointment.

Existing JPs need to successfully complete the knowledge test in the 12 months prior to the end of their current term of appointment as a JP. JPs will not be able to complete a reappointment application until you have passed the test.

### **How can I study for the test?**

The [JP Handbook](#) covers all the information you can be asked about during the JP Knowledge Test. You will need to read and be familiar with the information in the handbook to pass the test.

A free online copy of the JP Handbook is available on the JP website. You can also purchase a professionally printed copy for \$15 (including GST and postage) through JP Online. A guide to [ordering a product](#) using JP Online is available on the JP website.

### **I'm having trouble passing the test. What should I do?**

If you're having trouble passing, click to view your results at the end of the test. You can then take note of which questions you answered incorrectly including a reference to the section of the JP Handbook the question relates to. It's a good idea to revise this part of the handbook to improve your understanding.

We recommend that you refer to the JP Handbook while attempting the test. The test is an

assessment of your familiarity of JP functions as outlined in the JP Handbook, rather than a test of your memory.

### **Can you tell me the correct answer to a question?**

Appointment Services staff cannot provide you with the correct answer to any question.

### **I have completed the test and can't see my results. Where can I find my results?**

At the end of the test, you will be shown if you have passed or failed and which questions you answered incorrectly. You can then click 'View results' and you will be provided with a reference to the section of the JP Handbook the question relates to.

### **I have received a message that I have failed the test / that the test was incomplete. What should I do?**

There is no limit to the number of times you can attempt the test. To take the test again, select 'JP Knowledge Test' from your JP Online account homepage. If you experience problems opening the test, try logging out of your account and then log in again. If this does not work, please email a screenshot of the error and your test number (for example, CT-01) to [jp@justice.nsw.gov.au](mailto:jp@justice.nsw.gov.au).

### **Can I save my answers and complete the test later?**

No, you cannot save your answers if you are part-way through the test. You must complete the test in one sitting.

### **Can I change my answer to a question?**

No, after you answer a question you cannot go back to view or change your answer.

**I don't agree with an answer to a question / I believe I answered a question correctly but it was marked as incorrect. What should I do?**

If you have suggestions about the JP Knowledge Test, or believe that you have answered a question correctly but it was marked incorrect, please send an email addressed to the Manager, Appointment Services at [jp@justice.nsw.gov.au](mailto:jp@justice.nsw.gov.au). In your email, quote your JP Knowledge Test number (for example, CT-01) and the relevant question and answer.

**I have been a JP for many years / I know what I need to do as a JP. Do I still need to complete the test?**

Yes, the same conditions apply to all JPs. The test is designed to ensure all JPs, regardless of years of service, are familiar with the current version of the JP Handbook.

### For more information

Visit the website at  
[www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)

Email  
[jp@justice.nsw.gov.au](mailto:jp@justice.nsw.gov.au)

Write to  
**Appointment Services**  
**NSW Department of Justice**  
**GPO Box 6**  
**Sydney NSW 2001**