



Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # 3	Basic Training Bureau and Curriculum Office	Origination Date: October 7, 2010
Procedure # 4	Subject: Written Examination & Performance Testing	
Reference:	Idaho Code	19-5109.(1) (b) and (e)
	IDAPA Rule	11.11.01.075; 11.11.01.077; 11.11.01.079; 11.11.01.097.02; 11.11.01.133; 11.11.01.147; 11.11.01.165; 11.11.01.199a.; 11.11.02.031.02; 11.11.03.031.02; 11.11.04.053; 11.11.04.064
	ISP Policy	N/A
	IPOST Policy	3.2, 3.3
Commentary:	<p>The integrity of the Idaho Peace Officer Standards and Training’s (POST) academic standards are first, and foremost, the strength of the training mission and effectiveness of the training staff. The POST Council has directed students attending POST, or related POST certified basic training programs, to meet academic standards that meet the minimum training standards required by the POST Council. Performance-based standards are to meet a sufficient standard, to be judged as passing the exercise. The standards must be accomplished by each student, for each performance outcome or performance objective mandated by the POST Council. In regards to the training standards instituted, successful completion may be obtained by meeting the minimum passing standard for written examinations or performance testing.</p> <p>Integrity in the examination/testing process is the first requirement for students attending POST training. Failure to meet the standard of integrity causes the student(s) to fail the mission of their service to the public. Therefore, any student who is found to have violated the requisite standard of integrity during any written examination or performance-based testing process, shall be found ineligible to continue his/her POST training during the training session they are attending.</p> <p style="text-align: center;">The following is effective immediately:</p>	
Policy:	<p>It is the policy of the Idaho Division of Peace Officer Standards and Training (POST) that academy training conducted under the authority of POST will conform to specific standards of style, format, competent information, and regular review for accuracy, content and compliance with good legal, performance, and community relations principles.</p>	



<p>Authority and Interpretation</p>	<p>This policy is issued by the Idaho POST Division Administrator and supersedes any previous Written Examination and Performance-Based Testing Policy issued before October 7, 2010.</p> <p>The POST Division Administrator is the final authority responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the POST Division Administrator for interpretation or determination.</p>
<p>Purpose:</p>	<ul style="list-style-type: none"> A. To ensure that the integrity of POST’s basic written examinations and performance testing is held to the highest standards, in order to produce well-trained officers for service to the public. B. To prepare students to meet the demands of public service by demonstrating their successful completion of the minimum standards as established by the Idaho POST Council. C. To provide an administrative sanction to be used, as necessary, against any student who does not meet the requisite level of integrity during the examination or performance testing process. D. To provide a method for reinstatement of students who have been disciplined by POST and their employing agency for failure to meet the POST integrity standards during written examinations or performance testing of entry-level or in-service training mandates.
<p>Definitions:</p>	<p>For purposes of this policy, the following definitions are provided:</p> <p>“Performance-based testing” – means a testing process that requires the student to engage in verbal and physical demonstrations that can be analyzed by an evaluator(s) to determine successful completion of the testing process. Successful completion of performance testing is subjective, based upon a written scenario that includes specific instructions and a performance outcome, and the knowledge, skills and abilities of the evaluator.</p> <p>“Performance-Outcome” – means a standard that is to be achieved through the training process.</p> <p>“Plagiarism” – means a form of cheating by taking ideas, writings, etc., from another person or source and pass them off, [or represent,] as one’s own. [Reference Webster’s New World Dictionary of the American Language, Second College Edition, (Simon & Schuster, New York, 1982)].</p> <p>“Written examination” – means a testing process that is provided to the student in a written format, either on paper or by an electronic device, that requires the student to provide answers on a sheet of paper or by electronic text or acknowledgment.</p>



examinations, or for preparing academy instructors immediately prior to presenting their classroom lesson plan to academy students.

- iv. Academy test questions may be inspected by POST management and training staff, and subject matter experts and formal training committees for the appropriateness of the test question to the relevance and relationship of the stated performance objective.

(c) POST Basic Academies Written Test Criteria

- i. With the exception of the POST certification examination and law week examination, each academy has its own data set that includes all of their test questions.
- ii. Test questions are tied to specific training objectives.
- iii. The Patrol, Detention, Correction, and Probation and Parole academies shall have a weekly examination that consists of 75-100 questions and a final exam that has 200 questions. Scoring of each examination shall be recorded shall be reported as a percentile correct, with a percentile maximum score of 100 percent.
- iv. The weekly exam differs between 75-100 questions depending on the subjects covered and the questions in the test bank.
- v. Dispatcher academies have one weekly exam and a final exam. The weekly exam shall be approximately 50 questions and the final exam shall be approximately 100 questions. Scoring of each examination shall be recorded shall be reported as a percentile correct, with a percentile maximum score of 100 percent.
- vi. The DUI/SFST examination is not contained within TMS; it is an exam given by the subject matter expert (SME) and is a state test to certify the officer for DUI testing in Idaho. A student must receive a minimum of 80% in order to pass the DUI/SFST examination.
- vii. The written Firearms and EVOC examinations are scored through the TMS and students must pass the test with an 80%.



- (d) How Written Tests/Quizzes Are Developed:
- i. Written tests shall be developed using course material taught in the previous week's academy course presentations. POST prepares examination questions that address all performance objectives and high liability issues taught in the previous week's course material. Students shall be advised that all material covered during the previous week in class, or yet untested, may be present on an exam.
 - ii. A quiz is developed to measure the learning ability of the student during a specific course topic. A quiz may be written or offered during the presentation of course material (e.g.: included in PowerPoint materials). A quiz may be a graded exercise or may be a peer-challenge exercise. A graded quiz shall become part of the student's academy training record and may be used to meet the successful completion of a required performance objective and testing criteria.
- (e) How Test Questions Are Developed:
- i. Test questions shall be developed by the POST staff, with the assistance of Subject Matter Experts (SMEs) who make up the POST committee developing the lesson plan material or a certified instructor who instructs the lesson plans.
 - ii. Test question development shall be conducted in a manner to determine the competence of students to the specific performance outcomes or performance objectives associated with the topic of instruction.
 - iii. Prior to teaching their course material, Instructors should review examination questions related to their topic of instruction.
 - iv. Instructors shall not take electronic or printed copies of test questions from the POST facility, or share examination questions with any student or other individual.
- (f) Grading Examinations At The POST Facility:
- i. When taking written examinations, students shall record their answers on scan forms.
 - ii. Scan forms shall be fed through an electronic scanner to be graded. As each form is scanned, TMS displays the student's score on the monitor and saves their responses to a file.
 - iii. When the scanning of the examination is complete, the results shall be posted to the student's training record.



- iv. POST training staff shall print the various reports available to evaluate the performance of the class or of an individual.
- (g) Evaluating Questionable Test Questions:
 - i. Through TMS, a report called “Class Response Analysis” shall be run to analyze student written test question responses. The “Class Response Analysis” report records how each student answered each written test question. These results allow POST training staff to review questions.
 - ii. Written test questions that have a correct response rate below a 50% average, shall be evaluated for their validity. Validity of a written test question is determined in the following manner:
 - a. Training staff shall review the course lesson plan approval form for the instructor’s acknowledgment of instructing all performance objectives included in the lesson plan material and during the course instruction.
 - (1) If the instructor acknowledgement indicates the entire lesson plan and performance objectives were taught as contracted, the POST training staff shall proceed to (ii) below;
 - (2) If the instructor acknowledgement indicates the lesson plan or performance objectives were not completely instructed during the course, the training staff will proceed to (iii) below to determine what portion of the lesson plan or training material was not provided to the students.
 - (3) A determination of responsibility shall be inquired upon to determine whether the instructor fulfilled his/her instructional requirements as defined in the POST procedures for lesson plan approval and use of contract POST-certified instructors.
 - b. Training staff shall review the course lesson plan, PowerPoint presentation, and other course electronic or handout material to determine if the information presented in the test question was covered.
 - c. In some situations POST training staff may find it necessary to call the instructor and determine if the tested material was covered during the course.



- d. If the tested material was not covered in the training materials or instruction, or the question is deemed inappropriate, the Curriculum Section staff have the authority to remove the test question from the written examination, document the removal for the course curriculum record, and rescore the written examination.
- e. Any test question removed from an examination shall be reviewed to determine if the examination includes another test question addressing the same performance outcome and performance objective, as the test question removed.
 - (1) If the written examination includes another test question meeting the requirement of the performance outcome and performance objective for the course topic, no further action is required.
 - (2) If the written examination does not include another test question meeting the performance outcome and performance objective, the following shall occur:
 - (a) The performance objective shall be instructed to the students prior to the next written examination, and be retested in a subsequent written examination;
 - (b) The lesson plan will be documented as having not been completely instructed by the instructor;
 - (c) The instructor's contract shall be evaluated to determine whether the instructor is meeting his/her contractual responsibilities to POST.

(h) Incorrectly Answered Performance Objectives Provided To Students:

- i. All Academy Session performance outcome and performance objectives shall be provided to each student in a performance objective guide, and shall be provided to student during the Academy Session orientation.



- ii. Student's mastery or non-mastery of each performance outcome and performance objective shall be recorded on the TMS report.
- iii. The TMS report shall be provided to each student after each examination, and shall indicate which performance objectives were answered incorrectly.
- iv. Students who fail to answer performance objectives correctly:
 - a. shall be advised to study the performance objectives to the test questions answered incorrectly, in preparing for a second attempt to successfully complete the examination.
 - b. shall not be provided any examination or test questions after the original examination has been proctored.

(i) Examinations shall be archived in the TMS and scanned into the A/E records system.

(j) Passing Score For A Written Examination/Quiz:

- i. With the exception to the EVOC , Defensive tactics and SFST examinations, each student must score a minimum of seventy-five percent (75%) on a written examination, unless otherwise provided on the written examination summary sheet or reported by the POST Training Specialist responsible for the academy session.
- ii. Failure to obtain the minimum score on any exam may result in dismissal from the academy session.
- iii. A student who does not achieve the minimum score of 75% on a first attempt of a weekly exam, shall be provided a second opportunity to successfully complete the examination.
- iv. A student who retakes an examination and achieves a passing score, shall be given the lowest passing mark (75%) on their grade sheet for the examination.
- v. If the student fails the examination a second time, the student shall be subject to dismissal from the academy, unless otherwise provided by the POST Division Administrator in consultation with the student's employing agency administrator.
- vi. Each student must score a minimum of seventy-five percent (75%) on a quiz. A quiz may or may not be retested, depending whether the quiz is scored or not.



- a. A quiz that is scored may be retaken until satisfactory knowledge is attained by the student. A quiz that is retaken cannot receive a grade higher than 75%.

(k) Written Course Assignments/Handout Material:

- i. Written course assignments may be utilized for assessing the knowledge of performance outcomes and performance objectives.
- ii. Written course assignments include, but are not limited to:
 - a. Incident reports;
 - b. Knowledge-based responses to pre-prepared written questions or activities;
 - c. Spelling tests;
 - d. Definition exercises;
 - e. Matching exercises;
 - f. Diagramming; or
 - g. Other written assignments as established in the course lesson materials
- iii. Written course assignments are mandatory exercises and shall be awarded point values that will become part of the student's training record.
- iv. Written Incident Reports:
 - a. Reports written during the academy class will generally be graded by the instructor for the Report Writing class. At times, reports may be graded by the POST training staff.
 - b. In the patrol academy, students will complete a minimum of six (6) reports, one report where the student receives commentary feedback, but no grade; and five reports that are worth 20 points each.
 - c. In Detention academies, students will complete a minimum of complete two reports worth 50 points each.



2. Written Examination/Quizzes Process

All written examinations/quizzes shall require a POST-approved proctor to oversee the examination/quiz process. It is the responsibility of the proctor to ensure that all examinations meet minimum requirements for ensuring the integrity of the examination process. For purposes of this procedure, the procedure for an examination indicated below, shall also refer to any quiz conducted during academy training.

3. Responsibilities of proctors during a written examination/quiz conducted for POST certified training programs, include:

- (a) To observe the examination process and ensure the following conduct is being demonstrated by the students taking the examination;
- (b) Students are not talking during the examination;
- (c) Students have nothing on their desks, unless authorized as part of the examination process;
- (d) Students who complete their examination exit the examination software, or turn in their examination booklet and/or examination answer sheet in the appropriate manner;
- (e) Students who complete their examination leave the examination room after exiting the examination software, or turning in their examination booklet and/or answer sheet; and
- (f) Students who complete their examination not return to the examination room until all students have completed the examination process and the examination process has been terminated.
- (g) To be a source of explanation for students regarding the examination statements or answer choices.
- (h) The proctor may reword examination statements to provide a student a better understanding of the statement being tested;
- (i) The proctor may reword an examination choice in a manner that will allow a student to better understand the meaning of the choice.
- (j) Under no circumstances will a proctor provide an indication or acknowledgement of the correct choice or answer of an examination statement, to any student.
- (k) To observe the examination process and ensure that cheating, as described in III.D. below, is not occurring during the written examination process;



- (l) To ensure that examination software is exited properly, or that answer sheets or written examination materials are given to the proper authority for review, grading, and reporting to the students' grade sheets.
4. Responsibilities of proctors during electronic device examinations may include:
- (a) Ensuring the student has been afforded the opportunity to complete the entire examination process and has not been unfairly terminated from the electronic examination process; and
 - (b) Reviewing the answers provided by the student for completeness, correctness, and ensuring the grade provided by electronic means is accurate for the examination.
 - (c) The time allowed for testing shall be:
 - (i) One (1) hour for weekly examinations; and
 - (ii) Two (2) hours for the certification/final examination.
 - (iii) One and one-half (1½) hours for the Law Week examination
 - (iv) The time allowed for taking written examinations may be altered in cases where the student or individual has a known disability affecting written testing and is subject to the Americans With Disabilities Act.

5. Performance-Based Testing Process

All performance-based testing shall require a POST-approved evaluator, preferably subject matter experts or individuals with job-related experience in the area to be tested, to oversee the testing process. It is the responsibility of the evaluator to ensure that all performance-based testing procedures meet minimum requirements for ensuring the integrity of the testing process.

- (a) Responsibilities of evaluators during performance-based testing conducted at POST certified training programs, include:
 - (i) To observe the performance-based testing and insure the training objectives and testing criteria are graded as successfully completed or as failed to complete successfully.
 - (ii) To critique students on their ability to use acceptable judgment, tactics, verbal commands, use of force, equipment, or other training components to successfully complete the training exercise.
 - (iii) To accurately document the activities or conduct of the student(s) during the performance-based testing exercise.



- (iv) To ensure that all training documentation used to grade the student's completion of performance-based testing is provided to the responsible POST training specialist.
 - (v) To observe the performance-based testing process and ensure that cheating, as described in III.D. below, is not occurring;
- (b) All performance-based testing shall be conducted using:
- (i) Scenario-based exercises, or
 - (ii) Actual skills evaluation, derived from the student demonstrating a level of skills development meeting the performance outcome, performance objective and testing criteria, including but not limited to:
 - a. defensive tactics, performance testing is proctored by observation from the defensive tactics instructor;
 - b. firearms qualifications, performance testing is proctored by observation from the firearms instructor;
 - c. emergency vehicle operations, performance testing is proctored by observation from the emergency vehicle operations instructor; or
 - d. first aid, performance testing is proctored by observation from the first aid instructor;
 - e. DUI/SFST, performance testing shall be proctored by observation from the SFST instructor; and
 - f. On-Going Investigation (OGI) performance testing is proctored by observation from the grader assigned for each individual scenario.
- (c) All scenario-based exercises shall be conducted using:
- (i) A written scenario description, that includes:
 - a. written scripts for the role players acting in the scenario; and
 - b. a written scenario evaluation form indicating the performance outcome, performance objective to be successfully completed, and the testing criteria that measures successful completion of the performance-based scenario.
 - (ii) Any performance-based testing criteria that is not successfully completed shall be documented as a failure, and must be retested for success before the student will be allowed to become eligible for completion of the academy session or sitting for the certification examination.



- (iii) During the Patrol Academy “On-going Investigation” (OGI) performance-based testing, the student shall be given written assessments that are not graded throughout the academy. Students will also receive scored assessments at mid-term and during the final week of the academy. Students will also engage in assessments of their peer teammates regarding participation in the OGI during the academy.

6. Cheating

Cheating, in any form, shall not be tolerated by POST. Every student is responsible to guarantee that cheating is not occurring during POST training. Cheating is anti-ethical to the ethical standards of the POST and code of ethics. Cheating shall be disciplined, and students engaging in conduct defined as cheating shall have such conduct reported to their employing agency and be dismissed from POST training programs. Cheating includes, but may not be limited to, the following:

- (a) Looking at another student’s examination answer sheet or testing software, test papers, quiz, homework assignment, or practical exercise testing;
- (b) Processing and/or using a prepared “cheat sheet” during an examination, test, quiz or practical exercise testing;
- (c) Exchanging any papers during an examination, test, quiz or practical exercise testing that would provide an advantage to a student;
- (d) Securing a copy of any examination, test, quiz or practical exercise test, either prior to or after such examination.
- (e) Providing information to another student about an examination, test, quiz or practical exercise testing, prior to an examination, test, quiz or practical exercise testing event;
- (f) Copying or lending work assignments;
- (g) Plagiarism in any form;
- (h) Giving or receiving written or oral answers during an examination, test, quiz or practical exercise testing;
- (i) Using a textbook, notebook, notes, or other reference material during a closed-book examination, test, quiz or practical exercise testing;
- (j) Asking help from another student during an examination, test, quiz or practical exercise testing;



- (k) Intentionally removing an examination, test, quiz or practical exercise testing information from the classroom or testing program software, from testing computer, the POST, or other training facility, without POST authorization;
- (l) Failing to turn in an examination, test, quiz or practical exercise testing information that could be used to benefit another during the training process;
- (m) Accepting help or assistance from another student during an examination, test, quiz or practical exercise testing process;
- (n) Using unauthorized devices during an examination, test, quiz or practical exercise testing; or
- (o) Any other conduct or pattern of conduct that tends to disrupt, diminish or otherwise jeopardize the integrity of any written examination or performance-based testing as determined by the POST Division Administrator.

7. Reinstatement

- (a) A student who has been found to be cheating on a POST or POST certified training program computer examination, written examination, test, quiz, homework assignment, or during performance-based testing shall not be reinstated in the training session where the act(s) of cheating occurred.
- (b) Reinstatement into a POST training program shall only be allowed if the POST Division Administrator and the chief administrator of the student's employing agency agree that the POST action to dismiss the student was unfair or improperly handled by POST, or where the facts surrounding the dishonesty are circumstantial, or where the totality of the evidence in the matter may not rise to the level of a preponderance of evidence. In such cases, the student may be reinstated into the academy session, or another subsequent entry-level or in-service training program for reasons that shall not impede the student's future law enforcement integrity, credibility, performance within his/her law enforcement assignments, or testimony during appearances before administrative or judicial hearings.

8. Certification Examination:

- (a) Upon the successful conclusion of a POST-certified academy session, students will become eligible to sit for a certification examination for the academy they have successfully completed.
- (b) The certification examination is a requirement for each POST certification program, and must be successfully completed prior to authorization for POST certification.



(c) Certification examinations are developed based upon the performance outcomes and performance objectives derived for the specific training academy program.

(d) Certification examinations require a passing score of 75%.

(e) Students become eligible to take a certification examination upon:

Sitting for all academy course topics and passing all written examinations and all performance-based testing for the academy session; or

Becoming eligible for the Challenge Testing Process (Law Week).

9. Retaking the Certification Examination

According to IDAPA Rules:

- 11.11.01.097.02.b and 11.11.01.098.04. (Patrol Academy),
- 11.11.01.135 (Level I Reserve Academy)
- 11.11.01.176.02.c and 11.11.01.177.04 (Detention Academy),
- 11.11.02.31.02 (Juvenile Detention Academy)
- 11.11.03.031.01 (Juvenile Probation Academy)
- 11.11.04.052.02 (Corrections Officer and Corrections Probation Officer Academies), and
- 11.11.05.101.02 (Juvenile Corrections Officer Academy)

should a student fail a certification examination, are very specific, stating the following:

- (a) the applicant shall be allowed two (2) attempts to pass the examination.
- (b) the attempts shall be no less than thirty (30) days apart and no more than six (6) months apart.
- (c) If an officer fails both attempts or fails to retake the examination within six (6) months, he shall successfully complete the POST Basic Academy to be certified.
- (d) POST recommends that the retake of the certification examination not occur until the eligible person is absolutely confident that they have studied the material sufficiently to pass the examination, or before the conclusion of the 12 month employment- training “grace” period.



9. Physical Readiness Test (PRT):

- (a) The Physical Readiness Test (PRT) is a requirement for Patrol and Detention certification, and is conducted during the Patrol and Detention academies (reference PRT procedures and description).
- (b) As part of the application process the Patrol and Detention applicants need to submit a fitness test, completed at their agency prior to academy admission, showing that they can pass the PRT.
- (c) The PRT is conducted at the beginning of the academy session, at the end of the fifth week of the Patrol Academy (mid-term), and the end of the academy.
- (d) Students must pass the PRT during one of the PRT testing sessions in order to meet the certification standard during academy training.
- (e) A minimum “passing score” is required in all 5 parts of the PRT; the sit-ups, pushups, jump, 300 meter run and the 1.5 mile run.
- (f) Students failing the PRT during the academy training may return after the academy, but before the end of their 12 month employment “grace” period, to complete the PRT requirement.
- (g) To successfully complete the PRT re-take, the student is required to complete the whole PRT, not just the section(s) the student failed.
- (h) The final PRT is conducted during the graduation week. The students are not required to pass the final PRT in order to successfully complete the academy however, if they do not pass the final PRT they receive a zero as the score in the grade sheet for that section.
- (i) If a student becomes injured during the academy, and he/she has a medical doctor’s report advising against participating in physical fitness training and/or testing, staff will use the entry or mid-term PRT scores for their final PRT scores.

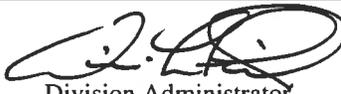
10. Probation & Parole and Corrections will have a Fitness Ability Test Battery (FATB).

- (a) The FATB will consist of an 880-Yard walk/run/jog, Ladder Climb, Lift/Walk Test, Dexterity/Flexibility Test, and Search/Flexibility Test.
- (b) Students need to pass the entry FATB in order to remain enrolled in the academy.
- (c) The FATB is a pass/fail test.
- (d) A student who does not pass the FATB on the first day of training, will be given one additional chance to retake and pass the FATB during the first week of training.



(e) If the student cannot pass the retake they are sent home.

11. Probation and Parole Officers may take the PRT test as an optional, voluntary fitness test.

Approving Authority	William L. Flink	Official Authority	 Division Administrator	10/13/2012 Date
Revision Dates			Last Revision: 10/7/2010	10/13/2012
10/07/2010 10/13/2012				

