

Texas Commission on Law Enforcement Officer Standards and Education

TEST ADMINISTRATION
MANUAL



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TEST ADMINISTRATION MANUAL

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ACQUISITION

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Prepared by

Texas Commission on Law Enforcement
Officer Standards and Education

Field Services Division

Management Services Section

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I. INTRODUCTION

This Test Administration Manual is designed to assist you, the Test Administrator, in the administration of the police officer entry level selection tests as developed by the Texas Commission on Law Enforcement Officer Standards and Education.

The job relatedness of selection procedures is of paramount importance in striving to achieve merit selection of qualified applicants with the least impact on any singular group of people. It should be noted, however, that the proper application of these procedures is as essential to the nondiscriminatory selection process as the test instruments themselves. It is incumbent upon the Test Administrator to assure that all applicants are tested under standardized conditions.

The procedures outlined in this manual are those developed by the Commission staff in response to the applicable guidelines and through their experience in administering the tests to over 5,000 police applicants. Each user agency is encouraged to use the procedures as outlined as they have proven to be successful in their utility.

II. ADOPTION PROCEDURES

The entry level police officer selection tests are available to any municipal police department in the State of Texas.

Participation by a municipal agency is achieved through execution of the User Agreement by the Mayor or City Manager of the city. See Appendix A for content of the User Agreement. The execution of the User Agreement is required each time the agency desires to use the tests. Upon receiving a request for use of the tests from a municipality, two copies of the User Agreement are sent to the city. Both copies of the properly completed and signed agreement are returned to the Commission where they are signed by the appropriate authority. One copy of the User Agreement, signed by both the city authority and Commission authority, is returned to the city for its records.

The User Agreement requires the naming of some person appointed by the city to act as the Test Administrator each time the tests are utilized. It is to this designated Test Administrator only that all tests and related materials will be forwarded. The User Agreement places the responsibility on the Test Administrator for the security of the tests and related materials, as well as the return to the Commission of the tests and other related items in conformity with the procedures as specified in this manual.

It is recommended, though not required, that the same person

be designated as the Test Administrator on each occasion the tests are used if feasible. It is highly desirable that testing conditions remain constant throughout each use of the tests. It is well to remember that the manner in which selection processes are administered is as critical to any claim of nondiscrimination as the methodology used in their development.

Through its execution of the User Agreement, the city does not bind itself to future use of the tests in its selection of police applicants. The use of the Commission's tests is entirely voluntary.

The tests, as developed, are to be used solely for the purpose of testing applicants for the position of a municipal police officer. No inference can be drawn of the tests utility in selecting applicants for other related, but different positions; i.e., park police, airport police, campus police, etc. Selection instruments must be based on the requirements of a particular job as determined by a task analysis of that particular job. No empirical data were examined or collected which would support the use of these tests for positions other than that of the entry level, municipal police officer. The tests, likewise, would not be appropriate for use as promotional tests within the municipal police agency for the very same reasons.

Cities falling under the provisions of 1269m. Firemen's and Policemen's Civil Service, V.C.S. should take into account all

provisions related to that statute in its selection of a Test Administrator, administration of the tests themselves, and the reporting of test results.

III. TRANSFER OF TESTING MATERIALS

A. Request for Test Use

Requests for use of the tests should be made well in advance of the anticipated test date to allow sufficient time for completion of the User Agreement, and delivery of the testing materials. At the time this request is made, the anticipated number of test booklets required should be specified. Admittedly, it is difficult to anticipate applicant load a month or so prior to an examination; however, an approximation should be determined based on past experience to insure that adequate materials will be available on the date they are needed. The Test Administrator designated by the city will be contacted prior to shipment of the test materials for a final estimate of need.

B. Transfer of Tests Upon Initial Request

Upon the initial request for use of the tests under these revised procedures, a testing section consultant will deliver the required materials to the Test Administrator at a mutually agreed time prior to the test date if feasible. The purpose of this visit will be to discuss all provisions of this manual with the Test Administrator. The visit with the Test Administrator may be made prior to a request by the agency for testing should time and work load permit. This will allow opportunity to clarify the procedures and resolve any interpretation differences which may have arisen.

C. Transfer of Tests on Subsequent Request

On all subsequent requests for use of the tests by that same city, the tests and related materials will be sent by United States mail, postage paid, certified, return receipt requested, restricted delivery to the Test Administrator. Note: Tests and related materials will be mailed only to the Test Administrator. Due to the manner in which the tests are mailed, the U. S. Postal Service will deliver them only to the exact person specified. The user agency must take this into consideration when appointing the Test Administrator. These restricted mailing procedures are necessary in order to provide a level of security of test content acceptable upon challenge.

The items, in sufficient quantities, conveyed to the user agency by the Commission will be as follows:

1. Reading Comprehension test booklets
2. Reading Comprehension color coded answer sheets
3. Writing Skills test booklets
4. Writing Skills color coded answer sheets
5. Applicant Registration Forms (See Section IV for details)
6. Applicant Test and Time Roster (See Section IV for details)
7. Differential Distribution Data Form (See Section V for details)
8. Reading Comprehension scoring key
9. Writing Skills scoring key
10. Test Score Conversion sheet

D. Security of Tests and Related Materials

When the Test Administrator accepts the tests and related materials from the consultant on the initial test or from the U. S. Postal Service on subsequent tests, he/she as-

sumes responsibility for the security of the test booklets, completed answer sheets, and scoring keys. All tests and related material should be kept under lock and key while in custody of the Test Administrator. While not under lock and key, during transport or administration, the Test Administrator should remain in the actual presence of the tests and materials.

Equal Employment Opportunity Commission - Employment Testing Guidelines, Section 1607.5 (2) states:

"Tests must be administered and scored under controlled and standardized conditions, with proper safeguards to protect the security of test scores...."

Guidelines of the American Psychological Association, Principles for the Validation and Use of Personnel Selection Procedures as adopted by the EEOC goes further and states in Implementation, C. Use of Research Results, (13)

"The psychologist or other test user is responsible for maintaining test security."
(ef Std 15) "This means that all reasonable precautions should be taken to safeguard test materials and that decision makers should be aware of basing decisions on scores obtained from insecure tests."

E. Return of Testing Materials

Upon completion of the administration of the tests to applicants, all test booklets and completed answer sheets must be accounted for. Test booklets should be placed in numerical sequence and returned to the appropriate mailing container.

In executing the User Agreement, the user agency agrees to place all test booklets, scoring keys, and unused answer sheets and forms in return mail to the Commission within the next twenty-four (24) hour period following the administration of the tests that the U. S. Post Office is open for receiving mail. These tests, scoring keys, and unused answer sheets and forms shall be mailed postage paid, certified, return receipt requested to:

Texas Commission on Law Enforcement
Officer Standards and Education
Entry Selection Section
1106 Clayton Lane, Suite 220 E
Austin, Texas 78723

The return receipt, when received by the user agency, should be retained in its files.

Items to be returned to the Commission by the user agency in the above described manner will be:

1. Reading Comprehension test booklets
2. Writing Skills test booklets
3. All unused answer sheets
4. Reading Comprehension scoring key
5. Writing Skills scoring key
6. All unused forms

Completed answer sheets will be retained by the user agency. Again, the need for security of these completed answer sheets is emphasized since the correct answers for any test can be ascertained by inspection of these completed answer sheets.

IV. TEST ADMINISTRATION

EEOC - Employment Testing Guidelines
Section 1607.5 (2) "Tests must be administered and scored under controlled and standardized conditions, with proper safeguards to protect the security of test scores...."

This guideline clearly imposes a burden on the test user to take whatever steps are necessary to see that the conditions under which tests are administered are consistent. Not merely standardized and controlled during one testing instance, but standardized and controlled each and every time the tests are administered. No applicant or group of applicants should be tested under conditions or in a manner inconsistent with the conditions or the manner in which past applicants or groups of applicants were tested so as to give one applicant or group of applicants an advantage over another applicant or group of applicants. This does not preclude bettering the testing environment so long as it does not disproportionately affect one group of persons as opposed to another.

With the guidelines in mind, the following procedures are recommended. Should the user agency deviate from these procedures due to its individual needs, it should be remembered that the consistency of the test administration is very important. In other words, a system of test administration should be determined and used thereafter. The procedures related below were developed by the Commission staff, with advice from the developing psychologist, through its experience in administering these same tests.

A. Facilities

Arrangements should be made well in advance for suitable facilities for administering the entry tests. Criteria for selection of a suitable site are:

1. Sufficient Seating

- (a) The facility should have sufficient seating capacity to handle the anticipated applicant load. Seats should be adequately spaced to allow adequate ventilation and discourage cheating.
- (b) Applicants should be seated in such a manner that proctors monitoring the test can best observe each one.

2. Writing Surface

- (a) Flat, smooth table like surfaces provide the best writing surface for test taking. Arm chair desks should be avoided where possible since the applicant is attempting to manipulate a test booklet and answer sheet, and this type desk usually does not provide sufficient space.

3. Distractions

- (a) The testing site should be as free from outside distractions as possible.
- (b) Pedestrian traffic through the testing area should be prohibited.
- (c) Telephone, if present, should be disconnected.
- (d) Agency personnel working within the testing area should be instructed to remain as quiet as possible.

4. Lighting

- (a) Adequate lighting is essential as applicants are required to read a considerable amount of material during the test.
- (b) Inadequate lighting may result in premature fatigue of applicants and complaints of headaches.
- (c) Applicants should, as much as possible, be seated where the lighting is best and most uniform for all test takers.

5. Personal Conveniences

- (a) The facility used should have adequate rest room facilities for both males and females.
- (b) Drinking fountains should be available.
- (c) If possible, room temperature should be maintained at a comfortable level.

6. Smoking

- (a) Smoking may or may not be permitted at the discretion of the user agency.
- (b) If smoking is permitted, adequate receptacles should be provided.
- (c) If permitted, it is recommended that smokers and non-smokers be seated separately.

7. Additional Space

- (a) The administration procedures recommended below require tests to be placed at each seat prior to

the examination beginning, as well as allowing applicants to turn in completed tests and answer sheets as they choose.

- (b) Adequate space should be allocated, apart from the test site itself, for applicants to gather prior to the test, and to which they may return between tests.

B. Proctors

1. Prior to the test date, persons should be appointed to act as proctors during the test. Approximately one proctor per twenty-five (25) applicants should be sufficient.
2. Proctors should be utilized to assist in laying out the test materials and to monitor applicants during the tests.
3. The Test Administrator should instruct the proctors in their duties, which are:
 - (a) To assist applicants in filling numbered seats consecutively;
 - (b) To pass freely through the testing area alert to any attempts at cheating;
 - (c) To report any attempts at cheating to the Test Administrator;
 - (d) To supply a new pencil if any applicant has need for one;
 - (e) To refer all questions concerning the test content or administration to the Test Administrator;

- (f) To give no time warnings to any applicant;
- (g) To refrain from loud talking or distractions;
- (h) And, not to permit applicants into the test area until the test is to begin.

C. Seat Designation and Materials Outlay

1. It should be ascertained as soon as possible that there are sufficient seats and writing spaces for each applicant.
2. As applicants arrive, they should be allowed to gather in the space referred to in Section IV, A, 7(b). Applicants should not be permitted in the testing area until brought in at the direction of the Test Administrator.
3. Each seat should be designated by number in the same numerical sequence as appear on the test booklets. These numbers appear in the lower right hand corner of the front cover of each test booklet. The numbering sequence of both the Reading Comprehension tests and the Writing Skills tests will be the same. The seats may be designated by printing the number on a 3" x 5" card and taping the card to the table top.

(See Figure 1 and 2 for alternative methods.)

Figure 1 Where applicants are seated on one side of the table only.

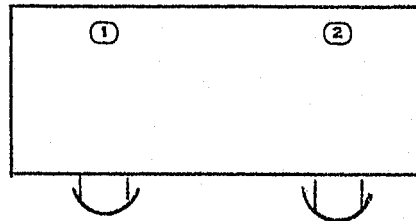
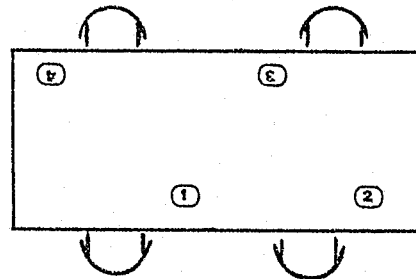
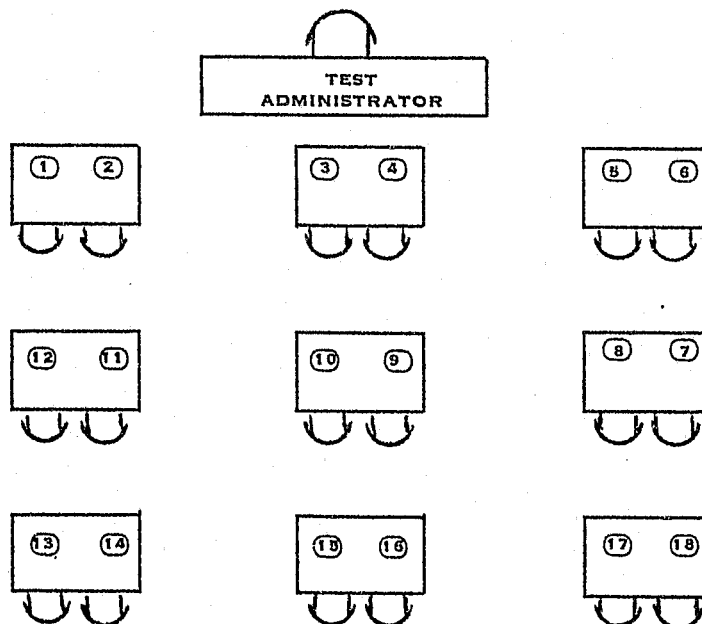


Figure 2 Where applicants are seated on both sides of the table.



Seats should be numbered in an order that provides the most expedient outlay of materials. (Figure 3)



The seat designation card bearing the seat number should be placed where it appears right side up to

the applicant.

4. The first test booklets should then be placed face down at the seat which bears the same number as the booklet.
 5. The color coded answer sheet should then be placed face down on top of the test booklet.
 6. The Applicant Registration Form should then be placed face down on top of the answer sheet.
 7. A #2 lead pencil should be placed at each test seat.
- The test room is now ready for testing.

D. Processing of Applicants at the Test Site

1. Applicants who have gathered at the test location should be identified as the user agency deems necessary to ascertain that those persons taking the test are, in fact, the applicants.
2. Personnel who will be involved in the scoring of the answer sheets should not be involved in this identification process. If the Test Administrator will ultimately be involved in scoring, he/she should not be involved in the identification process.
3. After all applicants present are identified, and the designated test time has arrived, the Test Administrator may direct applicants randomly to the prepared seating spaces. Care should be taken that no seats are skipped in seating. As applicants take their seats they should be advised not to handle any of the materials before them until instructed to do so.

4. After all applicants are seated and the specified time for the testing to begin has passed, the Test Administrator should begin his instruction to the applicants. Late arriving applicants should not be admitted after this instruction begins.
5. Applicants may now be requested to turn the Applicant Registration Form over, and complete the requested information (See Appendix B). It should be stressed that the applicant's seat number is the means by which his/her answer sheets will be identified, consequently, it is imperative that the applicant occupy the same seat for all tests and use the same seat number. The completed Applicant Registration Forms should be collected by a person who will not be involved in the scoring process. These forms should be placed in an appropriate sized envelope and sealed. The person collecting the forms and sealing the envelope should then place his/her signature, date, and time across the sealed flap of the envelope. (See Section V, Record Keeping for further information regarding use and filing of the forms.)
6. Applicants should then be directed to complete the information requested at the top of the answer sheet. Where Form A, B, or C is printed at the top left corner of the answer sheet, the applicant should be asked to circle the appropriate form letter. The form letter is designated by the large A, B, or C stamped on the front of the test booklet.

7. Applicants should then be given the following instructions:

- (a) Do not open test booklet until instructed to do so.
- (b) All answers and information are to be recorded using the #2 pencil provided.
- (c) No marks are to be made in any test booklet.
- (d) Two examinations will be administered, each being timed.
- (e) If the test is completed and ready to be turned in prior to the end of the time period, the applicant may turn in the test booklet and answer sheet at a place designated, and leave the test area. The entire time period may be used to review or complete the test if desired.
- (f) No time warnings will be given during the course of the examination.
- (g) If any applicant has a question or needs assistance, they will raise their hand and remain seated until assistance arrives.
- (h) Cheating should not be tolerated. If cheating is detected, the test booklet and answer sheet may be immediately taken up by the Test Administrator.

8. Applicants shall then be instructed to open the test booklet to the page of instructions, read the instructions, and close the booklet when through to indicate

they have completed reading the instructions.

9. When all applicants have completed reading the instructions, they should be asked if they have any questions.
10. After all questions have been answered, the applicants should be advised of the time limit, the starting time, and told to begin. The time limit for the Reading Comprehension test is 90 minutes (1-1/2 hours) and for the Writing Skills test 60 minutes (1 hour).
11. The Test Administrator should then complete the Applicant Test and Time Roster. The starting time of each test should be written in the appropriate blank. The Test Administrator should then complete the roster using seat and social security numbers only. Any variation between seat number and test number should be properly recorded. All persons representing the local agency, should be identified by name in the appropriate blank on the roster. (See Appendix C for Test and Time Roster.)
12. Any unusual occurrences during the testing session should be noted on the bottom of the roster in the section titled "Remarks".
13. When applicants complete a test and turn in the test booklet and answer sheet prior to the end of the time period, the time will be marked on the bottom half of the answer sheet. This time shall be noted as "time in" opposite the applicant's seat number on the roster.
14. Precisely at the end of the testing period, the Test

Administrator shall advise applicants that the time is up and to make no additional marks on their answer sheets; instruct applicants to close their test booklets; and leave them on the table. These test booklets and answer sheets will be collected by the Test Administrator and proctors. Applicants will then be instructed to leave the test area.

15. No time notation will be made on answer sheets still out at the end of the testing period. A dash shall be recorded under "time in" in the corresponding place on the Test and Time Roster.
16. Test booklets used the previous test period will be placed in numerical sequence, each being verified by the Test Administrator and replaced in the mailing container.
17. The next test will then be distributed along with the corresponding answer sheet.
18. No test booklets or completed answer sheets will be left insecure within the testing area at any time.
19. Upon completion of the series of tests, the Test Administrator shall ascertain that he is in possession of all test booklets, completed answer sheets, rosters, and registration forms.
20. Prior to administration of the final test, applicants may be advised how and when they may be apprised of the testing results. These methods are solely at the discretion of the user agency.

E. Combining Tests

1. On rare occasion it may occur that more applicants arrive for testing than was earlier anticipated, and insufficient test booklets are on hand. On such occasion, the applicant group may be split with half the group taking the Reading Comprehension test while the other half takes the Writing Skills test. If it becomes necessary to administer tests in this manner, care must be taken to assure that each applicant takes both examinations. Also, it must be borne in mind that both written tests have different time limits.

F. Retesting of Applicants

Rules and procedures vary from city to city regarding the retesting of applicants who have previously been tested.

EEOC - Employment Testing Guidelines,
Section 1607.12. Retesting.

"Employers, unions, and employment agencies should provide an opportunity for retesting and reconsideration to earlier "failure" candidates who have availed themselves of more training or experience. In particular, if any applicant or employee during the course of an interview or other employment procedure claims more education or experience, that individual should be retested."

User agencies may wish to consider the above rule when considering their retesting policy.

V. SCORING PROCEDURES

- A. The setting of cutoff scores for each written test is at the discretion of the user agency; however, the appropriate guidelines must be considered.

EEOC Employment Testing Guidelines, Section 1607.6, Presentation of Validity Evidence states:

"Furthermore, for each test that is to be established or continued as an operational employee selection instrument, as a result of the validation study, the minimum acceptable cutoff (passing) score on the test must be reported. It is expected that each operational cutoff score will be reasonable and consistent with normal expectations of proficiency within the work force or group on which the study was conducted." (Emphasis added)

A range of cutoff scores are reported in the Validity Report. On page 96, the psychological consultants who developed the tests, recommend operational cutoff scores for the Reading Comprehension test of 40 to 43; and on page 175 of the same report, the psychological consultants recommend operational cutoff scores for the Writing Skills test of 49 to 52.

User agencies are encouraged to adopt cutoff scores within the above ranges. Federal court decisions relative to this area of the selection procedure imply that the setting of cutoff scores too low whereby the large majority of persons taking the test pass may raise a question regarding job relatedness. On the other hand, the passing score would likely be viewed as too high where a large number of persons already satisfactorily performing the job would

not be able to pass. Properly employed, a passing score should serve to separate those who are qualified for a job from those who are not.

- B. As set forth in Section III, Transfer of Testing Materials, a scoring key for each type written test will be included with the testing materials forwarded to the user agency. These scoring keys are clear plastic and are used as overlays on the completed answer sheets. Holes are present in the scoring key corresponding to each question number. The correct answer for each question has been marked by a black dot on each key. If an applicant's answer does not correspond to the answer marked on the key, the answer number is marked. Marking wrong answers in this manner resists efforts to determine correct answers merely by examination of a completed, scored answer sheet.

- C. Section 1607.5(2) of the EEOC Guidelines states:

"Tests must be administered and scored under controlled and standardized conditions, with proper safeguards to protect the security of test scores...."

It would be advisable that persons selected to score the applicants' answer sheets be completely familiarized with the appropriate method. It is recommended that persons acting as test scorers not be present during administration of the written tests to preclude any allegations that an individual applicant was associated with a particular answer sheet by the scorer through prior knowledge of his/her seat number.

- D. The number of incorrect answers on an answer sheet should be deducted from sixty (60 - the total number of items) and the raw score entered on the bottom of the answer sheet.
- E. Following the grading of both the Reading Comprehension and Writing Skills tests, the final weighted score may be determined by reference to the Score Conversion Table (Appendix D). To properly use the Score Conversion Table, each applicant's raw score for the Reading Comprehension test is located on the vertical, left-hand scale. This line is read horizontally to that same applicants raw Writing Skills score. The Writing Skills raw scores are printed across the top of the table. The figure reflected where the line and column converge is that applicant's final weighted score. Ranking of the final weighted scores may comprise the eligibility list. Cities which award points for veteran preference should add these points to the applicant's final weighted score.
- F. It is highly recommended that the scoring of all answer sheets be checked by a second person.
- G. After all answer sheets are scored and final weighted scores determined, the sealed envelope containing the Applicant Registration Forms should be opened. The person opening the sealed envelope should place his/her signature, date, and time under the opened flap. The names of applicants may then be matched to the final weighted

scores by seat number and checked by social security number.

- H. Test scores, by and large, lose their applicability in a short period of time. After such time that an applicant has had opportunity to increase his levels of skill or learning, the use of old test scores may become suspect. Each user agency is encouraged to establish some procedure whereby the use of outdated test scores is negated.

VI. RECORD KEEPING

- A. The EEOC has not adopted any requirement, generally applicable to employers, that records be made or kept. However, whenever an employer's hiring practices are questioned, specific inquiry is usually made into the impact of the practices on various groups. Consequently, the collection of racial or ethnic and sex information regarding applicants is advisable. In collecting such data, the EEOC encourages the employer to maintain such records apart from the employee's personnel file, and in such a place that it will not serve to influence any employment decision. (See EEOC - Records and Reports, Section 1602.12 and 1602.13.)

EEOC guidelines do require that any personnel or employment record, including but not limited to application forms submitted by applicants, be preserved by the employer for six (6) months from the date the record was created or the personnel action taken. In regards to applicants, this would imply that all records be maintained for six (6) months after the employment decision is made, not from date of receipt of the application.

- B. The Applicant Registration Form completed by each applicant prior to taking the written tests may serve as a data base for the aforementioned sex and ethnic information. It is highly recommended that these forms be filed separate and apart from any application, forms, or other data to be

evaluated pursuant to an employment decision.

- C. A Differential Distribution Data Form is required from each user agency following each administration of the written tests. The completion of this form provides the user agency with data regarding the pass/fail rates for each sex and racial group broken down into the group titles as specified by the EEOC guidelines.

The user agency should complete the top portion of the Differential Distribution Data Form and forward to the Commission within ten (10) days of the date the tests were administered. The bottom portion of this form will be completed by Commission staff to reflect this data on a State wide basis. (See Appendix E for sample completed form.)

- D. The dispersing of information regarding an individual's test scores or related data should be in compliance with the Privacy Act and the Freedom of Information Act.

VII. GENERAL

- A. It is important to note that the selection criteria upon which selection or non-selection of applicants is based should be representation of the majority of the job domain. The written tests available from the Commission measure only two aspects of the entry level police officers job; Reading Comprehension and Writing Skills. It is vital in the proper utilization of selection instruments that the remaining personal characteristics identified by research and set forth in the Validation Manual are assessed through the background investigation, oral interview, and any other assessment procedures used by the local agency; i.e., physical performance. Procedures for conducting the background investigation and oral interview are set forth in the Background Investigation Manual and Oral Interview Manual distributed by the Commission. Personnel involved in these aspects of selection should be trained by the Commission staff in the proper implementation of these procedures.

APPENDIX A
USER AGREEMENT

THE STATE OF TEXAS)(

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF TRAVIS)(

WHEREAS, the Texas Commission on Law Enforcement Officer Standards and Education, hereinafter called Publisher, is the owner and publisher of a reading comprehension test, a writing skills test, a background investigation manual and an oral interview manual, all of which are designed to be used as a part of a municipal police entry selection system and were developed at the request of Publisher by an industrial psychologist in accordance with Equal Employment Opportunity Commission guidelines, federal statutes, and federal case decisions construing the guidelines, statutes and constitutional issues involving employment practices, and

WHEREAS, the reading comprehension test and the writing skills test are supported by a validity manual prepared by the industrial psychologist developing such tests which documents the authority for the method used in the development of such tests, and

WHEREAS, Publisher is desirous of making such tests and manuals, or any of them, available at no cost to municipalities throughout the State of Texas desiring to use them as a part of their entry selection system for municipal police officers, subject only to the agreements undertaken by the municipality desiring to use such material as hereinafter provided, and

WHEREAS, Publisher does not warrant the validity of any such test or manual, nor makes any claim as to the results that may be expected from their use, and accepts no legal responsibility for any actions at law resulting in any manner from the use of such materials, and

WHEREAS, the undersigned, hereinafter called City, has requested to use such tests and manuals, as a part of their entry selection system for municipal police officers;

NOW, THEREFORE, in consideration of the premises, Publisher and City agree as follows:

1. Publisher agrees to furnish at no cost to City such number of reading comprehension test booklets, writing skills test booklets and answer sheets as may be requested, together with one (1) validity manual and one (1) test administration manual.
2. Publisher agrees to furnish at no cost to City one (1) scoring key for any test requested.
3. Publisher agrees to furnish at no cost to City a minimum of one (1) background investigation manual and one (1) oral interview manual as requested.
4. City agrees that it has read and examined the validity manual for the reading comprehension test and the writing skills test and has read and examined the test administration manual, the background investigation manual and the oral interview manual, and as the result of such examination and review by its own advisors and not as the result of any representation made by the Publisher, its agents and employees, it has determined to use the tests and manuals requested.

5. City agrees and understands that Publisher does not warrant the validity of any such test or manual, nor makes any claim as to the results that may be expected from their use. City further understands and agrees that Publisher accepts no legal responsibility whatsoever for any actions at law resulting in any manner from the use of such materials. City agrees that Publisher's only responsibility in the event the City is sued is to make Publisher's personnel available as witnesses in respect to their involvement in the development of such tests and manuals. City agrees that in the event it desires to use the industrial psychologist who developed the tests and manuals as a witness in any such suit, that City shall be responsible for the costs and fees charged by the psychologist in his appearance as a witness.
6. City agrees that in order to maintain and ensure the integrity of the reading comprehension test and the writing skills test it:
 - a. Designates: _____
Title: _____
Mailing Address: _____
_____ as the Test Administrator with responsibility to personally receive and return the tests and scoring keys;
 - b. Warrants that the Test Administrator is the sole person having custody of and responsibility for the security of the materials furnished by Publisher to City;
 - c. Warrants that test booklets, completed answer sheets and scoring keys shall not be copied, reproduced or revealed in any manner to any person whomsoever, including any post test review of the completed answer sheets and test booklets by any individual tested;
 - d. Shall follow exactly the procedures outlined in the instructions provided by Publisher for the receipt, administration and return of the tests and scoring keys;
 - e. Shall return the test booklets, scoring keys, unused answer sheets and forms to Publisher by certified mail, postage paid, return receipt, within the twenty-four hour period following the administration of the test that the United States Postal Service accepts mail.
7. City agrees that it shall furnish and mail to Publisher a copy of the completed Differential Distribution Data Form, together with a complete list of the individual test scores for each test indicating race and sex for each individual tested, within ten (10) days from the date of the administration of the test.
8. City understands and agrees that Publisher reserves the right to refuse a request by City for test materials, whether or not City has previously been furnished with such materials, if:
 - a. Publisher does not have available the materials requested at the time they are requested;

- b. Publisher shall, in its sole discretion, decide to discontinue furnishing such materials to all cities, or to cities of a certain population.
 - c. Publisher in its sole discretion determines that the integrity of its tests are threatened by acts of City, or that acts of City expose Publisher to liability.
9. Publisher and City agree that the use of Publisher's test materials by City for this police entry examination does not obligate City to use Publisher's test materials for subsequent examinations, and that a separate agreement will be entered into by Publisher and City each time City requests to use Publisher's test materials.

Executed in duplicate originals this _____ day of _____ 19 _____.

TEXAS COMMISSION ON LAW ENFORCEMENT
OFFICER STANDARDS AND EDUCATION

By _____
Publisher

CITY OF _____

By _____

Title (Mayor or City Manager) City

I, _____, the designated Test Administrator, hereby certify that I will safeguard the integrity of the tests entrusted to me in accordance with the provisions of this agreement and the procedures outlined in the instructions provided by the Publisher.

Designated Test Administrator

Date

APPENDIX B
APPLICANT REGISTRATION FORM

APPLICANT REGISTRATION FORM

SEAT NO. _____ SOCIAL SECURITY NO. _____

CITY _____, TEXAS AGENCY _____

NAME _____ AGE _____

(PLEASE PRINT) LAST FIRST MIDDLE

SEX _____ DATE OF BIRTH _____
M OR F MONTH DAY YEAR

ETHNIC GROUP:

_____ BLACK

_____ AMERICAN INDIAN (INCLUDING ALASKAN NATIVES)

_____ ASIAN (INCLUDING PACIFIC ISLANDERS)

_____ HISPANIC (INCLUDING PERSONS OF MEXICAN, PUERTO RICAN,
CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER
SPANISH ORIGIN OR CULTURE REGARDLESS OF RACE)

_____ WHITE (OTHER THAN HISPANIC)

APPENDIX C
TEST AND TIME ROSTER

APPLICANT TEST AND TIME ROSTER

Test Administrator _____ **Date** _____

Proctors (1) _____ (2) _____ Test Time _____ M. _____

(3)	(4)	Location
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[illegible]

[illegible]

APPENDIX D
SCORE CONVERSION TABLE

SCORE CONVERSION TABLE

W R I T I N G S K I L L S

		60	59	58	57	56	55	54	53	52	51	50	49
R	60	100.16	97.79	95.44	93.09	90.72	88.37	86.14	83.64	81.28	78.92	76.55	74.20
E	59	98.83	96.46	94.11	91.76	89.39	87.04	84.81	82.31	79.95	77.59	75.22	72.87
A	58	97.50	95.13	92.78	90.43	88.06	85.71	83.48	80.98	78.62	76.26	73.89	71.54
D	57	96.18	93.81	91.46	89.11	86.74	84.39	82.17	79.66	77.31	74.94	72.58	70.22
I	56	94.85	92.48	90.13	87.78	85.41	83.06	80.84	78.33	75.98	73.61	71.25	68.89
N	55	93.52	91.15	88.80	86.45	84.08	81.73	79.51	77.00	74.65	72.28	69.92	67.56
G	54	92.19	89.82	87.47	85.12	82.75	80.40	78.18	75.67	73.32	70.95	68.59	66.23
	53	90.86	88.49	86.14	83.79	81.42	79.07	76.85	74.34	71.99	69.62	67.26	64.90
C	52	89.54	87.18	84.83	82.47	80.11	77.76	75.53	73.02	70.67	68.31	65.94	63.59
O	51	88.21	85.85	83.50	81.14	78.78	76.43	74.20	71.69	69.34	66.98	64.61	62.26
M	50	86.88	84.52	82.17	79.81	77.45	75.10	72.87	70.36	68.01	65.65	63.28	60.93
P	49	85.55	83.19	80.84	78.48	76.12	73.77	71.54	69.03	66.68	64.32	61.95	59.60
R	48	84.22	81.86	79.51	77.15	74.79	72.44	70.21	67.70	65.35	62.99	60.62	58.27
E	47	82.91	80.54	78.19	75.84	73.47	71.12	68.89	66.39	64.04	61.67	59.30	56.95
H	46	81.58	79.21	76.86	74.51	72.14	69.79	67.56	65.06	62.71	60.34	57.97	55.62
E	45	80.25	77.88	75.53	73.18	70.81	68.46	66.23	63.73	61.38	59.01	56.64	54.29
N	44	78.92	76.55	74.20	71.85	69.48	67.13	64.90	62.40	60.05	57.68	55.31	52.96
S	43	77.59	75.22	72.87	70.52	68.15	65.80	63.57	61.07	58.72	56.35	53.98	51.63
I	42	76.27	73.91	71.55	69.20	66.84	64.48	62.26	59.75	57.40	55.03	52.67	50.32
O	41	74.94	72.58	70.22	67.87	65.51	63.15	60.93	58.42	56.07	53.70	51.34	48.99
N	40	73.61	71.25	68.89	66.54	64.18	61.82	59.60	57.09	54.74	52.37	50.01	47.66

(EXAMPLE: Reading Comprehension 43, Writing Skills 54, equals Final Weighted Score of 63.57)

APPENDIX E

DIFFERENTIAL DISTRIBUTION DATA FORM

DIFFERENTIAL DISTRIBUTION DATA FORM

TEST NO. 78-000

AGENCY Anytown Police Department

		MALE APPLICANTS					FEMALE APPLICANTS							
		BLACK	AMERICAN INDIAN	ASIAN	HISPANIC	WHITE	TOTAL MALES	BLACK	AMERICAN INDIAN	ASIAN	HISPANIC	WHITE	TOTAL FEMALES	TOTALS TESTED
THIS TEST	1. TOTAL	3		1	5	57	66				1	4	5	71
	2. Total Pass	2		1	1	41	45				1	3	4	49
	3. Percent Pass	66.67		100%	20.0%	71.93%	68.18% (LINE 2 ÷ LINE 1)				100%	75.0%	80.0%	69.01%
	4. Total Fail	1			4	16	21					1	1	22
	5. Percent Fail	33.33%			80.0%	28.07%	31.82% (LINE 4 ÷ LINE 1)					25.0%	20.0%	30.99%
	6. Ethnic Percentages	4.23%		.14%	7.04%	80.28%	92.96% (LINE 1 ÷ TOTAL NO. TESTED)				.14%	5.63%	7.04%	100%
	7. R/C Total Pass	2		1	1	45	49				1	3	4	53
	8. R/C Percent Pass	66.67%		100%	20.0%	78.95%	74.24% (LINE 7 ÷ LINE 1)				100%	75.0%	80.0%	74.65%
	9. R/C Total Fail	1			4	12	17					1	1	18
	10. R/C Percent Fail	33.33%			80.0%	21.05%	25.76% (LINE 9 ÷ LINE 1)					25.0%	20.0%	25.35%
	11. W/S Total Pass	3		1	2	48	54				1	3	4	58
	12. W/S Percent Pass	100%		100%	40.0%	84.21%	81.82% (LINE 11 ÷ LINE 1)				100%	75.0%	80.0%	81.69%
	13. W/S Total Fail				3	9	12					1	1	13
	14. W/S Percent Fail				60.0%	15.79%	18.18% (LINE 13 ÷ LINE 1)					25.0%	20.0%	18.31%
FOR COMMISSION USE ONLY														
TESTED TO DATE	GRAND TOTAL													
	Grand Total Pass													
	Percent Pass													
	Grand Total Fail													
	Percent Fail													
	Ethnic Percentages													
	R/C Total Pass													
	R/C Percent Pass													
	R/C Total Fail													
	R/C Percent Fail													
	W/S Total Pass													
	W/S Percent Pass													
	W/S Total Fail													
	W/S Percent Fail													