

POST BASIC COURSES

TEST MANAGEMENT

AND

SECURITY

PROTOCOLS

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POST Basic Courses Test Management and Security Protocols

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TEST ADMINISTRATION AND SECURITY GUIDELINES

GUIDELINE 1.0 APPLICATION OF GUIDELINES

Each 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 shall address these guidelines.

COMMENT: It is POST's intention to promote presenter, staff and student integrity in the handling of secure test 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.

POST-supplied test material subject to these guidelines includes the POST-constructed Written (Knowledge and Comprehensive) Tests, Scenario Tests, Exercise Tests, Report Writing Test Videos and the Work Sample Test Battery.

Protected POST-supplied test material includes the POST-constructed Written (Knowledge and Comprehensive) Tests, Scenario Tests, and Report Writing Test Videos. Protected material also includes the individual test questions that comprise active or inactive tests (be they multiple-choice or true-false written test questions or scenario scripts), the supplied scoring keys for written and scenario tests, secured scenario evaluation forms, scoring instructions, any reports generated by a student for scenario and report writing tests and the access codes to POST's Computerized Testing System.

GUIDELINE 2.0 TEST USE AND SECURITY AGREEMENT

The presenter's Policy shall address all pertinent issues described in the POST-Basic Courses Test Use and Security Agreement, Exhibit 1, including the designation of 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 key contact personnel helps assure that individuals who receive confidential test material from POST fully understand the test security requirements. The Security Agreement is shown here as Exhibit 1. The presenter's Policy 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 Policy shall specify how the presenter acquires and handles test material, including the following:

COMMENT: Presenters shall develop strict procedures involving printed and/or electronic test material received from POST. Such procedures shall include the initial acquisition, reproduction, storage and final disposition of POST-supplied written tests and scenario materials.

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 ~~printed~~ any versions of ~~all~~ POST-supplied written tests, scenario tests, ~~exercise tests and~~ all associated scoring or evaluation forms, and student generated reports from both the scenario tests and report writing tests.

3.2.1 Conditions for Reproducing Test Material

COMMENT: Prescribing how test material 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 During 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 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 shall be described in the presenter's Policy.

3.2.3 Test Material Inventory and Storage

COMMENT: The POST-supplied Report Writing Test Videos are covered under this subsection. All existing copies of each POST-supplied test shall be accounted for at all times. All copies of each test shall be numbered, inventoried, and recorded, including written test booklets, scenario test scripts and evaluation forms. When not in actual use, all **printed** test material shall be maintained under lock and key. The methods and procedures employed by the presenter for inventory and storage shall be described in their Policy.

3.2.4 Security During Test Destruction

COMMENT: POST-supplied test material is dated. All existing copies of a written test (e.g., domain tests, mid-term and final test forms), **and** all secure scenario scripts, and evaluation forms and any reports generated by a student for scenario and report writing tests located at the presenter's facility shall be destroyed within 10 days of the conclusion of the class for which they were used. (One exception is a scenario and/or report writing test failure may require retention of the evaluation form and/or secure report 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 shall include educating those responsible for destruction, or entering into a formal, security-conscious agreement with a third party company.

The presenter's Policy shall indicate who is responsible for ordering and/or completing destruction of test material and outline the procedures in place to assure that no test material is compromised during the destruction process.

GUIDELINE 4.0 TEST ADMINISTRATION

The presenter's Policy shall describe how tests are administered and specify the following:

4.1 Individual(s) Responsible for Scheduling and Administering Tests

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

4.2 Presenter Requirements for Test Administration

COMMENT: POST has developed instructions for proper administration of POST-supplied tests and for monitoring student behavior during the test session. Presenters shall adopt the Test Administration Procedures, Exhibits 2 and 3, or create similar procedures. Instructions for administering POST-supplied scenarios and the Work Sample Test Battery are included in the *Basic Course Scenario Manual* and the *Basic Academy Physical Conditioning-Work Sample Test Battery Proctor Manual 2012*, 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.

POST authorizes the recording of scenario test sessions under the following conditions:

- At the conclusion of the scenario test session the recording becomes secure test material.
- Recordings containing scenario test sessions shall be inventoried, stored and destroyed in accordance with POST requirements.
- Presenters shall include what method is being used for recording and the process for each POST requirement in their policy.
- Any person involved in recording or viewing a recorded scenario test session must read the POST Basic Courses Test Use and Security Agreement, Exhibit 1, and sign the Attachment A.

4.3 Required Student Behavior during Test Administration

COMMENT: Students shall be informed about 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. The presenter's test administration procedures shall include provisions to report cheating by others, including staff.

POST-prepared student contracts cover student behavior regarding tests. Presenters shall adopt the Student Testing Contract, Exhibit 4, and the Student Contract, Exhibit 6, or adopt presenter-developed contracts approved by POST.

4.4 Required Proctor/Evaluator Training

COMMENT: 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 Policy shall describe how tests are scored and administratively reviewed. The presenter's Policy shall address the following:

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 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 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 Questions from POST-Supplied Written Tests

COMMENT: Questions shall only be excluded with POST authorization at the request of the Academy Director, Modular Format Coordinator or authorized Program Coordinator. Requests for exclusion shall only be accepted by POST when submitted through the Report of Item Error on the Basic Course Informational Website.

GUIDELINE 6.0 STUDENT REVIEWS/REMEDIAL TRAINING/RETESTING

The presenter's Policy shall describe the learning objective review, student test review, remedial training and retest processes and specify the following:

6.1 Learning Objective Review

COMMENT: 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.

6.4 Retest Process

COMMENT: 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:

- Who is responsible for scheduling and administering retests
- Time allotted to take a retest
- 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.)
- Students shall be notified as soon as reasonable of their success or failure
- 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 presenter's Policy shall describe what constitutes cheating and the possible consequences. Presenters shall adopt a policy that demands ethical behavior by both staff and students and prohibits cheating by anyone. The presenter's Policy shall specifically address the following:

7.1 Test Preparation Activities

COMMENT: 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 presenter’s Policy shall make it clear that sharing any test content is strictly prohibited, and violators 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 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 Student Behavior

COMMENT: Presenters shall inform both staff and students what constitutes prohibited student behavior during a test session. These behaviors typically include looking at another student’s test answer sheet or computer screen, referring to notes, and talking. POST has prepared student contracts that list common behaviors prohibited during a test. Presenters shall adopt the Student Testing Contract, Exhibit 4, and the Student Contract, Exhibit 6, or 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.

GUIDELINE 8.0 REASONABLE ACCOMMODATION

The presenter’s Policy shall address test security during reasonable accommodation 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.

The presenter’s Policy shall be designed to ensure that an accommodation does not violate test security requirements as specified in the POST Basic Courses Test Use and Security Agreement, Exhibit 1.

GUIDELINE 9.0 TESTING SYSTEM HARDWARE/SOFTWARE USE AND MAINTENANCE

POST provides each presenter with access to an Internet-based testing system. This system requires both software and hardware components. The presenter's Policy shall provide for the use and maintenance of this system and shall address the following:

9.1 Completion of POST-Delivered Training

Only persons who have completed POST-delivered training may operate the testing system software.

COMMENT: 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 to Test Material

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

9.3 Memorandum of Understanding

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

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

9.4 Security Compliance Statement

All presenters who access the testing system via a local network shall have a signed Security Compliance Statement, Exhibit 7, on file with POST. The Presenter's Representative and the Information Security Officer shall sign the compliance statement.

COMMENT: The testing software and database resides on a server at the Department of Technological Services (DTS). To maintain the security of the data, all agencies that connect their networks or network devices to DTS networks or resources shall comply with the basic security procedures required by DTS. The Security Compliance Statement, Exhibit 7, explains these requirements. For testing system access to be valid, POST must have received a copy of this agreement, signed by both the Presenter's Representative (e.g., director, dean, commander, captain) and the Information Security Officer. The agreement shall be on file at POST headquarters.

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POST BASIC COURSES 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 Material

A. Types of Material

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

1. POST-constructed Knowledge Tests: POST-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-supplied written tests that measure acquisition of knowledge in multiple learning domains.
3. POST-constructed Scenario Tests: POST-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 Test Videos: POST-supplied videos presented in an electronic format.

In addition to these tests, the protected material includes the individual test questions that comprise active or inactive tests (be they multiple-choice or true-false written test questions or scenario scripts), the supplied scoring keys for written and scenario tests, secured scenario evaluation forms, scoring instructions, any reports generated by a

student based on a scenario test or report writing test video and the access codes to POST's Computerized Testing System.

B. Confidentiality of Test Material

The use and availability of all POST-supplied test material 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 tests.

IV Terms and Conditions

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

As the administrator of the POST-supplied test material, 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 shall be taken to ensure that staff members, instructors, evaluators, role players, students and authorized agents who may be given access to the POST-supplied test material shall be informed of this agreement and shall be required to comply with it.
- B. The Examining Agency shall administer the POST-supplied test material according to the following conditions:
 - 1. 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.
 - c. Report Writing Tests
 - 1) The proctor shall remain in the room.
 - 2) ~~Only individuals who have successfully completed the POST Investigative Report Writing for Instructors Course may proctor the test.~~

2. Talking is prohibited during a test unless specifically called for by the test administration procedures.
3. Students are prohibited from leaving the room or test scene once the test has started unless all test material is first given to the test proctor.
4. Before excusing students, the test proctor shall collect and secure all test material.

C. Examining Agency's Designee

1. The Examining Agency shall designate one or more persons to receive all POST-supplied test material from POST and to ensure that the terms of this agreement are carried out.
2. Each designee shall read this agreement and sign the Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses 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 Basic Courses 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 material, the Examining Agency 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 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 shall promptly appoint a successor and notify POST in writing or via email of the successor's name, title, applicable addresses and telephone numbers.

D. Methods Used to Make POST-Supplied Test Material available to the Examining Agency.

1. POST's standard method of making POST-constructed Knowledge and Comprehensive test material available is to allow the Examining Agency to download test forms via the Internet using the POST Testing System. Examining Agencies authorized to use the testing system agree to restrict access to only the number of system administrators authorized by POST, proctors, authors, and content administrators.
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 test material from the BCI website using a POST-supplied login ID and password after having completed the required Scenario Manager's Training Course. Scenario test scripts, secure evaluation forms, scoring keys, scoring instructions and any report generated based on a scenario test are controlled documents and shall only be used for the scenario testing process.
3. POST's standard method of making report writing test videos available to the Examining Agency is directly from POST. Any report generated based on a report writing test video is a controlled document and shall only be used during the report writing-testing process which includes production, evaluation and review.
34. The Examining Agency shall follow all applicable POST-specified procedures regarding 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 shall limit the accessibility of POST-supplied test material to the Examining Agency's staff members, evaluators, role players, instructors and authorized agents who have legitimate need for such access.
2. Before providing staff members, evaluators, role players, instructors or authorized agents access to POST-supplied test material, the Examining Agency 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 Basic Courses Test Use and Security Agreement, Attachment A. By signing Attachment A, the staff member, evaluator, role player, instructor, or authorized agent 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 shall keep a signed copy of the Acknowledgement of the Requirement to adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A, **on file** for each staff member, evaluator, role player, instructor or authorized agent and 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 shall remain the property of POST and shall be used solely for the official purpose of the Examining Agency in testing students for successful completion of a POST Basic Course. Use of any POST-supplied test questions and/or test material 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 tests.
 - a. Only persons who receive POST-delivered training in the operation of 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 shall students be provided access to any computer-based test except:
 - 1) In connection with an actual test administration, or
 - 2) A test review.
 - c. When not in use, computer equipment or boot devices used for testing shall be

stored in a secure, locked location.

3. Reproduction, storage, administration, scoring and destruction of POST-supplied paper-and-pencil tests.
 - a. The Examining Agency shall exercise reasonable care to ensure that the confidentiality of POST-supplied test material is maintained when reproduced, stored, administered, scored and destroyed.
 - 1) Under no circumstances shall the examining agency permit any POST-supplied test material to be mailed, faxed, or sent electronically.
 - b. Test material shall be administered in a manner that ensures security. Test 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, test scripts, and any reports generated by a student for scenario and report writing tests shall be printed, administered, and then destroyed within 10 days of the conclusion of the class for which they were used. POST-supplied test material is dated. All existing copies of a written test (e.g., domain tests, mid-term and final test forms), all secure scenario scripts, evaluation forms and any reports generated by a student for scenario and report writing tests located at the Examining Agency's facility shall be destroyed within 10 days of the conclusion of the class for which they were used. (One exception is a scenario and/or report writing test failure may require retention of the evaluation form and/or secure report beyond the 10 day requirement in order to support or respond to pending appeal or litigation.)~~
 - d. When POST-supplied test material is to be reviewed with students, the review shall be conducted under the following conditions:
 - 1) The review shall be proctored by authorized staff members in accordance with the test administration procedures.
 - 2) Only the proctor(s) and 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 shall collect all test material and securely store it.
 - e. Under no circumstances shall a student be permitted to:
 - 1) Reduce the contents of a written test to writing.
 - ~~2)~~ Copy POST-supplied test material.
 - ~~3)~~ Create a written or electronic record of a test review session.

4) Challenge a test question in writing.

- f. POST-supplied test material may be reviewed as defined in POST Procedure D-1-3. All reviews shall be conducted at secure locations designated by the Examining Agency for this purpose. Immediately following each review, all printed test material shall be returned to the Examining Agency's designated storage location.
 - g. No one shall copy or reproduce any POST-supplied test material electronically, or otherwise, except for the purpose of testing students enrolled in the Examining Agency's POST-certified basic training courses.
4. All POST-supplied test material shall be handled and stored in a manner designed to prevent unauthorized persons from accessing them, as follows:
- a. Store printed copies of POST-supplied test material in a secure, locked location.
 - b. Store computer equipment or boot devices used for testing in a secure, locked location.
 - c. Store any media containing POST-supplied test material in a secure, locked location.
5. The Examining Agency shall exercise reasonable care to maintain the confidentiality of POST-supplied test material when such material is destroyed.
6. No official, staff member, evaluator, role player, instructor, or other authorized agent of the Examining Agency 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 to access the test material, nor shall they permit others to do so.
7. If any POST-supplied test material should become part of a legal proceeding 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 shall notify the legal authority of the existence and terms of this agreement, and shall inform POST immediately of the legal proceeding. In no instance shall the Examining Agency provide the legal authority with access to any POST-supplied test material.
8. In the event that any POST-supplied test material is lost, stolen or otherwise compromised, the Examining Agency shall notify POST's Test Security Coordinator within 24 hours of discovery. The Examining Agency shall make reasonable efforts to recover such POST-supplied test material 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 Material

1. The Examining Agency shall use the POST-supplied test material as provided and shall not modify it in any way.
2. In preparing students to take a test composed of POST-supplied test material, the Examining Agency shall not provide any student or students with an unfair advantage. In particular, the Examining Agency shall not:
 - a. Reveal the contents of, or answers to, specific test questions.
 - b. Reveal the content of scenario test material and all associated secured evaluation forms.
 - c. Provide instruction narrowly tailored to the specific questions on a test rather than the broader instructional objectives that the questions represent.
3. In the event of legal challenges to tests administered by the Examining Agency, when such tests are composed of any POST-supplied test material, 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 Material

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

1. Statistical studies of test item characteristics.
2. 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 Testing System.
4. Examining Agency validation studies involving any POST-provided test material.

V Exceptions

Any exception to this agreement 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

If an Examining Agency is unable to fulfill this agreement, the Examining Agency shall promptly notify POST in writing or via email. The Examining Agency shall promptly return all test material to POST in a manner that shall not compromise the confidentiality of the test material or, where applicable, shall provide a written statement that all 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 terminated, the Examining Agency agrees to promptly return all POST-supplied test material or, where applicable, provide a written statement that all 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 notifying POST in writing or via email and promptly returning all POST-supplied test material or, where applicable, providing a written statement that all 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 material 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 shall be taken to ensure that all staff members, evaluators, role players, instructors or authorized agents who may come into contact with any POST-supplied test material, read and sign the Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A.

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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

Test Security Coordinator		
Print Name	Title	
1601 Alhambra Boulevard	Sacramento, CA 95816	916.227.
Street Address	City/State/Zip	Telephone
Signature	Date	

Revised 201~~2~~4

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Attachment A
ACKNOWLEDGMENT OF THE REQUIREMENT
TO ADHERE TO THE TERMS AND CONDITIONS OF THE
POST BASIC COURSES 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)

Revised 2014

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Exhibit 2

PAPER-AND-PENCIL TEST 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., sufficient test booklets, pencils, answer sheets, 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 presenter-delivered proctor training

B. Scheduled Test Day

On the day of the test, the test proctor 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 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 proctor has received the student's test material
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 close their test booklets

D. Completion of Test

Upon completion of the test time, the test proctor 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 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 or boot devices 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 or boot devices to designated location [e.g., locked storage facility] according to local procedure
3. Report any observance of student cheating to the appropriate supervisory staff

Exhibit 4

STUDENT TESTING CONTRACT

This contract pertains to all tests administered in a basic course. Tests include Written, Scenario, Report Writing 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
- I shall not discuss any test content, regardless of format, with another student at any time. When permitted I shall ONLY discuss test content with the evaluator or presenter staff after completion of the test
- 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 Contract, or engaging in behavior that compromises any test material, is considered cheating. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Basic Course¹ and/or civil ~~and-eriminal~~ prosecution that could prevent me from becoming a Peace Officer in California.

I have read and understand this contract.

Print Name

Signature

Date

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

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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 recordings~~ related to any POST-constructed test material unless authorized by POST.

I will NOT create and/or participate in web-based 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.

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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-based 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.

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Exhibit 7 SECURITY COMPLIANCE STATEMENT

~~The Department Office of Technological Services (DOTS) provides for the integrity and security of customer information assets and complies with the policies as set forth in the State Administrative Manual, sections 4840-48455300. Entities requesting to connect their networks or their network devices to the DOTS network, or resources accessible on the DOTS network, POST Testing Systems shall comply with the following basic information security requirements. These requirements shall be included in any agreement or contract with an entity that includes the provision of connectivity to the DOTS or a resource accessible on the DOTS network.~~

~~A. **Firewalls** - This requirement provides a reliable mechanism to help protect DOTS POST 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 ~~DOTS' information resources~~ POST Testing Systems 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 DOTS-POST Testing Systems is adequately protected to prevent harm to the physical components that enable connectivity between the customer's network and DOTS-POST Testing Systems.~~

➤ **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 ~~DOTS' information resources~~ POST Testing Systems 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 DOTS customers implement policies, procedures and technology mechanisms that limit access to the DOTS network and the information resources in DOTS' 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 shall be limited to those individuals or entities specifically authorized to access that information. Access to system functions and processes under DOTS' custody that can affect the availability, functionality or security of departmental information or information resources 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 Representative's Name _____

Representative's Signature

Date