



PROMOTIONAL WRITTEN EXAM SERVICE



The Missouri Police Chiefs Association (MPCA) promotes professional testing practices and seeks to assist law enforcement agencies in their promotional efforts. Therefore, the MPCA in cooperation with ERGOMETRICS, is providing promotional written exams for ranks of Corporal and above. This test has been validated. Several Missouri agencies currently utilize this service.

PROCESS:

1. Complete and sign the Order Form, Test Security Agreement, and Individual Responsibility forms below.
2. Print out the completed forms and sign where it requires signatures.
3. Email to cbuschjost@mopca.com or fax to 573/636-6634 all forms when completed and signed.
4. You will then receive test booklets, answer sheets, and testing administrative instructions in the mail. Read the instructions and then administer the test.
5. Send the used test booklets, unused test booklets, CD, and answer sheets back to ERGOMETRICS as instructed. (NOTE: You may fax or email answer sheets as instructed to expedite scoring and final report.)
6. ERGOMETRICS will electronically grade the answer sheets and email you the final report.
7. MPCA will then send you an invoice for the number of tests utilized at the rate of \$40 per test plus shipping expenses.
8. Invoice is paid and this concludes the event.

COST:

1. Per test cost of \$40 plus shipping for Missouri Police Chiefs Members and Member Agencies – Member Agencies are those Law Enforcement Agencies where a member of that agency is a member of the Missouri Police Chiefs Association.
2. Per test cost of \$50 plus shipping for NON-Missouri Police Chief Members and NON-Member Agencies.

Test Security Agreement

Individual Statement of Responsibility

Test Security

Tests are much more expensive and valuable than they may appear. Any professionally developed test is worth, at a minimum, several thousand dollars. Tests that make use of expensive methodologies, such as video or computer format, may be worth half a million dollars or more. Test users should always observe security precautions when dealing with tests. Your test licensing with Ergometrics requires that you conform to normal test security procedures.

Basic test security precautions include preventing materials from being stolen, copied, or otherwise compromised. This can be done by establishing responsibility and following conventional test security procedures.

Security Precautions

Maintain an uninterrupted chain of responsibility

Test copies, keys, and any other confidential parts of tests should always be the responsibility of a clearly defined person. This person should sign for test materials and be responsible for the security of the test whereabouts at all times. Logs should be maintained that show who had responsibility for the tests during what time. This includes keeping records of who is responsible for the materials in their normal storage location and to whom they are temporarily checked out. There should be no time when the tests are not someone's responsibility and properly accounted for.

Keep materials in a secure area or in eyesight of the responsible person

Tests and related parts should be stored in secure areas where there is limited, recorded access. Tests are normally stored in vaults. When tests are not in the vault, or other secured area, they should be in the view of the person who is responsible for them. Tests should not be left unattended on a table or on someone's desk, even for a few minutes. If tests are not in use, they should be under lock and key.

Protect materials from computer based theft

Any Ergometrics' materials that are maintained on computer must be kept on a stand alone computer that is secured from unauthorized users. No confidential information including test materials, applicant responses or answer keys should be kept on any computer that is connected to a network.

Obtain Certification of Compliance with Confidentiality and Copyright before allowing applicants to take tests

Most people are well aware of what constitutes cheating and of the concept of copyright. Others need a reminder. Cheating on a test is falsification of credentials for employment and demonstrates a lack of professionalism and willingness to undermine the organization in order to achieve personal goals. Avoid problems by obtaining

Certification of Compliance with Confidentiality and Copyright before allowing applicants to take tests. A copy of this form is attached.

Maintain security during testing

Monitor all test sessions in progress, being alert to ways that individuals could steal, copy, or in any other way compromise confidential, copyrighted test materials.

Number test booklets or test parts that are given to applicants so that if something turns up missing you can tell whose it was. Have applicants initial for the parts that they are receiving.

Check applicants in and out of the test session one at a time, making sure that all test parts are accounted for. Restrict movement of applicants in and out of the testing area when tests are in progress. If an applicant must leave for any reason, check materials back in first.

Be alert for individuals who may be attempting to take notes, speak notes into a recorder, or surreptitiously make recordings of tests. Be particularly aware of individuals who sign up to take the same test several times.

Collect and destroy scratch paper.

Make sure that any authorized visitors or observers are aware of all security precautions. No one, other than the official test monitor, should take notes or any other confidential materials from a testing room.

Protect materials from organized attempts at compromise

Educational institutions, unions or other groups affected by testing have been known to organize attempts to reproduce test materials. Even if the reproductions are crude, they still constitute copyright violation. Many lawsuits over such matters have been brought and won by testing companies and organizations. Let local organizations know that any such acts will not be lightly tolerated. Send ten copies of the Certification of Compliance With Confidentiality and Copyright. Call Ergometrics immediately if you discover organized attempts to compromise test materials. We can technically analyze the severity of the violation and will not hesitate to take legal action to rectify the situation.

If a test is taken

If the above procedures are observed, theft or attempted theft of test items is a very rare event. Should someone take a test or key, the following guidelines apply.

Theft of a valuable item is a police matter. If you have reasonable information as to who the suspect is, and that person is present, presumably with the test materials on their person, detain that person and phone the police. Any one of the following are reasonable circumstances for detaining someone:

- You or another staff member witnessed the theft.
- Someone else, such as another applicant, identifies the culprit (if two are accusing each other it is reasonable to detain both because both have been identified).

- A numbered booklet is missing that is checked out to a specific person.

There are other circumstances that may reasonably point to a particular person or persons. If you have reasonable information to suspect someone, detain that person and phone the police. Be polite to suspects while you wait for authorities to arrive. For instance, offer them a cup of coffee and try to make them comfortable. Thank them for their cooperation.

Never discuss specific test questions or answers

The content of test questions is confidential and copyrighted. Do not discuss specific questions or answers with anyone, including applicants or even others in the organization, except in the course of formal research and test design. Any conversations about test content should be conducted formally in conjunction with Ergometrics.

Obtain Test Security Agreement from all responsible individuals

Document that all employees who deal with test materials or applicants understand their responsibility in maintaining security. Maintain on file signed copies of the form entitled Test Security Agreement Individual Statement of Responsibility from all employees whose job in any way can impact test security. This includes test administrators, human resources management staff, any employees who have responsibility for the security of confidential materials in storage, etc.

Obtain written consent from Ergometrics prior to subcontracting

Ergometrics' test materials are licensed for use by your organization only. Contact Ergometrics if your organization is considering subcontracting test administration or other services that involve the outside handling of Ergometrics' test materials. This has been acceptable in some cases, however security arrangements must be formally established. Your organization will remain fully responsible for the security of materials that are handled in this manner.

Test Security Agreement

Individual Statement of Responsibility

This form is to be signed by all employees whose job in any way can impact test security.

I have read and understand the Security Agreement that begins on page one of this form

I understand that I have responsibility regarding test security and I am clear what my responsibility entails.

I certify to the truth of the above statements.

Representative: _____

Signature: _____ Date: _____

Supervisor: _____

Signature: _____ Date: _____