

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Written Exams	
Subject: Examination Process	Revised: March 2005
CSC Rule: 7.00	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2005\Final Policies 2005\EXAMINATION PROCESS\Written Exams.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

The following questions and answers apply to multiple-choice written exams, whether they are constructed by Personnel, from WRIB or rented from a vendor.

What is the extent of written exam review to be provided to applicants? General information about the exam results, such as pass point, highest score, lowest score, mean score is acceptable. Our scanner doesn't break the score into sub areas, and we sometimes score written exams using it. So we should not provide sub area scores when WRIB includes it with our results, or we'll be inconsistent.

Written exams are considered confidential test material and cannot be reviewed after the exam. Our test security agreements with WRIB and with test vendors do not permit us to allow applicants to review them.

Can written exams or review drafts be allowed out of the office? Written exams should not leave the office. We can't guarantee the security of items if department personnel take them, and we are responsible for test security. These items are different in nature from oral board questions, which often originate with operating department personnel.

Protesting items. We will tell candidates at the written exam that if they believe a test item is faulty or contains a typo, they must inform us before they leave. We will tell them that because the tests are sent off for scoring right after the test administration, we have to hear about questionable items right away. Protests or challenges of questions submitted after the written test administration will not be accepted.

Pass points. Establishment of pass points will be consistent with the requirements for the position, complexity of the exam, sound statistical analysis, input from the test rental company, and exam history. Usually, Sheriff's Department promotional exams will use a 70% pass point for consistency. Adjusted pass points for exams will be set when necessary/appropriate using the provisions of this policy.

Weighting. When written exams are used as one of the selection methods they shall be weighted according to their relative importance in the examination process. The weight of each method or portion of the selection process shall be established in advance. Usually, for promotional and/or open exams for positions in the Sheriff's Department, the written exam will be weighted 50% of the final score.

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Study Guides. Unless approved by the Personnel Director and funded by the requisitioning department, optional study guides will not be distributed.

Notices. We will continue to use the computerized notices of written exams, which do not include information about the areas the test will cover. Exam content is considered to be part of the confidential testing process.

Makeups. Civil Service Rule 7.09 will be followed in scheduling make-up exams. They will be provided only for "sufficient and unavoidable legal, military, or religious reasons." Excuses may include court appearances, active military duty, and religious holidays. Alternative schedules to allow for flexibility for raters or applicants (in accordance with Rule 7.09) should be arranged in the exam planning stage. Exceptions to the policy regarding make up exams require approval by the Personnel Director or his/her designee.