

**POST BASIC COURSES**

**TEST ADMINISTRATION**

**AND**

**SECURITY**

**GUIDELINES**

January 1, 2006

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## TEST ADMINISTRATION AND SECURITY GUIDELINES

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### GUIDELINE 1.0 APPLICATION OF GUIDELINES

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**Each presenter of POST-certified courses involving POST-mandated and supplied tests shall implement a formal test administration and security policy. The policy statement must address the guidelines contained in this document.**

COMMENT: It is POST's intention to promote an attitude of integrity among certified presenters and their students and to reduce the risks associated with the loss 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 are well informed regarding test security and test administration procedures and requirements. An example Model Policy is included in Exhibit 1.

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### GUIDELINE 2.0 TEST USE AND SECURITY AGREEMENT

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**The Presenter's Test Administration and Security Policy must address all pertinent issues described in the *POST-Certified Course(s) Test Use and Security Agreement* including the designation of a key contact person 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 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 person helps assure that individuals who receive secure test documents from POST fully understand test security requirements. The Security Agreement is shown here as Exhibit 2. Presenter policy statements should refer to this document and assure that all provisions that pertain to the presenter's program are accounted for.

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### GUIDELINE 3.0 ACQUISITION AND HANDLING OF TESTS

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**The Presenter's Test Administration and Security Policy must specify how tests are acquired and used by the presenter including the following:**

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

### 3.1 **Who is responsible for acquiring tests?**

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

### 3.2 **Procedures for handling Printed Test Material.**

COMMENT: The following subsections apply to paper versions of all POST-Constructed written tests, Scenario tests; Exercise tests, and all associated scoring or evaluation forms.

#### 3.2.1 **The conditions under which test materials are reproduced including who orders the production of test material, the name(s) of the test form(s) to be reproduced and the number of copies to be made.**

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

#### 3.2.2 **Security procedures during printing operations.**

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 take steps to prevent loss by educating reproduction staff, using security agreements with assigned staff, or entering into a formal agreement with a third party printing company. These steps should be described in the presenter's policy.

#### 3.2.3 **Requirements for inventorying and storing test material**

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

#### 3.2.4 **Security procedures during test destruction processes.**

COMMENT: POST-supplied written test materials are dated. For example, all existing copies of a written test (e.g., domain tests, mid-term and final exam forms) located at the presenter's facility must be destroyed within 10 days of the conclusion of the class for which they were used. (The exception is that the presenter may retain one keyed copy for its records).

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 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 indicate who is responsible for destroying test material, who may order the destruction, and describe the procedures in place to assure that no test materials are compromised during the destruction process.

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#### GUIDELINE 4.0 TEST ADMINISTRATION

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

**4.1 Person(s) responsible for scheduling and administering tests.**

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

**4.2 Test administration rules that specify appropriate proctor behavior during the test session.**

COMMENT: POST has developed prototype instructions for proper administration of POST-Constructed tests and for monitoring student behavior during the test session. Presenters should either adopt these or create similar procedures for their agencies. A copy of POST's Paper-and-Pencil Test Administration Instructions is shown as Exhibit 3. Instructions for administering POST-Constructed Scenario and the Work Sample Test Battery are included in the *Basic Course Scenario Manual* and the *Basic Academy Physical Conditioning Manual*, respectively.

**4.3 Examinee rules, which specify required student behavior during test administration.**

COMMENT: Students should be clearly informed about unacceptable behavior during a test (such as talking or looking at another students test material) and advised of the penalty for exhibiting such behavior. Such rules should include provisions to report cheating by others, including staff.

A POST- prepared prototype student contract appears as Exhibit 4. The contract covers student behavior regarding tests. Presenters are encouraged to adopt it to their local circumstances.

**4.4 Required proctor training.**

COMMENT: It is the intent of this guideline to encourage training, wherever feasible 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 and be good ethical role models.

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**GUIDELINE 5.0 TEST SCORING**

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**The Presenter’s Test Administration and Security Policy must describe how exams are scored, by whom, and when results are provided to students. The policy should address the following:**

COMMENT: 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 assure that tests are graded in a consistent fashion, that criteria for success are clearly established and understood by those who make the decisions on student performance on the given test, and that scores are accurately recorded on the scoring format provided.

### 5.1 **Procedures for excluding test items (questions) from scoring on POST-Constructed 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 policy statement should articulate the following:

- Reasons that 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

### 5.2 **Passing standards**

COMMENT: The application of passing standards adopted by the presenter should be documented and included in the agency's policy statements. These scores include the POST minimum standards on POST-Constructed Knowledge and Comprehensive written tests and the POST Work Sample Test Battery; as well as locally developed standards for exercise and scenario tests.

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## GUIDELINE 6.0 REMEDIATION AND USE OF POST-SUPPLIED TESTS

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**The Presenter's Test Administration and Security Policy must describe the presenter's remediation and retest processes and specify the following:**

### 6.1 **Acceptable uses of POST-supplied tests during the remediation process**

COMMENT: Where students are being remediated following failure on a POST-Constructed test, the presenter may utilize the student's examination results to assist in training (such as to point out the objective(s) that were failed). 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.

## 6.2 The retest process

COMMENT: The policy should clearly describe the presenter's retest 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 study
- The date and time of retests and who is responsible for scheduling and administering it
- How failing students are notified of their failure on a retest
- Documentation requirements for retest results
- Any unique local requirements (such as the number of initial tests a student may fail and still remain in the course.)

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## GUIDELINE 7.0 CHEATING

**The Presenter's Test Administration and Security Policy must describe what constitutes cheating and the consequences for both staff and students. The policy should specifically address the following:**

### 7.1 Unacceptable staff test preparation activities

COMMENT: Whether or not presenters grant instructors access to POST-supplied tests is a local decision. However, presenters 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. The presenter's policy should make it clear that sharing 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 be disciplined. Presenters should consider adopting procedures to monitor performance by instructional staff.

### 7.2 Unacceptable student behavior during a test session

COMMENT: Presenters should inform both staff and students of unacceptable student behavior during a test session. These behaviors typically include peering at another student's test answer sheet, referring to notes, and talking. POST has prepared a prototype student contract that lists common behaviors that are unacceptable during a test. This contract is shown as Attachment 4. Presenters are encouraged to adopt or modify this document for local use.

### 7.3 Non tolerance of cheating by others

COMMENT: Presenters should adopt a policy, which demands ethical behavior among staff and students and encourages intolerance of cheating by anyone.

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#### GUIDELINE 8.0 REASONABLE ACCOMMODATION

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**The Presenter’s Test Administration and Security Policy should address security during reasonable accommodations for persons with disabilities.**

COMMENT: The Americans with Disabilities Act of 1990 (ADA) requires all areas of employment, including *training* to make “reasonable accommodations” (i.e. changes or adjustments) for qualified persons. Typical accommodations for written tests include allowing more time to take a test and allowing students to circle their answers rather than bubble in a 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, the Presenter’s policy should be designed to assure that an accommodation does not violate test security requirements as specified in the Test Use and Security Agreement.

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#### GUIDELINE 9.0 TMAS HARDWARE/SOFTWARE USE AND MAINTENANCE

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**POST has provided presenters of its certified Basic Courses with access to Internet-based testing software, known as the Test Management and Assessment System (TMAS). This system requires both software and hardware components. The Presenter’s Test Administration and Security Policy should provide for use and maintenance of this system and should cover the following:**

**9.1 Only persons who have received appropriate training may operate the Test Management and Assessment System (TMAS) software to download or administer tests from TMAS.**

COMMENT: TMAS is a complex system and requires training for proper use. This training is available from POST.

- 9.2 **Under no circumstances will students be provided access to any TMAS computer-based exam except in connection with actual Test administration or review.**

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

- 9.3 **Any TMAS equipment supplied by POST shall be used for the purposes intended by POST and shall be safe guarded against misuse as outlined in the Memorandum of Understanding between POST and the presenter.**

COMMENT: POST has supplied personal computers and peripheral equipment to support TMAS in several academies. For any authorized use of this equipment, the presenter should have procedures in place to control use, including procedures for preventing the installation of software that could interfere with the intended use of the equipment.

- 9.4 **All users who access TMAS via a local network must sign and return to POST a *Teale Data Center Security Compliance Statement*.**

COMMENT: POST's TMAS software/database resides on a server at the Teale Data Center (TDC) in Sacramento. In order to help maintain the security of the data, all agencies that connect their networks or network devices to TDC networks or resources must comply with the basic security procedures required by TDC. These requirements are explained on the mandatory compliance statement shown in Exhibit 5. A copy of this agreement, signed by both the Academy Director and the academy Information Security Officer, must be on file at POST headquarters.

**Exhibit 1**

Model Test Administration and Security Policy

**Exhibit 2**

POST- Certified Courses Test Use and Security Agreement

**Exhibit 3**

Paper-and-Pencil Test Administration Procedures

**Exhibit 4**

Written, Scenario and Exercise Student Testing Contract

**Exhibit 5**

Teale Data Center Security Compliance Statement.

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## Exhibit 1

### MODEL TEST ADMINISTRATION AND SECURITY POLICY

This is a sample test Security and Administration policy. It is intended as a guide to assist academies in drafting a policy that encompasses the POST requirements as well as their own specific needs and circumstances.

#### **I** **PURPOSE**

To establish procedural guidelines for the use and administration of POST-Constructed Tests (Knowledge tests, Comprehensive Mid-term and Final Exams, Scenario tests, Physical Abilities tests, and Exercise tests), and other spontaneous, skill or written tests prepared by the academy staff at the (Insert name/title of certified presenter).

#### **II** **POLICY**

It is the policy of the (Presenter) to ensure testing is administered to students attending POST-certified training in compliance with the POST Certified Course(s) Test Use and Security Agreement, POST Regulations and Guidelines and the (Presenter)'s Written, Scenario and Exercise Student Testing Contract.

The academy director must approve any changes to these guidelines.

#### **III** **TEST ACQUISITION AND HANDLING**

##### A. General Procedures

1. The Academy Coordinator is responsible for the management of all academy tests and for providing directions to instructors and staff in accordance with the academy test security procedures.
2. The Academy Coordinator is the agency's 'designee' as required by the POST Certified Course(s) Test-Use and Security Agreement (see Exhibit 2)
3. All exams and answer keys will be stored in a designated cabinet in the Academy office. The cabinet containing exams shall remain locked when not attended. The cabinet is restricted to access by the director, coordinator, and academy secretary.

4. Anyone with access to any exam must read the POST Test Security Agreement and sign the Agreement's Acknowledgment Form.
5. The Academy secretary will maintain a file of signed acknowledgment forms.
6. The Recruit Training Officer (RTO) assigned to the specific academy class to be tested will coordinate the administration tests with the Instructor, TMAS Coordinator, Scenario Coordinator and the Academy Coordinator, as appropriate.

B. Paper-and-Pencil Test Booklet Acquisition and Handling

1. The Academy Coordinator will notify the Academy Secretary when paper-and-pencil written tests are needed and the number of copies needed (number of students + one extra).
2. The secretary will download the exams and make only the number of copies requested. Any additional copies or portions of exams are to be shredded immediately.
3. The Answer Key Exam shall be placed in the designated (location) and secured according to this policy.
4. The Academy copying machine is the designated copier to reproduce exam booklets. Unless otherwise directed, the Academy Secretary will be responsible for copying exams. The copier shall not be left unattended while exam booklets are being copied (this includes answering phones or to talk with students or staff).
5. In the event of mechanical breakdown, another available copier may be used only after the Academy Coordinator establishes security measures for transport, copying and return by academy personnel, and with approval from the Academy Director.
6. The Academy Secretary will assign a specific number to each test booklet and record the assigned number sequence in the testing log.
7. After exams are downloaded, the secretary shall delete any computer files containing the test from Academy computers, including desktop, hard drive and removable storage devices.
8. The TMAS Coordinator will place downloaded and printed tests in a locked file cabinet in the File Room, and ensure the file cabinet is locked and the room is secured when tests are stored within the location.
9. The Academy Director, Academy Coordinator or the TMAS Coordinator, are the only people authorized to permit access to the tests for review. Typically, the review will be limited to instructional staff. The review will be conducted in the immediate presence of an Academy Staff member. The date, time and reason for the review will be recorded on the Review Data Sheet in the front of each testing file.
10. During the review of a test, the staff member monitoring the review will not permit the recording of information contained in the Learning Domain Tests, Review Tests, Test Key, Scenario Test or Remediation Tests. Nor will the documents leave the (Presenter)'s Administration Offices.

C. Scenario Test Acquisition and Handling

1. All Scenario Test scripts and weighted scoring forms will be kept under lock and key in the designated location and secured according to this policy.
2. The Scenario Coordinator, Academy Coordinator and Academy Director will select the Scenario test script to be used.
3. The Scenario Coordinator will acquire the personnel to administer the Scenario Test, schedule/reserve the testing venue(s), reproduce the evaluation forms, prepare the testing venues, and ensure the security of the testing information and sites for the examination.

D. Exercise Test Acquisition and Handling

1. Exercise Tests must be approved by the Academy Coordinator or the Academy Director prior to administration to ensure consistency with POST Regulations and prior practices for (Presenter) testing. The instructor for the Learning Domain and/or the RTO may administer Exercise Tests.
2. The Academy Coordinator or Scenario Coordinator will verify that only the minimum number of copies of Tests and/or evaluation forms were downloaded and/or copied to match the number of students taking the examination. The verification will be documented on the master course schedule, next to the date scheduled for test delivery.

**IV EXAM REVIEW AND HANDLING**

- A. Anyone provided access to an exam must sign the POST Test Security Agreement form. The academy coordinators will determine who may review an exam based upon POST guidelines and the spirit of this policy. Instructors should be asked to review any question that may be incorrect for notification to POST.
- B. All Academy staff, including Instructors, are explicitly prohibited from 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. Sharing of test content (i.e., questions, answers, roll play scripts, scoring criteria, or specific learning objectives to the exclusion of non-tested objectives) is strictly prohibited and violators will be disciplined.
- C. Reproduction of exam booklets will only be made with the approval of the Academy Director or Coordinator.
- D. The Academy Secretary will shred all exam materials as soon as they are no longer needed as determined by the Academy Coordinator.

## V CONDUCTING PAPER-AND-PENCIL TESTS AND GRADING

### A. Test Administration

On exam days, the test administrator (Academy Coordinator, an RTO or authorized Instructor who has signed a POST exam security agreement) will administer the exam using the test administration checklist outlining the following:

1. Prior to the administration of the test, the Proctor will explain the (Presenter's) Testing Contract (see Exhibit 4). Remind the students taking the examination that they have signed this document on the first day of the academy and that any violation of the policy will be grounds for disciplinary action that may include dismissal from the program.
2. Provide each recruit with a scannable answer sheet and numbered test booklet.
3. Instruct the recruits to write their name on the test booklet and complete the identification section of the scannable form.
4. Explain that recruits should mark their answer in the test booklet first, and then transfer their answers to the scannable form using a #2 lead pencil.
5. Explain that the scannable answer sheet is the official score sheet and that recruits should be careful when transferring the answers from the test booklet to the answer sheet.
6. Explain that any changes on the scannable answer sheet must be erased completely and that failure to do so could result in an incorrect response.
7. Explain that when the recruit finishes, he/she is to turn the scannable form in to the test administrator and turn the test booklet face down and remain seated quietly until all recruits are finished. (Note: Recruits may not open notebooks or materials related to the test subject but may have a different LD workbook available to read while waiting).
8. Explain any other pre-test information.
9. Identify the time limit and begin the test.
10. During the test remain in the classroom and monitor the students for cheating.
11. Cheating is established when a student's eyes look at another student's test material.
  - a. In the event cheating is observed, the test administrator should document what occurred and wait until the testing process is completed before action is taken.
  - b. A comparison of test sheets is a valuable piece of evidence to verify cheating occurred.
  - c. Report the cheating incident to the academy director.
12. Students must remain in the classroom during the exam period. If a student has a compelling, urgent need to leave the room, all test materials will be handed to the administrator and retained until the student returns. The time does not stop for the student.
13. When the time (limit) expires or when all test sheets have been turned in, the scannable answer sheets should be secured and the test review process may begin.

## B. Test Review

1. If time permits, a review of the test should be conducted immediately following the test:
  - a. The recruits will follow along in their test booklet while the test administrator reads out the answers to each question stopping only when a recruit raises his/her hand to indicate an explanation for the question.
  - b. Reviews are to be conducted expeditiously and with minimal discussion. Recruits should be directed to the E.O. number associated with a missed question.
  - c. Each recruit should be asked to write a memo addressing any learning objectives that they answered incorrectly.
  - d. The test administrator should be observant to “problematic” test items and determine if they are inaccurate, misleading, or their subject matter was not covered by an instructor.
  - e. Upon completion of the test review, the test administrator shall collect all exam booklets and secure them in the test cabinet until the scannable score sheets have been graded.
2. If time does not permit, then the test administrator shall collect all test booklets and secure them in the designated cabinet until a review can be conducted.

## C. Test Scoring

1. The test proctor shall cause the scannable answer sheets to be scored as soon as possible after the test review is conducted.
2. The test proctor should address any “problematic” test item issues prior to scoring.
3. The test administrator should contact the instructor to verify a suspected bad test item.
4. Suspected “bad” test questions will be brought to the attention the Coordinator for disposition.
5. Verified “bad” test item will be excluded from scoring and a blue card submitted to POST indicating why the question is “bad”.

## D. Test Records Maintenance and Destruction

1. After grading the scannable answer sheets, all exam booklets will be destroyed (shredded) except those for recruits who failed the test. These are retained for remediation purposes.
2. The academy coordinator will advise the academy secretary when the exams shall be destroyed.
3. The academy secretary will destroy the exams using the shredder located in the TAC office. The secretary will attend to the tests during the shredding process or re-secure the tests in the test cabinet if interruption is required.

4. The master key exam shall be retained only as long as needed for remediation and then it also is to be shredded.
5. The recruit's scannable answer sheets shall be retained in the class file until the end of the academy, and then shredded.

E. Remediation Procedures

1. In the event that a student fails a POST-Constructed test, the Academy Coordinator may retain the master key copy and the specific recruit's exam booklet and scannable answer sheet to facilitate remediation.
2. The Academy Coordinator or designee (LD Instructor or RTO) will provide remedial instruction and may use these expended exam materials. However, in no case will any one (student or staff) be allowed to copy, in any fashion and leave with the content of answers to any questions contained in the reviewed test. After remediation has taken place, all associated exams shall be collected and shredded according to these guidelines.
3. All remediation shall take place according to the timeline set forth in the Recruit Manual.

**VI SCENARIO EXAMS**

- A. POST Scenario Evaluation Weighted forms shall be treated as exam booklets for the purpose of storage, handling, reproduction and access.
- B. All evaluators and persons with access to the scenario tests shall sign the POST Test Security Agreement form and shall be briefed about the proper handling of the forms.
- C. The Weighted Scenario Evaluation forms will not be shared with recruits.
- D. All Evaluation forms shall remain under the immediate control of the evaluators at all times.
- E. At the end of the scenario day, the coordinator shall collect all test materials and then secure them in the designated (location).
- F. On Scenario Demo days, evaluators will be issued a copy of a POST scenario script, not the version to be used on exam day, and one copy of the evaluation sheet.
- G. Instructors are allowed and encouraged to cover the evaluation criteria with the recruits as they teach them how to handle that type of police call. However, recruits must not have access to, nor be allowed to possess, the weighted evaluation form.

**VII REPORT WRITING EXAM VIDEOS**

- A. The report writing exam videos are to be kept in the designated test (location) along with the other test materials.
- B. The report-writing Proctor will sign out the video on exam day and return them immediately after the test.
- C. Any review of the report writing test video is to be conducted in the coordinator's office and no copies are to be made of these videos.

## **VIII REASONABLE ACCOMMODATION**

- A. It is the policy of (Presenter) to make reasonable accommodations to qualified students.
- B. Requests for Reasonable Accommodation will be handled in a way that safeguards the security of the test and complies with the requirements of the POST-Certified Course(s) Test Use and Security Agreement. (See Exhibit 2)

## **IX TMAS USE AND MAINTENANCE**

- A. It is the policy of the (Presenter) to ensure that the Testing Management and Assessment System (TMAS) software and equipment provided by POST is used for the intended purposes and safe guarded against misuse.
- B. The first priority for the POST-supplied laptop computers and peripheral equipment is to administer Learning Domain, Proficiency and other academy tests as appropriate and reasonably possible. Secondary uses may include student report preparation, and studying, as authorized by the Director.
- C. Only persons who have received training approved by the Academy Director or POST may operate the TMAS software.
- D. All software loaded onto the POST-supplied computers will be first approved by the Academy IT staff to assure compatibility with the POST TMAS testing application.
- E. Under no circumstances will students be provided access to any TMAS computer-based exam except:
  - 1. in connection with actual Test administration, or
  - 2. when test results are to be reviewed with students, the review will be supervised by an authorized instructor or staff member, and only the test takers will be permitted in the review room.
- F. The academy director and the academy's Information Security Officer (ISO) must both sign and return to POST the *Teale Data Center Security Compliance Statement* shown in Attachment Z.

## **X TEST SECURITY BREACH**

- A. Any student or staff member who observes a breach of this policy shall immediately report the breach to the academy director.

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## Exhibit 2

### POST-CERTIFIED COURSE(S) TEST USE AND SECURITY AGREEMENT (3/15/2006)

#### **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 \_\_\_\_\_, 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 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 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 tests that measure acquisition of knowledge in multiple learning domains
3. POST-constructed Scenario Tests: POST-constructed 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 that comprise the tests (be they multiple-choice or true-false written test items, scenario vignettes, audio, video or other test prompts), the supplied scoring keys, forms, and scoring instructions, and access codes to POST's Computerized Test Management and Assessment System (TMAS).

B. Confidentiality of Test Material

The use and availability of all POST-supplied test materials are 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.

**IV Terms and Conditions**

POST agrees to make available to the Examining Agency POST-supplied test materials 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, and further agrees that all necessary administrative steps will be taken to ensure that staff members, instructors, role players, and other persons who may be given access to the POST-supplied test materials will be informed of this agreement and will be required to comply with it.
- B. The Examining Agency will administer the POST-supplied test material according to the following conditions:
  - 1. A test proctor must remain in the room or at the scene at all times during an examination.
  - 2. There will be no talking during a test unless specifically called for by the test administration procedures.
  - 3. Students cannot leave the room or test scene once the examination has started unless all test materials are first given to the test proctor.
  - 4. Before excusing students, the test proctor must verify that all test materials have been collected.
- C. Examining Agency's Designee
  - 1. The Examining Agency will designate one or more persons to receive all POST-supplied test materials from POST and to assure that the terms of this agreement are carried out.

2. Each designee must read this agreement and sign Attachment A, Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the POST-Certified Course(s) Test Use and Security Agreement. By signing Attachment A, the designee(s) acknowledges that he or she:
    - a. Was provided a copy of this agreement by the Examining Agency.
    - b. Read and understood this agreement.
    - c. Agrees to comply with this agreement's applicable provisions.
  3. The Examining Agency will keep a signed copy of Attachment A on file for each designee and will make these signed copies of Attachment A available for POST's inspection.
  4. Prior to the receipt of any POST-supplied test materials, the Examining Agency will notify POST in writing on agency letterhead or via email of:
    - a. Designee(s) name, title, address, email address and telephone number.
    - b. POST test(s) for which each designee has primary responsibility.
  5. The Examining Agency will 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 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 available is to allow the Examining Agency to download test forms via the internet using POST's Test Management and Assessment System (TMAS). Examining Agencies authorized to use TMAS agree to restrict access to the Examining Agency's designee(s).

2. POST's standard method of making report writing test videos available to the Examining Agency is directly from POST.
3. POST's standard method of making scenario tests available to the Examining Agency is in printed form directly from POST's Basic Training Bureau. Scenario Test material supplied by POST in printed form will be sent to the designee by certified mail.
4. The Examining Agency will follow all applicable POST-specified test administration and processing procedures regarding receipt, use and return of test material.

E. Staff Members, Instructors and Authorized Agents

1. The Examining Agency will limit access to POST-supplied test materials to the Examining Agency's staff members, instructors and authorized agents who have legitimate need for such access.
2. Before providing a staff member, instructor, or authorized agent access to POST-supplied test materials, the Examining Agency will require the staff member, instructor, or authorized agent to read this agreement and sign Attachment A, Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the POST-Certified Course(s) Test Use and Security Agreement. By signing Attachment A, the staff member, instructor, or authorized agent(s) acknowledge that they:
  - a. Were provided a copy of this agreement by the Examining Agency.
  - b. Read and understood this agreement.
  - c. Agree to comply with this agreement's applicable provisions.
3. The Examining Agency will keep a signed copy of Attachment A on file for each staff member and/or instructor and will make these signed copies of Attachment A available for POST's inspection.

F. Security of Test Material

1. All test material supplied by POST will remain the property of POST and will be used solely for the official purpose of the Examining Agency in testing students for successful completion of POST-certified training courses. Use of any POST-supplied test items, and/or examination materials for any other purpose is expressly prohibited.

2. Administration of POST-delivered Computer-based Tests.
  - a. Only persons who receive POST-approved training in the operation of the TMAS testing system are authorized to administer POST-delivered computer-based tests.
  - b. Under no circumstances will students be provided access to any computer based exam except:
    - 1) in connection with 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.
3. Reproduction, administration and scoring of POST-supplied non-Computer-based tests.
  - a. The Examining Agency will exercise reasonable care to ensure that the confidentiality of POST-supplied test materials is maintained when test booklets are reproduced and destroyed.
  - b. Tests composed in whole or in part of the POST-supplied test materials will be administered in a manner which ensures the security of all test materials. Test booklets and answer sheets will be destroyed or stored in a secure location after a test is administered.
  - c. All paper-and-pencil tests downloaded by means of the TMAS computer system will be printed, administered, and destroyed within 10 days of the conclusion of the class for which they were used, except that the examining agency may retain one keyed hardcopy for its records.
  - d. When paper-and-pencil test results are to be reviewed with students, and the test is composed in whole or in part of the POST-supplied test materials, the review will be conducted under the following conditions:
    - 1) The review will be supervised by an authorized staff member.
    - 2) Only authorized personnel will be permitted in the review room.
    - 3) At the end of the review period all test material will be collected and securely stored.
  - e. Under no circumstances will a student be permitted to:
    - 1) Reduce any POST-supplied test materials to writing.

- 2) Photocopy or otherwise reproduce any POST-supplied test materials.
  - 3) Make an audio or video record of a test results review session.
  - f. The POST-supplied test materials may be reviewed 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 be conducted at secure locations designated by the Examining Agency for this purpose. Immediately following each such review, all printed test materials will be returned to the Examining Agency's designated storage facility. No one will 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 students enrolled in the Examining Agency's POST-certified training courses.
4. All POST-supplied test materials will be handled and stored in a manner that will prevent unauthorized persons from having access to them.
    - a. Store printed copies of the POST-supplied test materials in a secure, locked location.
    - b. Store diskettes, videos, and any other media containing the POST-supplied test materials in a secure location.
  5. The Examining Agency will exercise reasonable care to ensure that the confidentiality of POST-supplied test materials is maintained when such materials are destroyed.
  6. No official, staff member, instructor, or other agent of the Examining Agency will 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 have access to the test materials nor will they knowingly permit others to do so.
  7. If any of the POST-supplied test materials should become involved in legal proceedings by a court or other body vested with legal authority (e.g., school board, civil service commission or human relations commission), the examining agency will inform the legal authority of the existence and terms of this agreement, and will inform POST immediately. In no instance will the examining agency provide the legal authority with copies of any POST-supplied test materials.
  8. In the event that any of the POST-supplied test materials are lost, stolen or otherwise compromised, the Examining Agency will immediately notify POST in writing. The Examining Agency will make reasonable efforts to recover such POST-supplied test materials to prevent their distribution to unauthorized parties, and to otherwise mitigate the damage caused by their loss.

#### G. Responsibility and Use of the 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), and state and federal laws.
2. The Examining Agency will use the POST-supplied written and video test materials as provided and will not modify them in any way.
3. In preparing students to take a test composed in whole or in part of POST-supplied test materials, the Examining Agency will not provide any student or students with an unfair advantage. In particular, the Examining Agency will not:
  - a. Reveal the contents of or answers to specific test items.
  - b. Provide instruction narrowly tailored to the specific items on a test rather than the broader instructional objectives which the items represent.
4. In the event of legal challenges to tests administered by the Examining Agency, where such tests are composed in whole or in part of any POST-supplied test materials, the burden of defending the challenged test will rest with the Examining Agency, except 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 quality made by instructors or students.
3. All student response data from tests provided to the Examining Agency by the TMAS computer program.
4. Any validation studies involving any test materials provided to the Examining Agency by POST.

### V Exceptions

Any exception to this agreement must 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 Examining Agency finds that it is unable to ensure fulfillment of this agreement, the Examining Agency will promptly notify POST to that effect in writing or via email. The Examining Agency will return any and all test materials to POST in a manner that will not compromise the confidentiality of the test materials or, where applicable, will 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 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) in accordance with 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 be taken to ensure that all staff or instructors who may come into contact with any POST-supplied test materials, read and sign an Acknowledgment of the Requirement to Adhere to the

Terms and Conditions of the POST-Certified 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.

DRAFT

**EXAMINING AGENCY**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
*(Please Print)*

AGENCY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**COMMISSION ON POST**

NAME KENNETH J. O'BRIEN TITLE Executive Director

ADDRESS 1601 Alhambra Boulevard

CITY/STATE/ZIP Sacramento, CA 95816 PHONE (916) 227-3909

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**Attachment A**

*(To be retained on file at the Examining Agency)*

**Acknowledgment of the Requirement to Adhere to the  
Terms and Conditions of the POST-Certified Course(s)  
Test Use and Security Agreement**

I have been provided with a copy of the Test Use and Security Agreement between the California Commission on Peace Officer Standards and Training (POST) and the \_\_\_\_\_ . I have read and understand the terms and conditions of this agreement, and I agree to carry out my duties and responsibilities in accordance with all applicable provisions.

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_  
*(Please Print)*

**AGENCY** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_ **PHONE** (\_\_\_\_) \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

DRAFT

## Exhibit 3

### PAPER-AND-PENCIL TEST ADMINISTRATION PROCEDURES

At least one week before the test administration is scheduled, test proctors should:

1. Verify that all test material is available [e.g., sufficient test booklets, pencils, answer sheets, etc.],
2. The classroom or facility has been reserved, and
3. Assure that the test site is acceptable [temperature, lighting, cleanliness, etc.]

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

1. Gather and inventory test material from secure location [e.g., locked storage facility] according to local procedure
2. Review the student-agency contract with 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]

During the test, the test proctor should:

1. NOT LEAVE ROOM DURING THE TEST SESSION
2. Refrain from answering questions that would give students the answers to test questions
3. Not allow more than one student to leave test room at one time
4. Not allow students to leave the room unless test material has been returned to the proctor
5. Document any observance of student cheating
6. Notify class when 5 minutes remain of the testing time
7. Call time and have students close their test booklets

Completion of test time, the test proctor should:

1. Collect and inventory test booklets and answer sheets before excusing class
2. Return booklets to secure 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

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## **Exhibit 4**

### **WRITTEN, SCENARIO AND EXERCISE STUDENT TESTING CONTRACT**

This contract pertains to written (paper-and-pencil) 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 are Paper-and-Pencil tests that include multiple-choice Mid-term and Final examinations and tests for certain Learning Domains. Performance Tests are tests designed to assess student performance of specified procedures or tasks. Unlike paper-and-pencil 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 normally results in failure of the Basic Course.

#### **Paper-and-Pencil Tests**

While taking written, paper-and-pencil tests, the following guidelines will be adhered to:

- Desks will be cleared of all material unless otherwise instructed by the RTO or 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 allow another to look at their papers.
- If you must leave the testing room, you must first give your testing material to the proctor. 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.
- Once the testing material is submitted to the proctor, 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.

**Student Testing Contract  
(Continued)**

**Scenario Tests**

While taking a **Scenario Test**, the following guidelines will be adhered to:

- 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.
- Discussion of any Scenario Tests that you completed will be considered cheating<sup>1</sup>. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Basic Course<sup>2</sup>.
- Recruits/Students may discuss the Scenario Test with the evaluator or RTO ONLY. The discussion must occur at the training venue and only after they have completed of the Scenario Test.

**Failure to comply with this Policy/Contract or engaging in behavior that compromise any examination/testing material will be considered cheating<sup>1</sup>. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Basic Course<sup>2</sup>.**

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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

<sup>1</sup> California Code of Regulations, Title 11. "Law", Division 2. Commission on Peace Officer Standards and Training, Section B, page B-2

<sup>2</sup> California Code of Regulations, Title 11. "Law", Division 2. Commission on Peace Officer Standards and Training, Section B, Subsection 1055 titled "Requirements for Course Presentation", paragraph (h) titled "Cheating"; page B-32.

## Exhibit 5

# TEALE DATA CENTER SECURITY COMPLIANCE STATEMENT

Entities requesting to connect their networks or their network devices to Teale Data Center network or resources accessible on Teale’s network, must comply with the following basic information security requirements. These requirements will be included in any Agreement or contract with an entity that includes the provision of connectivity to Teale or a resource accessible on Teale’s network.

- A. **Firewalls** - *This requirement provides a reliable mechanism to help protect Teale 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 Teale information resources will 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 Teale Data Center is adequately protected to prevent harm to the physical components that enable connectivity between the customer’s network and Teale Data Center.*
- **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 Teale Data Center information resources should be limited to the appropriate designated staff that implement and maintain the components.
- C. **Access Control** - This requirement ensures that Teale’s customers implement policies, procedures and technology mechanisms that limit access to the Teale Data Center’s network and the information resources in Teale’s custody only to authorized individuals or entities.
- **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 by those customers while preventing access by others.
  - **Requirements** - Access to information designated as private or confidential must be limited to those individuals or entities specifically authorized to access that information. Access to system functions and processes under Teale Data Center’s custody that can affect the availability, functionality or security of departmental information or information resources should 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 Teale’s Information Security Officer at 464-3672 to develop a plan of action for compliance with the security requirements.

\_\_\_\_\_  
POST-Certified Presenter/Academy Name

\_\_\_\_\_  
Print Agency Information Security Officer Name

\_\_\_\_\_  
ISO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Academy Director’s Name

\_\_\_\_\_  
Academy Director’s Signature

\_\_\_\_\_  
Date