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***BELLSOUTH***

**CIRCUIT LAYOUT ASSIGNER TEST**

**STUDY GUIDE**

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## OVERVIEW

This Study Guide is designed to familiarize you with the knowledge and skills required by BellSouth's Circuit Layout Assigner job and covered by the Circuit Layout Assigner Test. It will also familiarize you with the test format and help guide your preparation.

## TEST DESCRIPTION

### What is the purpose of the Circuit Layout Assigner Test?

To measure your knowledge and ability to apply concepts, terms, and principles involved in the provisioning and maintenance of facilities and circuits. Although the test contains some factual questions, it emphasizes your understanding of the subject and your ability to apply what you know, not just your memory of facts or procedures.

### Who has to take it?

All candidates for the Circuit Layout Assigner job are required to qualify on this test. Although there are no prerequisites for taking the test, if you have no prior training or work experience in dealing with circuit equipment and facilities, circuit design, troubleshooting circuits, circuit concepts, or TIRKS, you probably will not do well on the test.

### What kind of test is it?

It is a 53-question multiple choice test. You will have 105 minutes to finish. Each question has 4 to 6 possible answers to choose from. An example question is shown below:

*Which one of the following sources is the most accurate record of whether a pending facility is customer owned?*

- a) Planning Design Access Code*
- b) Work Authorization*
- c) C1 / Ref Location Code*
- d) Service and Equipment Section*

The test is given on a PC using a mouse. Some questions refer to figures or diagrams. A tutorial is provided before the test that provides instructions on how to select answers, move from question to question, and view figures/diagrams.

### How is my score determined?

Your score will be the number of questions you answer correctly. There's no penalty for guessing, so try to answer every question.

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## What happens if I don't pass?

If you take the test but do not score high enough to qualify, you are eligible to retest in six months, after the first time you have taken the test, or in twelve months if you have taken the test before.

## What does the Circuit Layout Assigner Test cover?

It covers your knowledge and ability in the following areas:

- **Reading & Interpreting Technical Documents**
    - Ability to read and interpret inter-office communications, technical job aids, and file documentation
      - Material Types: M&Ps, Network Maps, Technical Job Aids, Interoffice Communications
      - Ability to read a sample of material and apply it to a particular problem or issue (e.g., M&P)
  
  - **Logons**
    - Ability to locate and use logons for various databases (e.g., TIRKS, SOCS, WFA, LFAC)
      - What information is contained in SOCS, WFA, BOCRIS, BOCABS, LFACS, TIRKS
      - What situations call for the use of each database
  
  - **Circuit Equipment and Facilities**
    - Knowledge of the kinds of equipment and facilities (e.g., plug-ins, test points, carrier types, switch ports, channel banks) required to make circuits work
      - Test access points
      - Facilities required for each circuit type
      - Equipment required for each circuit type
      - Knowledge of various channel bank types & associated equipment
      - Knowledge of circuit components (equipment & facilities)
      - How to order plug-ins & substitute plug-ins
      - How to distinguish between customer-owned facilities versus IOF
  
  - **Circuit Design**
    - Ability to design circuits
      - Identify various circuit types
      - Identify circuit levels
      - Interpret a WORD document
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- **Troubleshooting Circuits**

- Ability to troubleshoot to identify causes of circuit problems & possible solutions
  - Ability to resolve TFAS referrals
  - Resolve database inconsistencies
    - Equipment or facilities frame data errors
    - Identify restricted equipment
    - Identify possible equipment/facility solution if design fails
  - Resolve RMAs/PRO-CDS
  - Identify solutions to posting problems
  - Identify & resolve SO errors
  - Identify solutions for distribution problems
  - How to use online help directory (MHELP, FEERR)
  - Identify lack of equipment/facilities availability needed for design

- **Circuit Concepts**

- Ability to explain circuit- or inventory-related concepts, problem resolution, and other technical matters to co-workers
  - Continuity – what is it?
  - Line coding & framing – when to use it
  - Knowledge of transport types: T1, T3, STS, DLC
  - Date management between GOC, E1 & F1

- **TIRKS**

- Knowledge of how to populate TIRKS screens commonly used in the design and inventory process
  - What are components within TIRKS? (E1, F1, C1, etc.)
  - Fields required for various types of record retrieval
  - When each screen is used/what's it for?
  - What function keys apply
  - What entries are appropriate for various data fields



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## REFERENCES & TRAINING AIDS\*

**\*These materials can only be accessed by BellSouth employees  
from the BellSouth Intranet**

NI3772A01 Using TIRKS Screens

<http://my.bls.com/hrplus/training/jobaids/network/index.html#support>

N13848A.02 Special Services Provisioning for CPG Job Aid

<http://my.bls.com/hrplus/training/jobaids/network/index.html#support>

N20845A.01 Hi-Cap Design Job Aid for CPG

<http://my.bls.com/hrplus/training/jobaids/network/index.html#support>

N26033A.01 Message Circuit Design Job Aid

[http://cpg.bst.bls.com/jobaids\\_home.html](http://cpg.bst.bls.com/jobaids_home.html)

N20409A.01 WORD Document Circuit Design Job Aid

<http://my.bls.com/hrplus/training/jobaids/network/index.html#support>

CPG Carrier Training Package

[http://cpg.bst.bls.com/jobaids\\_cxr.html](http://cpg.bst.bls.com/jobaids_cxr.html)

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