

IPMA-HR
INTERNATIONAL PUBLIC MANAGEMENT
ASSOCIATION for HUMAN RESOURCES

TESTING.IPMA-HR.ORG

TEST PRODUCTS & SERVICES

2010-2011



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 test security agreement or TSA (see Glossary) 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 either report.

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 implementing selection procedures, handling test accommodations for individuals with disabilities, responding to candidate item challenges, and addressing adverse impact. Additionally, IPMA-HR offers comprehensive publications on salient issues regarding test administration, oral interviews, and assessment centers. See page 23 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 offer item challenge services for entry-level tests because candidates are not permitted to review entry-level test questions. Due to the fact that our entry-level tests are logic-based as opposed to knowledge-based, there is very little room for error regarding the validity of the logic behind the questions. Additionally, these tests are extremely time-consuming and technically difficult to construct. Since our entry-level tests are used by a number of jurisdictions throughout the country, candidate review in one jurisdiction could compromise the validity of that test when administered to candidates in other jurisdictions. 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

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 excellent 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.

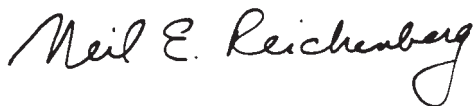
IPMA-HR tests are developed by highly skilled psychometricians and are extensively validated throughout the nation to help ensure your agency matches the right person to the right job. That's why public sector HR professionals trust IPMA-HR for effective test products and services.

This year welcomes the introduction of a new test naming system. The new naming system was designed to be more intuitive; it aims to provide customers with information about each test's content based on just its title. For more details, please see pages 3-4.

The 2010-2011 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 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 25-27. If you are interested in participating or learning more about the program, please contact Jacob Jackovich at jjackovich@ipma-hr.org.



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TEST KEY

The 2010-2011 Test Products & Service Catalog introduces a new naming system for IPMA-HR's tests. The new naming system was designed to be more intuitive; it aims to provide customers with information about each test's content based on just its title. **Please note that the name change does NOT affect the content of the tests.**

In the new system, each test's title contains three or four parts that allow you to answer the following questions:

- **Who is the test for?** You can tell who the test is for by looking at the first few letters of the test title. For example, if a test title starts with the letters "PO" then it is a test for police officer.
- **Is the test entry-level or promotional?** If the test title contains the letters "EL," such as PO-EL 101, then it is an entry-level test. If the test just contains the acronym of the position, such as PDET (police detective), then it is a promotional test. The only exception to these two rules is the supplemental test titles. Supplemental tests titles indicate the population they are geared for and the nature of the measure itself. For example, the PO-BDQ is a Police Officer Background Data Questionnaire.
- **What series is the test part of?** Each test contains numbers that identify which series the test is part of. For example, the PO-EL 101 and PO-EL 102 each start with PO-EL and a sequence of 100. If tests share the same title and series number, this indicates that they were developed as part of a series and may be related to one another.
- **Does the test contain any special content or media?** For example, PO-EL 101 (TIP) and PO-EL 102 (TIP) contain a test information packet, which you can tell by the acronym TIP in parentheses.

Here is a list of the acronyms you will see throughout the catalog. Learning what these acronyms mean will assist you in answering these questions and will enable you to quickly select the right test for your needs. It may also help you to remember the names more easily when it comes time to reorder!

ACRONYM	MEANING
ASM	Administrative Support Module
AUD	Audio
CASM	Combined Administrative Support Module
CF	Correctional Facility
CO	Correctional Officer
ECC	Emergency Communications Center
EL	Entry-Level
EM	Emergency Medical Subtest
FF	Firefighter
FLS	First-Line Supervisor
NC	Non-Cognitive Subtest
PDET	Police Detective
PL	Police Lieutenant
PO	Police Officer
PSUP	Police Supervisor
TIP	Test Information Packet
VID	Video

TEST KEY

Please note that we are transitioning from our old naming system to our new one. This means that we will not be renaming all the tests at the same time and, therefore, you might get test booklets with the old name. However, you will not receive a mixed batch of tests where some test booklets have the old name and other test booklets have the new name. **In any case, please rest assured that the content itself has not changed.**

Below you will find a key to match up the old names of the tests with the new names of the tests.

OLD NAME	NEW NAME
Entry-Level Police	
A-4	PO-EL 301 (VID)
D-1	PO-EL 201-NC (TIP)
D-2	PO-EL 202-NC (TIP)
D-3	PO-EL 203-NC (TIP)
P-1SV	PO-EL 101 (TIP)
P-2SV	PO-EL 102 (TIP)
Supplemental Police	
P-BDQ	PO-BDQ 201-NC
P-RCE 1.0	PO-RCE 101 (VID)
P-RCE 2.0	PO-RCE 102 (VID)
Promotional Police	
PDET 2.1	PDET 101
PL 1.2	PL 301
PSUP 1.2	PSUP 201
PSUP 2.2	PSUP 202
PSUP 3.2	PSUP 203
Entry-Level Fire	
B-3R	FF-EL 101
B-4R	FF-EL 102
B-5	FF-EL 201-NC (TIP)
B-5a	FF-EL 202 (TIP)
N/A	FF-EL 301-NC (TIP)
N/A	FF-EL 302 (TIP)
Supplemental Fire	
F-RCE 1.0	FF-RCE 101 (VID)
F-RCE 2.0	FF-RCE 102 (VID)
Promotional Fire	
701	FL 101-EM
702	FL 102
Entry-Level Corrections	
C-1	CO-EL 101
C-2	CO-EL 102
C-3	CO-EL 201 (TIP)
Supplemental Corrections	
C-RCE 1.0	CO-RCE 101 (VID)
C-RCE 2.0	CO-RCE 102 (VID)
C-BDQ	CO-BDQ 201-NC

OLD NAME	NEW NAME
Promotional Corrections	
901	CF-FLS 101
Entry-Level Emergency Communications Center	
PST 80	ECC-EL 101
PST 100	ECC-EL 102 (AUD)
PST 2.0	ECC-EL 201 (VID)
Promotional Emergency Communications Center	
801	ECC-FLS 101
Administrative Support Modules	
Module A Grammar	ASM-Grammar
Module B Punctuation	ASM-Punctuation
Module C Vocabulary	ASM-Vocabulary
Module D Spelling	ASM-Spelling
Module E Basic Filing Skills	ASM-Basic Filing
Module F Reasoning	ASM-Reasoning
Module G Following Oral Instructions	ASM-Oral Instructions (AUD)
Module H Following Written Instructions	ASM-Written Instructions
Module I Forms, Completion/Listening	ASM-Forms Completion (AUD)
Module J Data Proofing	ASM-Data Proofing
Module K Document Proofing Part A	ASM-Document Proofing A
Module L Document Proofing Part B	ASM-Document Proofing B
Module M Mathematical Reasoning	ASM-Math Reasoning
Module N Basic Math Calculations	ASM-Basic Math
CS1-A	CASM-1
CS1-B	CASM-2

POLICE SERVICE TESTS

ENTRY-LEVEL

PO-EL 100 (TIP) Series *(formerly, P-Series)*

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 either test in the PO-EL 100 Series. The PO-EL 101 and PO-EL 102 are parallel forms designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	PO-EL 101	PO-EL 102
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 PO-EL 100 (TIP) 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.

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 PO-EL 100 (TIP) Series Entry-Level Police Officer Candidate Study Guide for your applicants to help them prepare to take either test in this series. See page 23 for more details.
- Assessing your candidates' job-related writing skills with the PO-RCE 101 or the PO-RCE 102.
- Measuring your candidates' non-cognitive abilities with PO-BDQ 201-NC.

PO-EL 200-NC (TIP) Series *(formerly, D-Series)*

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 test in the PO-EL 200 (TIP) Series. The PO-EL 201-NC, PO-EL 202-NC, and the PO-EL 203-NC are comparable forms designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS		
	PO-EL 201-NC	PO-EL 202-NC	PO-EL 203-NC
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 PO-EL 200 (TIP) 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.

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 PO-RCE 101 or the PO-RCE 102.
- Measuring your candidates' non-cognitive abilities with the PO-BDQ 201-NC.

NOTE: The PO-EL 200 (TIP) Series is not available in the State of Connecticut. Call for more details.

POLICE SERVICE TESTS

PO-EL 301 (VID) *(formerly, A-4)*
 2 HOURS 35 MINUTES FOR 90-ITEM TEST
 \$15.00 (includes DVD or VHS)

An alternative to traditional multiple-choice tests, the PO-EL 301 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	PO-EL 301
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 PO-EL 301 ideal for agencies testing a large number of candidates.

The technical report for the PO-EL 301 provides complete information on the job analysis, test development, and validation processes used for this test. A TSA is necessary to order this report.

PO-EL 401 (VID) - Coming soon!

PROMOTIONAL

PDET 101 *(formerly, PDET 2.1)*
 2 HOURS 30 MINUTES FOR 100-ITEM TEST
 \$15.00

The PDET 101 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 101 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 101 Reading List prepares candidates to take this exam. Candidates should receive the PDET 101 Reading List 60 to 90 days prior to test administration.

PL 301 *(formerly, PL 1.2)*
 2 HOURS 30 MINUTES FOR 100-ITEM TEST
 \$15.00

The PL 301 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 301 is supported by a content validation study and psychometric analysis. The technical report for the PL 301 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 301 Reading List prepares candidates to take this exam. Candidates should receive the PL 301 Reading List 60 to 90 days prior to test administration.

POLICE SERVICE TESTS

PSUP 200 Series

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

The PSUP 200 Series tests are promotional tests suitable for the supervisory level (corporal/sergeant) 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 201 (formerly, PSUP 1.2) and PSUP 202 (formerly, PSUP 2.2) are parallel forms, while PSUP 203 (formerly, PSUP 3.2) is a comparable form of PSUP 201 and PSUP 202. 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 is not available in the state of Connecticut. Call for more details.

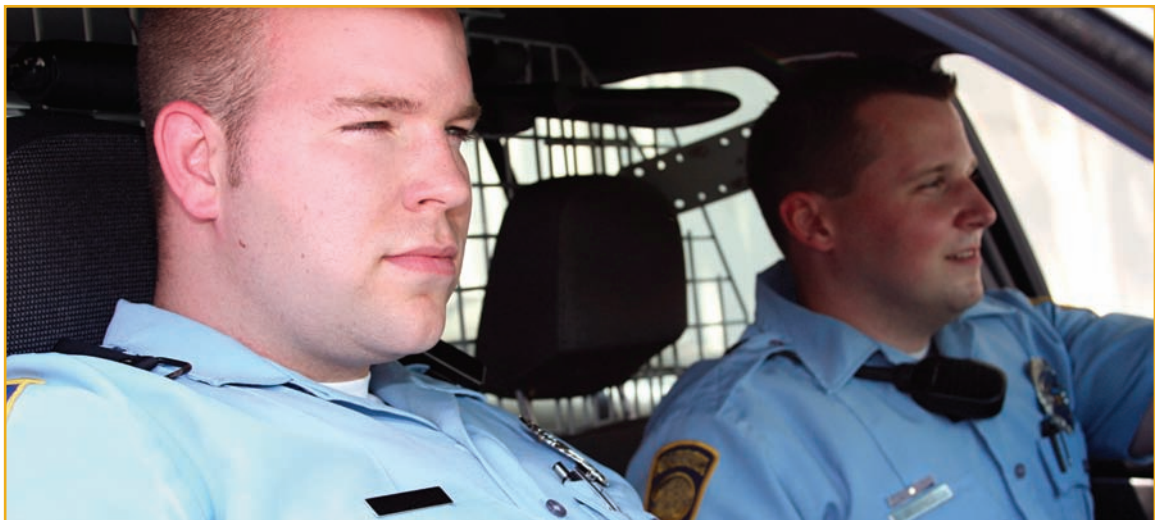
PSACS Public Safety Assessment Center System

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

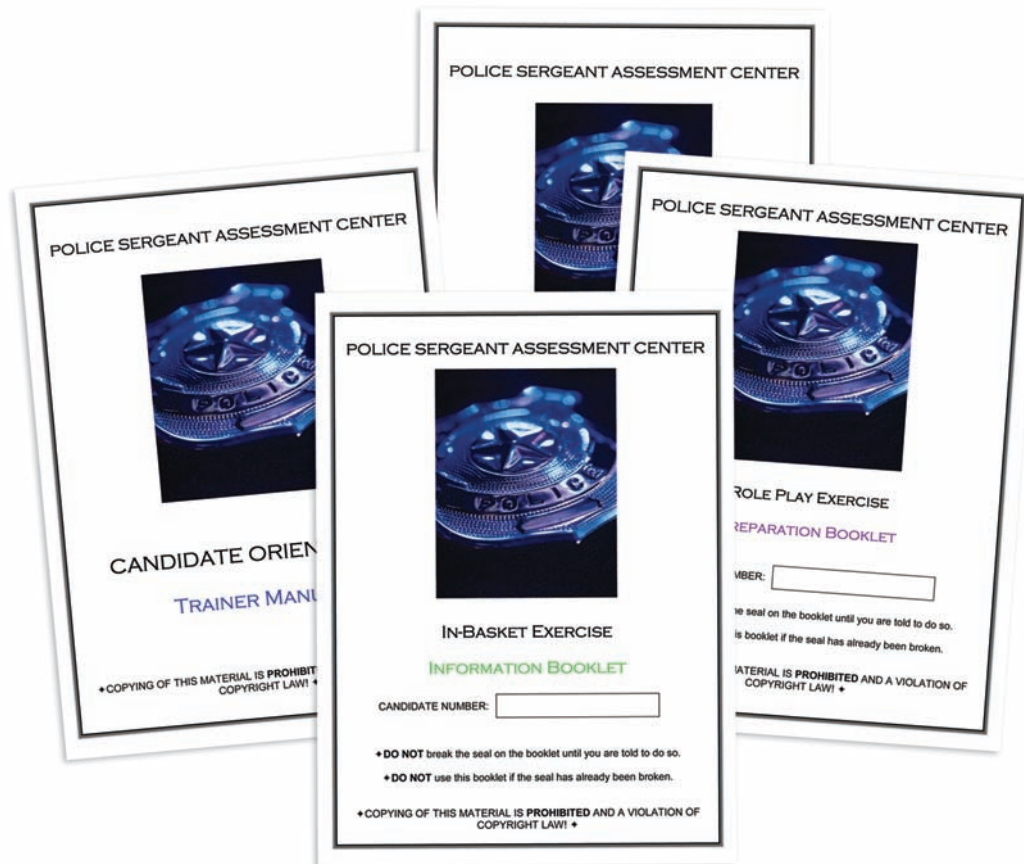


POLICE SERVICE TESTS

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

PO-BDQ 201-NC (formerly, P-BDQ)

30 MINUTES FOR 50-ITEM TEST
\$6.00

The PO-BDQ 201-NC 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 PO-BDQ 201-NC 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 PO-BDQ 201-NC 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 PO-BDQ 201-NC 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 PO-BDQ 201-NC tests 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 PO-BDQ 201-NC will be waived if ordered with another test product.



PO-RCE (VID) Series (formerly, P-RCE 1.0 and 2.0)

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

Unlimited use of the PO-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 PO-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, PO-RCE 101 and PO-RCE 102, 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 PO-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 PO-RCE is supported by content validation evidence based on a thorough job analysis of entry-level police officers. The technical report for the PO-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 PO-RCE will be waived if ordered with another test product.

FIRE SERVICE TESTS

ENTRY-LEVEL

FF-EL 101 and FF-EL 102

(formerly, B-3R and B-4R)

2 HOURS FOR 90-ITEM TEST

\$12.50

No prior training or experience as a firefighter is assumed of candidates taking the FF-EL 101 and FF-EL 102. These parallel forms were designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	FF-EL 101	FF-EL 102
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 FF-EL 101 and FF-EL 102 are supported by a criterion-related validation study and rigorous psychometric analysis. The technical report for the FF-EL 101 and FF-EL 102 provides complete information on the job analysis, test development, and validation processes for these tests. A TSA is necessary to order this report.

FF-EL 201-NC (TIP) (formerly, B-5)

20 MINUTES FOR TIP

2 HOURS FOR 100-ITEM TEST

\$15.00 (includes TIP)

FF-EL 202 (TIP) (formerly, B-5a)

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 FF-EL 201-NC and FF-EL 202. These tests assess a variety of critical abilities related to the content areas described in the following table:

CONTENT	ITEMS	
	FF-EL 201-NC	FF-EL 202
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 FF-EL 202, the FF-EL 201-NC assesses a wider range of characteristics than typical entry-level firefighter tests. In addition to evaluating critical abilities such as those outlined above, the FF-EL 201-NC contains a non-cognitive component that measures personal traits. Please note that other than the Interests section, the FF-EL 201-NC and FF-EL 202 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 FF-EL 200 and 300 (TIP) Series 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: FF-EL 201-NC and FF-EL 202 are not available in the state of Connecticut. Call for more details.

FIRE SERVICE TESTS

FF-EL 301-NC (TIP)

20 MINUTES FOR TIP

2 HOURS FOR 100-ITEM TEST

\$15.00 (includes TIP)

FF-EL 302 (TIP)

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 FF-EL 301-NC and FF-EL 302. These tests assess a variety of critical abilities related to the content areas described in the following table:

CONTENT	ITEMS	
	FF-EL 301-NC	FF-EL 302
Ability to Learn, Remember and Apply Information	35	35
Reading Comprehension	15	15
Interests	20	N/A
Situational Judgment	12	12
Logical and Mathematical Reasoning Ability	18	18

Unlike the FF-EL 302, the FF-EL 301-NC assesses a wider range of characteristics than typical entry-level firefighter tests. In addition to evaluating critical abilities such as those outlined above, the FF-EL 301-NC contains a non-cognitive component that measures personal traits. Please note that other than the Interests section, the FF-EL 301-NC and FF-EL 302 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 FF-EL 200 and 300 (TIP) Series 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).



FIRE SERVICE TESTS

PROMOTIONAL

FL 101-EM and FL 102

(formerly, 701 and 702)

2 HOURS FOR 100-ITEM TEST

\$15.00

The FL 101-EM and FL 102 are tests for the position of lieutenant 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	
	FL 101-EM	FL 102
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	11
Supervisory Practices	13	15
Fire Prevention and Fire Safety	5	5
Hazardous Materials	10	12
Emergency Medical Care	13	N/A

Unlike the FL 102, the FL 101-EM includes questions concerning emergency medical care. Please note that except for the emergency medical care section, the FL 101-EM and FL 102 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 FL 101-EM and FL 102 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 FL 101-EM and FL 102 Reading Lists prepare candidates to take these exams. Candidates should receive the FL 101-EM or FL 102 Reading List 60 to 90 days prior to test administration.

NOTE: The FL 101-EM and FL 102 are not available in the state of Connecticut. Call for more details.

SUPPLEMENTAL

FF-RCE (VID) Series (formerly, F-RCE 1.0 and 2.0)

6 MINUTES FOR VIDEO

30 MINUTES FOR INCIDENT REPORT FORM

\$7.50/form (includes DVD or VHS)

Unlimited use of the FF-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 FF-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, FF-RCE 101 and FF-RCE 102, 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 FF-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 FF-RCE is supported by content validation evidence based on a thorough job analysis of entry-level firefighters. The technical report for the FF-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 FF-RCE will be waived if ordered with another test product.

CORRECTIONS TESTS

ENTRY-LEVEL

CO-EL 101 and CO-EL 102

(formerly, C-1 and C-2)

2 HOURS FOR 90-ITEM TEST

\$12.50

No prior training or experience as a correctional officer is assumed of candidates taking the CO-EL 101 and CO-EL 102. The CO-EL 101 and CO-EL 102 are comparable forms designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	CO-EL 101	CO-EL 102
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 CO-EL 101 and CO-EL 102 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 CO-BDQ 201-NC.
- Assessing your candidates' job-related writing skills with the CO-RCE Series.

CO-EL 201 (TIP) (formerly, C-3)

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 CO-EL 201. The CO-EL 201 is designed to assess critical abilities related to the content areas described above:

CONTENT	CO-EL 201
Ability to Learn, Retain, and Apply Information and Ability to Observe and Remember Details	25
Ability to Follow Written Directions	14
Verbal and Reading Comprehension	26
Ability to Follow Written Directions	11
Problem Solving and Situational Judgment	24

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 CO-EL 201 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.

CO-EL 202 (TIP) - Coming soon!



CORRECTIONS TESTS

PROMOTIONAL

CF-FLS 101 *(formerly, 901)*

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 CF-FLS 101 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	CF-FLS 101
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

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 CF-FLS 101 provides complete information on the job analysis, test development, and validation processes for this test. A TSA is necessary to order this report.

The CF-FLS 101 Reading List prepares candidates to take this exam. Candidates should receive the CF-FLS 101 Reading List 60 to 90 days prior to test administration.

CF-FLS 102 - Coming soon!

SUPPLEMENTAL

CO-BDQ 201-NC *(formerly, C-BDQ)*

1 HOUR FOR 68-ITEM TEST
\$6.00

The CO-BDQ 201-NC 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 CO-BDQ 201-NC is supported by a criterion-related validation study and rigorous psychometric analysis. The technical report for the CO-BDQ 201-NC 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 CO-BDQ 201-NC 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 CO-BDQ 201-NC 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 CO-BDQ 201-NC will be waived if ordered with another test product.

CO-RCE (VID) Series *(formerly, C-RCE 1.0 and 2.0)*

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

Unlimited use of the CO-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 CO-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, CO-RCE 101 and CO-RCE 102, 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 CO-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 CO-RCE is supported by content validation evidence based on a thorough job analysis of entry-level correctional officers. The technical report for the CO-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 CO-RCE will be waived if ordered with another test product.

EMERGENCY COMMUNICATIONS CENTER TESTS

ENTRY-LEVEL

ECC-EL 101 (formerly, PST-80SV)
2 HOURS FOR 80-ITEM TEST
\$12.50

ECC-EL 102 (AUD) (formerly, PST-100SV)
2 HOURS 24 MINUTES FOR 100-ITEM TEST
\$12.50 (includes VHS, CD, or Audio Cassette)

No prior training or experience in the job is assumed of candidates taking ECC-EL 101 or ECC-EL 102. These entry-level tests were designed to assess critical abilities related to the content areas described below:

CONTENT	ITEMS	
	ECC-EL 101	ECC-EL 102
Listening Skills	N/A	20
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: ECC-EL 101 (with the listening subtest omitted) and ECC-EL 102. The two versions contain the exact same questions with the exception of the listening skills subtest. The ECC-EL 101 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 ECC-EL 101 and ECC-EL 102 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 ECC-EL 102.

ECC-EL 201 (VID) (formerly, PST 2.0)
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 ECC-EL 201. 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 ECC-EL 201 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 ECC-EL 100 Series tests that are currently available. The interactive part of the test is more challenging in the ECC-EL 201 and requires the candidate to study information and listen to a roll call meeting in addition to listening to radio traffic.

ECC RJP - Coming soon!

IPMA-HR has an exciting new product to assist Emergency Communications Centers (ECC) in weeding out prospective candidates who do not understand the true nature of the job, including the responsibilities involved in working in an ECC. The ECC Realistic Job Preview (RJP) has been designed for use in the selection of entry-level ECC staff (call takers/dispatcher).

RJPs are used for jobs that have high turnover, low morale, and low productivity due to the fact that some employees do not enjoy certain aspects of the job. RJPs aim to provide prospective employees with a realistic preview of the job. This enables them to self-select out of the process if they decide they are not a good fit for the job. This is even more important now due to hard economic times and tightened budgets. ECCs do not want to waste precious resources on employees who are not a good fit for the job.

The ECC RJP is expected to be released in early 2010.

EMERGENCY COMMUNICATIONS CENTER TESTS

PROMOTIONAL

ECC-FLS 101 (formerly, 801)
2 HOURS 30 MINUTES FOR 100-ITEM TEST
\$15.00

The ECC-FLS 101 is a promotional test designed to assess critical abilities related to the content areas described below:

CONTENT	ECC-FLS 101
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 ECC-FLS 101 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 ECC-FLS 101 provides complete information on the job analysis, test development, and validation processes for the test. A TSA is necessary to order this report.

The ECC-FLS 101 Reading List prepares candidates to take this exam. Candidates should receive the ECC-FLS 101 Reading List 60 to 90 days prior to test administration.

ECC-FLS 102 - Coming soon!



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.

CASM-1 (*formerly, CS1-A*) counts as 5 modules and CASM-2 (*formerly, 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
ASM-Grammar (<i>formerly, Module A</i>)	20	15 Minutes
ASM-Punctuation (<i>formerly, Module B</i>)	15	11 Minutes
ASM-Vocabulary (<i>formerly, Module C</i>)	30	9 Minutes
ASM-Spelling (<i>formerly, Module D</i>)	20	6 Minutes
ASM-Basic Filing (<i>formerly, Module E</i>)	51	18 Minutes
ASM-Reasoning (<i>formerly, Module F</i>)	15	9 Minutes
ASM-Oral Instructions (AUD) (<i>formerly, Module G</i>)	20	33 Minutes*
ASM-Written Instructions (<i>formerly, Module H</i>)	20	25 Minutes
ASM-Forms Completion (AUD) (<i>formerly, Module I</i>)	5	30 Minutes*
ASM-Data Proofing (<i>formerly, Module J</i>)	30	13 Minutes
ASM-Document Proofing A (<i>formerly, Module K</i>)	3 pages	15 Minutes
ASM-Document Proofing B (<i>formerly, Module L</i>)	5 pages	20 Minutes
ASM-Math Reasoning (<i>formerly, Module M</i>)	20	35 Minutes
ASM-Basic Math (<i>formerly, Module N</i>)	20	20 Minutes

NOTE: ASM-Oral Instructions (AUD) and ASM-Forms Completion (AUD) include a CD or Audio Cassette.

*Time includes length of audio portion and time limit for actual questions.

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
CASM-1 – Grammar, Punctuation, Vocabulary, Spelling and Basic Filing	136	59 Minutes
CASM-2 – Reasoning, Basic Math, Written Instructions	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 ASM-Forms Completion (AUD), ASM-Document Proofing A, and ASM-Document Proofing B.

SEMI-STOCK TEST

IPMA-HR's Assessment Services Department's Customized Test Service enables agencies to customize a stock test to create something called a semi-stock test. A semi-stock test is a unique blend of questions that appear in IPMA-HR's promotional stock tests and of items that do not appear in the stock tests. Test questions can be added or deleted from the stock tests. Adding questions to the stock test can be done in one of two ways—by selecting questions from IPMA-HR's item bank or ordering new questions through our Item Writing Service. Customization allows agencies to assess competencies that are important for effective performance at different ranks within their specific departments. Please note that while semi-stock tests are available for any of our stock promotional exams, **additional questions** for corrections and emergency communications tests are only available through our Item Writing Service.

Item Writing Service

IPMA-HR also offers you the opportunity to use your own texts, departmental policies, and standard operating procedures from which our professional item writers can create up to 25 questions that can be added to questions you choose from the knowledge areas available. Please note that IPMA-HR's membership discount cannot be used toward this service.

If you would like to order a free Semi-Stock Test 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 stock tests have been validated, modifying the stock tests may affect their validity. Customized test users may use our Job Analysis Service in order to create a job analysis for the target position. See page 21 for details.

PRICING

Non-Rush Orders

(More than 3 weeks from testing date)

\$16.50 per test booklet with a 75-question minimum + \$300 labor fee.

- Two additional questions per knowledge area will be included on your *Preliminary Test* from the Item Bank so you can choose the most appropriate questions. If you decide to keep the two additional questions on your *Final Test*, you will be charged for them. Please note that additional questions will not be provided through the Item Writing Service.
- 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)

\$16.50 per test booklet with a 75-question minimum + \$300 labor fee + \$500 rush shipment.

- Two additional questions per knowledge area will be included on your *Preliminary Test* from the Item Bank so you can choose the most appropriate questions. If you decide to keep the two additional questions on your *Final Test*, you will be charged for them. Please note that additional questions will not be provided through the Item Writing Service.
- 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..

CUSTOMIZED TEST SERVICE

Fully Customized Tests

Our Customized Test Service enables test users to create tests for upper-level positions in order to meet their individual needs. Full 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. Please note that IPMA-HR's membership discount cannot be used toward this service.

PRICING

Non-Rush Orders

(More than 3 weeks from testing date)

Public Safety: \$10.00 per question with a 75-question minimum + \$300 labor fee.

Non-Public Safety: \$10.00 per question with a 75-question minimum + \$300 labor fee.

- Two additional questions per knowledge area will be included on your *Preliminary Test* from the Item Bank so you can choose the most appropriate questions. If you decide to keep the two additional questions on your *Final Test*, you will be charged for them. Please note that additional questions will not be provided through the Item Writing Service.
- 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. This service is not available for the Generic First-Line Supervisor Test.

Rush Orders (3 weeks or less from testing date)

Public Safety: \$10.00 per question with a 75-question minimum + \$300 labor fee + \$500 rush shipment fee.

Non-Public Safety: \$10.00 per question with a 75-question minimum + \$300 labor fee + \$500 rush shipment fee.

- Two additional questions per knowledge area will be included on your *Preliminary Test* from the Item Bank so you can choose the most appropriate questions. If you decide to keep the two additional questions on your *Final Test*, you will be charged for them. Please note that additional questions will not be provided through the Item Writing Service.
- 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 21 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
- 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.

NEW FOR 2010-2011

You now have three different options for what you want your JAS to include:

OPTION 1

JAS Full Service: \$1,500

With JAS full service, IPMA-HR will develop a Job Analysis Report on the target job for your agency. Here are the steps in the process:

- **Step 1:** Incumbents in the target position and their supervisors complete the web-based job analysis questionnaires developed by IPMA-HR based on job specification you provide.
- **Step 2:** IPMA-HR will then conduct statistical analyses on the results of the web-based questionnaires. We will then use those results to develop an approximately 30-page Job Analysis Report for the customer detailing the importance of the duties and tasks performed by the target position and the KSAPs that are critical for performing them effectively.
- **Step 3:** The datasets for the questionnaires will be sent to the customer in the form of Excel or SPSS files or as a comma delimited file for upload into other statistical software packages in the event that they want to do any further analysis.

OPTION 2

JAS Kit including Questionnaire Automation and Sample JA Report: \$650

With the JAS kit, your agency develops a Job Analysis Report on the target job for your agency using a report template. Here are the steps in the process:

- **Step 1:** Incumbents in the target position and their supervisors will complete the web-based job analysis questionnaires developed by IPMA-HR based on job specification you provide.
- **Step 2:** A *Sample Job Analysis Report Microsoft Word Template* will be provided to your agency along with the datasets for the web-based in the form of Excel or SPSS files or as a comma delimited file for upload into other statistical software packages for further analysis.
- **Step 3:** The Job Analysis Report template can then be used by your agency to develop a report for your target job.

OPTION 3

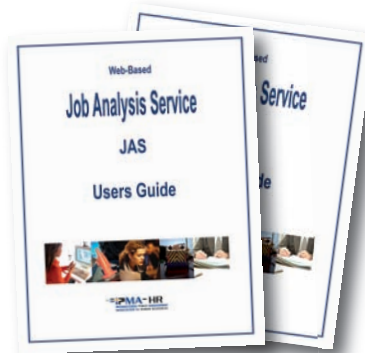
JAS Questionnaire Automation and Dataset: \$350

With JAS Questionnaire Automation and Dataset, your agency will complete web-based questionnaires and receive the datasets from those questionnaires for further analysis. Here are the steps in the process.

- **Step 1:** Incumbents in the target position and their supervisors will complete the web-based job analysis questionnaires developed by IPMA-HR based on job specification you provide.
- **Step 2:** The agency receives the datasets for the web-based job analysis questionnaires their employees completed in the form of Excel or SPSS files or as a comma delimited file for upload into other statistical software packages for further analysis and reporting.

Call today for your JAS inspection copy outlining the details of the process for all options and the table of contents for the report you will receive for Option 1 and the template you will receive for Option 2.

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



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 in your agency. TSS is conducted through web-based job analysis questionnaires provided by IPMA-HR, which would be completed by public safety subject matter experts in your agency. TSS customers will be sent Internet addresses through which subject matter experts can complete the questionnaires

By conducting a transportability study, agencies will be better able to defend their testing processes in the event of a legal challenge.

NEW FOR 2010-2011

You now have two different options for what you want your TSS to include:

OPTION 1

TSS Full Service: \$1,500

With TSS full service, IPMA-HR will develop a Transportability Study Report on the target job for your agency. Here are the steps in the process:

- **Step 1:** Subject matter experts (SMEs) in the target position in your agency as well as supervisory positions complete web-based questionnaires designed by IPMA-HR
- **Step 2:** IPMA-HR will conduct statistical analyses on the transportability study questionnaire results and will use those results to create an approximately 20-page Transportability Study Report containing information linking your agencies job to the one for which the test was developed.
- **Step 3:** The datasets for the questionnaires will be sent to the customer in the form of Excel or SPSS files or as a comma delimited file for upload into other statistical software packages in the event that they want to do any further analysis.

OPTION 2

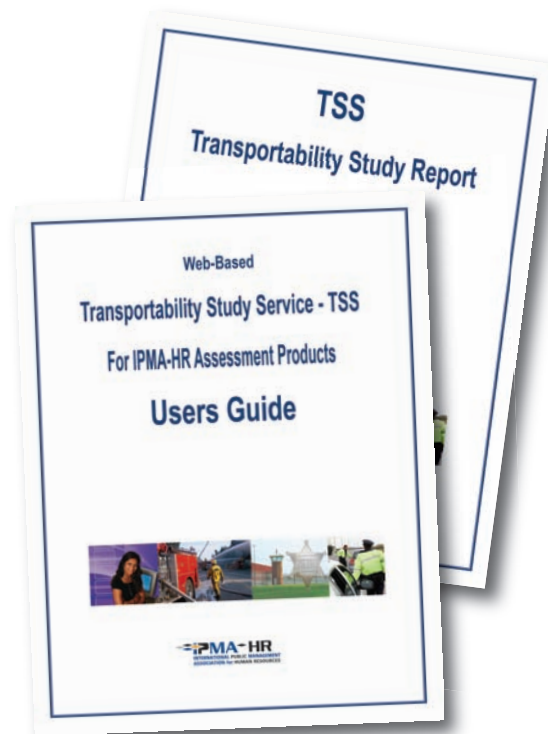
TSS Kit including Questionnaire Automation and Sample TSS Report: \$650

With the TSS kit, your agency develops a Transportability Study Report on the target job for your agency using a report template. Here are the steps in the process:

- **Step 1:** Subject matter experts (SMEs) in the target position in your agency as well as supervisory positions complete web-based questionnaires designed by IPMA-HR
- **Step 2:** A *Sample Transportability Study Report Microsoft Word Template* will be provided to each agency along with the datasets for the questionnaires in the form of Excel or SPSS files or as a comma delimited file for upload into other statistical software packages for further analysis.
- **Step 3:** The Transportability Study Report template can then be used by your agency to develop a report for the target job.

Call today for your TSS inspection copy outlining the details of the process for both options and the table of contents for the report you will receive for Option 1 and the template you will receive for Option 2.

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



ASSESSMENT PUBLICATIONS

Assessment Center Educational Materials

Price: \$299 (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 Addressing Adverse Impact

Free electronic copy

This handout was designed to provide IPMA-HR test users with information to consider when addressing adverse impact. It covers the history of adverse impact, employment discrimination litigation, employer obligations and best practices, adverse impact analyses, and approaches to minimizing adverse impact. This handout is available to IPMA-HR assessment customers free of charge in electronic format.

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.

Entry-Level Candidate Study Guides

\$12 each, Agency-only rate, includes shipping

\$15 each, Candidate price, does not include shipping

IPMA-HR currently offers study guides for the EL-PO 100 Series and another for all of our entry-level firefighter tests. These study guides are designed to help candidates prepare to take IPMA-HR's entry-level tests. The goals of these study guides are to:

- Answer frequently asked questions about the test forms.
- Describe the content areas that are assessed by the different tests, 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.

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.

NOTE: We do not provide refunds on publications sales.



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.

2010-2011 Projects

- Entry-Level Correctional Officer Test
- Video-Based Entry-Level Police Officer
- Fire Engineer
- Correctional Facility First-Line Supervisor

Entry-Level Correctional Officer Test

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

These steps 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.

Video-Based Entry-Level Police Officer

The first step includes the completion of job analysis questionnaires by as many incumbents as possible and the completion of KSAP-to-linkage questionnaires by as many first- or second-line supervisors as possible. The questionnaires 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 4 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.

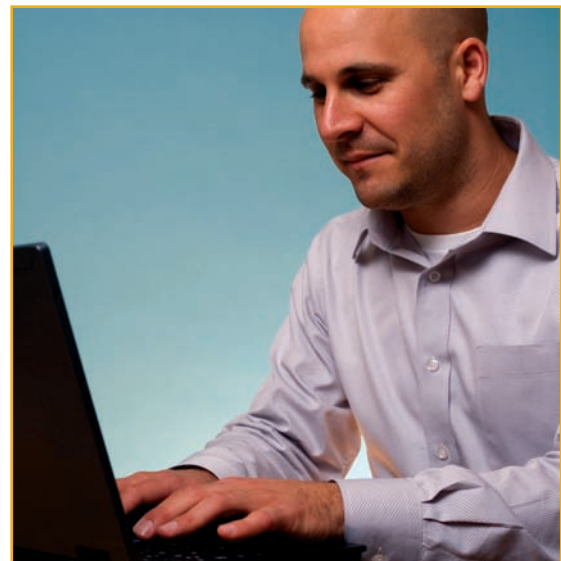
Fire Engineer

IPMA-HR is developing a test for Fire Engineer or Driver. This includes personnel whose primary duties may involve Driving and Positioning Emergency Vehicles, Maintaining Emergency Vehicles and Related Equipment, Performing Aerial Ladder Platform Operations, and Performing Pumping Operations.

The first step involves the completion of job analysis questionnaires by as many incumbents as possible and the completion of KSAP-to-linkage questionnaires by as many first- or second-line supervisors as possible. The questionnaires can be distributed as either a paper- or web-based survey, which takes approximately 1½ hours to complete.

This project requires participation in a subject matter expert (SME) review.

In an effort to increase participation in this test development project, we have redesigned the study and are now requesting that agencies ask qualified supervisors (i.e., SMEs) to participate in the review process on their off duty time. IPMA-HR will pay them for their participation. You would only have to provide us with a list of names and contact information for those SMEs who agree to participate. We will do the rest!



TEST DEVELOPMENT

We are looking for 6 SMEs (if possible) and need a minimum of 2 for your agency to participate. The SMEs are required to have access to the internet, email and a printer in order to participate. For this study, SMEs should be first- and second-line supervisors who have direct responsibility for the supervision of fire engineers within the fire department. When choosing the staff that you will ask about participation, keep in mind the complexity of the task and the confidential nature of the questions to be reviewed.

Here's what the supervisors will be required to do if they agree to participate in the study:

The SMEs will be broken into teams of 2 or 3 depending on how many agree to participate from your agency. The participants will complete a review of the questions individually and then be required to meet as a group with their team members to conduct a consensus review meeting.

Each SME would be emailed an individual review form for reviewing approximately 60 questions. The SMEs will be required to login to a secure internet site to review the 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 120 minutes to complete.

After making individual ratings, the SMEs would come together as a group with their team members to discuss the questions and their ratings in order to reach a final consensus rating for each question. The final consensus review should take approximately 90 to 120 minutes. During this meeting SMEs will be required to have access to the internet to gain access to the consensus review form and a telephone to conduct an instructional meeting with staff at IPMA-HR.

Correctional Facility First-Line Supervisor

This project requires participation in a subject matter expert (SME) review.

In an effort to increase participation in this test development project, we have redesigned the study and are now requesting that agencies ask qualified supervisors (i.e., SMEs) to participate in the review process on their off duty time. IPMA-HR will pay them for their participation. You would only have to provide us with a list of names and contact information for those SMEs who agree to participate. We will do the rest!

We are looking for 6 SMEs (if possible) and need a minimum of 2 for your agency to participate. The SMEs are required to have access to the internet, email and a printer in order to participate. For this study, SMEs should be first- and second-line supervisors who have direct responsibility for the supervision of first line supervisors within the correctional facility. When choosing the staff that you will ask about participation, keep in mind the complexity of the task and the confidential nature of the questions to be reviewed.



Here's what the supervisors will be required to do if they agree to participate in the study:

The SMEs will be broken into teams of 2 or 3 depending on how many agree to participate from your agency. The participants will complete a review of the questions individually and then be required to meet as a group with their team members to conduct a consensus review meeting.

Each SME would be emailed an individual review form for reviewing approximately 60 questions. The SMEs will be required to login to a secure internet site to review the 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 120 minutes to complete.

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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 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 1 to 5 participants will receive a \$35 voucher; those with 6 to 9 will receive a 5% discount; those with 10 to 20 will receive 10%; 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%.
- > **Subject Matter Expert Reviews.** Subject matter experts will be paid \$100 each by IPMA-HR for participation in the Fire Engineer and Correctional Facility First-Line Supervisor test development projects. Additionally, agencies will receive a 5% discount off their next test order for providing SME participants.

- > **Validation Studies.** Participation in validation studies requires the administration of tests to incumbents and the collection of supervisor ratings. Jurisdictions with 1 to 5 participants will receive a voucher for \$75; those with 6 to 9 will receive a 5% discount; those with 10 to 20 will receive 10%; 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%.

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 Jacob Jackovich at 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.

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 21.

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 22.

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.

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2010-2011