Several test development projects are scheduled for 2006. They include the validation of the 2.0 Public Safety Telecommunicator Test, validation of the C-3 Correctional Officer Test and Subject Matter Expert Review of the Generic First-Line Supervisor Test.

Validation studies for the 2.0 Public Safety Telecommunicator Test and C-3 Correctional Officer Test are both in progress. Both validation studies include two phases: Administering the test to incumbents and having supervisors evaluate their job performance. The tests and performance evaluation data will then be used to conduct the statistical analysis to ensure that test performance predicts job performance. Recently, IPMA-HR begun contacting subject matter experts to review test questions for the Generic First-Line Supervisor Test. The results of this review will help our test developers to make decisions regarding the clarity and quality of questions contained in the test.

If your agency would like to participate in our research efforts, please contact the Assessment Services Department.

2006 Test Products & Services Catalog

IPMA-HR’s 2006 Test Products & Services Catalog has a new, simplified format that will allow your agency to easily access all the information you will need when selecting among our test products. Also, please see our updated Standard Test Security Agreement. If you would like to receive a copy of our new catalog or if you have product-related questions, please contact IPMA-HR’s Assessment Services Department.

New Test Products & Services

IPMA-HR has several new test products and services. First of all, we have scrambled the P-1 and P-2 Police Officer Tests. The revised tests, P-1SV and P-2SV, contain the same content areas and questions as the previous versions. Second, IPMA-HR now offers the D-3 Police Officer Test. The content areas of this entry-level test are similar to the others in the D-Series, D-1 and D-2 Police Officer Tests. Third, we now offer a distinctly new type of assessment tool; the Public Safety Assessment Center System for Police Sergeant. It was designed to allow agencies to administer their promotional assessment centers without incurring the added expense of hiring a consultant. Educational materials are provided with the system to guide you through each step of the process. Finally, through our customized test service, your agency has the opportunity to use its own texts, departmental policies and standard operating procedures from which our professional item writers can create up to 25 questions.

Test Development Projects

Several test development projects are scheduled for 2006. They include the validation of the 2.0 Public Safety Telecommunicator Test, validation of the C-3 Correctional Officer Test and Subject Matter Expert Review of the Generic First-Line Supervisor Test.

The quarterly report of IPMA-HR’s Assessment Services Department
“What are TIPs?”

IPMA-HR recently renamed its Study Guides as Test Information Packets, or TIPs. They are designed to help assess candidates’ ability to read, learn and apply information of the type they will be required to utilize 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 questions in the test booklet will ask candidates to recall information they studied in TIPs, in order to assess how well they were able to learn and absorb the material. As with Study Guides, TIPs must be returned with all unused tests.

Currently, TIPs are only available for some of our entry-level tests. At the end of 2006, IPMA-HR will start to create TIPs for ALL tests. Stayed tuned!

You may find other definitions in our Glossary. Contact us to request a catalog or download it from our website.

“Do we have to supply our candidates with TIPs for the entry-level police and fire tests?”

IPMA-HR currently leases six entry-level police tests. Five of the six tests have TIPs. We also offer four entry-level firefighter tests. Two of them have TIPs.

TIPs must be distributed to all candidates as part of the test administration. Once applicants are seated and organized, each applicant should receive a TIPs booklet, which they will read over and study for twenty-five minutes. After this study period, TIPs must be collected before handing out the test booklets.

“What is the passing point for IPMA-HR tests?”

The establishment of a passing point is the responsibility of the jurisdiction administering the test.

In order to assist jurisdictions in setting passing points, IPMA-HR has a test response data report for each test. This report presents test data gathered from jurisdictions that use IPMA-HR tests. The report includes information on passing points, score distributions and adverse impact data collected from these jurisdictions. The test response data reports are updated annually to include additional data collected from IPMA-HR test users. Each new version reflects the previous five years of test response data.

IPMA-HR also offers a handout entitled, “Considerations When Setting Passing Points.” If you would like to request a test response data report for a particular test or if you would like to request the aforementioned handout, please contact the Assessment Services Department.

“How far in advance should we post the reading list for an upcoming promotional test?”

IPMA-HR recommends that reading lists be distributed 60 to 90 days before test administration. Periodically, IPMA-HR updates its reading lists to reflect the latest editions of books. Prior to distribution, please contact the Assessment Services Department to verify that you have the most up-to-date list. It is important to remember that reading lists should not be posted year-round. Doing so would provide some applicants with an unfair advantage. This would, in turn, invalidate the tests.

“I recently took over as the Director of Human Resources for our agency. While organizing my new office, I came across some IPMA-HR entry-level police officer tests which were apparently left over from a test administration which occurred a few years ago. Coincidentally, our agency is planning entry-level police officer recruitment in the next couple months. May I use these tests for the upcoming test administration?”

Unused test booklets that are discovered long after a test administration has taken place should be returned immediately to IPMA-HR. In order to stay current and increase test security, IPMA-HR regularly updates and/or scrambles test booklets. Utilizing two different tests to assess the qualities of your entry-level or promotional candidates may have the undesired effect of compromising the validity of your test.

Test booklets should always be returned by the end of your rental agreement. The standard rental agreement is 60-days and the final date of your agreement will be printed on the packing slip you receive with your test shipment. In the event that your agency requires a longer rental period, you may request a six-month rental agreement.

Have a question? Contact the Assessment Services Department!

Phone: (800) 381-TEST (8378)
Email: assessment@ipma-hr.org
Web: testing.ipma-hr.org

The quarterly report of IPMA-HR’s Assessment Services Department
Since 1953, IPMA-HR has been providing high-quality, reliable test products and services to the public sector. IPMA-HR provides more than 200,000 tests annually to public jurisdictions including the United States, Canada and the European Union. Developed by experienced psychometricians, IPMA-HR tests have been validated and are backed by more than 50 years of experience. Let us assist you as you make the difficult hiring and promotional decisions specific to your field. Our customers agree that we always provide excellent customer service, from the ordering process until long after test administration. IPMA-HR is your trusted source for test products and services.

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