



HIRE & PROMOTE WITH CONFIDENCE

OTAS TEST DAY ADMINISTRATION GUIDE

Ensure your test results are reliable and valid by successfully administering your test in a standardized manner.

INTRODUCTION

An efficiently administered test goes a long way toward ensuring your test results are reliable and valid. This *Test Day Administration Guide* (hereafter, the Guide) is designed to help you do just that. By following the guidelines outlined in this document, you, as the test administrator, and your proctors will be able to successfully administer your test in a standardized manner.

Your roles as test administrator are to maintain the security of IPMA-HR test materials and to ensure that each candidate has an equal chance of performing his or her best. Fulfilling these roles requires exercising oversight of the following:

- Location and seating arrangements,
- Materials and equipment,
- Test proctors,
- Preliminary tasks and announcements, and
- Standardized instructions.

LOCATION AND SEATING ARRANGEMENTS

Creating a positive test environment is important. The test location should be well-ventilated and have good lighting. The room should also accommodate all candidates comfortably.

Candidates should be seated at desks or tables that provide plenty of firm writing space. They should all face forward, rather than towards one another, and each candidate must be able to see and hear the test administrator clearly. Assuming candidates can leave the test location when they finish their test before the time limit expires, seats should be arranged so others will not be disturbed by people exiting the room.

MATERIALS AND EQUIPMENT

Materials needed for the test should be counted and verified prior to your actual testing date. In addition to the computer equipment needed to take the test online, ensure two No. 2 pencils and a scratch paper pad are available for each candidate. **IMPORTANT NOTE:** The scratch paper must be collected from each candidate before they leave the testing room.

>> Supplies that the Test Administrator should have on hand for the test administration

- This IPMA-HR *Test Day Administration Guide*
- Headphones for candidates if the online test has an audio/video portion
- Pencil sharpener and pencils
- Pens and highlighters. Do **not** allow candidates to bring their own pens and highlighters into the room.¹
- Scratch Paper Pad

>> Candidates **cannot** have the items listed below on them while taking the test. It is the responsibility of the test proctor to check candidates for these items before allowing them to enter the testing room and collect any items that are not allowed.

- Calculators
- Cameras
- Cell phones, tablets, laptops and other electronic devices
- Digital voice recorders
- Scanning and/or recording devices including, but not limited to, a Smartpen, C-Pen, and IRISPen
- Study Guides
- Textbooks
- Their own scratch paper
- Their own headphones

PLEASE NOTE: When administering tests that have a Test Information Packet (TIP), scratch paper should not be distributed until **after** the time limit for reviewing the TIP has expired. Candidates should be instructed to raise their hand to request scratch paper after they have reviewed the TIP. It is the responsibility of the test proctor to **check each candidate's computer screen to ensure that they are no longer in the TIP section of the test before giving them scratch paper.**

TEST PROCTORS

At least one proctor should be present to assist the test administrator with checking in candidates, keeping order, and passing out and collecting test materials. A proctor may also answer basic questions from candidates while the test administrator is otherwise occupied. As a rule-of-thumb, IPMA-HR recommends one proctor for every 25 candidates. For example, if there are 200 candidates, we recommend having eight (8) proctors and one test administrator.

Each proctor should be thoroughly familiar with all testing procedures and their duties as a proctor. Be sure to plan who will be responsible for which aspects of test administration and assisting candidates before test day. Provide training as appropriate.

INSTRUCTIONS FOR TEST DAY

Prior to test day, be sure to install and test Weblock on all computers. Setup and test computer speakers and speaker volume if the test includes an audio or video component.

Make sure you have at least two No. 2 pencils and scratch paper for each person registered to take the test.

TEST ADMINISTRATORS: Remember, you will be given unique test codes to distribute to each candidate as they enter the testing room. Do **not** distribute these test codes to candidates until they are sitting at the computer and ready to take the test. Do **not** make these codes accessible to unauthorized personnel outside of the testing center. Each code is to be assigned or given to one candidate. All unused test codes must be destroyed.

FOR MORE INFORMATION

If you need more information on online testing procedures, please contact assessment@ipma-hr.org.

International Public Management Association for Human Resources (IPMA-HR)

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