

INITIAL STATEMENT OF REASONS
POST Basic Courses Test Administration and Security Guidelines
Regulations 1001, 1005, 1007, 1008, 1052, and 1055 and Procedures D-1 and D-10

In 2010, POST experienced the largest compromise of POST-developed test material in its history. The compromise included the loss of 500 test questions that spanned 82 Learning Domain, Mid-Term, and Final Tests. POST is working with the basic courses Test Panel and Subject Matter Resource groups to rebuild the test item bank. This is a very costly and labor intensive process which to date has cost POST approximately \$250,000.00. POST also established a basic course Test Task Force Committee consisting of basic course directors and coordinators. The committee reviewed and modified the current security documentation used by POST and recommended many changes related to test administration and security. There are non-substantive grammar and punctuation changes made throughout the document. Substantive changes were made regarding policy and procedures. Justification for the changes is described below. To assist in reviewing these changes the justification is presented in a legend format.

Justification

Regulation 1001

- Modified and removed content from the definition of cheating in order to eliminate confusion and clarify the definition.

Regulations 1005, 1007, and 1008

- Inserted reference to new amendment dates and title changes.

Regulation 1052

- Added reference to presenter because not all courses are offered by an academy.
- Inserted reference to new amendment date and title change.

Regulation 1055

- Modified the definition of cheating so it applies to all courses and not just those listed. Expanded the definition to apply not only to the students but anyone involved in the presentation of a POST-certified course. Added sanctions for cheating.

Procedures D-1 and D-10

- (1-3)(a)(8)(A-C) Added language that specifies tests are administered in two different formats.
- (10) Made title and terminology changes.
- (11-12) Modified the description of Examination Review and made it two separate reviews in order to clarify what should happen during the review, who should be involved, and when the review should take place.
- (13) Added a definition for Remedial Training to encourage consistency among presenters statewide.
- (14) Renumbered
- (d)(1)(D) Removed language on Examination Review and moved it to (d)(2)(E – F). Added language that requires remedial training in the Regular Basic Course.

- (d)(2)(E - F) Modified the language for Examination Review and made it two separate reviews in order to clarify what should happen during the review, who should be involved, and when the review should take place.
- (G – I) Renumbered

*Note – While the section numbers may vary, these changes are consistent with all changes throughout Procedure D-1 and D-10. The additional sections changed are (D-1)(1-3)(e), (1-4), (1-7), and (D-10).

Test Administration and Security Guidelines

Title Page-	Changed the title to alleviate confusion concerning the term “guidelines”. Guidelines are only one section of the document and additional sections contain contracts (e.g., The POST Basic Courses Test Use and Security Agreement, Security Compliance Statement, etc.).
Page 3-	Table of contents: Changed page numbers to be consistent with changes in the document. 3.0: Removed 3.2.1-3.2.4 for consistency with the format. These sections are found within the document under section 3.2. 4.0 – 6.0: Added or removed information consistent with changes in the document. 7.0: Removed information consistent with changes in the document. 9.0: Added or removed information consistent with changes in the document.
Page 4-	Attachments: Added or removed information and page numbers consistent with changes in the document.
Page 5-	Guidelines 1.0 – 3.0: Made changes for clarity and consistency.
Page 6-	Guidelines 3.2, 3.2.1, 3.2.2: Made changes for clarity and consistency.
Page 7-	Guideline 3.2.3: Made changes for clarity and consistency. Guideline 3.2.4: Made changes for clarity and consistency. Added language to include scenario tests as secure test forms and to specify the allowed timeframe for storing written and scenario test forms. Guideline 4.0: Made changes for clarity and consistency.
Page 8-	Guideline 4.2: Made changes for clarity and consistency. Added language to ensure that presenters have test administration procedures for both paper-and-pencil and computer-based testing if necessary. Guideline 4.3: Made changes for clarity and consistency. Added language that requires the use of a student contract. Guideline 4.4: Added language that requires scenario evaluators and written test proctors to receive training.
Page 9-	Guideline 5.0: Added reference to Administrative Test Review. Made changes for clarity and consistency. Guideline 5.1: Made changes for clarity and consistency. Added a new subsection referencing the test scoring process. Guideline 5.2: Added a new subsection referencing the Administrative Test Review Process. Added language to describe how test material should be reviewed by the presenter and staff. Guideline 5.3: Changed language to strengthen and specify the process a presenter must follow to exclude a test question.
Page 10-	Guideline 6.0: Made changes for clarity and consistency. Added language describing two additional test reviews. Guideline 6.1: Changed language to ensure consistency and clarity, and to also specify the requirement and process for a Learning Objective Review. Guideline 6.2: Added language to allow a presenter the option for test review.

- Page 11- Guideline 6.3: Added a subsection to be consistent with the new Remedial Training definition in D-1. Removed language from the retest process and added it to the subsection to ensure a clear separation between the remedial training process and the retest process. Guideline 6.4: Added language to more accurately define the retest process.
- Page 12- Guideline 7.0: Added language to strengthen and specify the requirements of presenters and staff on the topic of cheating. Guideline 7.1: Made changes for clarity and consistency. Added language to define the instructor test review process and a new requirement for presenters to use a Staff/Instructor/Evaluator Contract.
- Page 13- Guideline 7.2: Made changes for clarity and consistency. Added language that requires the use of a student contract and suggests the use of the POST Test Use and Security Agreement for students. Guideline 8.0: Made changes for clarity and consistency. Deleted text giving examples of specific accommodations. The purpose is to encourage presenters to work with their human resources departments for ADA solutions.
- Page 14- Guideline 9.0: Changed references from TMAS (throughout the document) to “testing system” in order to accommodate a replacement system. Guideline 9.1: Added language and changed the term “approved” to “delivered” in order to clarify that POST will only accept testing system training conducted by POST staff. Guideline 9.2 and 9.3: Made changes for clarity and consistency.
- Page 15- Guideline 9.4: Made changes for clarity and consistency.
- Page 17- Exhibit 1- title: Removed reference to “certified” and added reference to “basic”. Basic courses are certified and both references did not need to be indicated. Section III (A): Removed reference to paper-and-pencil testing because computer-based tests may also be administered. By changing “paper-and-pencil” to “written” it covers both versions. Removed the reference to Report Writing Exercise Test Videos (throughout the document) because these videos are obsolete. Made additional changes for clarity and consistency.
- Page 18- (B): Made changes for clarity and consistency. Section IV (A): Made changes for clarity and consistency. Added additional persons that may have access to test material. (B)(1-4): Made changes for clarity and consistency. Added language to clarify the requirements of a proctor during testing.
- Page 19- (C)(1-4): Made changes for clarity and consistency.
- Page 20- (C)(5-7): Made changes for clarity and consistency. Removed (7)- there is not a seminar for the designee to attend. (D)(1-3): Made changes for clarity and consistency. (3) Modified language to update procedures. (E)(1): Made changes for clarity and consistency. Added additional persons that may have access to test material.
- Page 21- (E)(2-4): Made changes for clarity and consistency. (2-3) Added additional persons that may have access to test material. (4) Added language to require confirmation of proctor training. (F)(1-2a): Made changes for clarity and consistency. Added language that specifies once a person has not met POST requirements (e.g., double failing any POST-developed test, missing more than 5% of the certified course hours, etc.) they can no longer remain in the course. Added language that clarifies the only acceptable testing system training is provided by POST staff and describes acceptable behavior by an authorized testing system administrator.
- Page 22- (F)(2b-c): Added language concerning the requirement for securing computer based testing equipment. (F)(3a-c): Made changes for clarity and consistency. Added language to include scenario tests as secure test forms and to specify the allowed timeframe for storing and destroying written and scenario test forms.

- Page 23- (F)(3d-g): Made changes for clarity and consistency.
(F)(4a-c): Made changes for clarity and consistency. Added language concerning the requirement for securing computer based testing equipment.
- Page 24- (F)(5-8): Made changes for clarity and consistency. Added additional persons that may have access to test material. Added a requirement for presenters to contact POST within 24 hours of discovering a compromise of test material.
(G)(1-2): Removed (1) because it no longer applies to current processes. Made changes for clarity and consistency. Added language that adds scenario test material to the section on cheating.
- Page 25- (G)(3): Made changes for clarity and consistency.
(H)(1-3): Made changes for clarity and consistency.
Section V: Made changes for clarity and consistency.
Section VI (A): Made changes for clarity and consistency.
- Page 26- Section VI (B-D): Made changes for clarity and consistency.
Section VII (A): Made changes for clarity and consistency. Added additional persons that may have access to test material.
- Page 27- Section VII (B): Added a statement indicating the consequences of violating the security agreement. Changed the signature requirement from Bureau Chief to Test Security Coordinator and removed the specific name to accommodate future staff changes.
- Page 29- Attachment A: Made changes for consistency.
- Page 31- Exhibit 2: Made changes for clarity and consistency. Added language to include two additional requirements.
- Page 33- Exhibit 3: Included procedures for administration of computer based tests.
- Page 35- Exhibit 4: Made changes for clarity and consistency. Condensed the document so it fits on one page. Added consequences for cheating.
- Page 39- Exhibit 5: Added a new contract for presenter staff/instructors and evaluators. Requires each presenter to adopt the contract or create their own contract and submit it to POST for approval.
- Page 41- Exhibit 6: Added a new contract for students. Required each presenter to adopt the contract or create their own contract and submit it to POST for approval.
- Page 43- Exhibit 7: Made changes for consistency.
- Page 44- Exhibit 7: Made changes for consistency.

Benefits Anticipated

The specific benefits anticipated by the proposed amendments to the regulations will be to promote fairness for all individuals taking POST Basic Course tests through stronger test management and security protocols. There would be no affect to benefits in regard to public health and safety, worker safety, or the environment, the prevention of discrimination, and the increase in openness and transparency in business and government.

Business Impact/Small Businesses

The Commission has made an initial determination that this regulatory proposal would have no significant statewide adverse economic impact directly affecting California businesses, including the ability of California businesses to compete with businesses in other states. The proposal does not affect small businesses, as defined by Government Code section 11342.610, because the Commission sets selection and training standards for law enforcement that do not have an impact on California businesses, including small businesses.

Cost Impacts on Representative Private Persons or Businesses

The Commission on Peace Officer Standards and Training is not aware of any cost implications that a representative private person or business would necessarily incur in reasonable compliance with this proposed action.

Assessment

The adoption of the proposed regulation amendments will neither create nor eliminate jobs in the State of California, and will not result in the elimination of existing businesses or create or expand businesses in the State of California.

Consideration of Alternatives

To take this action, the Commission must determine that no reasonable alternative considered by the Commission, or otherwise identified and brought to the attention of the Commission, would be more effective in carrying out the purpose for which the action is proposed, or would be as effective as and less burdensome to effected private persons than the proposed action.

Documents relied upon: Economic Impact Analysis document.