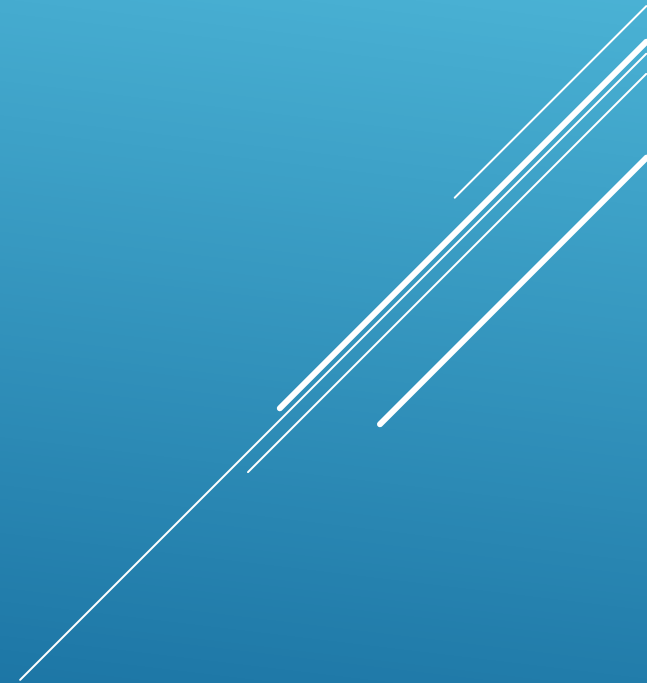




Promotional Testing

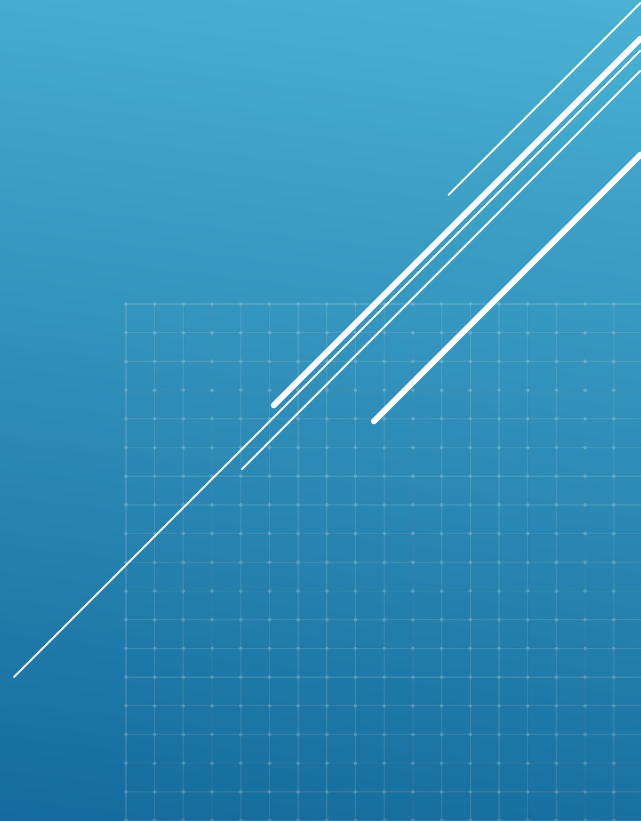
Best Practices





Ground We Will Cover

1. Our Background
2. Entry Testing
3. Chapter 143 Requirements
4. Types of Entry Testing
5. Artificial Intelligence (AI) Testing Option
6. Promotional Examination Posting
7. Promotional Examination Important Steps
8. Written Examination Questions
9. What Not To Do
10. Examination Day Rules
11. Promotional Examinations
12. Examination Day Considerations



OUR BACKGROUND

- ▶ **Practitioner** - Over 38 years in Law Enforcement and the Fire Service
- ▶ **Texas Commission on Fire Protection** – 19 years on Testing and Curriculum Development Committee
- ▶ **Ure Consulting Group** – Over 35 Years Developing Assessment Centers and Written Examinations
- ▶ **Clients** – From Honolulu to Ketchikan to South Portland Maine





Chapter 143 Entry Testing

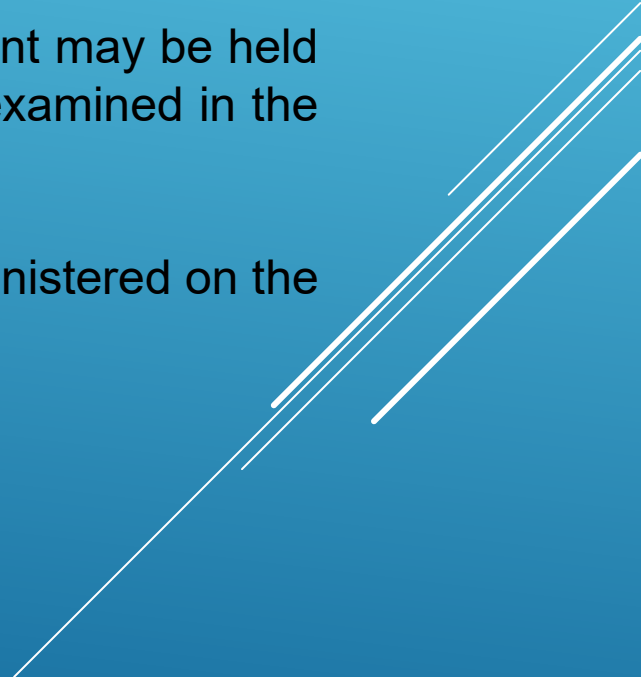
- **143.024(a)** Before the 10th day before the date an entrance examination is held, the commission shall cause a notice of the examination to be posted in plain view on a bulletin board located in the main lobby of the city hall and in the commission's office. The notice must show the position to be filled or for which the examination is to be held, and the date, time, and place of the examination.
- **143.025(b)** An eligibility list for a beginning position in the fire or police department may be created only as a result of a competitive examination held in the presence of each applicant for the position, except as provided by Subsections (d), (e), and (l). The examination must be based on the person's **general knowledge** and aptitude and must inquire into the applicant's general education and mental ability.





Chapter 143 Entry Testing

- **143.025(c)** An applicant may not take an examination unless at least one other applicant taking the examination is present.
- **143.025(d) [Fire]** Examinations for beginning positions in the fire department may be held at different locations if each applicant takes the same examination and is examined in the presence of other applicants.
- **143.025(e) [Police]** An examination held at multiple locations must be administered on the same day and at the same time at each location at which it is given.





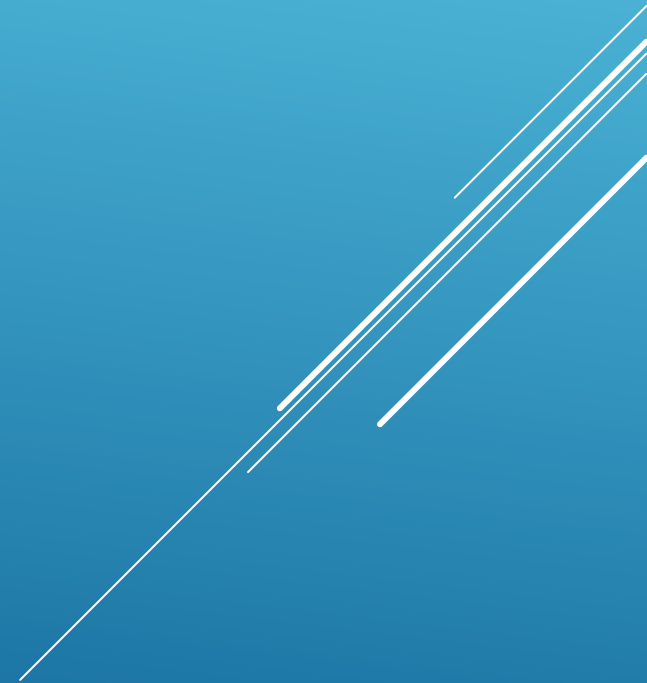
Types Of Entry Testing



Paper



Online





Thinking Outside of the Box

Proctored AI Entry-Level Testing

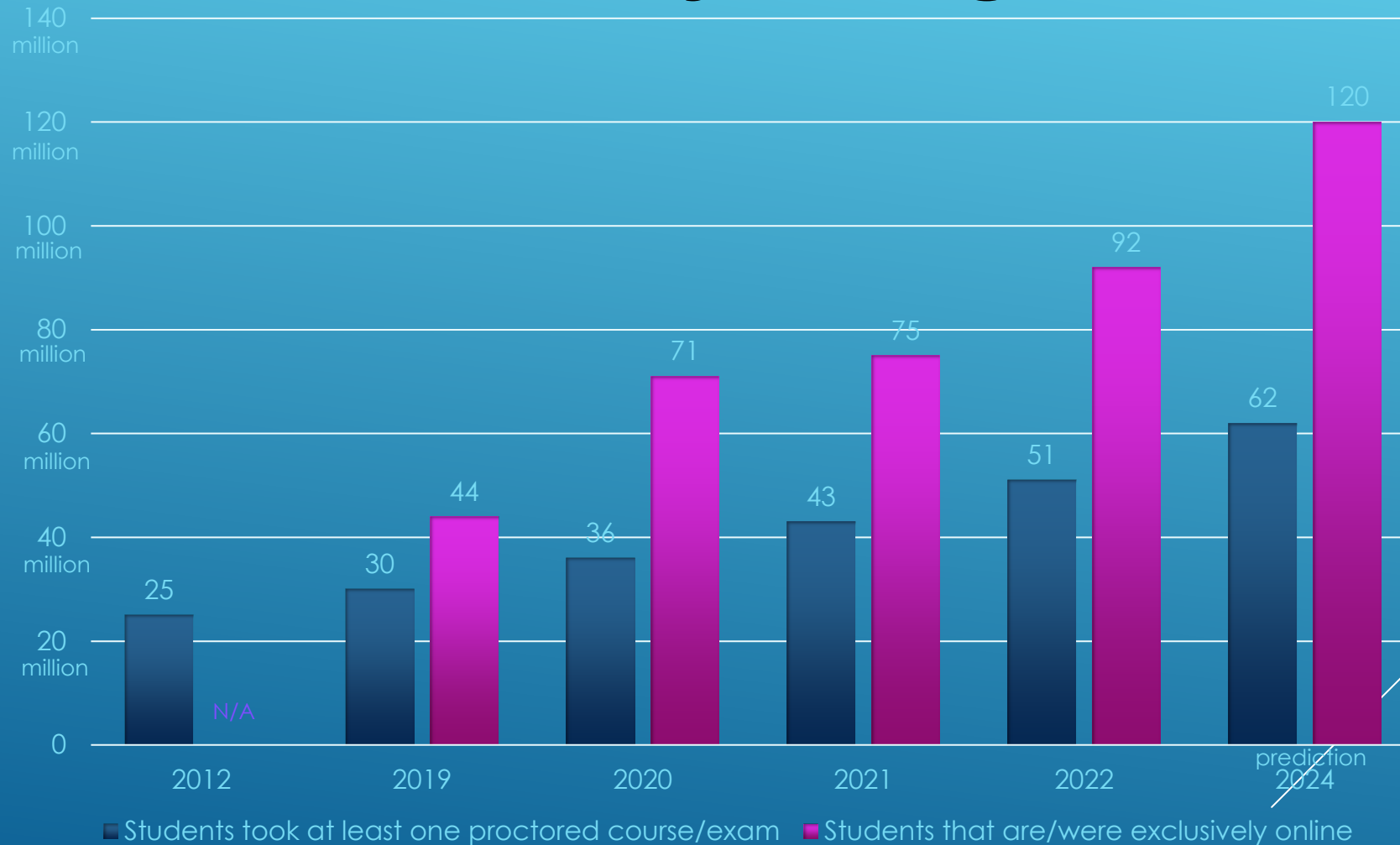
Candidates across the US can take their entry exams without breaking the bank on travel and lodging expenses.

- No more candidates having to travel down to take your exam.
- No more grading scantrons.
- No need to come in on a Saturday to proctor.
- No more paper waste from scantrons.
- May requires local civil service rules revision.





Where is The Online-Proctoring Industry Going?



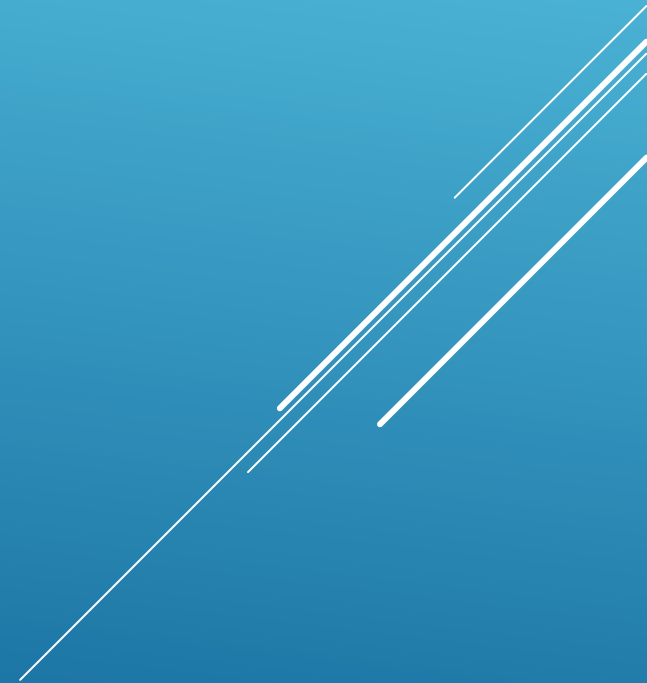
Resource: Ilana Hamilton, By the Numbers- U.S., Forbes Advisor, May 2023





Features of Online-Proctored Testing

- Candidates can take anywhere (in the US and beyond) from a desktop/laptop
- Immediate Exam Results
- Ability to schedule and take exams 24/7
- Browser Lockdown (For candidates)
- Webcam/Microphone Monitoring (For candidates)
- Completion email (For HR)
- Free weekends (For HR)





Benefits Of Online-Proctored Exams

01 Accessibility

02 Cost-Efficiency

03 Real-Time Monitoring
and Security Measures

04 Immediate Results

05 Cost Savings





Increased Applicants

- Individuals who may face challenges in reaching physical exam centers, whether due to geographical constraints, disabilities, or other reasons, can benefit from the accessibility of online proctored exams.
- Allows for greater candidate diversity.



COST-EFFICIENCY

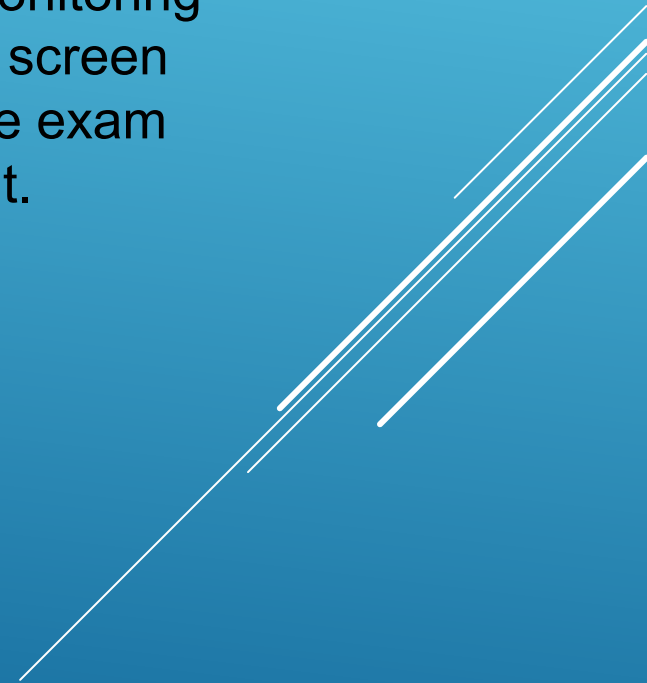
- ▶ Both departments and cities benefit from cost savings associated with online proctored exams.
- ▶ Test takers save on travel expenses and potential accommodation costs, taking time off work, while institutions save on the logistics of organizing physical exam centers, including venue rental and staffing.





AI Real-Time Monitoring and Security Measures

Advanced technology used in online proctoring ensures real-time monitoring through features such as facial recognition, identity verification, and screen recording. These security measures help maintain the integrity of the exam process, deterring cheating and promoting a fair testing environment.





Promotional Examinations Posting

Sec. 143.029. PROMOTIONAL EXAMINATION NOTICE. (a) Before the 90th day before the date a promotional examination is held, the commission shall post a notice that lists the sources from which the examination questions will be taken.

(b) Before the 30th day before the date a promotional examination is held, the commission shall post a notice of the examination in plain view on a bulletin board located in the main lobby of the city hall and in the commission's office. The notice must show the position to be filled or for which the examination is to be held, and the date, time, and place of the examination. The commission shall also furnish sufficient copies of the notice for posting in the stations or subdepartments in which the position will be filled.





Promotional Examinations Posting

Common Errors:

- Posting “as needed” rather than proactively.
- Increasing ranks reading lists should build on each other and not stand alone.
- Unnecessarily updating to latest and greatest edition.
- Using very outdated editions in an ever-changing field that are difficult to find or afford for the candidates.





Promotional Examination Important Steps

1. Each eligible promotional candidate shall be given an identical examination in the presence of the other eligible promotional, except for military duty candidates.
2. The examination must be entirely in writing.
3. Questions must test the knowledge about information and fact and based on:
 - Duties of the position for which the examination is held.
 - Reasonably current publications.
 - Taken from sources in posting.
4. Grading of the exam can be “promptly completed immediately after the examination.”



WRITING EXAMINATION QUESTIONS

Which Type of Questions Should You Use?



Multiple Choice Questions



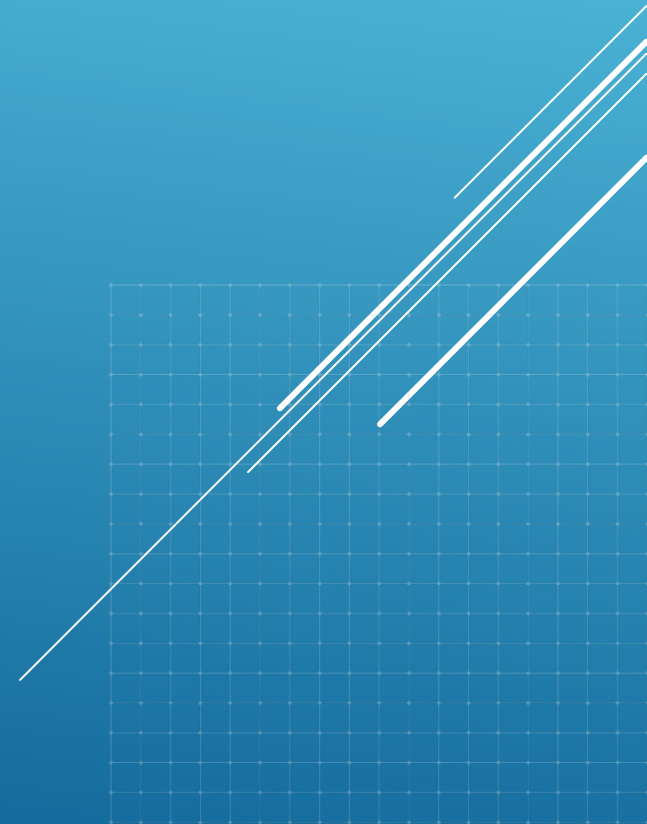
True or False Questions



Completion Questions



Open Ended Questions



WRITING EXAMINATION QUESTIONS

Multiple Choice Questions

Multiple choice questions offer the most flexibility to the test creator as they can formulate a variety of test question structures. Multiple choice questions are a great way to test a candidate's comprehension level of a particular subject matter. However, they can often be the most difficult and time consuming for the teacher to construct. They comprise of a test question stem and several available options for the student to select from as their answer.

Here are some ideas to utilize when constructing multiple choice test questions:

- Don't use excessive wording when creating the test question stem. Be clear and concise in your word and phrase choices.


WRITING EXAMINATION QUESTIONS

Multiple Choice Questions (Cont.)

- Make sure that there is only one clearly correct answer from the options given to the student.
- Provide between 3 - 5 (max) plausible choices for the student to select from as their answer.
- Minimize the use of 'all of the above' or 'none of the above' question answers.
- Randomly distribute the correct answer options i.e. A, B, C, D etc. so that there is not a clear pattern that becomes obvious to the test taker.

WRITING EXAMINATION QUESTIONS

Multiple Choice Questions (Cont.)

- Be sure to use test questions that test knowledge, application, comprehension, analysis and evaluation throughout your test to get the best overall sense of the test taker's understanding and mastery of a subject matter or study material.
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

GENERAL KNOWLEDGE SAMPLES



Calculate the following equation: Eight vehicles set out to drive to a destination that is 50 miles away. Only seven vehicles complete the trip and the eighth vehicle only completed 50% of the journey. What are the total miles that all eight vehicles drove?

- A. 375
- B. 225
- C. 900
- D. 450

GENERAL KNOWLEDGE SAMPLES



What is the missing letter in this series?

Q P ___ N M

- A. Q
- B. O
- C. R
- D. S

WHAT NOT TO DO




(Emergency Care and Transportation of the Sick and Injured, 12th Edition) The layer of skin where blood vessels, nerves, sweat glands, hair follicles and sebaceous glands are located is the:

- A. Dermis
- B. Epidermis
- C. Subcutaneous layer
- D. Partial thickness layer

EXAMINATION DAY RULES

- The testing room will close promptly at the start of the examination.
- Photo identification is required for testing.
- Snacks are prohibited in the testing area. Drinks are appropriate as long as they do not spill.
- No late arrivals. The testing room is closed when the examination begins.
- Cell phones and other electronics are not allowed in the examination room. Please secure them prior to entering the test site.
- Test materials are to remain within the examination room.

EXAMINATION DAY RULES

- Books, notes and any other test aids not approved by the examination administrator shall be removed from the room.
 - Appropriate testing accommodations are available for those with documentation of special needs. If special accommodations are required, contact the Human Resources Department as soon as possible.
 - Individuals may not be accompanied by anyone while testing.
 - Exam takers are responsible for adherence to test instructions.
 - Hats, purses, book bags and other personal belongings are discouraged in the testing room.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

PROMOTIONAL EXAMINATIONS


Do

- Specific examination instructions – time, list of references, etc.
- Comfortable and quiet environment.
- Just because a question was taken directly from a reference does not necessarily mean it's a good question.
- Examination security – Paramount.
- Monitor always.
- Provide writing instruments (pencils)
 - Documented cases where camera pens were used.

Don't

- Sit test takers in close quarters.
- Allow ANY electronic devices.
- Allow Talking Among Candidates.

EXAMINATION DAY CONSIDERATIONS

- Accessibility (ADA)
 - Type and Size of Room(s)
 - Distractions
 - Writing Surfaces
 - Timepieces (Always Have Two)
 - Environment (Temperature and Lighting)
 - Seating (All Should Face Same Direction)
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

FINAL PRODUCT

Multiple Choice

Identify the choice that best completes the statement or answers the question. Bubble in your response on the provided Scantron answer sheet.

PLEASE NOTE
• Use only a no. 2 pencil.
• Example: (A) <input type="radio"/> (B) <input checked="" type="radio"/> (C) <input type="radio"/> (D) <input type="radio"/>
• Erase changes COMPLETELY.

- The number 18 is 75% of what number?
 - 22
 - 36
 - 23
 - 24
- $9 \times \frac{1}{2} \times \frac{5}{7} = X$. Which of the following equals X ?
 - $2\frac{2}{7}$
 - $3\frac{3}{14}$
 - $5\frac{3}{7}$
 - $7\frac{1}{8}$
- There are 36 cadets in Training Officer A's classroom, 28 cadets in Training Officer B's classroom, and 32 cadets in Training Officer C's classroom. The three classes go on a training field trip together and travel in buses that each holds 30 cadets. Which equation below would solve for the number of buses needed for the trip?
 - $30 = \frac{36 + 28 + 32}{X}$
 - $30 = X(36 + 28 + 32)$
 - $X = (36 + 28 + 32) - 30$
 - $X = \frac{36 + 28 + 32}{30}$
- Arson Investigator Smith is investigating a crime scene that she estimates will take 15 hours to complete. Two other investigators offer to help with the investigation. Approximately how long will the investigation take if Arson Investigator Smith accepts the additional help from the other two investigators?
 - 12 hours
 - 5 hours
 - 3 hours
 - 4 hours
- $4\frac{2}{3} + 1\frac{1}{6} - 2\frac{1}{6} = X$. Which of the following equals X ?
 - $3\frac{1}{4}$
 - $3\frac{17}{24}$
 - $3\frac{3}{16}$
 - $3\frac{5}{18}$

Multiple Choice

Identify the choice that best completes the statement or answers the question. Bubble in your response on the provided Scantron answer sheet. As some fire service references may have content conflicts, pay particular attention to the reference source identified in each question.

PLEASE NOTE
• Use only a no. 2 pencil.
• Example: (A) <input type="radio"/> (B) <input checked="" type="radio"/> (C) <input type="radio"/> (D) <input type="radio"/>
• Erase changes COMPLETELY.

- (Extreme Ownership - Jocko Willink and Leif Babin)* In his discussion with a company's Vice President of Manufacturing as it related to the company not meeting the goal of decreasing production costs, Jocko Willink stated, "With Extreme Ownership, you must remove _____ . Its all about the mission."
 - individual ego and personal agenda
 - the bias
 - the enemies
 - escalating costs
- (Extreme Ownership - Jocko Willink and Leif Babin)* In a discussion concerning a Chief Technology Officer's push back on the concept of Extreme Ownership as it related to a product rollout failure, Leif Babin makes an analogy with that of a boat crew's poor performance. The original boat crew leader had many excuses. When the boat crew got a new leader, the new leader didn't blame anyone, nor did he make excuses for poor performance. He didn't wait for others to solve his boat crew's problems. His realistic assessment, acknowledgement of failure, and _____ of the problem were key to developing a plan to improve performance and ultimately win.
 - ownership
 - abandonment
 - outside influences
 - divisiveness
- (Extreme Ownership - Jocko Willink and Leif Babin)* Intelligence gathering and research are important, but they must be employed with realistic expectations and must not impede swift decision making that is often the difference between victory and defeat. Waiting for the 100 percent right and certain solution leads to delay, indecision, and an inability to execute. Leaders must be prepared to make a/an _____ based on previous experience, knowledge of how the enemy operates, likely outcomes, and whatever intelligence is available in the immediate moment.
 - qualitative guaranteed decision
 - educated guess
 - quantitative guaranteed decision
 - legally binding and defensible subjective decision

QUESTIONS?



Thank You!

**We respect your valuable time with us!
If you have any questions, please reach us at**



Bruce Ure

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