

JP Online – JP knowledge test - FAQs

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 the 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.

You can also study for the test by clicking on the 'practice JP knowledge test' button accessible via the homepage of your JP Online account. The practice test is a tool designed to help you prepare before taking the actual knowledge test.

The practice test will generate 10 practice questions for you to attempt. Once you finish the practice test, your results will be displayed. You can view the questions you answered correctly and incorrectly by clicking the 'view results' button.

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

The revised JP knowledge test will allow users who score 85 per cent or over to answer the questions they answered incorrectly in order to achieve the 100 per cent pass mark, without having to re-sit the entire exam.

If you are 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 is 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.

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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 cannot 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@dcj.nsw.gov.au.

Can I save my answers and complete the test later?

Yes, you can save your answers and progress if you have started a test by clicking 'save & close'. You can resume your test attempt any time prior to your appointment lapse date. To resume your started test, log into JP Online and click the CT-XXXX test reference number in your activity table.

Can I change my answer to a question?

Yes, once you reach the review page, you can go back and edit your answers.

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@dcj.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.

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More information

- Visit the website at <https://dcj.nsw.gov.au/legal-and-justice/legal-assistance-and-representation/justice-of-the-peace/jp-online.html>
- Email jp@dcj.nsw.gov.au
- Write to

Appointments and Applications
NSW Department of Communities and Justice
Locked Bag 5000
Parramatta NSW 2124
- Call the JP Infoline on 02 8688 0500
(8.30am – 11.30am and 1.30pm – 3.30pm, Monday to Friday)