

POST BASIC COURSES

TEST ~~ADMINISTRATION~~ MANAGEMENT

AND

SECURITY

~~GUIDELINES~~ PROTOCOLS

~~January 1, 2009~~ 2012

PAGE INTENTIONALLY LEFT BLANK

POST Basic Courses Test Administration Management and Security Guidelines-Protocols

Table of Contents

Guidelines

1.0	Application of Guidelines	5
2.0	Test Use and Security Agreement.....	5
3.0	Test Acquisition and Handling.....	5
3.1	Individual(s) Responsible for Acquiring Tests	
3.2	Handling Printed Test Material	
3.2.1	Conditions for Reproducing Test Materials	
3.2.2	Security Procedures during Printing	
3.2.3	Test Material Inventory and Storage	
3.2.4	Security during Test Destruction Processes	
4.0	Test Administration	7
4.1	Person Individual(s) Responsible for Scheduling and Administering Tests	
4.2	Appropriate Proctor Behavior during Test Sessions <u>Presenter Requirements for Test Administration</u>	
4.3	Required Student Behavior during Test Administration	
4.4	Required Proctor/Evaluator Training	
5.0	Test Scoring <u>and Administrative Test Review</u>	8
5.1	<u>Test Scoring Process</u>	
5.2	<u>Administrative Test Review Process</u>	
5.43	Excluding Test Items (Questions) from POST-Constructed <u>Supplied Written Tests</u>	
6.0	Use of POST Supplied Tests for Remediation <u>Student Reviews/Remedial Training/Retesting</u>	9
6.1	Acceptable Uses of POST Supplied Tests <u>Learning Objective Review</u>	
6.2	<u>Student Test Review</u>	
6.3	<u>Remedial Training Process</u>	
6.24	Retest Process	
7.0	Cheating	101
7.1	Unacceptable Test Preparation Activities	
7.2	Unacceptable Student Behavior	
7.3	Non-tolerance of Cheating	
8.0	Reasonable Accommodation	112
9.0	TMAS <u>Testing System Hardware/Software Use and Maintenance</u>	112
9.1	Completion of POST- Approved <u>Delivered Training</u>	
9.2	<u>Limited Student Access</u> Prohibited With Two Exceptions <u>to Test Material</u>	
9.3	Memorandum of Understanding	
9.4	Security Compliance Statement	

Attachments

Exhibit 1 ~~POST-Certified Basic~~ Basic Course(s) Test Use and Security Agreement135

Attachment A: Acknowledgment of the Requirement to Adhere to the Terms and Conditions
of the ~~POST-Certified Basic~~ Basic Course(s) Test Use and Security Agreement.....237

Exhibit 2 Paper-And-Pencil Test Administration Procedures259

Exhibit 3 Computer-Based Testing Administration Procedures.....30

Exhibit 34 ~~Written, Scenario and Exercise~~ Student Testing Contract.....2731

Exhibit 5 Staff/Instructor/Evaluator Contract.....33

Exhibit 6 Student Contract.....35

Exhibit ~~47~~ Security Compliance Statement2937

TEST ADMINISTRATION AND SECURITY GUIDELINES

GUIDELINE 1.0 APPLICATION OF GUIDELINES

~~Each basic-course presenter (Presenter) of POST-Certified basic Courses, that include the use of POST-mandated and supplied tests, shall implement a formal Test Administration and Security Policy (Policy). The Policy statement must shall~~ address these guidelines.

COMMENT: It is POST's intention to promote ~~an attitude of presenter, staff and student integrity among certified presenters and their students and to reduce the risks associated with the loss in the handling~~ of secure testing material. The spirit of these guidelines is to promote optimum protection for test security and fairness for students in all POST-certified basic courses. The value of a written policy lies in the assurance it provides that all current and succeeding program staff will be well informed regarding test security and test administration procedures and requirements.

GUIDELINE 2.0 TEST USE AND SECURITY AGREEMENT

~~The Presenter's Test Administration and Security Policy must shall~~ address all pertinent issues described in the POST-Certified Basic Course(s) Test Use and Security Agreement, Exhibit 1, including the designation of a key contact personnel to receive confidential test material from POST.

COMMENT: POST Procedure D-1-3 requires all presenters of POST-certified basic courses to enter into a formal security agreement with POST, which protects the security of POST-supplied test material and assures that all students are fairly tested. The designation of a key contact personnel helps assure that individuals who receive ~~secure confidential test documents~~ material from POST fully understand the test security requirements. The Security Agreement is shown here as Exhibit 1. ~~The Presenter's Policy statements should~~ shall refer to this document and account for all provisions that pertain to the presenter's program.

GUIDELINE 3.0 TEST ACQUISITION AND HANDLING

~~The Presenter's Test Administration and Security Policy must shall~~ specify how the presenter acquires and uses handles tests material, including the following:

COMMENT: Presenters ~~must shall~~ develop strict procedures involving printed and/or electronic test materials received from POST. Such procedures ~~should~~ shall include the initial acquisition, reproduction, storage, and final disposition of POST-supplied written tests and scenario manuals, report writing video tests, materials, and written test booklets.

3.1 Individual(s) Responsible for Acquiring Tests

COMMENT: Documenting who has responsibility for acquisition, custody, and use of each test improves communication and accountability.

3.2 Handling Printed Test Material

COMMENT: The following subsections apply to ~~paper~~ printed versions of all POST-constructed ~~supplied~~ written tests, scenario tests, exercise tests, and all associated scoring or evaluation forms.

3.2.1 ~~Conditions for Reproducing Test Materials—~~**including 1) who orders the production of test material, and 2) where test material will be reproduced (e.g., college print shop, offsite printing facility, etc.)**

COMMENT: Prescribing how test materials ~~are~~ is to be reproduced leaves little to chance and improves test security.

The presenter's Policy shall include:

- Who completes the reproduction of test material
- Where test material is reproduced (e.g., college print shop, offsite printing facility, etc.)

3.2.2 ~~Security Procedures~~ **d**uring Printing

COMMENT: Several risks to test security can occur during the printing process including carelessness while operating reproduction machines (such as placing discarded pages after jams or misprints in a non-secure receptacle), leaving confidential test material unattended, and outright theft of booklets and forms. To avoid these risks, presenters ~~can~~ shall take steps to prevent loss by educating reproduction staff, using security agreements with assigned staff, or entering into a formal, security conscious agreement with a third party printing company. These steps ~~should~~ shall be described in the ~~P~~presenter's pPolicy.

3.2.3 Test Material Inventory and Storage

COMMENT: All existing copies of each POST-supplied test ~~must~~ shall be accounted for at all times. All copies of each test ~~should~~ shall be numbered, inventoried, and recorded; including written test booklets, scenario test ~~manuals~~ scripts, and evaluation forms, ~~and all copies of video-based report writing tapes and scoring forms.~~ When not in actual use, all printed test materials ~~must~~ shall be maintained under lock and key. The methods and procedures employed by the presenter for inventory and storage ~~must~~ shall be described in their Policy statements.

3.2.4 Security During Test Destruction Processes

COMMENT: POST-supplied ~~written~~ test materials ~~are~~ is dated. ~~For example,~~ All existing copies of a written test (e.g., domain tests, mid-term and final exam test forms) and all secure scenario evaluation forms located at the presenter's facility must shall be destroyed within 10 days of the conclusion of the class for which they were used, although exceptions may be made in certain instances with POST approval. (One exception is that the Presenter may retain one keyed copy for its records) a scenario test failure may require retention of the evaluation form beyond the 10 day requirement in order to support or respond to pending appeal or litigation.)

As with the printing process, several risks to test security can occur during destruction. Risks include theft, inadvertent loss of material (e.g., booklets, scenario scripts, and evaluation scoring forms), carelessness, and failure of machinery (such as a shredder) to function properly. Mitigation strategies ~~might~~ shall include educating those responsible for destruction, or entering into a formal, security-conscious agreement with a third party company.

The ~~Presenter's written~~ Policy statement ~~should~~ shall indicate who is responsible for ordering and/or completing destruction of ~~destroying~~ test material, ~~who may order the destruction,~~ and ~~describe~~ outline the procedures in place to assure that no test materials ~~are~~ is compromised during the destruction process.

GUIDELINE 4.0 TEST ADMINISTRATION

~~The Presenter's Test Administration and Security Policy~~ must shall describe how tests are administered and specify the following:

4.1 ~~Person~~ Individual(s) Responsible for Scheduling and Administering Tests

COMMENT: Documenting who has these responsibilities improves communication and accountability.

4.2 ~~Appropriate Proctor Behavior during Test Sessions~~ Presenter Requirements for Test Administration

COMMENT: POST has developed ~~prototype~~ instructions for proper administration of POST- ~~constructed~~ supplied tests and for monitoring student behavior during the test session. Presenters ~~should either~~ shall adopt the ~~Paper and Pencil~~ Test Administration Procedures, Exhibits 2 and 3, or create similar procedures. Instructions for administering POST- ~~constructed~~ supplied scenarios and the Work Sample Test Battery are included in the *Basic Course Scenario Manual* and the *Basic Academy Physical Conditioning Manual*, respectively, accessed via the POST Basic Course Informational Website.

Those presenters administering computer-based tests shall include test administration procedures for both computer-based and paper-and-pencil testing in their policy in the event the testing system is unavailable.

4.3 **Required Student Behavior during Test Administration**

COMMENT: Students ~~should~~ shall be clearly informed about ~~unacceptable~~ prohibited behaviors during a test (such as talking or looking at another student's test material or computer screen) and advised of the penalty for exhibiting such behaviors. ~~Such rules should~~ The presenter's test administration procedures shall include provisions to report cheating by others, including staff.

A POST-prepared ~~prototype~~ student contracts covers student behavior regarding tests. Presenters ~~are encouraged to~~ shall adopt the ~~Written, Scenario, and Exercise~~ Student Testing Contract, Exhibit 34, ~~to their local circumstances and the Student Contract, Exhibit 6,~~ or adopt presenter-developed contracts approved by POST.

4.4 **Required Proctor/Evaluator ~~†~~Training**

COMMENT: ~~It is the intent of this guideline to encourage training for those individuals who proctor tests. Such training should focus on test security, fairness, standardization of testing protocols, and should remind those who are authorized to administer tests to follow the rules~~ Proctor training is required for those individuals who proctor POST-supplied written tests. Presenter-delivered proctor training shall minimally include the presenter's Policy, the POST Basic Courses Test Use and Security Agreement, Exhibit 1, the Student Testing Contract, Exhibit 4, the Staff/Instructor/Evaluator contract, Exhibit 5, and the proper test administration procedures, Exhibits 2 and 3.

Proctors shall follow the test administration procedures and be good ethical role models.

Evaluator training is required for those individuals who evaluate POST-supplied scenario tests. Those who have successfully completed the POST Scenario Evaluator Course shall follow the test administration procedures and be good ethical role models.

Documentation of proctor/evaluator training shall be retained on file by the presenter and made available for verification and review by POST.

GUIDELINE 5.0 TEST SCORING AND ADMINISTRATIVE TEST REVIEW

~~The Presenter's Test Administration and Security Policy must~~ **shall** describe how ~~tests are scored and administratively reviewed. to score tests, who will~~ **shall** score the tests, and when the results are provided to students. ~~At a minimum, t~~**The** presenter's ~~p~~**Policy should** **shall** address the following ~~guidelines:~~

5.1 Test Scoring Process

COMMENT: The presenter's Policy shall describe how to score tests, who shall score the tests, and when the results are provided to students. (see Exhibit 1) Standardized scoring is a critical component of any testing procedure. With well maintained scanning machines, standardization is typically assured when written tests are machine scored. However, for scenario and exercise/skills tests, presenters ~~should~~ **shall** ensure that tests are graded in a consistent fashion, criteria for success are clearly established and understood by those who evaluate student performance on the given test, and that ~~exam~~ **test** scores are accurately recorded on the scoring format provided.

5.2 Administrative Test Review Process

COMMENT: The presenter's Policy shall describe the Administrative Test Review process. An Administrative Test Review is the presenter's review of any POST-supplied test for the purpose of assessing test question validity and accuracy. This review shall only be conducted **after** the block of instruction is complete and the written test has been administered.

5.3 Excluding Test Items (Questions) from POST-Constructed Supplied Written Tests

COMMENT: ~~POST allows presenters to exclude individual items from the scoring process when sufficient reason exists. Exclusion means that a test question is not counted toward the students' scores.~~

The Presenter's policy statement should articulate the following:

- ~~_____ Reasons the Presenter deems acceptable to exclude items~~
 - ~~_____ The process required to obtain approval to remove the items from scoring~~
 - ~~_____ Documentation requirements~~
 - ~~_____ The process of reporting faulty items to POST for review~~
- Items Questions shall only be excluded with POST authorization at the request of the Academy Director, Modular Format Coordinator, or authorized Program Coordinator.

GUIDELINE 6.0 USE OF POST-SUPPLIED TESTS FOR REMEDIATION STUDENT REVIEWS/REMEDIAL TRAINING/RETESTING

The Presenter's Test Administration and Security Policy must shall describe the presenter's remediation learning objective review, student test review, remedial training and retest processes and specify the following:

6.1 Acceptable Uses of POST-Supplied Tests Learning Objective Review

COMMENT: ~~When a student is being remediated following failure on a POST-constructed test, the Presenter may utilize the student's original examination results to assist in training [i.e., to point out the failed objective(s)]. However, the contents of POST-supplied tests must not be compromised during this process. Specifically, presenters must take precautions to ensure that no one copies, in any fashion, any questions or answers to any POST-supplied test or scoring key. The policy statement should make this explicit. Following a written test administration, the presenter shall conduct a review for all students. The review shall be proctored by an authorized staff member according to test administration procedures and limited to identifying learning objectives in a manner consistent with POST test security protocols. During this review, students are allowed to record **only** the failed learning objectives. A learning objective review is not remedial training.~~

Contents of POST-supplied tests must not be compromised.

6.2 Student Test Review

COMMENT: Following the learning objective review, and prior to remedial training, the presenter may provide an opportunity for only those students who have taken the test to review test questions in a secure, protected environment. The review shall be proctored by an authorized staff member according to the test administration procedures. During the review, students are not allowed to take notes, physically or electronically, or remove any test material.

6.3 Remedial Training Process

COMMENT: After a student fails any POST-supplied test, the presenter shall provide remedial training and a reasonable amount of time for a student to prepare for a retest.

The remedial training policy shall clearly describe the presenter's remedial training process including the following:

- * The information to be provided to students who fail a test (e.g., failed learning objectives)
- * The amount of time allotted for remedial training and preparation
- * Who is responsible for scheduling and administering retests
- * How students are notified of their failure on a retest
- * Documentation requirements for retest results
- * Any unique local requirements (i.e., the number of initial tests a student may fail and still remain in the course.)

During remedial training the presenter may use a student's original test results, **not** the actual test questions, to assist training [i.e., to point out the failed objective(s)].

Contents of POST-supplied tests shall not be compromised.

6.24 Retest Process

COMMENT: The policy should clearly describe the Presenter's retest process including the following: After completion of remedial training, a student shall have **one** opportunity to retest using a POST-supplied alternate version of the same test.

The presenter's Policy regarding the retest process shall include the following:

- * ~~The information to be provided to students who fail a test (e.g., failed learning objectives)~~
- * ~~The amount of time allotted for study~~
- * ~~Who is responsible for scheduling and administering retests~~
- * ~~How failing students are notified of their failure on a retest~~
- * ~~Documentation requirements for retest results~~
- * ~~Any unique local requirements (i.e., the number of initial tests a student may fail and still remain in the course.)~~
- Time allotted to take a retest
- A failure of a retest is a failure of the course
- Students shall be notified as soon as reasonable of their success or failure

The presenter shall administer the retest according to the test administration process as outlined in Guideline 4.0 Test Administration.

All test administration processes shall be managed to guarantee test security and include the required student behavior and proctor/evaluator training.

GUIDELINE 7.0 CHEATING

The ~~P~~resenter's ~~Test Administration and Security Policy~~ must shall describe what constitutes cheating and the possible consequences ~~for both staff and students~~. Presenters shall adopt a policy that demands ethical behavior by both staff and students and prohibits cheating by anyone. The presenter's p~~P~~olicy ~~should~~ shall specifically address the following:

7.1 **Unacceptable Test Preparation Activities**

COMMENT: ~~The granting of instructor access to POST-supplied tests is a local decision the Presenter is authorized to make. However, the Presenter should explicitly prohibit "teaching to the test". Teaching to the test includes any instructional activity that focuses on specific test content rather than on the broader learning objectives in the course. Presenters shall inform both staff and students what constitutes acceptable and prohibited test preparation activities.~~

- The presenter shall explicitly prohibit the sharing of test content by any person. The ~~P~~resenter's ~~p~~Policy ~~should~~ shall make it clear that sharing any test content (i.e., questions, answers, scoring criteria, or specific learning objectives to the exclusion of non-tested objectives) is strictly prohibited; and ~~that~~ violators ~~will~~ shall be disciplined.
- Instructors shall **only** have access to POST-supplied written test material during an administrative test review. Test material shall not be used for the purpose of preparing for, or delivering, instruction.
- ~~Presenters should consider adopting~~ shall develop procedures to monitor performance by instructional staff.
- Presenters shall adopt the Staff/Instructor/Evaluator Contract, Exhibit 5, or adopt a presenter-developed contract approved by POST.

7.2 ~~Unacceptable Student Behavior~~

COMMENT: Presenters ~~should~~ shall inform both staff and students what constitutes ~~unacceptable prohibited~~ student behavior during a test session. These behaviors typically include ~~peering~~ looking at another student's test answer sheet or computer screen, referring to notes, and talking. POST has prepared a ~~prototype~~ student contracts that lists common behaviors ~~that are unacceptable prohibited~~ during a test. Presenters ~~are encouraged to~~ shall adopt the ~~Written, Scenario, and Exercise~~ Student Testing Contract, Exhibit ~~34~~, and the Student Contract, Exhibit 6, or ~~modify this document for local use~~ adopt presenter-developed contracts approved by POST and should require each student to read the POST Basic Courses Test Use and Security Agreement, Exhibit 1.

7.3 ~~Non-Tolerance of Cheating~~

COMMENT: ~~Presenters should adopt a policy that demands ethical behavior by both staff and students and encourages intolerance of cheating by anyone.~~

GUIDELINE 8.0 REASONABLE ACCOMMODATION

~~The Ppresenter's Test Administration and Security Policy should~~ shall address test security during reasonable accommodations for persons with disabilities

COMMENT: The Americans with Disabilities Act of 1990 (ADA) requires that all areas of employment, including training, provide "reasonable accommodations" (i.e. changes or adjustments) for persons with disabilities. ~~Typical accommodations for written tests includes allowing more time to take a test and allowing the student to circle an answer rather than bubble it in on the scanning form. Examples of accommodations for exercise/skills tests may include allowing a student to use a different, but equally effective, takedown technique during arrest methods training or allowing a student to use a lighter or smaller handgun during weapons training.~~

~~Regardless of the accommodation made, tThe Ppresenter's pPolicy should~~ shall be designed to ensure that an accommodation does not violate test security requirements as specified in the POST ~~Certified~~ Basic Course(s) Test Use and Security Agreement, Exhibit 1.

GUIDELINE 9.0 TMAS TESTING SYSTEM HARDWARE/SOFTWARE USE AND MAINTENANCE

POST provides each presenter ~~of a certified basic course~~ with access to an Internet-based testing software, known as the Test Management and Assessment System (TMAS) system. This system requires both software and hardware components. The ~~P~~resenter's ~~Test Administration and Security Policy should~~ shall provide for the use and maintenance of this system and ~~should~~ shall ~~cover~~ address the following:

9.1 Completion of ~~POST-Approved~~ Delivered Training

Only persons who have completed ~~POST-approved~~ delivered training may operate the ~~Test Management and Assessment System (TMAS) testing system~~ software ~~to download or administer tests~~.

COMMENT: ~~TMAS is a complex system and training is required for its proper use. This training is available from POST. Only POST staff members are authorized to train system users. System users shall not share passwords or train any other person at any time. POST trained and authorized administrators shall only grant system access to another POST trained and authorized system and/or content administrator, proctor or author.~~

9.2 Limited Student Access ~~Prohibited with Two Exceptions~~ to Test Material

Except in connection with an actual test administration or review, student access to any ~~TMAS exam~~ test material is prohibited.

COMMENT: ~~When tests are reviewed with students, only the students taking the test should be permitted in the review room, and an authorized staff member must supervise the review.~~

9.3 Memorandum of Understanding

Any computer equipment used in conjunction with ~~TMAS~~ the testing system shall be configured to prevent the installation of unauthorized software.

COMMENT: The ~~P~~resenter ~~should~~ shall have procedures in place to safeguard and control access to ~~TMAS~~ the testing system including procedures for preventing the installation of software that could interfere with the intended use of the ~~TMAS~~ testing system.

9.4 Security Compliance Statement

All Presenters who access ~~TMAS~~ the testing system via a local network ~~must~~ shall have a signed Security Compliance Statement, Exhibit ~~47~~, on file with POST. The Presenter's Representative and the Information Security Officer ~~must~~ shall sign the compliance statement.

COMMENT: The ~~TMAS~~ testing software and database resides on a server at the Department of Technological Services (DTS) ~~in Sacramento~~. To maintain the security of the data, all agencies that connect their networks or network devices to DTS networks or resources ~~must~~ shall comply with the basic security procedures required by DTS. The Security Compliance Statement, Exhibit ~~47~~, explains these requirements. For ~~TMAS~~ testing system access to be valid, POST must have received a copy of this agreement, signed by both the Presenter's ~~R~~Representative (e.g., director, dean, commander, captain); and the Information Security Officer. The agreement ~~must~~ shall be on file at POST headquarters.

PAGE INTENTIONALLY LEFT BLANK

Exhibit 1

POST-CERTIFIED BASIC COURSE(S) TEST USE AND SECURITY AGREEMENT

I Parties to the Agreement

The parties to this agreement are the California Commission on Peace Officer Standards and Training, hereinafter referred to as POST, and the (enter Presenter name), hereinafter referred to as the Examining Agency.

II Purpose of the Agreement

This agreement is intended to protect the mutual interests of the Examining Agency, POST, and the students in any POST-certified course for which POST supplies test material. This agreement protects those interests by ensuring that no person gains special advantage by having improper access to the test material; and that students who pass tests comprised of such material are qualified to perform the duties for which they have been trained. POST requires, therefore, as a condition for making test material available, that the Examining Agency execute this agreement and fulfill its terms.

III Test Materials

A. Types of Material

The POST-supplied test material subject to this agreement includes the following:

1. POST-constructed Knowledge Tests: ~~POST-constructed paper and pencil~~ supplied written tests that measure acquisition of knowledge required to achieve one or more learning objectives in a single learning domain.
2. POST-constructed Comprehensive Tests: ~~POST-constructed paper and pencil~~ supplied written tests that measure acquisition of knowledge in multiple learning domains.
3. POST-constructed Scenario Tests: ~~POST-constructed~~ supplied job simulation tests that measure acquisition of complex psychomotor and decision making skills required to satisfy one or more learning objectives.
4. ~~POST-constructed Report Writing Exercise Test Videos: POST-constructed~~ exercise tests presented in video-tape format

In addition to these tests, the protected material includes the individual test ~~items~~ questions that comprise ~~the active or inactive tests~~ (be they multiple-choice or true-false written test ~~items~~, questions or scenario vignettes scripts, audio, video or other test prompts), the supplied scoring keys, secured scenario evaluation forms, scoring instructions, and access codes to POST's Computerized ~~Test Management and Assessment System (TMAS)~~ Testing System.

B. Confidentiality of Test Material

The use and availability of all POST-supplied test materials ~~are~~ is strictly controlled by the terms of this agreement. These materials are exempt from the disclosure provisions of state and federal public records laws and shall not be made public. Their use and availability are restricted in order to protect the reliability and validity of the ~~examinations~~ tests.

IV Terms and Conditions

POST agrees to make POST-supplied test materials available to the Examining Agency, subject to the conditions set forth in this agreement.

As the administrator of the POST-supplied test materials, the Examining Agency agrees to the following terms and conditions:

- A. The Examining Agency accepts continuing responsibility for carrying out the terms of this agreement. They further agree that all necessary administrative steps ~~will~~ shall be taken to ensure that staff members, instructors, evaluators, role players, students, and ~~other persons~~ authorized agents who may be given access to the POST-supplied test materials ~~will~~ shall be informed of this agreement and ~~will~~ shall be required to comply with it.
- B. The Examining Agency ~~will~~ shall administer the POST-supplied test material according to the following conditions:
 - 1. ~~The test proctor must remain in the room or at the scene at all times during an examination.~~ During the administration of the following tests, the proctor/evaluator shall be present at all times.
 - a. Written Tests
 - 1) The proctor shall remain in the room
 - 2) Only individuals who have received presenter-delivered proctor training may administer the tests

b. Scenario Testing

- 1) The evaluator shall remain at the scene at all times during a test
- 2) Only individuals who have successfully completed the POST Scenario Evaluator Course may evaluate scenario testing
2. ~~There will be no talking during a test unless specifically called for by the test administration procedures.~~ Talking is prohibited during a test unless specifically called for by the test administration procedures.
3. ~~Students cannot leave~~ are prohibited from leaving the room or test scene once the ~~examination test~~ test has started unless all test materials ~~are~~ is first given to the test proctor.
4. Before excusing students, the test proctor ~~must verify that~~ shall collect and secure all test materials ~~have been collected.~~

C. Examining Agency's Designee

1. The Examining Agency ~~will~~ shall designate one or more persons to receive all POST-supplied test materials from POST and to ensure that the terms of this agreement are carried out.
2. Each designee ~~must~~ shall read this agreement and sign the Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the ~~POST-Certified Basic Course(s)~~ Test Use and Security Agreement, Attachment A. By signing Attachment A, the designee(s) acknowledges that he/she:
 - a. Received a copy of this agreement from the Examining Agency.
 - b. Read and understood this agreement.
 - c. Agrees to comply with this agreement's provisions.
3. The Examining Agency will keep a signed copy of the Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the ~~POST-Certified Basic Course(s)~~ Test Use and Security Agreement, Attachment A, **on file** for each designee and will make these signed copies of Attachment A available for inspection by POST.
4. Prior to the receipt of any POST-supplied test materials, the Examining Agency ~~will~~ shall notify POST in writing on agency letterhead or via email of each:
 - a. Designee(s) name, title, address, email address, and telephone number.
 - b. POST test for which each designee has primary responsibility.

5. The Examining Agency ~~will~~ shall promptly notify POST in writing or via email when the designee(s) leaves the Examining Agency's employment or is relieved of the responsibility for carrying out the terms of this agreement.
 6. When a designee leaves or is relieved of the responsibility for carrying out the terms of this agreement, the Examining Agency ~~will~~ shall promptly appoint a successor and notify POST in writing or via email of the successor's name, title, applicable addresses, and telephone numbers.
 - ~~7. Where applicable, the Examining Agency's designee will attend a POST Test Procedures seminar prior to assuming responsibility as the Examining Agency's designee.~~
- D. Methods Used to Make POST-Supplied Test ~~Items, and/or Examination~~ Materials available to the Examining Agency.
1. POST's standard method of making POST-constructed Knowledge and Comprehensive test ~~items~~ material available is to allow the Examining Agency to download test forms via the Internet using the POST ~~Test Management and Assessment System (TMAS)~~ Testing System. Examining Agencies authorized to use ~~TMAS~~ the testing system agree to restrict access to only the Examining Agency's designee(s) number of system administrators authorized by POST, proctors, authors, and content administrators.
 - ~~2. POST's standard method of making report writing test videos available to the Examining Agency is directly from POST.~~
 - ~~3~~2. POST's standard method of making scenario tests available to the Examining Agency is to allow the agency's scenario manager(s) to download the test material via the Internet using the secured portion of the Basic Course Informational (BCI) website. Scenario managers can access and download the tests material from the BCI website using a POST-supplied login ID and password after having completed the required ~~s~~Scenario manager's ~~t~~Training eCourse.
 - ~~4~~3. The Examining Agency ~~will~~ shall follow all applicable POST-specified ~~test administration and processing~~ procedures regarding receipt, use and return downloading, printing, handling, storage, and destruction of POST-supplied test material.
- E. Staff Members, Evaluators, Role Players, Instructors and Authorized Agents
1. The Examining Agency ~~will~~ shall limit the accessibility to of POST-supplied test materials to the Examining Agency's staff members, evaluators, role players, instructors, and authorized agents who have legitimate need for such access.

2. Before providing a staff members, evaluators, role players, instructors, or authorized agents access to POST-supplied test materials, the Examining Agency ~~will~~ shall require the staff members, evaluators, role players, instructors, or authorized agents to read this agreement and sign the Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the ~~POST-Certified~~ Basic Course(s) Test Use and Security Agreement, Attachment A. By signing Attachment A, the staff member, evaluator, role player, instructor, or authorized agent(s) acknowledges that he/she:
 - a. Received a copy of this agreement from the Examining Agency.
 - b. Read and understood this agreement.
 - c. Agrees to comply with this agreement's provisions.
3. The Examining Agency ~~will~~ shall keep a signed copy of the Acknowledgement of the Requirement to adhere to the Terms and Conditions of the ~~POST-Certified~~ Basic Course(s) Test Use and Security Agreement, Attachment A, on file for each staff member, evaluator, role player, and/or instructor, or authorized agent and ~~will~~ shall make these signed copies of Attachment A available for inspection by POST.
4. The Examining Agency shall confirm that all proctors have received presenter-delivered proctor training.

F. Security of Test Material

1. All test material supplied by POST ~~will~~ shall remain the property of POST and ~~will~~ shall be used solely for the official purpose of the Examining Agency in testing students for successful completion of a POST-certified training Basic eCourse. Use of any POST-supplied test ~~items~~ questions; and/or ~~examination test~~ materials for any other purpose is expressly prohibited.
 - a. When it is determined that a student has not met the POST requirements necessary to successfully complete a POST basic course, that student shall no longer have access to any POST-supplied test material and shall therefore be removed from the POST basic course.
2. Administration and storage of POST-delivered computer-based ~~T~~tests.
 - a. Only persons who receive POST-~~approved~~ delivered training in the operation of ~~TMAS~~ the testing system are authorized to administer POST-delivered computer-based tests.

- 1) Only POST staff members are authorized to train system users.
 - 2) System users shall not share passwords or train any other person at any time. POST trained and authorized administrators shall only grant system access to another POST trained and authorized system and/or content administrator, proctor, or author.
- b. Under no circumstances ~~will~~ shall students be provided access to any computer-based ~~exam~~ test except:
- 1) In connection with an actual test administration; or
 - 2) ~~When test results are to be reviewed with students, the review will be supervised by an authorized staff member, and only the test takers will be permitted in the review room. A test review.~~
- c. When not in use, computer equipment used for testing shall be stored in a secure, locked location.
3. Reproduction, storage, administration, and scoring, and destruction of POST-supplied non-computer-based paper-and-pencil tests.
- a. The Examining Agency ~~will~~ shall exercise reasonable care to ensure that the confidentiality of POST-supplied test materials is maintained when ~~test booklets~~ are reproduced, stored, administered, scored, and destroyed.
 - 1) Under no circumstances ~~will~~ shall the examining agency permit any POST-supplied test material to be mailed, faxed, or sent electronically ~~via email.~~
 - b. ~~Tests composed in whole or in part of the POST-supplied test materials will~~ shall be administered in a manner that ensures ~~the security of all test materials.~~ Test booklets and answer sheets will material shall be destroyed or stored in a designated location after a test is administered.
 - c. All paper-and-pencil tests and secured scenario evaluation forms ~~will~~ shall be printed, administered, and then destroyed within 10 days of the conclusion of the class for which they were used, ~~although exceptions may be made in certain instances with POST approval. (One exception is that the examining agency may retain one keyed copy for its records a scenario test failure may require retention of the evaluation form beyond the 10 day requirement in order to support or respond to pending appeal or litigation.)~~

- d. ~~When paper and pencil test results, not the actual test items, are to be reviewed with students and the test is composed in whole or in part of the POST-supplied test materials, is to be the reviewed will with students, the review shall~~ be conducted under the following conditions:
- 1) The review ~~will~~ shall be supervised proctored by ~~an~~ authorized staff members in accordance with the test administration procedures.
 - 2) Only the proctor(s) and authorized personnel ~~will~~ students who have already taken the test shall be permitted in the review room.
 - 3) At the end of the review period, an authorized staff member ~~will~~ shall collect all test material and securely store it.
- e. Under no circumstances ~~will~~ shall a student be permitted to:
- 1) ~~Reduce POST-supplied test materials to writing.~~
 - 2) ~~Photocopy or otherwise reproduce POST-supplied test materials~~ Copy POST-supplied test material.
 - 3) ~~Create an audio or video~~ written or electronic record of a test results review session.
- f. ~~The POST-supplied test materials may be reviewed as defined in POST Procedure D-1-3, only by the Examining Agency's staff involved in the examination process, or students under the conditions described in paragraphs IV(F)(2)(b)(2) and IV(F)(3)(d). All such reviews will shall~~ be conducted at secure locations designated by the Examining Agency for this purpose. Immediately following each ~~such~~ review, all test materials ~~will shall~~ be returned to the Examining Agency's designated storage ~~facility~~ location.
- g. No one ~~will~~ shall copy or reproduce any POST-supplied test materials electronically, or otherwise, except ~~as needed to construct a test to use for the formal evaluation of purpose of testing~~ students enrolled in the Examining Agency's POST-certified basic training courses.
4. All POST-supplied test materials ~~will~~ shall be handled and stored in a manner designed to prevent unauthorized persons from accessing them, as follows:
- a. Store printed copies of ~~the~~ POST-supplied test materials in a secure, locked location.
 - b. Store computer equipment used for testing in a secure, locked location.
 - bc. Store ~~diskettes, videos, and any other~~ media containing ~~the~~ POST-supplied test materials in a secure, locked location.

5. The Examining Agency ~~will~~ shall exercise reasonable care to maintain the confidentiality of POST-supplied test materials when such materials ~~are~~ is destroyed.
6. No official, staff member, evaluator, role player, instructor, or other authorized agent of the Examining Agency ~~will~~ shall loan, give, sell, or otherwise make available any of the POST-supplied test material to any agency or person who is not specifically authorized by POST ~~or the Examining Agency~~ to access the test materials, nor ~~will~~ shall they ~~knowingly~~ permit others to do so.
7. If any POST-supplied test materials should become part of a legal proceedings by a court or other body vested with a legal authority (e.g., school board, civil service commission, or human relations commission), the Examining Agency ~~will~~ shall notify the legal authority of the existence and terms of this agreement, and ~~will~~ shall inform POST immediately of the legal proceedings. In no instance ~~will~~ shall the Examining Agency provide the legal authority with ~~copies of~~ access to any POST-supplied test materials.
8. In the event that any POST-supplied test materials ~~are~~ is lost, stolen, or otherwise compromised, the Examining Agency ~~will immediately~~ shall notify POST's Test Security Coordinator within 24 hours of discovery ~~in writing~~. The Examining Agency ~~will~~ shall make reasonable efforts to recover such POST-supplied test materials in order to prevent their distribution to unauthorized parties and to otherwise mitigate the damage caused by their loss.

G. Responsibility and Use of POST-supplied Test Materials

- ~~1. In constructing and using tests composed in whole or in part of POST-supplied test materials, the Examining Agency acknowledges its obligation to comply with relevant professional standards (e.g., *Standards for Educational and Psychological Tests*, American Psychological Association, 1999, and any successor document), as well as state and federal laws.~~
- ~~2~~1. The Examining Agency ~~will~~ shall use the POST-supplied ~~written and video~~ test materials as provided and ~~will~~ shall not modify ~~them~~ it in any way.
- ~~3~~2. In preparing students to take a test composed ~~in whole or in part~~ of POST-supplied test materials, the Examining Agency ~~will~~ shall not provide any student or students with an unfair advantage. In particular, the Examining Agency ~~will~~ shall not:
 - a. Reveal the contents of or answers to specific test items questions.
 - b. Reveal the content of scenario test material and all associated secured evaluation forms.

b~~c~~. Provide instruction narrowly tailored to the specific ~~items~~ questions on a test rather than the broader instructional objectives that the ~~items~~ questions represent.

43. In the event of legal challenges to tests administered by the Examining Agency, when such tests are composed ~~in whole or in part~~ of any POST-supplied test materials, the burden of defending the challenged test rests with the Examining Agency. The exception to this is that POST agrees to provide expert testimony on the methods used to develop POST-certified training courses and the associated test material.

H. Information on Test Materials

The Examining Agency agrees to promptly provide POST with any information it acquires on the quality of the POST-supplied test materials. This information includes but is not limited to the following:

1. Statistical studies of test item characteristics.
2. ~~Judgmental evaluations of item~~ Comments regarding the quality of test questions made by instructors or students.
3. All student response data from tests provided to the Examining Agency by the ~~TMAS computer program~~ Testing System.
4. Examining Agency validation studies involving any POST-provided test materials.

V Exceptions

Any exception to this agreement ~~must~~ shall be stated in writing and agreed to by both parties before such exceptions may be considered to be in effect.

VI Termination of Agreement

A. Inability to Fulfill Agreement

~~In the event that the~~ If an Examining Agency ~~finds that it~~ is unable to ~~ensure fulfillment~~ of this agreement, the Examining Agency ~~will~~ shall promptly notify POST ~~to that effect~~ in writing or via email. The Examining Agency ~~will~~ shall ~~promptly~~ return ~~any and~~ all test materials to POST in a manner that ~~will~~ shall not compromise the confidentiality of the test materials or, where applicable, ~~will~~ shall provide a written statement that all ~~such~~ test material has been disposed of in a manner that did not compromise its confidentiality.

B. POST's Right to Terminate this Agreement

POST reserves the right to terminate this agreement for good cause at any time. Good cause includes, but is not limited to, POST's reasonable belief that the terms of the agreement have not been fulfilled or are not being fulfilled. In the event that this agreement is ~~so~~ terminated, the Examining Agency agrees to promptly return all POST-supplied test material or, where applicable, provide a written statement that all ~~such~~ test material has been disposed of in a manner that did not compromise its confidentiality.

C. Examining Agency's Right to Terminate this Agreement

The Examining Agency may terminate this agreement at any time by ~~so~~ notifying POST in writing or via email and promptly returning all POST-supplied test material or, where applicable, providing a written statement that all ~~such~~ test material has been disposed of in a manner that did not compromise its confidentiality.

D. Decertification - Right of Examining Agency to Appeal

POST Procedure D-1 requires the use of POST-supplied test materials for testing basic course students. Because termination of this agreement will result in the loss of access to POST-supplied test material, it could also lead to decertification of the Examining Agency's basic course(s), pursuant to POST Regulation 1057. However, nothing in this agreement is intended to abrogate the Examining Agency's right to appeal a decertification decision in accordance with POST Regulation 1058.

VII Acceptance of Terms and Conditions of this Agreement

A. Continuing Responsibility

The Examining Agency accepts continuing responsibility for carrying out the terms of this agreement and further agrees that all necessary administrative steps ~~will~~ shall be taken to ensure that all staff members, evaluators, role players, ~~or~~ instructors or authorized agents who may come into contact with any POST-supplied test materials, read and sign the Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the POST-~~Certified~~ Basic Course(s) Test Use and Security Agreement, Attachment A.

B. Signature of Authorizing Officials

On behalf of the agency I represent, I accept the terms and conditions of this agreement and agree to comply with them. I understand that a violation of this agreement could not only result in an immediate suspension or decertification of the POST basic course(s) for a period to be determined by POST, but also civil and/or criminal prosecution.

EXAMINING AGENCY

Print Name	Title
------------	-------

Course Presenter's Name	Date
-------------------------	------

Street Address	City/State/Zip
----------------	----------------

Email Address	Telephone
---------------	-----------

Signature	Date
-----------	------

COMMISSION ON POST

Ken Krueger	Bureau Chief	<u>Test Security Coordinator</u>
------------------------	-------------------------	----------------------------------

Print Name	Title
------------	-------

1601 Alhambra Boulevard	Sacramento, CA 95816	916.227.3909
-------------------------	----------------------	--------------

Street Address	City/State/Zip	Telephone
----------------	----------------	-----------

Signature	Date
-----------	------

Revised ~~January 1, 2009~~ 2012

PAGE INTENTIONALLY LEFT BLANK

Attachment A
ACKNOWLEDGMENT OF THE REQUIREMENT
TO ADHERE TO THE TERMS AND CONDITIONS OF THE
POST-~~CERTIFIED~~ BASIC COURSE(S) TEST USE AND SECURITY AGREEMENT

I have received a copy of the Test Use and Security Agreement between the California Commission on Peace Officer Standards and Training (POST) and the (enter Presenter name).

I have read and I understand the terms and conditions of this agreement.

I agree to carry out my duties and responsibilities in accordance with all applicable provisions.

Print Name

Title

Course Presenter's Name

Date

Street Address

()

City/State/Zip

Telephone

Email Address

Signature

Date

(To be retained on file at the Examining Agency)

PAGE INTENTIONALLY LEFT BLANK

Exhibit 2

PAPER-AND-PENCIL TEST ADMINISTRATION PROCEDURES

A. One Week before Scheduled Test

At least one week before the scheduled test administration, the ~~test proctor should~~ presenter shall:

1. Verify ~~that~~ all test material is available [e.g., sufficient test booklets, pencils, answer sheets, etc.]
2. Confirm ~~that~~ the classroom or facility has been reserved, ~~and~~
3. ~~Assure that~~ Ensure the test site is acceptable [temperature, lighting, cleanliness, etc.]
4. The presenter shall confirm all proctors have received presenter-delivered proctor training

B. Scheduled Test Day

On the day of the test, the test proctor ~~should~~ shall:

1. Gather and inventory test material from secure location [e.g., locked storage facility] according to local procedure
2. Review the student testing contract with the class and discuss admonishment for cheating
3. Complete demographic scan sheet [i.e., fill in bubbles], if applicable
4. Distribute test booklets
5. Read testing instructions and answer student questions, if any
6. Begin test session [Announce and record exact start time]

C. Scheduled Test Period

During the test, the test proctor ~~should~~ shall:

1. REMAIN IN THE ROOM DURING THE TEST SESSION
2. Ensure desks are cleared of all unauthorized materials
- ~~23. Refrain from~~ Not answering questions, or provide definitions, that would give the answer or hints of an answer to a test question
- ~~34.~~ Allow no more than one student to leave the test room at one time
- ~~45.~~ Require each student to remain in the room, unless the proctor has received the student's test material
- ~~56.~~ Document any observance of student cheating
- ~~67.~~ Notify the class when 5 (five) minutes remain of the testing time allowed
- ~~78.~~ Call time and have students close their test booklets

D. Completion of Test

Upon completion of the test time, the test proctor ~~should~~ shall:

1. Collect and inventory test booklets and answer sheets before excusing class
2. Return booklets to designated location [e.g., locked storage facility] according to local procedure

3. Give answer sheets to appropriate staff member for scoring, if applicable
4. Report any observance of student cheating to the ~~Academy director/coordinator~~
appropriate supervisory staff

Exhibit 3

COMPUTER-BASED TESTING ADMINISTRATION PROCEDURES

A. One Week before Scheduled Test

At least one week before the scheduled test administration, the presenter shall:

1. Verify all test material is available [e.g., test session has been scheduled, computers are in working order, etc.]
2. Confirm the classroom or facility has been reserved
3. Ensure the test site is acceptable [temperature, lighting, cleanliness, etc.]
4. The presenter shall confirm all proctors have received POST-delivered training on the testing system and presenter-delivered proctor training

B. Scheduled Test Day

On the day of the test, the test proctor shall:

1. Distribute computers according to local procedure
2. Review the student testing contract with the class and discuss admonishment for cheating
3. Have students log in
4. Read testing instructions and answer student questions, if any
5. Begin test session [Announce and record exact start time]

C. Scheduled Test Period

During the test, the test proctor shall:

1. REMAIN IN THE ROOM DURING THE TEST SESSION
2. Ensure desks are cleared of all unauthorized materials
3. Not answer questions or provide definitions that would give the answer or hints of an answer to a test question
4. Allow no more than one student to leave the test room at one time
5. Require each student to remain in the room, unless the student has closed their computer
6. Document any observance of student cheating
7. Notify the class when 5 (five) minutes remain of the testing time allowed
8. Call time and have students submit their test

D. Completion of Test

Upon completion of the test time, the test proctor shall:

1. Close and score the test session
2. Return computers to designated location [e.g., locked storage facility] according to local procedure
3. Report any observance of student cheating to the appropriate supervisory staff

PAGE INTENTIONALLY LEFT BLANK

Exhibit 34

WRITTEN, SCENARIO, AND EXERCISE STUDENT TESTING CONTRACT

This contract pertains to written and performance tests designed to measure and/or assess your knowledge, comprehension and performance skills of the material taught in the basic course. Written tests include the multiple-choice Mid-term and Final examinations and tests required for certain learning domains. Written tests may be administered in paper and pencil format or taken on line via computer. Performance Tests are designed to assess student performance of specified procedures or tasks. Unlike written tests, performance tests require students to demonstrate proficiency on one or more learning objectives, such as driving a vehicle, taking down a suspect, writing a report, firing a weapon, or responding to a Scenario (job simulation). Performance tests include report writing examinations, scenario tests, defensive tactics/firearms skills tests, and other spontaneous exams given by the academy staff.

Generally, recruits/students who fail on their first attempt to pass a test are given a second opportunity to pass the test. Failure on the second attempt typically results in failure of the Basic Course.

Written Tests

While taking written tests, the student will adhere to the following guidelines:

- Desks will be cleared of all material unless otherwise instructed by the test proctor.
- All cell phones, pagers and other electronic devices in the recruit/student possession will be turned off.
- There will be **No** talking during the test.
- No recruit/student will record or otherwise make copies of any question in any test.
- No recruit/student will look at another recruit/student's test papers or computer screen, nor will they allow another to look at their papers or computer screen.
- If you must leave the testing room, you must first give your testing material to the proctor (paper and pencil tests only). Only one recruit/student may leave and return to the room at a time.
- Once you have completed the test, turn in the testing material (scannable answer sheet, test booklet, paperwork, other worksheets, pencil, etc) to the proctor or log off the computer.
- Once the testing material is submitted to the proctor or on-line through the Test Management and Assessment System (TMAS), you may not retrieve any of the submitted documentation.
- There will be no changes, additions, deletions or other adaptations made to submitted testing materials.
- Once you complete the test and leave the testing room, you may not return to the testing room for any reason until the entire session has been completed.

Exhibit 3(Continued)

WRITTEN, SCENARIO, AND EXERCISE STUDENT TESTING CONTRACT

Scenario Tests

While taking a scenario test, each student will adhere to the following:

- ~~There will be no talking during the test unless specifically called for by the testing protocol or the test proctor.~~
- ~~Recruits/students will not discuss or communicate testing information about any scenario test they have completed with any other recruit/student or in the presence of another recruit/student.~~
- ~~No recruit/student will record or otherwise make copies of any scenario test material.~~
- ~~Recruits/students will not discuss scenario tests with the role players at any time while attending the basic course.~~
- ~~Discussing any scenario test that you have completed is considered cheating. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the basic course¹.~~
- ~~Recruits/Students may discuss the scenario test with the evaluator or administrative staff member **ONLY**. The discussion must occur at the training venue and only after all students have completed the scenario test.~~

This contract pertains to all tests administered in a basic course. Tests include Written, Scenario and Skills tests.

In keeping with the Law Enforcement Code of Ethics, I shall adhere to the following:

- I shall clear my desk of all material unless otherwise instructed by the test proctor
- I shall not have any unauthorized electronic devices
- I shall not communicate during a test unless specifically permitted to do so
- I shall not record or make copies of any test content
- I shall not look at another student's test material or computer screen or allow another to look at mine
- Upon completion I shall submit all testing material to the proctor
- After I submit my test material, I shall not retrieve or change anything, nor return to the testing venue until the entire test session is completed
- I shall not discuss scenario tests with the role players at any time
- When permitted I shall **ONLY** discuss test content with the evaluator or presenter staff
- I shall not use, obtain, or provide any material that gives an unethical advantage to any person preparing for, or taking, any test in this or any other basic course program
- I shall not aid, abet, conceal, or fail to report an act of cheating

Failure to comply with this ~~Policy/Contract~~, or engaging in behavior that compromises any ~~examination/testing~~ material, is considered cheating. Cheating is grounds for disciplinary action and may result in **DISMISSAL/TERMINATION from the ~~b~~Basic eCourse¹ and/or civil and criminal prosecution that could prevent me from becoming a Peace Officer in California.**

~~Please sign below. Your signature indicates that you have read and understood that cheating on a test can be grounds for termination from basic course and that you will only have **one** opportunity to retake a failed test.~~

I have read and understand this contract.

Print Name

Signature

Date

- ¹ Commission on Peace Officer Standards and Training regulations 1001 and 10055 (jf), respectively, define cheating and address subsequent disciplinary action ~~that may result in DISMISSAL/TERMINATION.~~

PAGE INTENTIONALLY LEFT BLANK

Exhibit 5

Staff/Instructor/Evaluator Contract

Use of POST-Constructed Training and Testing Material

All Peace Officer Standards & Training (POST) constructed workbooks are the property of POST and are protected by civil copyright and criminal laws. All POST-constructed test material is the property of POST and is protected by the POST Test Use and Security Agreement and criminal laws. To maintain the integrity of all test material and ensure it is not used to gain or give unfair advantage to any student, test material shall not be copied, transferred, or stored in any way.

I will NOT publish any POST-constructed test material to any web-based or social network.

I will NOT take and/or publish photographs or video related to any POST-constructed test material.

I will NOT create and/or participate in web or social network groups to discuss POST-constructed test material.

I will NOT create and/or participate in web-based or social network study groups to discuss POST-constructed test material.

I will NOT sell for profit any copyrighted POST-constructed training material, including workbooks.

I will NOT sell or give away any POST-constructed test material.

I will NOT discuss with other staff/instructors/evaluators and/or students any content of any POST-constructed test material unless it is in accordance with Commission procedure D-1-3 and the POST Basic Courses Test Management and Security Protocols.

If I become aware of any violation(s) of the above Contract, I will immediately report the discovery to the appropriate supervisory staff.

My signature confirms that I understand and will abide by this contract. Failure to comply with this contract or engaging in behavior that compromises any test material may result in disciplinary action¹ including termination of employment and/or civil and criminal prosecution.

Sign Name _____

Print Name _____ Date _____

¹ Commission on Peace Officer Standards and Training regulation 1001 and 1055 (f) define cheating and address subsequent disciplinary action.

PAGE INTENTIONALLY LEFT BLANK

Exhibit 6

Student Contract

Use of POST-Constructed Training and Testing Material

All Peace Officer Standards & Training (POST) constructed workbooks are the property of POST and are protected by civil copyright and criminal laws. All POST-constructed test material is the property of POST and is protected by the POST Test Use and Security Agreement and criminal laws. To maintain the integrity of all test material and ensure it is not used to gain or give unfair advantage to any student, test material shall not be copied, transferred, or stored in any way.

I will NOT publish any POST-constructed test material to any web-based or social network.

I will NOT take and/or publish photographs or video related to any POST-constructed test material.

I will NOT create and/or participate in web or social network groups to discuss POST-constructed test material.

I will NOT create and/or participate in web-based or social network study groups to discuss POST-constructed test material.

I will NOT sell for profit any copyrighted POST-constructed training material, including workbooks.

I will NOT sell or give away any POST-constructed test material.

I will NOT discuss the content of any POST-constructed test material with anyone to gain or provide an unethical advantage.

If I become aware of any violation(s) of the above Contract, I will immediately report the discovery to the appropriate supervisory staff.

My signature confirms that I understand and will abide by this contract. Failure to comply with this contract or engaging in behavior that compromises any test material may result in dismissal¹ from any POST entry-level mandated training courses and/or civil and criminal prosecution.

Sign Name _____

Print Name _____ Date _____

¹ Commission on Peace Officer Standards and Training regulation 1001 and 1055 (f) define cheating and address subsequent disciplinary action.

PAGE INTENTIONALLY LEFT BLANK

Exhibit 47

SECURITY COMPLIANCE STATEMENT

The Department of Technological Services (DTS) provides for the integrity and security of customer information assets and complies with the policies as set forth in the *State Administrative Manual*, sections 4840-4845. Entities requesting to connect their networks or their network devices to the DTS network, or resources accessible on the DTS network, ~~must~~ shall comply with the following basic information security requirements. These requirements ~~will~~ shall be included in any agreement or contract with an entity that includes the provision of connectivity to the DTS or a resource accessible on the DTS network.

- A. Firewalls** - *This requirement provides a reliable mechanism to help protect DTS and its customers' information and information processing resources from unauthorized access to, and denial/disruption of services or systems.*
- **Definition** - A firewall is a computer, or system of computers, designed to restrict network traffic in order to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software, but are strongest when implemented as a hardware/software combination.
 - **Requirements** - Any network used by a customer to connect to DTS' information resources ~~will~~ shall be protected by at least one firewall system properly situated to examine traffic between the network and each external network entry point. The customer shall ensure that firewalls include, at a minimum, provisions for packet filtering, application gateway security mechanisms, and circuit-level gateways.
- B. Physical Security** - *This requirement ensures that the hardware that permits network access to DTS is adequately protected to prevent harm to the physical components that enable connectivity between the customer's network and DTS.*
- **Definition** - Physical Security involves measures taken to prevent physical access, which may allow loss of or damage to, the system or the information stored on it.
 - **Requirements** - Physical access to network components, servers, and data storage components used in conjunction with access to DTS' information resources ~~should~~ shall be limited to the appropriate designated staff that implement and maintain the components. In addition, the customer agrees to supply security patches and upgrades, keep the virus software up to date on all systems which the data may be used, and agrees to notify POST if a security incident involving data occurs.
- C. Access Control** - *This requirement ensures that DTS customers implement policies, procedures and technology mechanisms that limit access to the DTS network and the information resources in DTS' custody to authorized individuals or entities only.*
- **Definition** - Access control includes processes and systems to determine which system resources, application functions, and information must be restricted to certain customers, business partners, and contractors and then allows access to those customers while preventing access by others.

- **Requirements** - Access to information designated as private or confidential ~~must~~ shall be limited to those individuals or entities specifically authorized to access that information. Access to system functions and processes under DTS' custody that can affect the availability, functionality or security of departmental information or information resources ~~should~~ shall be restricted to those individuals who require that access in order to perform duties essential to the operation and maintenance or use of that system.

Attestation (Check One):

- Customer is in full compliance with the aforementioned security requirements
- Customer is not in full compliance, however, will contact POST at 916.227.6882 to develop a plan of action for compliance with the security requirements.

Print Presenter's Name

Print Information Security Officer's Name

ISO Signature

Date

Print Presenter's Representative's Name

Representative's Signature

Date