

**IPMA-HR**  
INTERNATIONAL PUBLIC MANAGEMENT  
ASSOCIATION for HUMAN RESOURCES

[TESTING.IPMA-HR.ORG](http://TESTING.IPMA-HR.ORG)

# TEST PRODUCTS'S SERVICES 2009



# ABOUT US

The International Public Management Association for Human Resources represents human resource professionals in federal, state, and local government. IPMA-HR has been supplying the public sector community with written tests since 1953 in the police, fire, correctional, dispatch, and administrative arenas for the purpose of hiring and promotions. We rent over 200,000 tests per year to jurisdictions in every state of the nation as well as to government organizations in Canada and the European Union.

## Inspection copies

Inspection copies of our test products, services, and publications are available for your perusal. Please take advantage of this service to decide if the product you are interested in utilizing is right for your agency and the position for which you are hiring or promoting. Inspection copies are available free of charge. A TSA must be completed prior to ordering inspection copies of tests.

## Defensibility and Effectiveness

To assist customers in understanding how our tests were designed, IPMA-HR offers a Technical Report for each test title. Each report provides information about the development, validity, and psychometric analysis of the test. Although the validation strategy described varies depending upon the test, all strategies follow recommended procedures specified in the Uniform Guidelines on Employee Selection Procedures (Equal Employment Opportunity Commission, the Civil Service Commission, the Department of Labor, & the Department of Justice, 1978) and the Principles for the Validation and Use of Personnel Selection Procedures (Society for Industrial Organizational Psychology, 2003).

Additionally, IPMA-HR also offers a Test Response Data Report for each test title. Each report presents test data gathered on candidates from jurisdictions that use IPMA-HR tests. This includes information about cut scores, score distributions, and adverse impact. The information can be used by test administrators nationwide to set cut scores and to make judgments concerning test fairness. Each report is updated annually and presents test response data collected during the previous five years.

Technical and Test Response Data Reports are available free of charge. A TSA must be completed prior to ordering these reports.

Please note that although criterion- and content-related validity has been demonstrated for IPMA-HR tests, it cannot be assumed that IPMA-HR tests are valid for all purposes. The Uniform Guidelines on Employee Selection Procedures (Equal Employment Opportunity Commission, the Civil Service Commission, the Department of Labor, & the Department of Justice, 1978) specify that test users are

responsible for demonstrating validity. Test developers or distributors have a professional obligation to provide evidence of validity in accordance with professional standards, but it is the user who must demonstrate that the test is valid, as it is used in a given context (Section 7A). Therefore, IPMA-HR cannot assume liability for the use of its test products and services.

## Technical Assistance

Free informational handouts are available in electronic formats regarding setting cut scores, handling test accommodations for individuals with disabilities, and addressing candidate item challenges. Additionally, IPMA-HR offers comprehensive publications on salient issues regarding test administration, oral interviews, and assessment centers. See page 19 for details.

## Reading Lists

Customized and promotional tests are developed from highly regarded public safety text books and other materials. These books and materials are stated on a Reading List and should be used by candidates to prepare for customized and promotional tests. IPMA-HR strongly recommends that candidates receive the list 60 to 90 days prior to test administration. Since publishers periodically create new editions of books and remove books from circulation, it is important that you contact IPMA-HR before posting a Reading List to ensure it is current. A TSA must be completed prior to requesting copies of any Reading List.

## Item Challenge Service

Customized and promotional tests are written to be factually correct when specific knowledge is involved. In support of this, all customized and promotional tests have item-to-source documentation available that can be used in defense of item challenges during candidate appeal and review procedures. IPMA-HR will assist jurisdictions in preparing responses to item challenges free-of-charge. Please note that IPMA-HR does not allow candidate reviews of entry-level tests. For more information about our Item Challenge Service, please call (800) 381-TEST and request a copy of our handout, Considerations in Handling Item Challenges.

## Quality Customer Service

At IPMA-HR, we aim to provide excellent customer service and, based on ongoing Customer Service Surveys, our customers agree! Our staff members are eager to answer any questions you have related to our test products and services. If you have questions or comments, please do not hesitate to contact IPMA-HR's Assessment Services Department:

**PHONE: (800) 381-TEST (8378)**

**E-MAIL: [assessment@ipma-hr.org](mailto:assessment@ipma-hr.org)**

# WELCOME

## Dear HR Professional:

At the International Public Management Association for Human Resources (IPMA-HR), our customers are our most important partners! We strive to provide quality test products and services and efficient customer service; that is our commitment to the profession and to your agency.

Relying on IPMA-HR for your test products is the smart business choice. For more than 50 years, IPMA-HR has been developing reliable entry-level and promotional test products, services, and publications designed specifically for both public safety and non-public safety personnel. Every year, IPMA-HR provides more than 200,000 tests to public jurisdictions throughout the United States and Canada.

IPMA-HR tests are developed by highly skilled psychometricians and are extensively validated throughout the nation to help ensure your agency matches the right person to the right job. That's why public sector HR professionals trust IPMA-HR for effective test products and services.

The 2009 Test Products & Services Catalog is designed to help you find the test products, services, and publications that best meet your specific needs. Our professional assessment team makes ordering our products quick and easy. Order your test products today by e-mailing [assessment@ipma-hr.org](mailto:assessment@ipma-hr.org) or by calling (800) 381-TEST (8378).

Thank you for being a valued IPMA-HR customer.

Sincerely,



**Neil E. Reichenberg**  
*Executive Director*

P.S. IPMA-HR also has an extensive Test Development Program. Agencies who participate in this program receive significant savings on test orders. For more details, see pages 21–23. If you are interested in participating or learning more about the program, please contact the Assessment Services Manager, Dianna Belman, at [dbelman@ipma-hr.org](mailto:dbelman@ipma-hr.org) or the Association Coordinator, Jacob Jackovich, at [jjackovich@ipma-hr.org](mailto:jjackovich@ipma-hr.org).



# TABLE OF CONTENTS

## PRODUCTS

### Police Service Tests .....3–8

#### ENTRY-LEVEL

P-Series Police Officer Tests .....	3
D-Series Police Officer Tests .....	3
A-4 Police Officer Test .....	4

#### PROMOTIONAL

PL 1.2 Police Administrator Test (Lieutenant) .....	4
PSUP Series Police Supervisor Tests (Corporal/Sergeant) .....	4
PDET 2.1 Police Detective Test .....	5
PSACS Public Safety Assessment Center System .....	5–7

#### SUPPLEMENTAL

P-BDQ Police Officer Background Data Questionnaire .....	8
P-RCE Police Officer Report Completion Exercise .....	8

### Fire Service Tests .....9–10

#### ENTRY-LEVEL

B-3R and B-4R Firefighter Tests .....	9
B-5 and B-5a Firefighter Tests .....	9

#### PROMOTIONAL

701 and 702 Fire Supervisor Tests (Lieutenant) .....	10
--	----

#### SUPPLEMENTAL

F-RCE Firefighter Report Completion Exercise .....	10
--	----

### Corrections Tests .....11–12

#### ENTRY-LEVEL

C-3 Correctional Officer Test .....	11
C-2 Correctional Officer Test .....	11
C-1 Correctional Officer Test .....	11

#### PROMOTIONAL

901 Correctional Facility First-Line Supervisor Test .....	11
--	----

#### SUPPLEMENTAL

C-BDQ Correctional Officer Background Data Questionnaire .....	12
C-RCE Correctional Officer Report Completion Exercise .....	12

### Emergency Communications Center Tests ..13

#### ENTRY-LEVEL

PST 2.0 Public Safety Telecommunicator Test .....	13
PST-100SV Public Safety Telecommunicator Test .....	13
PST-80SV Public Safety Telecommunicator Test .....	13

#### PROMOTIONAL

801 Emergency Communications Center First-Line Supervisor Test .....	14
--	----

### Administrative Tests .....15

#### INDIVIDUAL MODULES

A–N .....	15
-----------	----

#### COMBINED MODULES

CS1-A and CS1-B .....	15
-----------------------	----

## SERVICES & PUBLICATIONS

Customized Test Service .....	16
Job Analysis Service .....	17
Transportability Study Service .....	18
Assessment Publications .....	19–20
Test Development Projects .....	21–23

## GLOSSARY

Glossary .....	24–26
----------------	-------

# POLICE SERVICE TESTS

## ENTRY-LEVEL

### P-Series Police Officer Tests

25 MINUTES FOR TIP  
1 HOUR 45 MINUTES FOR 100-ITEM TEST  
\$15.00 (includes TIP)

No prior training or experience as a police officer is assumed of candidates taking the P-1SV and P-2SV. The P-1SV and P-2SV are parallel forms designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	P-1SV	P-2SV
Ability to Learn and Apply Police Information	25	25
Ability to Observe and Remember Details	12	12
Verbal Ability	23	23
Ability to Follow Directions	20	20
Ability to Use Judgment and Logic	20	20

A comprehensive job analysis of the position of entry-level police officer was conducted and used to pinpoint the KSAs necessary for success on the job. These tests are supported by criterion-related validity studies and psychometric analysis. The technical report for the P-1SV and P-2SV provides complete information on the job analysis, test development, and validation processes used for these tests. A TSA is necessary to order this report.

**NOTE:** TIPs should not be distributed to candidates prior to the day of the test. TIPs is an integral, timed part of the test and should be distributed, timed and collected just prior to the distribution of test booklets.

Need a more complete assessment of your candidates? Consider...

- Purchasing the P-Series Entry-Level Police Officer Candidate Study Guide for your applicants to help them prepare for the P-1SV and P-2SV. See page 19 for more details.
- Measuring your candidates' non-cognitive abilities with the Police Officer Background Data Questionnaire.
- Assessing your candidates' job-related writing skills with the Police Officer Report Completion Exercise.

### D-Series Police Officer Tests

25 MINUTES FOR TIP  
1 HOUR 45 MINUTES FOR 100-ITEM TEST  
\$15.00 (includes TIP)

No prior training or experience as a police officer is assumed of candidates taking any of the D-Series tests. The D-1, D-2, and D-3 are comparable forms designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS		
	D-1	D-2	D-3
Observation and Memory	25	27	21
Ability to Learn Police Material	25	23	29
Police Interest Questionnaire (Non-Cognitive)	30	30	30
Verbal and Reading Comprehension	N/A	9	11
Situational Judgment and Problem Solving	20	11	9

These entry-level tests effectively predict performance in both the police academy and on the job, as demonstrated through ongoing criterion-related validation studies. Inclusion of a non-cognitive component raises the validity of these tests and also serves to markedly lower adverse impact on minority group candidates. This component is not included in other entry-level police officer tests. The technical report for the D-1, D-2 and D-3 was updated in 2006 and provides complete information on the job analysis, test development, and validation processes used for these tests. A TSA is necessary to order this report.

**NOTE:** TIPs should not be distributed to candidates prior to the day of the test. TIPs is an integral, timed part of the test and should be distributed, timed and collected just prior to the distribution of test booklets.

Need a more complete assessment of your candidates? Consider...

- Assessing your candidates' job-related writing skills with the Police Officer Report Completion Exercise.
- Measuring your candidates' non-cognitive abilities with the Police Officer Background Data Questionnaire.

**NOTE:** The D-Series is not available in the State of Connecticut. Call for more details.

# POLICE SERVICE TESTS

## A-4 Police Officer Test

2 HOURS 35 MINUTES FOR 90-ITEM TEST  
\$15.00 (includes DVD or VHS)

An alternative to traditional multiple-choice tests, the A-4 is video-based and portrays a roll call meeting to assess the Ability to Observe, Listen, and Remember Information as well as scenes depicting police incidents that assess the Ability to Use Situational Judgment. Traditional multiple choice questions assessing the Ability to Learn and Apply Police Information are also included. The content areas assessed include:

CONTENT	ITEMS
Ability to Observe, Listen, and Remember Information	25
Ability to Use Situational Judgment and Interpersonal Skills	40
Ability to Learn and Apply Police Information	25

Utilizing the videotaped scenarios may reduce the possibility of adverse impact on minority group candidates. All instructions as well as a countdown timer are included on the video to facilitate test administration. Furthermore, use of videotaped scenarios makes proctoring the test easier, which makes the A-4 ideal for agencies testing a large number of candidates.

The technical report for the A-4 provides complete information on the job analysis, test development, and validation processes used for this test. A TSA is necessary to order this report.

## PROMOTIONAL

### PL 1.2 Police Administrator Test (Lieutenant)

2 HOURS 30 MINUTES FOR 100-ITEM TEST  
\$15.00

The PL 1.2 is a promotional test suitable for the command level and was designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS
Police Procedures: Patrol and Investigation	24
Laws Related to Police Work	27
Concepts of Supervision	25
Concepts of Administration	24

This test was developed based on a thorough job analysis of police personnel responsible for the management of a section within a division of a police department as well as subject matter expert review of test questions to ensure their appropriateness for inclusion on the test. The PL 1.2 is supported by a content validation study and psychometric analysis. The technical report for the PL 1.2 provides complete information on the job analysis, test development, and validation processes used for this test. A TSA is necessary to order this report.

The PL 1.2 Reading List prepares candidates to take this exam. Candidates should receive the PL 1.2 Reading List 60 to 90 days prior to test administration.

### PSUP Series Police Supervisor Tests (Corporal/Sergeant)

2 HOURS 30 MINUTES FOR 100-ITEM TEST  
\$15.00

The PSUP Series tests are promotional tests suitable for the supervisory level and were designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS
Laws Related to Police Work	24
Police Field Operations	24
Investigative Procedures	15
Supervisory Principles and Concepts and Reports	27
Records and Paperwork	10

PSUP 1.2 and PSUP 2.2 are parallel forms, while PSUP 3.2 is a comparable form of PSUP 1.2 and PSUP 2.2. The PSUP Series was developed based on a thorough job analysis of first-line police supervisor positions as well as subject matter expert review of test questions to ensure their appropriateness for inclusion on the tests. The technical report for the PSUP Series provides complete information on the job analysis, test development, and validation processes used for these tests. A TSA is necessary to order this report.

The PSUP Reading List prepares candidates to take this exam. Candidates should receive the PSUP Reading List 60 to 90 days prior to test administration.

**NOTE:** The PSUP Series was updated in 2006 to ensure the tests contain current information regarding the law, recent Supreme Court decisions, law enforcement technology, and new textbook editions.

**NOTE:** The PSUP Series is not available in the state of Connecticut. Call for more details.

# POLICE SERVICE TESTS

## **PDET 2.1 Police Detective Test**

2 HOURS 30 MINUTES FOR 100-ITEM TEST  
\$15.00

The PDET 2.1 was developed to assist law enforcement departments across the country in promoting qualified candidates to the detective position and was designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS
Police Investigation Procedures	29
Laws Related to Police Work	37
Concepts for Writing and Completing Reports, Records and Paperwork	34

The test is based on a thorough job analysis as well as subject matter expert review of test questions to ensure their appropriateness for inclusion on the test. The technical report for the PDET 2.1 provides complete information on the job analysis, test development, and validation processes used for this test. A TSA is necessary to order this report.

The PDET 2.1 Reading List prepares candidates to take this exam. Candidates should receive the PDET 2.1 Reading List 60 to 90 days prior to test administration.

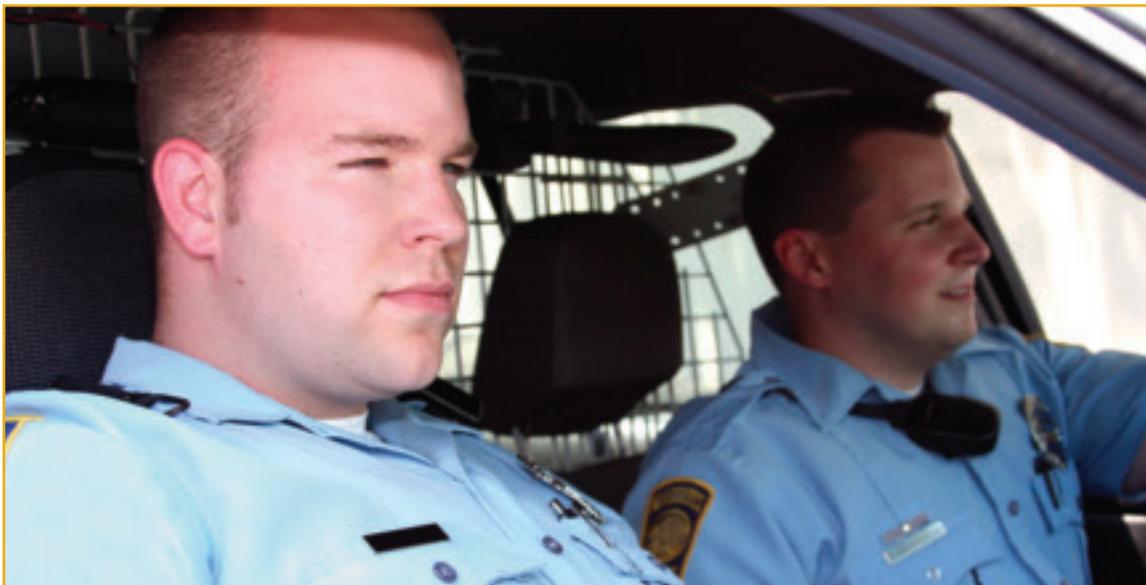
## **PSACS Public Safety Assessment Center System**

In order to help assess the promotional potential of police officers for the positions of police sergeant, police lieutenant, and police captain, IPMA-HR now offers the PSACS. The PSACS is carefully designed to allow agencies to administer their promotional assessment centers without incurring the added expense of hiring a consulting firm.

The PSACS is based on legal and professional guidelines and was designed by professional consultants who have more than 25 years of experience developing and administering police assessment centers at all levels of government. Research has shown that the assessment center method of testing accurately predicts performance on the job. In addition to having withstood court scrutiny, the assessment center method is well accepted by candidates and is viewed as a fair assessment tool. Assessment centers also provide valuable information that can be used for both individual and organizational development.

Each PSACS contains detailed information including:

- Assessment Center Model and Exercise Materials
- Content Validation Guidelines and Materials
- Project Management Plan
- Assessor Trainer Guidelines and Training Materials
- Sample Scoring Forms, Rating Scales and Scoring Guidelines
- Candidate Orientation Guidelines and Orientation Materials
- Miscellaneous Support Materials
- CD-ROM containing Assessor Training and Candidate Training PowerPoint Presentations as well as examples of support materials

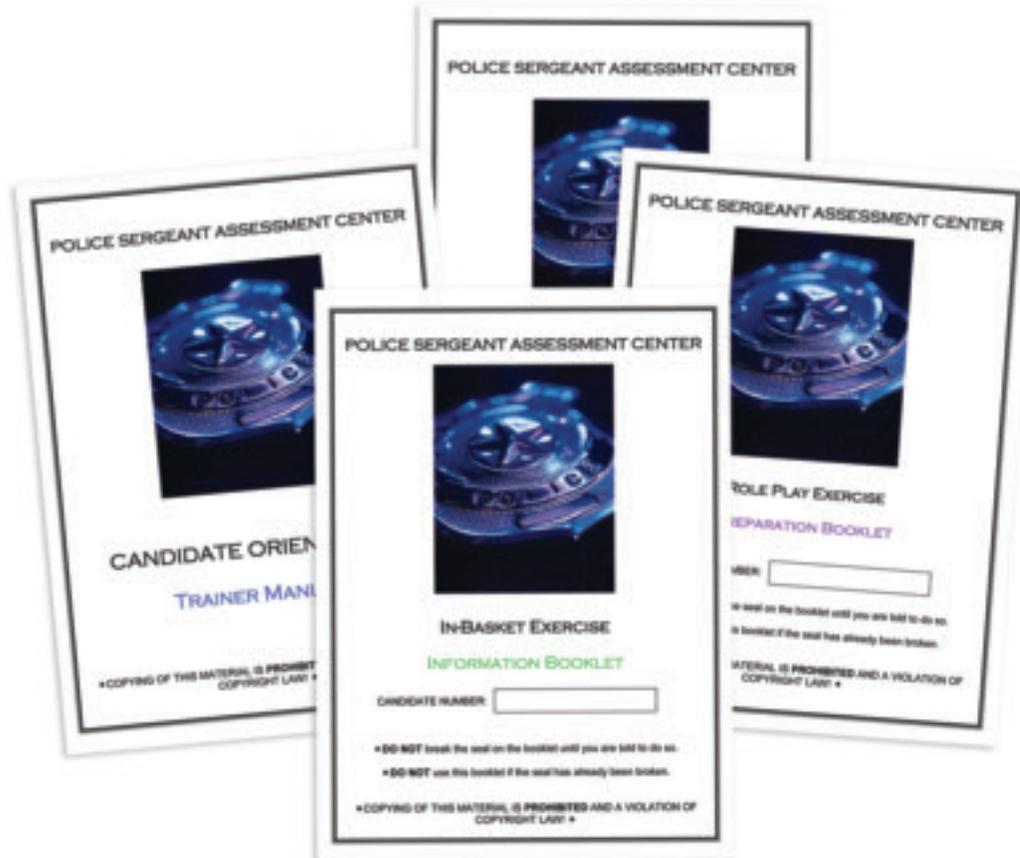


# POLICE SERVICE TESTS

## Police Sergeant Assessment Center System

The PSACS for Sergeant includes a Subordinate Role Play Exercise, a Video-Based Technical Exercise, and a Video-Based In-Basket Exercise designed to assess the following competencies:

- Problem Identification and Analysis
- Decision Making/Decisiveness
- Oral Communication
- Written Communication
- Interpersonal and Community Relations
- Planning and Supervising
- Applied Technical Knowledge



# POLICE SERVICE TESTS

## Police Lieutenant Assessment Center System

The PSACS for Lieutenant includes a Subordinate Role Play Exercise, a Video-Based Operational Exercise, and a Video-Based In-Basket Exercise designed to assess the following competencies:

- Analysis and Problem Solving
- Decision Making/Judgment
- Technical and Professional Knowledge
- Oral Communication
- Written Communication
- Interpersonal Effectiveness/Influencing

## Police Captain Assessment Center System

The PSACS for Captain includes an Interactive Leadership Exercise, a Video-Based Public Interaction Exercise, and a Video-Based Management Written Exercise designed to assess the following competencies:

- Analysis and Problem Solving
- Decision Making/Judgment
- Oral Communication
- Written Communication
- Interpersonal Effectiveness/Leading
- Planning, Coordinating, and Resource Management

For pricing information, please call the Assessment Services Department at (800) 381-TEST (8378).

**NOTE:** The administration of the video-based exercises has been automated and includes all candidate instructions and time clocks on the video.

**NOTE:** Please contact IPMA-HR at least two to three months prior to your test administration date. IPMA-HR requires a minimum of four weeks to process your PSACS order, which includes time for printing and billing. Your agency will then need one to two months to plan, schedule, and run the assessment center, depending on your agency's experience with administering assessment centers.



# POLICE SERVICE TESTS

## SUPPLEMENTAL

### P-BDQ Police Officer Background Data Questionnaire

30 MINUTES FOR 50-ITEM TEST  
\$6.00

The P-BDQ is a biodata questionnaire and assesses candidates' backgrounds and personal characteristics that traditional ability tests are not designed to assess:

- Work History and Habits
- Physical Preparation
- Dealing with People
- Integrity
- Self-confidence
- And more!

The P-BDQ was developed and keyed using a sample of more than 900 incumbent police officers in 43 cities and has consistently shown a highly significant correlation with police officer job performance with virtually no adverse impact on minority group candidates in the study group or applicant population. The technical report for the P-BDQ provides complete information on the job analysis, test development, and validation processes used for this questionnaire. A TSA is necessary to order this report.

Since the P-BDQ measures qualities that are not assessed by a standard cognitive ability test, it is recommended that this test be given in conjunction with one of IPMA-HR's entry-level police officer tests.

**NOTE:** All P-BDQs will be scored by IPMA-HR. A scoring fee of \$45 plus \$0.50 per answer sheet will be charged.

**NOTE:** The administration fee for the P-BDQ will be waived if ordered with another test product.



### P-RCE Police Officer Report Completion Exercise

6 MINUTES FOR VIDEO  
30 MINUTES FOR INCIDENT REPORT FORM  
\$7.50/form (includes DVD or VHS)

Unlimited use of the P-RCE video-based scenarios is available for a one-time fee of \$500 for one video-based scenario and \$750 for two video-based scenarios. Please note that the Incident Report Form is available for lease only and is not included with video purchase.

The P-RCE is a video-based simulation exercise for entry-level police officers and was designed to assess skills related to observation, listening, and written communication. As candidates watch the video, they are to take notes and assume they are the officer at the incident occurring on the videotape. Instructions and a count down clock are presented in the video. Two video-based scenarios are available for several potential uses including:

- Entry-Level Hiring [in combination with other test(s) or as a hurdle following other selection procedures to reduce the number of candidates]
- Training Academy Assessment

The test booklet includes an Incident Report Form to be completed by the candidates. This form includes fields for names, addresses, etc. and a section for a written summary of the incident that occurred in the video.

Departments choosing to administer the P-RCE must develop their own scoring criteria. Scoring guidelines, sample evaluation rating scales, and rating forms are included in the test administration packet for this purpose. Flexibility in scoring gives departments the ability to customize the scoring to fit their needs.

The P-RCE is supported by content validation evidence based on a thorough job analysis of entry-level police officers. The technical report for the P-RCE provides complete information on the job analysis, test development, and validation processes used for this exercise. A TSA is necessary to order this report.

**NOTE:** The administration fee for the P-RCE will be waived if ordered with another test product.

# FIRE SERVICE TESTS

## ENTRY-LEVEL

### B-3R and B-4R Firefighter Tests

2 HOURS FOR 90-ITEM TEST  
\$12.50

No prior training or experience as a firefighter is assumed of candidates taking the B-3R and B-4R. These parallel forms were designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	B-3R	B-4R
Reading Comprehension	26	24
Interpreting Tables	9	10
Situational Judgment	10	10
Logical Reasoning	6	6
Reading Gauges	3	2
Applying Basic Math Rules	8	9
Mechanical Aptitude	5	6
Spatial Sense	9	10
Map Reading	7	6
Vocabulary	7	7

A nationwide job analysis of the entry-level firefighter position was conducted to pinpoint the KSAs necessary for success on the job. The B-3R and B-4R are supported by a criterion-related validation study and rigorous psychometric analysis. The technical report for the B-3R and B-4R provides complete information on the job analysis, test development, and validation processes for these tests. A TSA is necessary to order this report.



### B-5 Firefighter Test

20 MINUTES FOR TIP  
2 HOURS FOR 100-ITEM TEST  
\$15.00 (includes TIP)

### B-5a Firefighter Test

20 MINUTES FOR TIP  
1 HOUR 45 MINUTES FOR 80-ITEM TEST  
\$15.00 (includes TIP)

No prior training or experience as a firefighter is assumed of candidates taking the B-5 and B-5a. These tests assess a variety of critical abilities related to the content areas described in the following table:

CONTENT	ITEMS	
	B-5	B-5a
Ability to Learn, Remember and Apply Information	35	35
Reading Comprehension	15	15
Interests	20	N/A
Situational Judgment	13	13
Logical and Mathematical Reasoning Ability	17	17

Unlike the B-5a, the B-5 assesses a wider range of characteristics than typical entry-level firefighter tests. In addition to evaluating critical abilities such as those outlined above, the B-5 contains a non-cognitive component that measures personal traits. Please note that other than the Interests section, the B-5 and B-5a contain the same questions.

A nationwide job analysis of the entry-level firefighter position was conducted to pinpoint the KSAs necessary for success on the job. Both tests are supported by ongoing criterion-related validation studies and rigorous psychometric analyses. The technical report for the B-5 and B-5a provides complete information on the job analysis, test development, and validation processes for these tests. A TSA is necessary to order this report.

**NOTE:** TIPs should not be distributed to candidates prior to the day of the test. TIPs is an integral, timed part of the test and should be distributed, timed and collected just prior to the distribution of the test booklet(s).

**NOTE:** B-5 and B-5a are not available in the state of Connecticut. Call for more details.

# FIRE SERVICE TESTS

## PROMOTIONAL

### 701 and 702 Fire Supervisor Tests (Lieutenant)

2 HOURS FOR 100-ITEM TEST  
\$15.00

The 701 and 702 are promotional tests that incorporate the most current thinking, technology, and regulatory requirements and were designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	701	702
Fire Behavior and Fire Science	10	11
Firefighting Tactics and Procedures	20	22
Rescue and Safety	9	13
Firefighting Equipment and Apparatus	10	11
Building Construction	10	10
Supervisory Practices	13	16
Fire Prevention and Fire Safety	5	5
Hazardous Materials	10	12
Emergency Medical Care	13	N/A

Unlike the 702, the 701 includes questions concerning emergency medical care. Please note that except for the emergency medical care section, the 701 and 702 contain the same questions.

Both tests are supported by a content validation study that includes an extensive job analysis and thorough test item review by subject matter experts in the firefighting field. The technical report for the 701 and 702 provides complete information on the job analysis, test development, and validation processes used for these tests. A TSA is necessary to order this report.

The 701 and 702 Reading Lists prepare candidates to take these exams. Candidates should receive the 701 or 702 Reading List 60 to 90 days prior to test administration.

**NOTE:** The 701 and 702 are not available in the state of Connecticut. Call for more details.

## SUPPLEMENTAL

### F-RCE Firefighter Report Completion Exercise

6 MINUTES FOR VIDEO  
30 MINUTES FOR INCIDENT REPORT FORM  
\$7.50/form (includes DVD or VHS)

Unlimited use of the F-RCE video-based scenarios is available for a one-time fee of \$500 for one video-based scenario and \$750 for two video-based scenarios. Please note that the Incident Report Form is available for lease only and is not included with video purchase.

The F-RCE is a video-based exercise for entry-level firefighter positions and was designed to assess skills related to observation, listening, and written communication. As candidates watch the video, they are to take notes and assume they are the firefighter at the incident occurring on the videotape. Instructions and a count down clock are presented in the video. Two video-based scenarios are available for several potential uses including:

- Entry-Level Hiring [in combination with other test(s) or as a hurdle following other selection procedures to reduce the number of candidates]
- Training Academy Assessment

The test booklet includes an Incident Report Form to be completed by the candidates. This form includes fields for names, addresses, etc. and a section for a written summary of the incident that occurred on the video.

Departments choosing to administer the F-RCE must develop their own scoring criteria. Scoring guidelines, sample evaluation rating scale, and rating forms are included in the test administration packet for this purpose. Flexibility in scoring gives departments the ability to customize the scoring to fit their needs.

The F-RCE is supported by content validation evidence based on a thorough job analysis of entry-level firefighters. The technical report for the F-RCE provides complete information on the job analysis, test development, and validation processes used for this exercise. A TSA is necessary to order this report.

**NOTE:** The administration fee for the F-RCE will be waived if ordered with another test product.

# CORRECTIONS TESTS

## ENTRY-LEVEL

### C-3 Correctional Officer Test

20 MINUTES FOR TIP

2 HOURS AND 30 MINUTES FOR 100-ITEM TEST

\$15.00 (includes TIP)

No prior training or experience as a correctional officer is assumed of candidates taking the C-3 Correctional Officer Test. The C-3 is designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS
Ability to Learn, Retain, and Apply Information and Ability to Observe and Remember Details	1 – 25
Ability to Follow Written Directions	26 – 39
Verbal and Reading Comprehension	40 – 65
Ability to Follow Written Directions	66 – 76
Problem Solving and Situational Judgment	77 – 100

A nationwide job analysis of the entry-level correctional officer position was conducted to pinpoint the KSAs necessary for success on the job. This test is supported by a criterion-related validation study and rigorous psychometric analysis. The technical report for the C-3 will provide complete information on the job analysis and validation processes used in developing this test. A TSA is necessary to order this report.

**NOTE:** TIPs should not be distributed to candidates prior to the day of the test. TIPs is an integral, timed part of the test and should be distributed, timed and collected just prior to the distribution of test booklets.

### C-1 Correctional Officer Test

### C-2 Correctional Officer Test

2 HOURS FOR 90-ITEM TEST

\$12.50

No prior training or experience as a correctional officer is assumed of candidates taking the C-1 and C-2. The C-1 and C-2 are comparable forms designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	C-1	C-2
Reading Comprehension	17	22
Counting Accuracy	25	17
Inductive Reasoning	17	28
Deductive Reasoning	31	23

A nationwide job analysis of the entry-level correctional officer position was conducted to pinpoint the KSAs necessary for success on the job. This test is supported by criterion-related validation studies and rigorous psychometric analyses. The technical report for the C-1 and C-2 provides complete information on the job analysis, test development, and validation processes for these tests. A TSA is necessary to order this report.

Need a more complete assessment of your candidate? Consider...

- Measuring your candidates' non-cognitive abilities with the Correctional Officer Background Data Questionnaire.
- Assessing your candidates' job-related writing skills with the Correctional Officer Report Completion Exercise.

## PROMOTIONAL

### 901 Correctional Facility First-Line Supervisor Test

2 HOURS 30 MINUTES FOR 100-ITEM TEST

\$15.00

Determining who will be promoted into the position of first-line supervisor is a critical decision that not only has an effect on the day-to-day operations of a correctional facility, but has far-reaching impact into the future management of the entire organization. The 901 will assist your organization in making the right decision on who will be best at supervising, developing, and leading your entry-level staff on a daily basis. This test was designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS
Concepts of Supervision	23
Correctional Facility Operation	21
Concepts for Writing and Reviewing Reports and Paperwork	16
Concepts of Evaluating Subordinate Performance	14
Concepts of Training	14
Concepts of Administration	12

# CORRECTIONS TESTS

This promotional test is supported by a content validation study that focused on the first-line supervisory position in a correctional facility. The technical report for the 901 provides complete information on the job analysis, test development, and validation processes for this test. A TSA is necessary to order this report.

The 901 Reading List prepares candidates to take this exam. Candidates should receive the 901 Reading List 60 to 90 days prior to test administration.

## SUPPLEMENTAL

### C-BDQ Correctional Officer Background Data Questionnaire

1 HOUR FOR 68-ITEM TEST  
\$6.00

The C-BDQ is a biodata questionnaire and was developed to assess certain background and personal characteristics that traditional ability tests are not designed to assess:

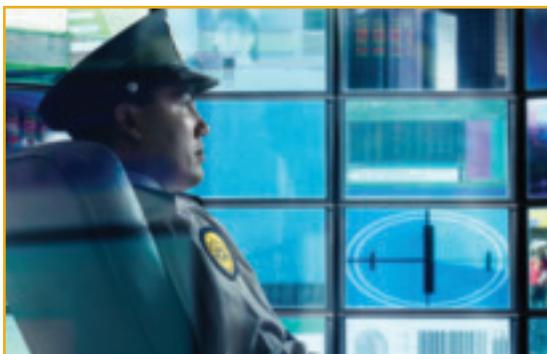
- Integrity
- Interest Patterns
- Perseverance
- Leadership
- Reliability
- Interpersonal Functioning

The C-BDQ is supported by a criterion-related validation study and rigorous psychometric analysis. The technical report for the C-BDQ provides complete information on the job analysis, test development, and validation processes used for this questionnaire. A TSA is necessary to order this report.

Since the C-BDQ measures qualities that are not assessed by a standard cognitive ability test, it is recommended that this test be given in conjunction with one of IPMA-HR's entry-level correctional officer tests.

**NOTE:** All C-BDQs will be scored by IPMA-HR. A scoring fee of \$45 plus \$0.50 per answer sheet will be charged.

**NOTE:** The administration fee for the C-BDQ will be waived if ordered with another test product.



### C-RCE Correctional Officer Report Completion Exercise

6 MINUTES FOR VIDEO  
30 MINUTES FOR INCIDENT REPORT FORM  
\$7.50/form (includes DVD or VHS)

Unlimited use of the C-RCE video-based scenarios is available for a one-time fee of \$500 for one video-based scenario and \$750 for two video-based scenarios. Please note that the Incident Report Form is available for lease only and is not included with video purchase.

The C-RCE is a video-based exercise for entry-level correctional officer positions and was designed to assess skills related to observation, listening, and written communication. As candidates watch the video, they are to take notes and assume they are the officer at the incident occurring on the videotape. Instructions and a count down clock are presented in the video. Two video-based scenarios are available for several potential uses including:

- Entry-Level Hiring [in combination with other test(s) or as a hurdle following other selection procedures to reduce the number of candidates]
- Training Academy Assessment

The test booklet includes an Incident Report Form candidates complete, including fields for names, addresses, etc. and a section for a written summary of the incident that occurred on the video.

Departments choosing to administer the C-RCE must develop their own scoring criteria. Scoring guidelines, an example evaluation rating scale, and rating forms are included in the test administration packet for this purpose. Flexibility in scoring gives departments the ability to customize the scoring to fit their needs.

The C-RCE is supported by content validation evidence based on a thorough job analysis of entry-level correctional officers. The technical report for the C-RCE provides complete information on the job analysis, test development, and validation processes used for this exercise. A TSA is necessary to order this report.

**NOTE:** The administration fee for the C-RCE will be waived if ordered with another test product.

# EMERGENCY COMMUNICATIONS CENTER TESTS

## ENTRY-LEVEL

**PST 2.0 Public Safety Telecommunicator Test**  
 100 ITEMS, 2 HOUR 30 MINUTE TIME LIMIT  
 \$15.00 (includes DVD or VHS)

No prior training or experience as a public safety telecommunicator is assumed of candidates taking the PST 2.0 Public Safety Telecommunicator Test. Candidates will have 45 minutes to take the interactive portion of the test (Questions 1–42) and 1 hour and 45 minutes to take the remainder of the test (Questions 43–100). The test is divided into three subtests:

- Subtest 1: Ability to Listen, Remember, and Respond to Verbal Information
- Subtest 2: Ability to Use Situational Judgment
- Subtest 3: Ability to Learn and Apply Information

The position title of Public Safety Telecommunicator (PST) was chosen to describe employees whose main responsibilities are call taking and dispatching for a public safety agency. A comprehensive job analysis of the position of public safety telecommunicator was conducted and used to pinpoint the KSAs necessary for success on the job. These tests are supported by a criterion-related validity study and psychometric analysis. The technical report for the PST 2.0 provides complete information on the job analysis, test development, and validation processes used for these tests. A TSA is necessary to order this report.

**NOTE:** The interactive part of the test (Subtest 1) is different from the PST-100/80 tests that are currently available. The interactive part of the test is more challenging in the PST 2.0 and requires the candidate to study information and listen to a roll call meeting in addition to listening to radio traffic.



**PST-100SV Public Safety Telecommunicator Test**  
 2 HOURS 24 MINUTES FOR 100-ITEM TEST  
 \$12.50 (includes VHS, CD, or Audio Cassette)

**PST-80SV Public Safety Telecommunicator Test**  
 2 HOURS FOR 80-ITEM TEST  
 \$12.50

No prior training or experience in the job is assumed of candidates taking PST-100SV or PST-80SV. These entry-level tests were designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	PST-100SV	PST-80SV
Listening Skills	20	N/A
Reading Comprehension	24	24
Ability to Learn and Apply Information	21	21
Reasoning Ability	18	18
Ability to Use Situational Judgment	17	17

Two versions of this entry-level public safety telecommunicator test are available: PST-100SV and PST-80SV (with the listening subtest omitted). The two versions contain the exact same questions with the exception of the listening skills subtest. The 80-item version of the test is available for those jurisdictions that do not have the audio equipment needed to administer the listening skills subtest.

A comprehensive job analysis of the position of public safety telecommunicator was conducted and used to pinpoint the KSAs necessary for success on the job. These tests are supported by a criterion-related validity study and psychometric analysis. The criterion-related validity study focused on telecommunicators working in both combined (joint law enforcement and fire) and law enforcement settings. The technical report for the PST-100SV and PST-80SV provides complete information on the job analysis, test development, and validation processes used for these tests. A TSA is necessary to order this report.

**NOTE:** The listening skills subtest is available in three different formats—CD, audiocassette tape, and VHS tape. All three formats contain the same information. The VHS tape contains a blank screen while the audio portion plays. Please indicate the type of format you prefer when ordering the PST-100SV.

## EMERGENCY COMMUNICATIONS CENTER TESTS

### PROMOTIONAL

#### **801 Emergency Communications Center First-Line Supervisor Test**

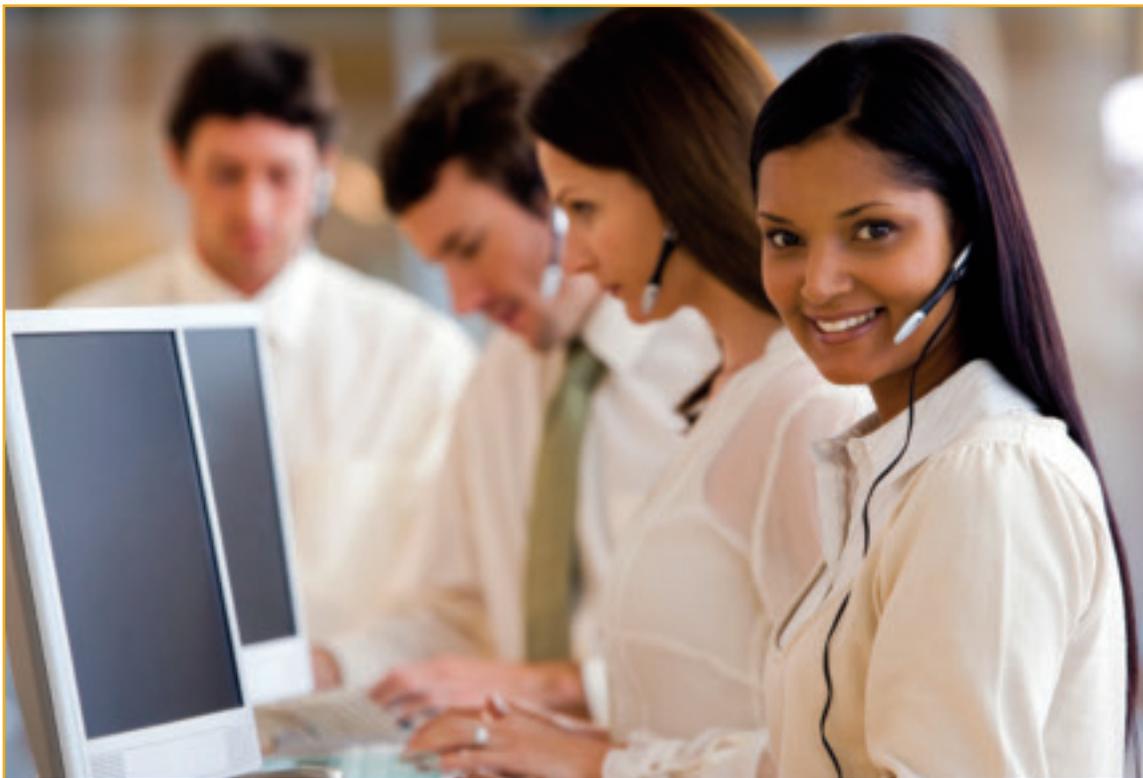
2 HOURS 30 MINUTES FOR 100-ITEM TEST  
\$15.00

The 801 is a promotional test designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS
Communication Center Operation	28
Concepts of Supervision	23
Concepts of Evaluating Subordinate Performance	15
Concepts of Training	13
Concepts of Writing and Reviewing Reports/Paperwork	11
Concepts of Administration	10

The 801 is based on a thorough job analysis as well as subject matter expert review of the test questions. It is also supported by a content validation study that focused on the first-line supervisory position in an emergency communications center. The technical report for the 801 provides complete information on the job analysis, test development, and validation processes for the test. A TSA is necessary to order this report.

The 801 Reading List prepares candidates to take this exam. Candidates should receive the 801 Reading List 60 to 90 days prior to test administration.



# ADMINISTRATIVE TESTS

## ADMINISTRATIVE SUPPORT SERIES

### Modules

\$5.50 for 1 module, \$8.00 for 2 modules.  
Any additional modules above 2 are at a cost of \$1.50 each.  
CS1-A counts as 5 modules and CS1-B counts as 3 modules.

The Administrative Support Series allows customers to tailor testing in order to meet their individual needs. Based on a job analysis of administrative positions, IPMA-HR's Administrative Support Series was designed to assess critical KSAs related to the content areas described below. The Administrative Support Series is supported by criterion-related validation studies and rigorous psychometric analyses. The technical report for the Administrative Support Series provides complete information on the job analysis, test development, and validation processes used for the modules. A TSA is necessary to order this report.

The Administrative Support Series was designed in module format so that test users can select which components are appropriate for their testing needs:

INDIVIDUAL MODULES	ITEMS	TIME
(A) Grammar	20	15 Minutes
(B) Punctuation	15	11 Minutes
(C) Vocabulary	30	9 Minutes
(D) Spelling	20	6 Minutes
(E) Basic Filing Skills	51	18 Minutes
(F) Reasoning	15	9 Minutes
(G) Following Oral Instructions	20	12 Minutes
(H) Following Written Instructions	20	25 Minutes
(I) Forms, Completion/Listening	5	30 Minutes
(J) Data Proofing	30	13 Minutes
(K) Document Proofing—Part A	34	15 Minutes
(L) Document Proofing—Part B	32	20 Minutes
(M) Mathematical Reasoning	20	35 Minutes
(N) Basic Math Calculations	20	20 Minutes

**NOTE:** Modules G and I include a CD or Audio Cassette.

In addition to the individual modules, combined modules are offered. These tests combine our popular Administrative Support Series into two easy-to-administer formats:

COMBINED MODULES	ITEMS	TIME
CS1-A <ul style="list-style-type: none"> <li>• Grammar</li> <li>• Punctuation</li> <li>• Vocabulary</li> <li>• Spelling</li> <li>• Basic Filing Skills</li> </ul>	136	59 Minutes
CS1-B <ul style="list-style-type: none"> <li>• Reasoning</li> <li>• Basic Math Calculations</li> <li>• Following Written Instructions</li> </ul>	55	54 Minutes

Need assistance deciding which module is appropriate for your needs? Consider using the free Job Content Matching Tool. This tool helps agencies combine the Administrative Support Series modules in order to assemble job-relevant tests for specific positions.

**NOTE:** Hand scoring is available for all individual and combined modules. Machine scoring and electronic scoring are available for all modules except I, K and L.



# CUSTOMIZED TEST SERVICE

## Public Safety and Non-Public Safety Positions!

Our Customized Test Service enables test users to create tests for upper-level positions in order to meet their individual needs. Customization allows agencies to assess competencies that are important for effective performance in different positions within their departments. This includes a wide variety of knowledge areas:

### Police Knowledge Areas—Public Safety

- General Police Procedures
- Laws Related to Police Work
- Crime Investigation
- Police Reports and Records
- Sociological Theories and Aspects
- Internal Management and Structure
- Operational Field Activities
- Police Role in the Community
- Specialized Investigative Functions
- Police Supervision
- Policy and Procedure Research and Development
- And more!

### Fire Knowledge Areas—Public Safety

- Firefighting Concepts and Techniques
- Hazardous Materials
- Technical Knowledge
- Human Resource Issues
- Internal Management and Structure
- Role in the Community
- Fire Reports and Records
- Fire Supervision
- And more!

### Generic First-Line Supervisor Knowledge Areas—Non-Public Safety

- Concepts of Supervision
- Concepts of Administration
- Evaluating Subordinate Performance
- Training and Development
- Conflict Management
- Situational Judgement
- Oral Communication
- Customer Service
- And more!

## Item Writing Service

We also offer customers the opportunity to use their own departmental policies and standard operation procedures from which our professional item writers can create up to 25 questions that can be added to questions they choose from the knowledge areas listed above.

## PRICING

**Non-Rush Orders** (More than 3 weeks from testing date)

Public Safety: \$10.00 per question with a 100-question minimum + \$300 labor fee.

Non-Public Safety: \$10.00 per question with a 80-question minimum + \$300 labor fee.

- You will be billed for the number of questions you request for your Preliminary Test. Two additional questions for each knowledge area will be provided at no charge.
- If a Preliminary Test is not requested, you will be billed for the number of questions you request for your Final Test.

If you choose to use IPMA-HR's item writing service to include up to 25 questions from an outside source material of your choice, these questions will cost: \$58.00 per question with a 25-question maximum + \$300 labor fee.

**Rush Orders** (3 weeks or less from testing date)

Public Safety: \$10.00 per question with a 100-question minimum + \$300 labor fee + \$500 rush shipment fee.

Non-Public Safety: \$10.00 per question with a 80-question minimum + \$300 labor fee + \$500 rush shipment fee.

- You will be billed for the number of questions you request for your Preliminary Test. Two additional questions for each knowledge area will be provided at no charge.
- If a Preliminary Test is not requested, you will be billed for the number of questions you request for your Final Test.
- IPMA-HR's item writing service is not available for rush orders.

If you would like to order a free Customization Packet, which describes the customization process in detail, please contact IPMA-HR's Assessment Services Department. A TSA is necessary to order this packet.

**NOTE:** Although IPMA-HR's customized tests have not been validated, customized test users may use our Job Analysis Service in order to create a job analysis for the target position. See page 17 for details.

# JOB ANALYSIS SERVICE

Job analysis is the backbone of any well-developed and effective human resource program. A job analysis is conducted to pinpoint the critical duties, tasks, and KSAs employees must possess to successfully perform the job.

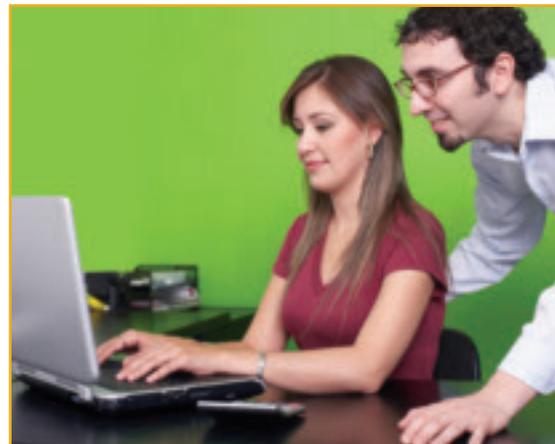
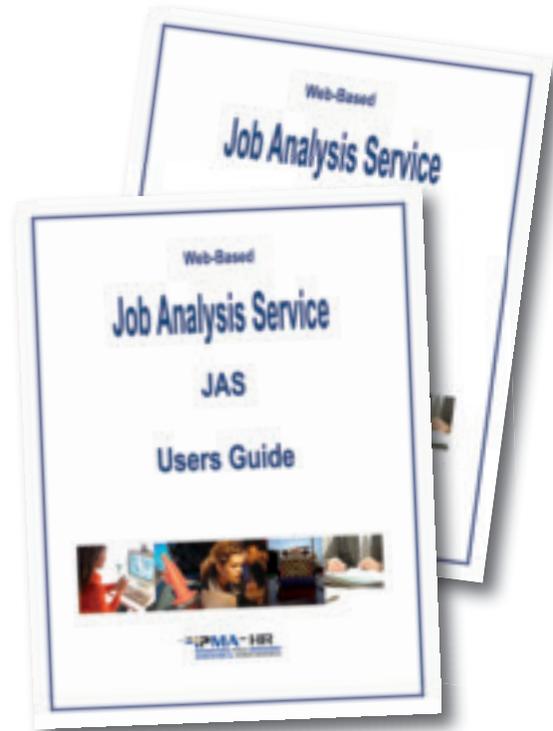
IPMA-HR's web-based Job Analysis Service (JAS) allows customers to conduct a job analysis on any job within an organization using job analysis surveys and questionnaires that are completed by respondents over the Internet. The job analysis results are used to create a Job Analysis Report profiling the job being studied and outlining the important job requirements. This profile can be utilized for several purposes including:

- Developing comprehensive job descriptions
- Creating a selection or promotional process
- Creating an exam plan to develop a selection or promotional exam or other assessment tool
- Providing transportability evidence to support the use of selection or promotional exams provided by test publishers
- Gathering information to classify jobs
- Assisting in generating performance evaluation criteria
- Assisting in developing training guidelines and/or programs

The service is web-based, meaning that IPMA-HR will collect information from customers through web-based surveys along with task statements and KSAP listings.

Using customer specifications, IPMA-HR will create two questionnaires. JAS customers will be sent Internet addresses through which job incumbents and their supervisors can complete the questionnaires. Once all employees have completed the questionnaires, IPMA-HR will conduct statistical analyses on the datasets and provide a Job Analysis Report to the customer. The datasets for the questionnaires will also be sent to the customer for easy upload into Excel, SPSS or another statistical software package for further analysis.

**NOTE:** An updated TSA must be on file with IPMA-HR before your agency can receive JAS materials.



<b>ORDER</b>	1 job	\$500 each
<b>IN BULK</b>	3 jobs	\$450 each
<b>AND SAVE</b>	5 or more jobs	\$400 each

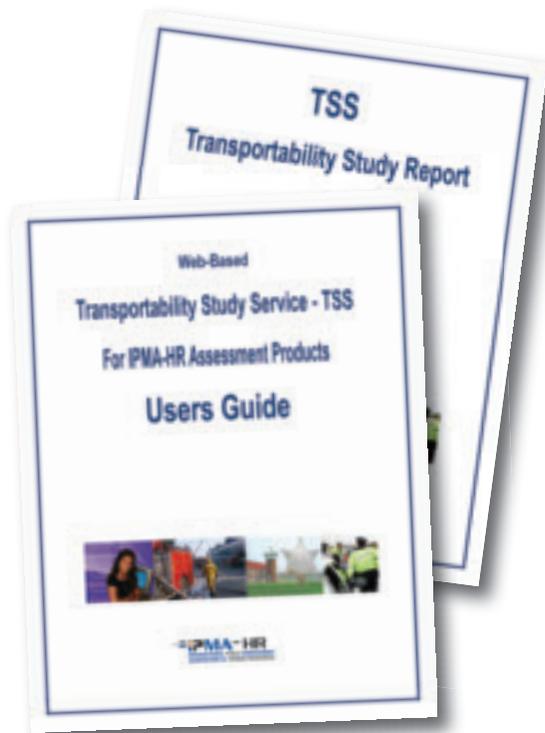
# TRANSPORTABILITY STUDY SERVICE

Employment decisions based in whole or in part on test scores must be clearly documented and based on accepted professional practices as outlined in the APA Principles for the Validation and Use of Personnel Selection Procedures (2003), the Standards for Educational and Psychological Testing (1999), and the EEOC Uniform Guidelines on Employee Selection Procedures (1978). When an agency wishes to utilize a test that has been developed and validated elsewhere, the Uniform Guidelines (Sections 1607.7 and 1607.9) requires the test user to link the original development and validation study to the job which the user wishes to apply the test.

The Transportability Study Service (TSS) assists IPMA-HR test users in achieving this goal. TSS enables agencies to conduct a transportability study for most IPMA-HR public safety tests. Doing so would help ensure that the KSAPs assessed by the test are substantially similar to those necessary for success on the job.

TSS is conducted through web-based job analysis surveys, which would be completed by agency personnel. The transportability study results would then be used to create a Transportability Study Report containing information linking the job to the one for which the test was developed. By conducting a transportability study, agencies will be better able to defend their testing processes in the event of a legal challenge.

**NOTE:** TSS is available for all IPMA-HR tests EXCEPT for customized tests, the P-BDQ, and the C-BDQ.



<b>ORDER IN BULK AND SAVE</b>	1 study	\$500 each
	3 studies	\$450 each

# ASSESSMENT PUBLICATIONS

## **Assessment Center Educational Materials**

Price: \$375 (includes shipping)

The Assessment Center Educational Materials (ACEM) contains everything you need to know about administering and scoring an assessment center process. Many sample materials are given for the ranks of Police Sergeant, Lieutenant, and Captain although the information in the ACEM can be used to run an assessment center process for any job within your organization.

The ACEM includes an Administrators Manual that contains the following sections:

- Assessment center overview and model
- Content validation guidelines
- Sample project management plan
- Sample assessment center schedules
- Strategies for compiling scores and establishing eligibility lists
- Candidate feedback suggestions
- Test monitor preparation

The following manuals are also included in the ACEM:

- Assessor Trainer Guidelines and Assessor Training Manual
- Candidate Orientation Trainer Guidelines and Candidate Orientation Manual
- CD containing Assessor Training and Candidate Orientation PowerPoint Presentations as well as Microsoft Word documents containing sample support materials (e.g., forms, schedules, feedback report, etc.).

## **Considerations in Handling Item Challenges**

Free electronic copy

This handout is a resource for HR professionals who need to handle candidate item challenges for IPMA-HR tests. This handout was created in response to customer requests for clarification and provides a step-by-step process that test administrators may use when handling item challenges for IPMA-HR tests. This handout is available to IPMA-HR assessment customers free of charge in electronic format.

## **Considerations in Implementing Selection Procedures**

Free electronic copy

This handout is a resource for HR professionals who need assistance regarding the implementation of selection measures—which ones to use and how to score them. This handout is available to IPMA-HR assessment customers free of charge in electronic format.

## **Considerations in Test Accommodations**

Free electronic copy

This handout is a resource for HR professionals who need assistance in making test accommodations for applicants with disabilities. The handout represents a composite of information from the professional and legal guidelines related to personnel selection. These include the Americans with Disabilities Act, Principles for the Validation and Use of Personnel Selection Procedures, Standards for Educational and Psychological Testing, and Uniform Guidelines on Employment Selection Procedures. The handout also contains a Resources Section that can be used for further research. This handout is available to IPMA-HR assessment customers free of charge in electronic format.

## **P-Series Entry-Level Police Officer Candidate Study Guide**

\$12/booklet (includes shipping)

This study guide is designed to help police candidates prepare to take either test form in the P-Series. The goals of this study guide are to:

- Answer frequently asked questions about the test forms.
- Describe the five content areas that are assessed by the P-Series, review the different types of questions candidates will see when taking either test form, and present sample questions for each content area.
- Share basic test-taking tips that may help improve candidates' overall test performance.
- Provide candidates with a practice test and answer sheets.
- Explain the answers to the practice test questions.

**NOTE:** The information in this study guide applies to both test forms. Currently, this product may only be purchased by jurisdictions with a TSA on file. IPMA-HR's Assessment Services Department will eventually sell this study guide directly to candidates. The price for candidates will be \$15/booklet.

# ASSESSMENT PUBLICATIONS

## **Public Safety Oral Interview Handbook**

Price: \$80 (includes shipping)

The Public Safety Oral Interview Handbook was developed to assist public safety agencies in creating structured oral interviews for entry-level positions and several ranks in the police, fire, and correctional services. The handbook includes an overview of research that has been conducted concerning the creation, scoring, and administration of structured oral interviews. Additionally, the handbook includes both structured oral interview questions that could be adapted to any rank and questions to avoid during the interview process. The handbook includes hundreds of real world examples of structured oral interview questions and scoring criteria that are currently utilized by human resource departments and public safety agencies across the country. HR professionals will also find the Reference and Resource section of the handbook useful for further research on structured oral interviews.

## **Test Administration Handbook**

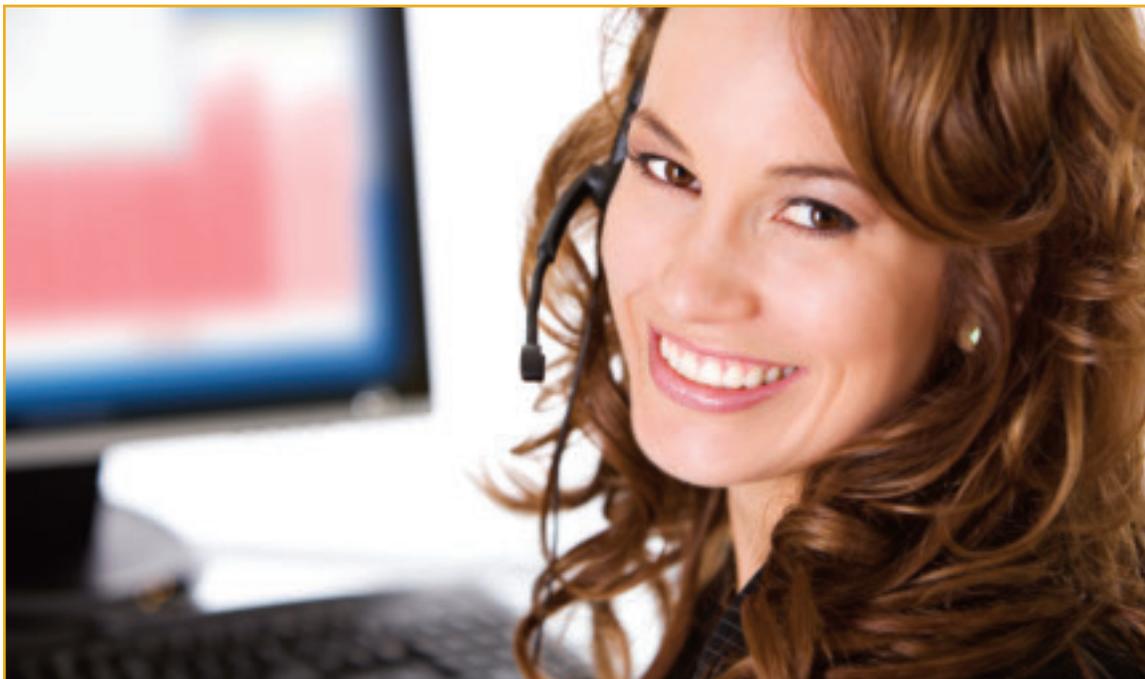
Price: \$80 (includes shipping)

While many of IPMA-HR's test customers are HR professionals, other individuals who order tests are not as familiar with the technical language used in test development. In order to assist our customers, IPMA-HR has created a comprehensive Test Administration Handbook containing information regarding basic testing principles (e.g., the different types of validity), legal and professional considerations, test procurement, score interpretation, transportability, and more!

## **Test Day Administration Guide**

Free electronic copy

An efficiently administered test will contribute to the reliability and validity of your test results. The Test Day Administration Guide was designed to assist the test administrator and proctors in administering tests in a standardized manner. For your convenience, the Test Day Administration Guide is provided along with each IPMA-HR test order. The Test Day Administration Guide contains a standardized script, which can be modified as needed. This handout is available to IPMA-HR assessment customers free of charge in electronic format.



# TEST DEVELOPMENT

## Test Development Projects

IPMA-HR's Assessment Services Department is currently conducting several NEW test development projects as well as finalizing some of last year's test development projects. The steps involved in participation in each of the projects are outlined below.

### 2009 Projects

- Video-Based Entry-Level Police Officer
- Fire Engineer
- Fire Lieutenant
- Entry-Level Firefighter
- Correctional Facility First-Line Supervisor
- Emergency Communications Center First-Line Supervisor

## Entry-Level Firefighter

### Video-Based Entry-Level Police Officer

The first step includes the completion of job analysis questionnaires by as many incumbents as possible. The questionnaire can be distributed as a web-based survey or a paper and pencil version and takes approximately 1½ hours to complete.

The second step includes the administration of multiple choice tests to incumbents. Test administration should take approximately 2 to 3 hours.

The third step requires asking one or more first- or second-line supervisors to evaluate the job performance of those tested. Each evaluation should take approximately 10 minutes to complete. These evaluations will only be used to compare test performance with job performance and will be kept strictly confidential. The evaluation form can be completed via paper copies or a secure, web-based form.

Steps two and three are conducted to collect criterion-based validity evidence to support the use of the exams in public safety agencies across the country. Data collected will be combined with that provided by other participating agencies. An item analysis will be run on the data to determine the best questions to include on the test. The tests and performance evaluation data will then be used to conduct the statistical analysis to ensure that test performance predicts job performance.

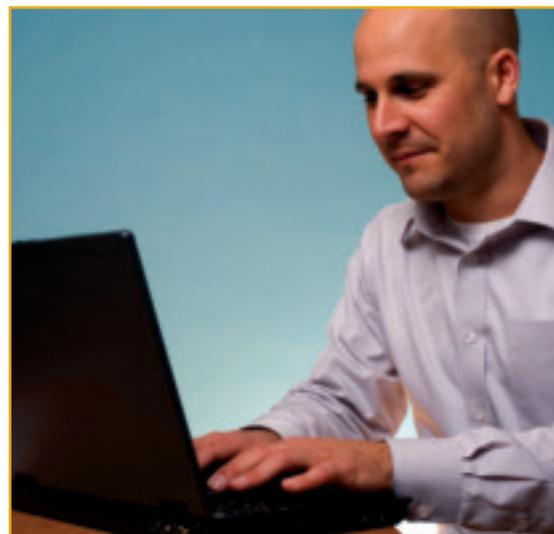
## Fire Engineer

### Fire Lieutenant

The first step involves the completion of a job analysis questionnaire by as many incumbents as possible. For the Fire Engineer project only, the first step also involves the completion of a duty-to-KSAP linkage questionnaire by as many supervisors as possible. Both questionnaires can be distributed as a paper or web-based surveys and take approximately 1½ hours to complete.

These projects require participation in a subject matter expert (SME) review. Each participating jurisdiction would receive two sets of questions and a biographical information sheet. Each question packet would contain approximately 50 to 70 questions. Within each participating jurisdiction, at least 2 groups composed of at least 3 SMEs would convene to review these questions. Each SME would be responsible for reading, answering, and rating each question with regard to the question's relevance to the job. The review should take approximately 90 to 120 minutes to complete. After making individual ratings, each group would discuss the questions and their ratings in order to reach a final consensus. The final consensus review should take approximately 120 to 150 minutes. SMEs would also be required to complete a 4-question survey asking if any of the questions were keyed incorrectly, worded unclearly, etc. SME experience depends upon the project. (Please note that SMEs in one jurisdiction are ONLY being asked to convene with SMEs in their jurisdiction).

For each position SMEs should be supervisors who have direct responsibility for the supervision of employees in these positions. When choosing the staff that will complete the item review, keep in mind the complexity of the task and the confidential nature of the questions to be reviewed.



# TEST DEVELOPMENT

## Correctional Facility First-Line Supervisor

### Emergency Communications Center First-Line Supervisor

These projects require participation in a subject matter expert (SME) review. Each participating jurisdiction would receive two sets of questions and a biographical information sheet. Each question packet would contain approximately 50 to 70 questions. Within each participating jurisdiction, at least 2 groups composed of at least 3 SMEs would convene to review these questions. Each SME would be responsible for reading, answering, and rating each question with regard to the question's relevance to the job. This initial review should take approximately 90 to 120 minutes to complete. After making individual ratings, the SMEs would come together as a group to discuss the questions and their ratings in order to reach a final consensus. The final consensus review should take approximately 120 to 150 minutes. SMEs would also be required to complete a 4-question survey asking if any of the questions were keyed incorrectly, worded unclearly, etc.

For each position SMEs should be first- and second-line supervisors who have direct responsibility for the supervision of employees in these positions. When choosing the staff that will complete the item review, keep in mind the complexity of the task and the confidential nature of the questions to be reviewed.

The SME review process has been automated and we would like to request that the SMEs use the internet to complete the process. A paper and pencil version is also available but we strongly encourage you to use the web-based process as it will not require the use of a third party to enter the data thus ensuring the data's accuracy and also cut down on the time and cost of copying and distributing materials.



## Realistic Job Preview for Public Safety Telecommunicators

Participation in this project involves reviewing iterations of a realistic job preview (RJP) form and providing feedback on the form through the completion of an online survey. Reviewers should be human resource staff members and/or emergency communications center supervisors.

**NOTE:** In all phases of the test development process, it is important to ensure a representative sample of male, female, and minority incumbents. We need representative numbers in order to ensure the fairness of the tests and to conduct a fairness analysis on the entry-level tests.

# TEST DEVELOPMENT

## Benefits of Participation

- Be better able to defend your jurisdiction's selection process in the event of a legal challenge—if you choose to administer the newly developed test as part of your jurisdiction's selection process.
- Gain significant cost savings from hiring public safety personnel who are more likely to succeed on the job.
- Save your jurisdiction from expending a significant amount of its resources. If your jurisdiction were to execute a validation project, or form a consortium to carry out such a project, the cost would probably exceed \$100,000. For these projects, **THERE IS NO COST TO PARTICIPATE**. By participating, your jurisdiction will receive a discount on IPMA-HR's test products and services AND be reimbursed for costs associated with compensating staff members for their participation and for expenses related to shipping and handling.
- Gain recognition and satisfaction from assisting the public safety profession as well as the HR profession in developing tests that will assist in the selection of qualified public safety personnel.
- Receive a discount in the form of a voucher, which can be applied to one order upon receipt of your completed project materials. All discount vouchers will remain valid for a two-year period.

Discounts are structured on a sliding scale and vary depending upon the type of project. If your jurisdiction decides to participate in multiple projects, you will be compensated for each separately. For example, if your jurisdiction participated in a job analysis and a validation study, your jurisdiction would receive two discount vouchers per the specifications described below.

- > **Job Analyses.** Participation in job analyses requires the completion of questionnaires. Jurisdictions with 10 to 20 participants will receive a 10% discount; those with 21 to 30 will receive 15%; those with 31 to 40 will receive 20%; those with 41 to 50 will receive 25%; and those with more than 50 will receive 30%. Jurisdictions with fewer than 5 participants may participate and will be compensated based on a dollar amount and the exact number of participants involved.
- > **Subject Matter Expert Reviews.** Participation in subject matter expert reviews requires the review of potential test items. Jurisdictions with 2 groups of 3 subject matter experts (SMEs) per group will receive a 15% discount and those with 4 groups of 3 SMEs per group will receive 20%. For ease of administration, IPMA-HR requires an even number of groups with a minimum of 2 and a maximum of 4.

- > **Validation Studies.** Participation in validation studies requires the administration of tests to incumbents and the collection of supervisor ratings. Jurisdictions with 10 to 20 participants will receive a 10% discount; those with 21 to 30 will receive 15%; those with 31 to 40 will receive 20%; those with 41 to 50 will receive 25%; and those with more than 50 will receive 30%. Jurisdictions with fewer than 5 participants may participate and will be compensated based on a dollar amount and the exact number of participants involved.

If your jurisdiction participates in a validation study and tests at least 10 incumbents, you can receive even greater savings. IPMA-HR offers your jurisdiction the option to administer the validation study test to participants during their off time in a group setting to **ELIMINATE THE NEED TO PAY OVERTIME**. In this instance, your jurisdiction will be compensated per the discount terms stated above and each incumbent will receive a Visa® Gift Card in the amount of \$50.00. Additionally, if your jurisdiction is willing to provide at least 50 participants, IPMA-HR is also willing to travel to your location to administer the validation study test to your participants in a group setting.

If you are interested in participating or learning more about the program, please contact the Assessment Services

Manager, Dianna Belman,

at [dbelman@ipma-hr.org](mailto:dbelman@ipma-hr.org) or the Association Coordinator, Jacob Jackovich, at [jjackovich@ipma-hr.org](mailto:jjackovich@ipma-hr.org).



# GLOSSARY

This glossary provides definitions of terms as used in this catalog. For many of the terms, multiple definitions can be found in the literature; also, technical usage may differ from common usage.

**Administration Fee:**

A fee to cover expenses related to the preparation of test materials.

**Adverse Impact:**

The extent to which members of a particular race, sex, or ethnic group have a lower rate of selection in hiring, promotion, or other employment decisions.

**Assessment:**

Any test or procedure used to measure a candidate's employment or career-related KSAPs or qualifications.

**Assessment Center:**

A method for assessing a candidate's KSAPs and performance using an assortment of interactive simulation exercises.

**BDQ:**

Background Data Questionnaire.

**Biodata Instrument:**

A selection tool containing background data items in which individuals are asked to recall and report typical behaviors or experiences in a situation likely to have occurred earlier in their lives. Biodata instruments may be used to make personnel selection decisions as well as to identify events that lead to destructive tendencies. Overall, biodata instruments are highly reliable, have acceptable to high levels of validity, and have less adverse impact against minority groups than most other instruments used to predict job performance.

**Biodata Key:**

A scoring procedure for biodata questionnaires which gives point values to questionnaire items and choices that have been shown by research to be significantly related to actual measures of job success (e.g., supervisor ratings, training success). The point values of biodata keys are complex and must be computer-scored. With biodata keys, higher scores equal a statistically higher likelihood of job success.

**Cognitive Ability:**

General mental ability or intelligence.

**Comparable Forms:**

Two or more versions of a test that measure the same KSAPs for which statistical similarity has not been demonstrated. Although these tests contain questions that measure the same KSAPs, the actual questions are different. To increase test security, Agencies may alternate between comparable forms during different test administrations.

**Content Validity:**

The extent to which the content of a test (a) represents the subject area or behavior it is intended to measure and (b) is related to requirements and qualifications important for successful job performance. Each of IPMA-HR's entry-level tests are based on both content and criterion-related validation studies, while promotional tests are based solely on content validation studies.

**Criterion-related Validity:**

Demonstrated by empirical data showing that the selection procedure is predictive of or significantly correlated with important elements of job performance.

**Equivalent Forms:**

Two or more versions of a test that can be equated by the use of a scoring formula so that scores on each version can be directly compared. Although these tests contain questions that measure the same KSAPs, the actual questions are different. To increase test security, Agencies may alternate between equivalent forms during different test administrations. Statistical adjustments can be performed if Agencies want to use the tests as parallel rather than equivalent forms.

**Inspection Copy:**

A copy of the test Agencies can request to ensure items are appropriate and job-related.

**IPMA-HR:**

International Public Management Association for Human Resources.

**Job Analysis:**

A systematic process used to identify the tasks, duties, responsibilities, and working conditions associated with a job and the knowledge, skills, abilities, and personal characteristics required to perform a job.

**JAS:**

Job Analysis Service. See page 17.

**Key (Keyed):**

See biodata key.

**KSAP:**

Knowledge, skills, abilities, or personal characteristics.

# GLOSSARY

**Non-cognitive Ability:**

Non-intellective factors including affective, personal, and social variables that predict intelligent job performance. Examples include interpersonal skills, emotional intelligence, cooperativeness, sense of responsibility, service-mindedness, and conscientiousness.

**Parallel Forms:**

Two or more versions of a test that are statistically equivalent in terms of raw score means, standard deviations, error structures, and correlations with other measures for any given population. Parallel forms can be used if Agencies want to deliver two different tests during the same test administration. Although IPMA-HR has statistically equated tests that are considered to be parallel forms, the Agencies using these tests as parallel forms should review the technical report to determine whether adjustments are necessary.

**Predictor:**

A measurable characteristic used to predict job performance.

**Psychometric Analysis:**

Rigorous statistical analysis of test items to ensure that items accurately and consistently measure knowledge and skills.

**RCE:**

Report Completion Exercise.

**Reading List:**

A list of books used by candidates to prepare for promotional or customized tests. Candidates should receive reading lists 60 to 90 days prior to test administration. Since new editions of books are published or go out-of-print, it is important that the Agencies contact IPMA-HR before posting a reading list to ensure it is current.

**Situational Judgment Test:**

A test presenting scenarios focused on the tasks and behaviors inherent in the target job. Each scenario depicts a work-related situation requiring the candidate to choose the best course of action by responding to multiple-choice questions. Responses are scored according to relative level of effectiveness as previously determined by a panel of subject matter experts.

**Subject Matter Expert (SME):**

An individual who is considered to be extremely knowledgeable about the target job and participates in one or more phases of the selection process. Typically, a SME is an incumbent, supervisor, or trainer in the job classification for which the selection process is conducted.

**SV:**

Scrambled Version. Test questions have been reordered to increase test security.

**Technical Report:**

A report that provides information on the job analysis, test development, and validation process for a given test. A security agreement is necessary to order technical reports.

**Test Response Data Report:**

A report presenting test data gathered on candidates from jurisdictions that use IPMA-HR tests. This includes information about passing points, score distributions, and adverse impact.

**Test Information Packets (TIP):**

TIPs were designed to help assess candidates' ability to read, learn, and apply information of the type they will be required to learn on the job. TIPs are an essential, timed part of the tests they accompany, and are distributed and collected just prior to handing out the test booklets. A certain percentage of the test booklet will ask candidates questions about what was in TIPs, in order to assess how well they were able to learn and absorb the material. TIPs must be returned with all unused tests.

**Transportability:**

A specific process whereby evidence of validity may be generalized from one situation to another.

# GLOSSARY

**TSA:**

Test Security Agreement. This agreement is intended to protect the mutual interests of all public agencies and officials that use test materials obtained from IPMA-HR, as well as the interests of persons who take such tests. In order that no person may gain special advantage by having improper access to the material IPMA-HR requires as a condition for making its test materials available that all users sign this agreement and fulfill its terms.

**TSS:**

Transportability Study Service. See page 18.

**Validation:**

The process of determining and documenting what a test or selection procedure measures and the relationship between scores and job performance.

**Validity:**

The degree to which actions or inferences based on test results are meaningful or supported by theory and empirical evidence. See content validity and criterion-related validity.

**Video-Based Exercise:**

See video test.

**Video Test:**

A work sample test in which vignettes of on-the-job situations are depicted in video format on a screen or computer monitor. The candidate is asked a series of questions about how they would react to or handle the situation vignettes. The candidate could be questioned via multiple choice items, open-ended essay, short answer questions, or by raters in an interview situation. Scoring is based on pre-determined criteria.

**References**

Adopted by the Equal Employment Opportunity Commission, the Civil Service Commission, the Department of Labor and the Department of Justice (1978). Uniform guidelines on employee selection procedures. Federal Register, 43(166).

American Psychological Association, American Educational Research Association, National Council on Measurement in Education (1999). Standards for educational and psychological testing. Washington, DC: American Psychological Association.

Issued by the Equal Employment Opportunity Commission, the Department of Labor, the Department of Justice, the Office of Personnel Management, and the Treasury Department's Office of Revenue Sharing (1979). Questions and answers on the uniform guidelines on employee selection procedures. Federal Register, 43(641).

Society for Industrial Organizational Psychology (2003). Principles for the validation and use of personnel selection procedures (4th ed.). Bowling Green, OH: Society for Industrial Organizational Psychology.

Whetzel, D.L., & Wheaton, G.R. (2007). Applied measurement: Industrial psychology in human resources management (2nd ed.). Mahwah, NJ: Lawrence Erlbaum Associates.



# TEST PRODUCTS & SERVICES 2009

 **IPMA-HR**  
INTERNATIONAL PUBLIC MANAGEMENT  
ASSOCIATION for HUMAN RESOURCES  
1617 Duke Street • Alexandria, VA 22314  
703-549-7100 • [www.ipma-hr.org](http://www.ipma-hr.org)