



# **ADVANTAGES & DISADVANTAGES of WEB-BASED ITEM BANKING & TEST CONSTRUCTION**

**IPMAAC June 20, 2005**

**Marianne Tonjes**

**Executive Director, CODESP**

**Mark Ashley**

**Manager Regional Technology Center**

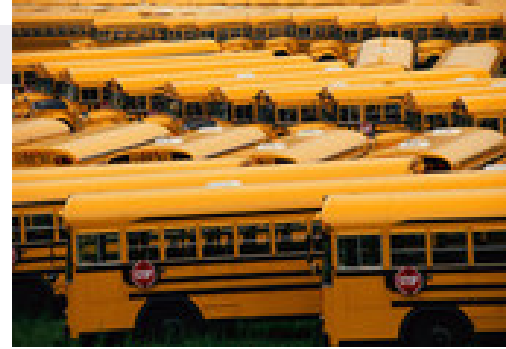
**Santa Clara County Office of Education**

# **CODESP**

**COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES**

- Since 1973, the Cooperative Organization for the Development of Employee Selection Procedures, CODESP, has provided California and Nevada public school districts with employee selection materials, training, information and consultation needed to recruit and hire qualified classified (non-teaching) employees.
- Main office is located in Huntington Beach, CA.

# CODESP SERVICES



- CODESP is a non-profit consortium of over 730 public school districts, which was formed to be a central resource for school district employee test materials.
- By utilizing our services, districts have improved their selection procedures to meet federal and state guidelines. Membership also eliminates the need for districts to hire additional human resource staff members to develop employment test materials.
- CODESP tests are customized to meet individual district's needs and requests are answered quickly with no extra costs or contracts. Fee is yearly.

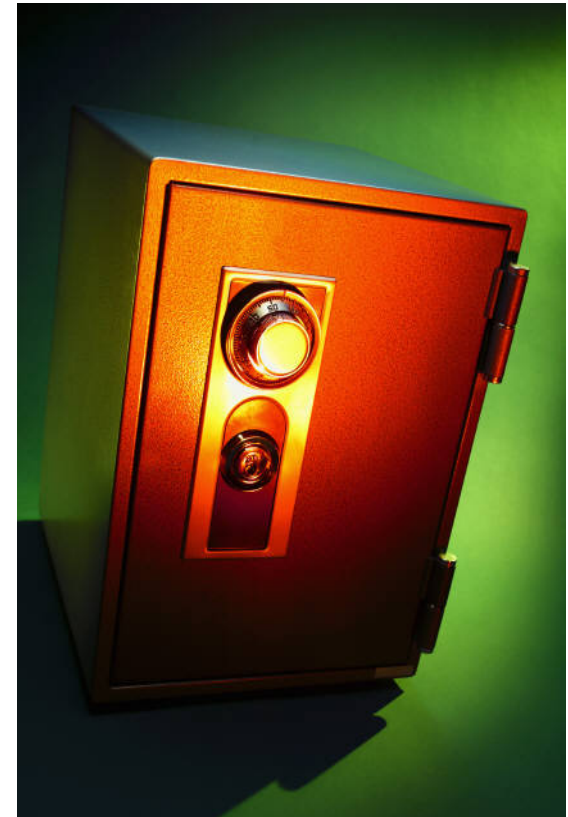
# BENEFITS OF ITEM BANKING

- Large groups of customers can use the same pool of questions without each having to create items on their own.
- Allows for more heterogeneous item statistics and construction.
- Multiple users allow for frequent item review, updates and submissions of new items.
- Easier search of items by subject matter.
- Streamlines test construction process.



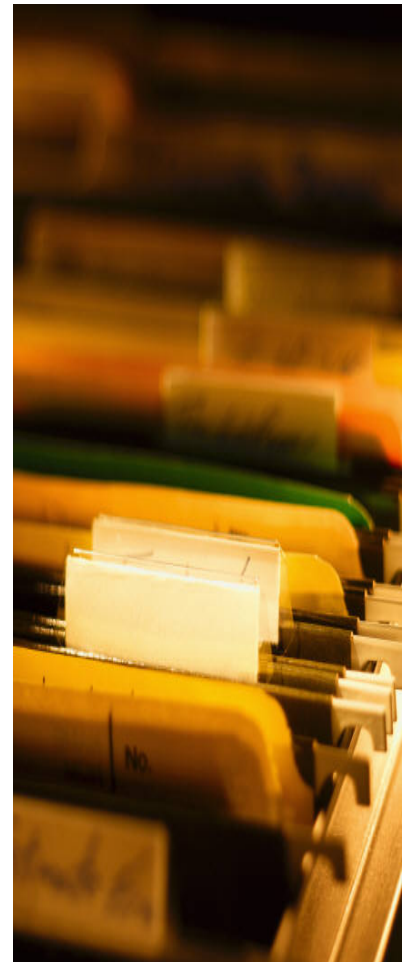
# DIFFICULTIES OF ITEM BANKING

- Keeping large item banks up-to-date.
- Preventing redundancy in item banks.
- Keeping items from being copied and disseminated to non-members.
- Determining correct key words to use for item classification.



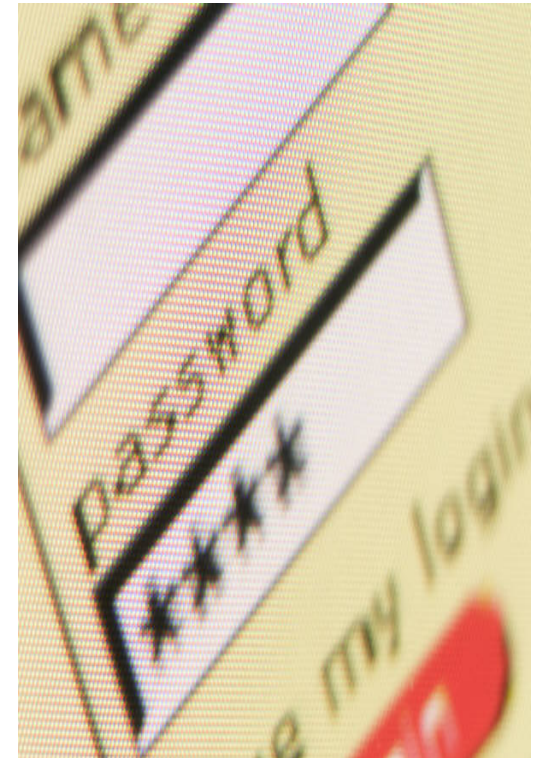
# ITEM BANKING EVOLUTION

- From 1973 through 1992 CODESP test items were kept in files and were copied and sent to members through the fax and US mail.
- In 1992, CODESP Computerized Item Bank, C-CIB was implemented. The software was purchased from a private software company. This item banking software assisted staff in grouping items by item bank/subject area which simplified the search capability but delivery was still by fax or mail.



# PASSWORD PROTECTED EMAIL

- In 2002 password protected email made it possible to eliminate US mail and fax delivery of test items.
- Customers chose items to include on their tests by completing a form, which included the code number of the items, and faxed or emailed it to CODESP staff who produced the final test and emailed it back to them.
- In 2003 we began the search for a software developer to go web-based.



# INTENT OF GOING WEB BASED

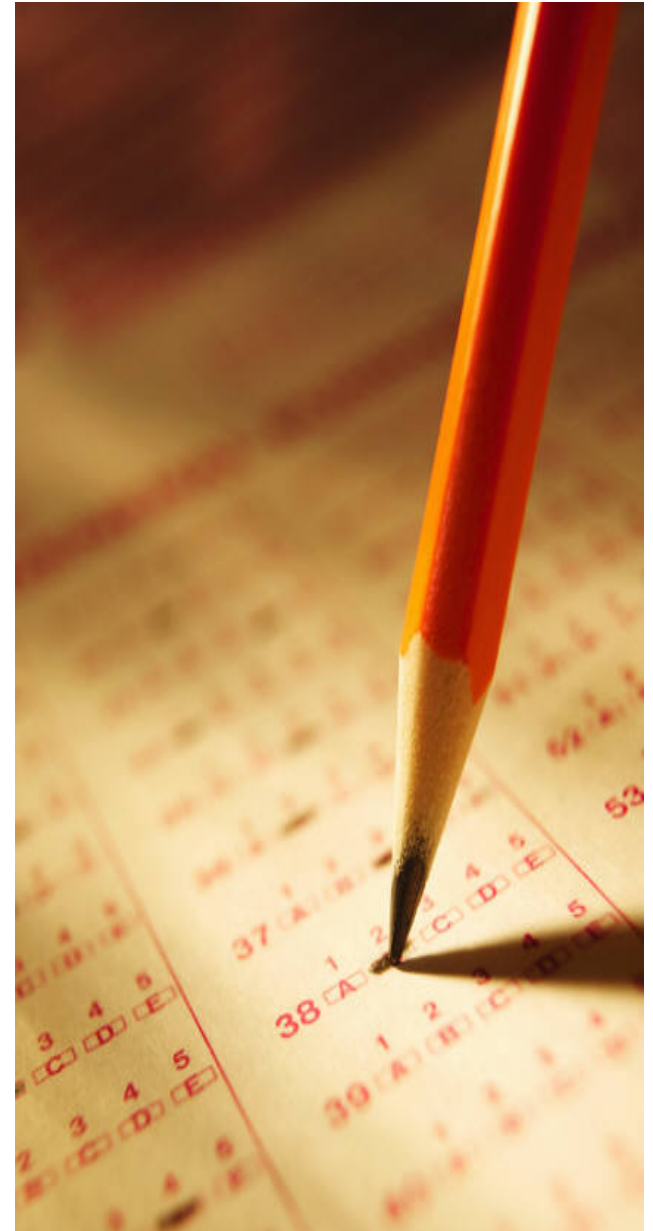


- To create a powerful, yet user-friendly website and testing software package that would allow CODESP staff to easily search and select job related test items from computerized multiple-choice item banks that could be sent securely to customers for final test construction.

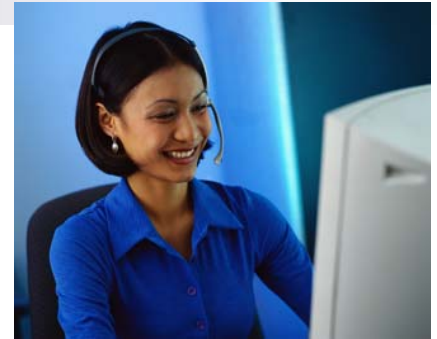


# CODESP ITEM BANK

- Over 17,000 items.
- Items are reviewed periodically to ensure they are up-to-date.
- Most items are developed by CODESP staff with the assistance of Subject Matter Experts.
- New items are edited so that they have similar formats.
- When relevant, graphics are included with the test items.



# WHAT WE WANTED



A system which would allow staff to:

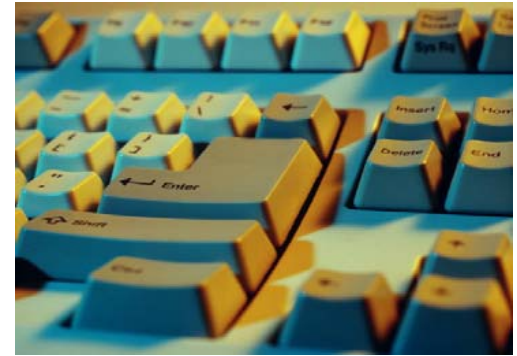
- Readily create, store and search banks of multiple choice test items by subject area.
- Easily incorporate graphics into the items.
- Deliver test materials to members by posting them on their individual account home page.
- Provide customers the ability to build and print tests from their own site.
- Scan and score answer sheets to obtain item analysis.
- Post newsletters, links, alerts, tutorials, invoices, etc.
- Members ability to register for training classes online.
- Post interviews, supplemental application forms, writing exercises, performance tests, in a format that would be easy for the customer to edit and print materials.

# CUSTOMER NEEDS



- Easy to use.
- Compatibility with district computer systems.
- No extra costs.
- Reduction in paperwork.
- Recordkeeping capabilities.
- Tutorials.
- Flexibility in customizing multiple choice tests and other test materials.
- Assistance in developing job related tests.

# **WE FOUND SOFTWARE PROGRAMS THAT WEREN'T DESIGNED FOR:**



- producing customized tests from a single item bank.
- delivery of packets of test items hand selected for each request.
- on-line test review and construction.
- limited budgets.
- searching and storing of items by specific subject areas.

# WHAT WE CHOSE

- Since we didn't want to raise the fees for our members in tight fiscal times we went with a public school district agency to design and build the program.
- The Santa Clara County Office of Education serves the districts in Santa Clara out of San Jose, California.
- Its Regional Technology Center assists their districts and others through contract generated projects throughout the state.
- Total cost for development, first year maintenance, and website was \$25,000.00.



# CODESP AUTOMATED TEST SYSTEM-CATS

- On January 31, 2005 the CATS system was implemented. Along with the introduction of the new software, a new website was unveiled.







[Home](#)



[Contact Us](#)



[Log In](#)

[About Us](#)

[Products](#)

[Membership](#)

[Links](#)

[Events](#)

[Resources](#)

Thursday, June 9, 2005 2:32:44 PM

Central resource for school district  
employee test materials.



## Alerts

**New Features Added to CATS  
More Info...**

## CODESP Info Links

■ No Child Left Behind Act

## News and Special Events

## CODESP NewsLetter

■ 2005 - June

■ NewsLetter Archive

## Member Login

[Member Login](#)

## Register Your District

[Existing Member Registration](#)

[New Member Registration](#)



## Welcome Marianne Tonjes!

Welcome to your CODESP homepage. You can select member services from the links on the left, above and below. If you need assistance you can contact us by using the Contact Us link.

### Alerts

**Adding Figures to Tests**

**More Info...**

**CATS Improvements/Upgrades**

**More Info...**

**Need a Test Quickly?**

**More Info...**

**Membership Info for Next Year**

**More Info...**

### News and Special Events

■ Sexual Harassment Training  
Sexual Harassment Training Article

■ News Archive

### CODESP NewsLetter

■ 2005 - June

### My Training Registrations

You are registered to the following classes:

■ Shasta County Office of Education - CATS  
Training - 8/2/2005 1:00 - 3:00

### My Request Status

You requested the following packets:

|                         |          |
|-------------------------|----------|
| ■ Sample Request        | New      |
| Submitted On: 6/15/2005 |          |
| -                       |          |
| ■ Sample Request        | Finished |
| Submitted On: 6/15/2005 |          |



# REGISTRATION FOR CODESP MEMBERSHIP IS COMPLETED ON LINE

## CODESP Registration Wizard

### District Information

County:

District:

[What if my district is not listed above?](#)

District Website:

Director / Asst. Supt:

Address:

City:

State:

Zip Code:

### Primary Contact Information

Contact Name:

Title:

Phone:    Ext:

Fax:

Email:

### Secondary Contact Information

Contact Name:

Title:

Phone:    Ext:

Fax:

Email:

## CODESP test

## Member Information

**County:** Orange  
**District:** CODESP test  
**Address:** 20422 Beach Blvd.  
**City:** Huntington Beach  
**State:** CA  
**Street:** 92648  
**Director:** Marianne Tonjes  
**Website:** www.codesp.com  
**Status:** Member  
**ADA:** 7

**Membership Agreement:** ☒ Yes ☐ No

**Security Agreement:** ☒ Yes ☐ No

**Signatures On File:** ☒ Yes ☐ No

**PO Number:**  **Rec'd:**

**Not Paid**

[View Receipts](#)

[Add Receipt](#)

## Primary Contact

**Name:** Ryan Long  
**Title:** Assistant Selection Analyst  
**Phone:** 714 374 8644 **Ext.:**   
**Fax:**   
**Email:** ryan@codesp.com

## Secondary Contact

**Name:**   
**Title:** Selection Analyst  
**Phone:** 714 374 8644 **Ext.:**   
**Fax:**   
**Email:**

[Save Profile](#)

[Cancel](#)

# BILLING TRANSACTIONS ARE RECORDED ONLINE BY DISTRICT

## Member Receipt

**CODESP test**

### Receipt of Payment

Receipt # **00000412**

**Amount Due \***

1750.00

**Date Billed \***

7/1/2005

**Account Code**

**Comments or Special Instructions**

**Amount Paid \***

1750.00

**Date Paid**

4/29/2005

**Check Number**

000001

☒ Email receipt after update

Update

# MEMBERS SEARCH OPTIONS

Search Type: ☒ text ☐ county

Results/Page: ☒ All ☐ 5 ☐ 10

[Show All](#)

Search for:

In Field:

[Search Now](#)

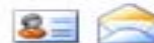
## ABC Unified

16700 Norwalk Blvd.  
Cerritos, CA 90703-1838  
[www.abcusd.k12.ca.us](http://www.abcusd.k12.ca.us)



## Ackerman Elementary

13777 Bowman Road  
Auburn, CA 95603-3147



## Adelanto Elementary

11824 Air Expressway  
Adelanto, CA 92301-0070  
[www.aesd.net](http://www.aesd.net)



## Alameda City Unified

2200 Central Ave.  
Alameda, CA 94501  
[www.alameda.k12.ca.us](http://www.alameda.k12.ca.us)



## Alameda Co. Office of Education

313 W. Winton Ave.  
Hayward, CA 94544-1136  
[www.acoe.org](http://www.acoe.org)



## Alhambra Unified School District

15 West Alhambra Road  
Alhambra, CA 91801  
[www.alhambra.k12.ca.us](http://www.alhambra.k12.ca.us)



## Alisal Union Elementary

1205 E. Market St.  
Salinas, CA 93905-2831  
[www.alisal.org](http://www.alisal.org)



# DISTRICT CONTACT INFORMATION IS AVAILABLE TO MEMBERS



5 AM

You are logged in as **Ryanlong** - [Log out](#)

Search Type: ☒ text ☐ county

Results/Page: ☐ All ☒ 5 ☐ 10

[Show All](#)

Search for:

In Field:

[Search Now](#)

**Ryan Long**

**CODESP test** - *primary contact*

[ryan@codesp.com](mailto:ryan@codesp.com)

**Phone:** (714) 374-8644 **Ext.**

**Anya Garman**

**CODESP test**

[anya@codesp.com](mailto:anya@codesp.com)

**Phone:** (714) 374-8644 **Ext.**

**Gay Hampton**

**CODESP test**

[gayhampton@codesp.com](mailto:gayhampton@codesp.com)

**Phone:** (714) 374-8644 **Ext.**

**Fax:** (714) 374-8225

**Marianne Tonjes**

**CODESP test**

[marcodesp@aol.com](mailto:marcodesp@aol.com)

**Phone:** (555) 555-5555 **Ext.**

# CODESP STAFF CAN ENTER AND/OR EDIT ITEMS IN CATS

## Question Maintenance

 Home

### Category

A question category is required and is used as THE first or major grouping level for relating similar questions. This will enable you to segregate Accounting, Mechanical or Custodial type questions, etc.

Painting










### Question Name

A question name is required and will be used as a more "friendly" way to reference a question.

Question 0003



### Question Text

Question text will appear on ALL tests as the actual question verbiage but is not required. You may display an image in lieu of text.

**B** **I** **U**         

-- Font -- -- Size -- -- Heading --

Which one of the following brushes should be used on narrow moldings and edges?

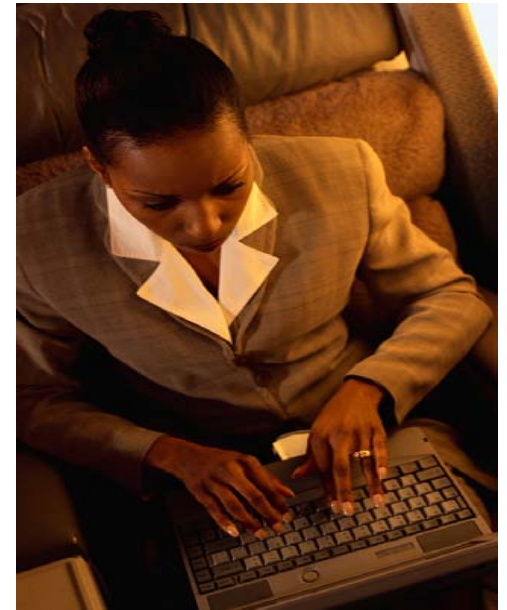
### Question Type

A question type is required and controls how you build the question choices and correct answers on the next page.

Multiple Choice

# ONLINE REQUESTS

- Our new website allows clients the ability to request items by completing an online request form.



# CATS Test Material Request Form

## I. Job Title

Enter the job title in the box below. Copy and paste your job description into the Special Comments or Instructions section below.

## II. Selection Materials

|  | Date Needed          |                      |
|--|----------------------|----------------------|
| Multiple Choice Test Items                     | <input type="text"/> | <input type="text"/> |
| Custom Supplemental Application Form           | <input type="text"/> | <input type="text"/> |
| Custom Interview Questions                     | <input type="text"/> | <input type="text"/> |
| Custom Performance Examination (explain below) | <input type="text"/> | <input type="text"/> |
| Custom In-Basket Assessment (explain below)    | <input type="text"/> | <input type="text"/> |
| Custom Writing Sample (explain below)          | <input type="text"/> | <input type="text"/> |

## III. Special Comments or Instructions

## IV. Contact Information

School District: CODESP test



# JOB DESCRIPTION INCLUDED IN REQUEST

## III. Special Comments or Instructions

### ESSENTIAL DUTIES

Plans, organizes, schedules and monitors office activities and related ongoing projects; informs Executive Director of progress and problems; trains, assigns and directs the work of clerical

## IV. Contact Information

Ryan Long

School District: CODESP test  
Contact Person: Ryan Long  
Phone: (714) 374-8644  
Ext.  
Fax:  
E-mail Address: ryan@codesp.com  
Request Date: 6/13/2005

### **IMPORTANT:**

You should receive an email notification confirming that your request has been received by CODESP. If you do not receive an email, [contact us](#) or submit your request again. Thank you.

# CATS REQUEST IS SENT TO CODESP OFFICE AUTOMATICALLY

## CATS Request For Materials

A new request for materials was submitted by Ryan Long on 6/10/2005 9:23:08 AM.

The request ID is 1089. Details follow:

### Member Information

|                       |                      |
|-----------------------|----------------------|
| <b>District Name</b>  | CODESP test          |
| <b>Contact Person</b> | Marianne Tonjes      |
| <b>Phone Number</b>   | (555) 555-5555       |
| <b>Extension</b>      |                      |
| <b>Fax Number</b>     |                      |
| <b>Email Address</b>  | marcodesp@aol.com    |
| <b>Date Requested</b> | 6/10/2005 9:23:08 AM |

### Requested Materials

### Due By

|                                      |               |
|--------------------------------------|---------------|
| <b>Job Title</b>                     | test          |
| <b>Multiple Choice Test Items</b>    | August 01     |
| <b>Supplemental Application Form</b> | Not Requested |
| <b>Interview Questions</b>           | Not Requested |
| <b>Performance Evaluation Form</b>   | Not Requested |
| <b>In-Basket Assessment</b>          | Not Requested |
| <b>Writing Sample</b>                | Not Requested |

## Request Search Results

| District              | Job Title                                      | Contact Info   | Date Requested        |                              |
|-----------------------|--|--|-----------------------|------------------------------|
| CODESP test<br>Orange | Electrical/Mechanical Technician & Maintenance | Ryan Long<br>ryan@codesp.com<br>(714) 374-8644         | 4/5/2005 1:42:31 PM   | <a href="#">More Info...</a> |
| CODESP test<br>Orange | dist. assessment specialist - newport mesa     | Ryan Long<br>ryan@codesp.com<br>(714) 374-8644         | 4/18/2005 11:57:10 AM | <a href="#">More Info...</a> |
| CODESP test<br>Orange | Account IB                                     | Anya Garman<br>anya@codesp.com<br>(714) 374-8644       | 4/21/2005 4:12:27 PM  | <a href="#">More Info...</a> |
| CODESP test<br>Orange | Athletic Equipment Director                    | Ryan Long<br>ryan@codesp.com<br>(714) 374-8644         | 4/25/2005 7:31:20 AM  | <a href="#">More Info...</a> |
| CODESP test<br>Orange | test   | Marianne Tonjes<br>marcodesp@aol.com<br>(555) 555-5555 | 6/10/2005 9:23:09 AM  | <a href="#">More Info...</a> |



# **CODESP STAFF FILLS REQUEST FROM ITEM BANK**

Option of using existing template of test items.

**Or**

Creating a new template of test items.

- Decision based on review of job description and available items.
- New items are researched if not available in item bank.

[Build New Packet](#)[Use Template](#)

## STAFF CAN BUILD A NEW PACKET OR USE AN EXISTING TEMPLATE

### Template Maintenance

[Home](#)[Log](#)

| Template Info  |   | Created On            | Created By      |                       |
|--|---|-----------------------|-----------------|-----------------------|
|    | <a href="#">Accounting / ASB</a><br>9 Questions<br>0 Attached Documents                     | 3/7/2005 12:15:52 PM  | Gay Hampton     | <a href="#">Build</a> |
|    | <a href="#">Accounting / Budget Accounting</a><br>30 Questions<br>0 Attached Documents      | 3/3/2005 2:28:18 PM   | Anya Garman     | <a href="#">Build</a> |
|    | <a href="#">Accounting / Clerk^</a><br>123 Questions<br>0 Attached Documents                | 2/11/2005 4:37:56 PM  | Marianne Tonjes | <a href="#">Build</a> |
|    | <a href="#">Accounting / Payroll^</a><br>61 Questions<br>0 Attached Documents               | 2/28/2005 2:50:51 PM  | Gay Hampton     | <a href="#">Build</a> |
|   | <a href="#">Accounting / Technician / Payroll^</a><br>187 Questions<br>0 Attached Documents | 3/1/2005 11:38:01 AM  | Gay Hampton     | <a href="#">Build</a> |
|  | <a href="#">Accounting / Technician^</a><br>175 Questions<br>0 Attached Documents           | 1/27/2005 9:37:59 AM  | Woody Koch-Wain | <a href="#">Build</a> |
|  | <a href="#">Accounting/Accountant</a><br>181 Questions<br>0 Attached Documents              | 5/20/2005 2:35:58 PM  | Gay Hampton     | <a href="#">Build</a> |
|  | <a href="#">Atheltic Equipment - 52</a><br>52 Questions<br>0 Attached Documents             | 4/25/2005 12:53:22 PM | Gay Hampton     | <a href="#">Build</a> |

# CODESP STAFF CAN SEARCH FOR ITEMS BY KEYWORD

Search for questions in category

With the name like

and question text like

With the following keywords (comma separated)

[Search Now](#)

## Question Data

## Usage Index

## Modified On

### Painting / Question 0003

Which one of the following brushes should be used on narrow moldings and edges?

14

11-29-2004

### Painting / Question 0004

Brushes may be placed on the bristle end if they are

12

11-29-2004

### Painting / Question 0005

To reclaim brushes with bristles which have become hard, soak them in

13

11-29-2004

### Painting / Question 0006

Naphtha flakes and tar sheathing paper are used to protect natural bristle brushes from

9

11-29-2004

### Painting / Question 0029

3

11-29-2004

- + Accounting
- + Animal Care
- + Athletic
- + Attendance
- + Audio-Visual
- + Autobody
- + Carpenter
- + Child Care
- + Clerical
- + Custodian
- + Data Processing
- + Define
- + Electrician
- + ElectronicTechnicia
- + English Usage
- + First Aid
- + Food Service
- + Forms
- + Grounds
- + Guidance
- + Heatvac
- + Human Relations

**Animal Care \ Question 0003**

Orangutans are native to what island in Southeast Asia?

- a) Sumatra
- b) Malaysia
- c) New Guinea
- d) Philippines

**Item Packets Can be Made from  
Various Subject Areas**

**Safety \ Question 0001**

The batter-heads of metal tools should be ground smooth and square primarily so that

- a) the hammer will have a larger target
- b) sharp hooks of metal will not cause cuts and rips
- c) pieces of metal will not break off and cause injury
- d) the tool will last longer

**First Aid \ Question 0011**

In an injury involving a possible broken bone or bones, you should

- a) move the victim immediately to the health station
- b) transport the victim to a hospital emergency room
- c) leave the victim as found until the extent of the injury is determined
- d) straighten the injured limb or limbs

Update Packet

Additional Materials

Checkout



- + Accounting
- + Animal Care
- + Athletic
- + Attendance
- + Audio-Visual
- + Autobody
- + Carpenter
- + Child Care
- + Clerical
- + Custodian
- + Data Processing
- + Define
- + Electrician
- + Electronic Technician
- + English Usage
- + First Aid
- + Food Service
- + Forms
- + Grounds
- + Guidance
- + Heatvac
- + Human Relations
- + HVAC

- + Indian Education
- + Instructional Aide
- + Legal
- + Library
- + Maintenance
- + Manuals
- + Math
- + Mechanic
- + Mgt-supn
- + Music
- + Painting
- + Personnel
- + Plumbing
- + Pool Maintenance
- + Printing
- + Psychology
- + Public Information
- + Purchasing
- + Reading Comp
- + Reports
- + Safety
- + Science
- + Security

- + Spanish
- + Statistics
- + Telephone
- + Theater
- + Togalog
- + Transportation
- + Vietnamese
- + Warehouse
- + Welding
- + Word Processing
- + Written

## CODESP SUBJECT AREA

### ITEM BANKS

- Safety
  - + MC: Question 0001
  - + MC: Question 0002^
  - + MC: Question 0003
  - + MC: Question 0004
  - + MC: Question 0005
  - + MC: Question 0006
  - + MC: Question 0007

- Safety
  - MC: Question 0001



The batter-heads of metal tools should be ground smooth and square primarily so that


- a) the hammer will have a larger target
- b) sharp hooks of metal will not cause cuts and rips
- ✓ c) pieces of metal will not break off and cause injury
- d) the tool will last longer




# PACKETS ARE GENERATED BY CODESP STAFF

**Packet Review**


 Home  Log Off

 Coversheet

(optional)

 Instructions

(optional)

 Questions

The Forms category includes 9 questions.  
The Heatvac category includes 12 questions.  
The Library category includes 17 questions.  
The Music category includes 10 questions.  
The Statistics category includes 18 questions.  
The Theater category includes 9 questions.  
The Vietnamese category includes 9 questions.  
The Written category includes 4 questions.

Enter a name for the packet

(optional)

Publish

Save



# **MEMBERS GENERATE TESTS FROM THE JOB-RELATED PACKETS**

- They can save the packets and edit them later.
- They can choose all of the items, print them and review them with a subject-matter expert.
- They can renumber them.
- A Selected Questions display keeps track of the number of items chosen by subject area as they build the test.

# WHEN THE PACKET IS SENT TEST MATERIALS APPEAR ON CATS HOMEPAGES

Your CATS Request with the job title of 'test' has been processed and your materials packet (#922) is ready for your review. To review your materials, log in to CODESP and click on the 'Create a Test' link from the left-hand navigation menu.

## My Request Status

You requested the following packets:

■ test

Submitted On: 6/10/2005

Finished

■ Electrical/Mechanical Technician &  
Maintenance

Submitted On: 4/5/2005

New

# CUSTOMERS CAN VIEW THE CONTENTS BY SUBJECT AREA AS THEY BUILD THEIR TESTS

## CATS Test Generator

### SELECTED QUESTIONS

|                        |           |
|------------------------|-----------|
| Safety                 | 6         |
| Electrician            | 5         |
| Human Relations        | 4         |
| Math                   | 4         |
| Mgt-supn               | 4         |
| <b>Total Selected:</b> | <b>23</b> |

Select All Questions

Send Back

Save

Create Test

Save and Quit

# CATS Test Generator

## SELECTED QUESTIONS

Child Care 3

**Total Selected:** 3

Select All Questions

Send Back

Save

Create Test

Save and Quit

Items per page:

Displaying 1 - 10 of 35 Items

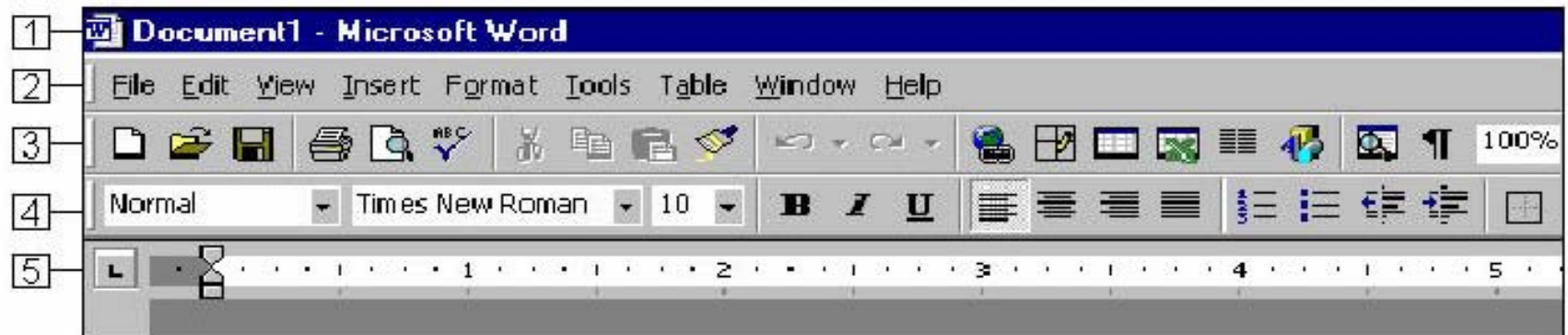
**1** 2 3 4

| Question #                     | Question Data   | Add                                 |
|--------------------------------|---|-------------------------------------|
| <input type="text" value="1"/> | <b>Child Care \ Question 0009</b><br>A 5-year-old child is playing and is having trouble accomplishing his goal . When should the adult come to the child's assistance?<br><br>a) when the child shows extreme frustration<br>b) when the child has exhausted his own resources and is ready to quit<br>✓ c) when the child asks for help and the adult thinks it will benefit the child<br>d) at no time, as the child must be encouraged to be self-reliant | <input checked="" type="checkbox"/> |
| <input type="text" value="2"/> | <b>Child Care \ Question 0010</b><br>Which one of the following effects of play is most beneficial for young children?<br>a) helps the child learn to use time effectively<br>b) uses up a child's extra energy<br>✓ c) helps a child develop<br>d) helps keep the child quieted down   | <input checked="" type="checkbox"/> |
| <input type="text" value="3"/> | <b>Child Care \ Question 0011</b><br>Play situations for young children<br>a) should be excluded from the school setting<br>✓ b) are frequently learning experiences  | <input checked="" type="checkbox"/> |

# FIGURES ARE INCLUDED IN MANY ITEMS

## WORD FIGURE

Use the Word Figure below to answer questions regarding Word.



### Word Processing \ Question F0201\*

Using the Word Figure, number 1 is known as a

- a) Formatting Toolbar
- b) Menu Toolbar
- c) Ruler
- ✓ d) Title Bar

# MEMBERS PRINT THEIR OWN TESTS

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## CATS Test Generator

### Test Title

By default, the job title from your CATS Materials Request is displayed below and will be used as the test title. You can accept the default or provide your own test title below.

*This field is required.*

### Time Limit

You can supply a time limit for your test. The time limit is printed on the generic cover sheet for the test.





















*This field is optional.*

- 1 A 5-year-old child is playing and is having trouble accomplishing his goal . When should the adult come to the child's assistance?
  - a) when the child shows extreme frustration
  - b) when the child has exhausted his own resources and is ready to quit
  - c) when the child asks for help and the adult thinks it will benefit the child
  - d) at no time, as the child must be encouraged to be self-reliant
  
- 2 Which one of the following effects of play is most beneficial for young children?
  - a) helps the child learn to use time effectively
  - b) uses up a child's extra energy
  - c) helps a child develop
  - d) helps keep the child quieted down
  
- 3 Play situations for young children
  - a) should be excluded from the school setting
  - b) are frequently learning experiences
  - c) are relatively unimportant
  - d) should be highly structured



Displaying 1 - 10 of 107 Tests

Page 1 Of 11

|                             | <u>Questions</u> | <u>Time Limit</u> | <u>Date Created</u> |   |   |
|-----------------------------|------------------|-------------------|---------------------|---|---|
| facilities new items        | 0                | 60                | 5/16/2005           |    |    |
| Grad Req Figs               | 0                | 60                | 5/17/2005           |    |    |
| Grad Requirements           | 8                | 60                | 5/17/2005           |    |    |
| facilities new items        | 14               | 60                | 5/19/2005           |    |    |
| 1 send back                 | 3                | 60                | 5/20/2005           |    |    |
| Account Clerk               | 163              | 60                | 5/23/2005           |    |    |
| Account Clerk               | 3                | 60                | 5/23/2005           |   |   |
| 2-Way Radio                 | 3                | 60                | 5/23/2005           |  |  |
| administrative secretary V2 | 150              | 60                | 5/24/2005           |  |  |
| Instructional Aide Test 2   | 110              | 60                | 5/24/2005           |  |  |

# OTHER SELECTION MATERIALS and DOCUMENTS

## Resource Library

Select a category to access resources. Click on category to expand selection. Click again to collapse it.

[MEMBERSHIP DOCUMENTS](#)

[SAMPLE TESTS \(NOT TO BE USED AS PRACTICE TESTS\)](#)

[SUPPLEMENTAL APPLICATION FORMS](#)

[INTERVIEW DESIGN INSTRUCTIONS AND PANEL GUIDES](#)

[INTERVIEWS](#)

[WRITING EXERCISES](#)

[PERFORMANCE EXERCISES](#)

[INSTRUCTIONAL AIDE OBSERVATION](#)

[TESTING DOCUMENTS](#)

[TUTORIALS](#)

# INTERVIEWS AVAILABLE

## INTERVIEWS

### ACCOUNTING & BUSINESS

ANIMAL CARE

APPOINTED/ELECTED POSITIONS

ATHLETIC

ATTENDANCE

AUTOMOTIVE

BENEFITS

CERTIFICATED

CHILD CARE

CLERICAL

COMMUNITY WORKER

CUSTODIAN

DRAMATIC ARTS & MUSIC

FACILITIES

FOOD SERVICE

GROUNDS

GUIDANCE & STUDENT SERVICES

HEALTH

HUMAN RESOURCES

INFO TECH

INSTRUCTIONAL AIDE

INTERPRETER & TRANSLATOR

LEGAL

LIBRARY MEDIA

MAIL ROOM

MAINTENANCE

MANAGEMENT

PRINT SHOP

PROGRAMS & PROJECTS

PUBLIC INFO

PURCHASING

RESEARCH

SECRETARY

SECURITY

STUDENT ASSISTANCE

SUPERVISION

TELECOMMUNICATION

TRANSPORTATION

WAREHOUSE

**Drop Down Menus Allow  
Access to Word Documents  
and Interview Questions**

## INTERVIEWS

### ACCOUNTING & BUSINESS

Accounting Supervision Management

Accounting Tech CCD

Accounting Technician

ASB Clerk

Asst. Supt Business Services

Auditor

Budget

Budget Technician

Business Services

Chief Financial Official

Contracts Administrator

Customer Service -SIT

Financial & Research Data Analyst

Grant Writer

Payroll

Position Control Analyst

# CUSTOMIZED INTERVIEWS

## INSTRUCTIONS ON HOW TO CUSTOMIZE AN INTERVIEW

- If you need to customize a sample interview in the files on this site, open a blank Word document. Open the CATS interview(s) that you feel are the most closely related to your position. Copy and paste the appropriate questions into the blank document. Edit the items in the blank document to make them job-related to your position. Re-title the interview with your job title and you have a customized interview.

### Sample Interview Question From CATS:

#### Clerk

- Describe for us your word processing experience. Which software programs are you proficient using?

Interview question in new Word document after copying, pasting and editing (copied area in **RED** and edited area in *italics*).

#### Clerk II

- **Describe for us your word processing experience.** *Does this include experience in Word, Excel and Access?*

# UNEXPECTED PROBLEMS

- Transfer from previous item bank to CATS was not smooth....many items changed forms-spaces added, font changes, unreadable text. Majority needed editing.
- Printing cut-off pages and figures.
- Had to hand input packets of test items which were developed for different classifications. They couldn't be combined as they had in the past in Word and emailed to customers.
- Lost keywords from old system and the ability to search by them, therefore a lot of organizational ability was lost too.

# PREVIOUS WINDOWS SEARCH BY KEYWORD

## View by Compound Criteria

Item Bank:

Animal Care

Question Type:

Level of Difficulty:

Level of Discrimination:

Not Used Since:  
(MM/DD/YY)

Operation

☐ And

☒ Or

Subject:



<All>

Objective:



<All>

SysKeyLabel 3:



<None>

SysKeyLabel 4:



Bears

SysKeyLabel 5:



Birds

SysKeyLabel 6:



chimpanzees

SysKeyLabel 7:



diseases

SysKeyLabel 8:



Foxes

Mountain Lions

orangutans

Porcupine

<All>

<All>

OK

Cancel

# MORE PROBLEMS



- Graphics were gone and they had to be re-inputted. A compatible program to handle graphic input was needed. Limited characters (exponents, accent marks). Need to use **Snagit** software to capture graphics.
- Couldn't drag and drop items like in Windows based programs. To reorder items we had to rebuild the packets.
- Timed-out during test building, slowdown of opening large files.
- Membership data could not be transferred from Access data base. Had to rely on customers to register to complete customer information.



# GRAPHICS DIDN'T TRANSFER

---

1. A sprinkler system is to be installed on all four sides of the planter below. How many feet of pipe will be needed?

d\qc PLANTER

{object\objemb\{\* \objclass Paint.Picture

- a) 76
- b) 128
- c) 152
- d) 768

# PROBLEMS WITH FORMATTING DURING PRINT STAGE OF TEST MATERIALS WINDOWS TO HTML

## VIETNAMESE VOCABULARY WORDS LIST

### SNAG-IT

Use the list of words below to answer questions about Vietnamese vocabulary.

- |                |                |                 |                  |
|----------------|----------------|-----------------|------------------|
| 1. Boán        | 7. Moät        | 13. Thàng ba    | 19. Thòu naêm    |
| 2. Boán traêm  | 8. Moät tyô    | 14. Thàng chín  | 20. Thòu sáu     |
| 3. Hai môôi    | 9. Môôi moät   | 15. Thàng giêng | 21. Thòu tồ      |
| 4. Hai môôi ba | 10. Moät traêm | 16. Thàng môôi  | 22. Tím          |
| 5. Hai traêm   | 11. Naâu       | 17. Thòu ba     | 23. Væng         |
| 6. Hoàng       | 12. Nën        | 18. Thòu bâu    | 24. Xanh lâu cây |

### DIRECT TRANSFER

1. Coloque las oraciones en orden l'f3gico para formar un p'e1rrafo.  
đ\nowidctlpar\fi-1440\li1440\qj\tab 1. Existen varias razones por las cuales me gusta tomar mis vacaciones en California.  
đ\nowidctlpar\fi-720\li1440\qj 2.\tab Probablemente San Francisco es la ciudad m'e1s divertida y bella de los Estados Unidos.  
3.\tab Primeramente, Yosemite tiene uno de los paisajes m'e1s hermosos de todos los parques nacionales.  
4.\tab Finalmente, me da gusto saber que nuestras vacaciones de verano no se arruinar'l'e1n por la lluvia.

# CUSTOMER INPUT

## ■ First few months:

- Problems with saving material, computer displays, etc. which have been handled.
- Fear of new system and more independence in test construction.

## ■ After improvements:

- Now they are realizing that they can get to their test materials quicker, at any location, and without less reliance on our office, and without additional passwords, etc.



# POTENTIAL NEW FEATURES

- Faster server.
- Linking Knowledge, Skills and Ability library to interview questions and job description developer.
- Job Analysis Questionnaire would help less experienced HR personnel develop job descriptions, performance evaluations and test materials.



# EXAMPLE of KSA CHECKLIST:

- ☐ Understand and follow oral and written instructions.
- ☐ Perform simple and repetitive tasks.
- ☐ Maintain work pace appropriate to given work load.
- ☐ Perform complex or varied tasks.
- ☐ Relate to other people beyond giving and receiving instructions.
- ☐ Effectively influence people on a consistent basis.
- ☐ Make generalizations, evaluations or decisions without immediate supervision.
- ☐ Accept and carry out responsibility for direction, control, and planning.



# INTERVIEW ITEM BANK

- We are developing a bank of interview questions by KSAs. Currently they are organized by job title/classification.
- Customers will have a choice of standard questions to choose from and then edit to customize them.



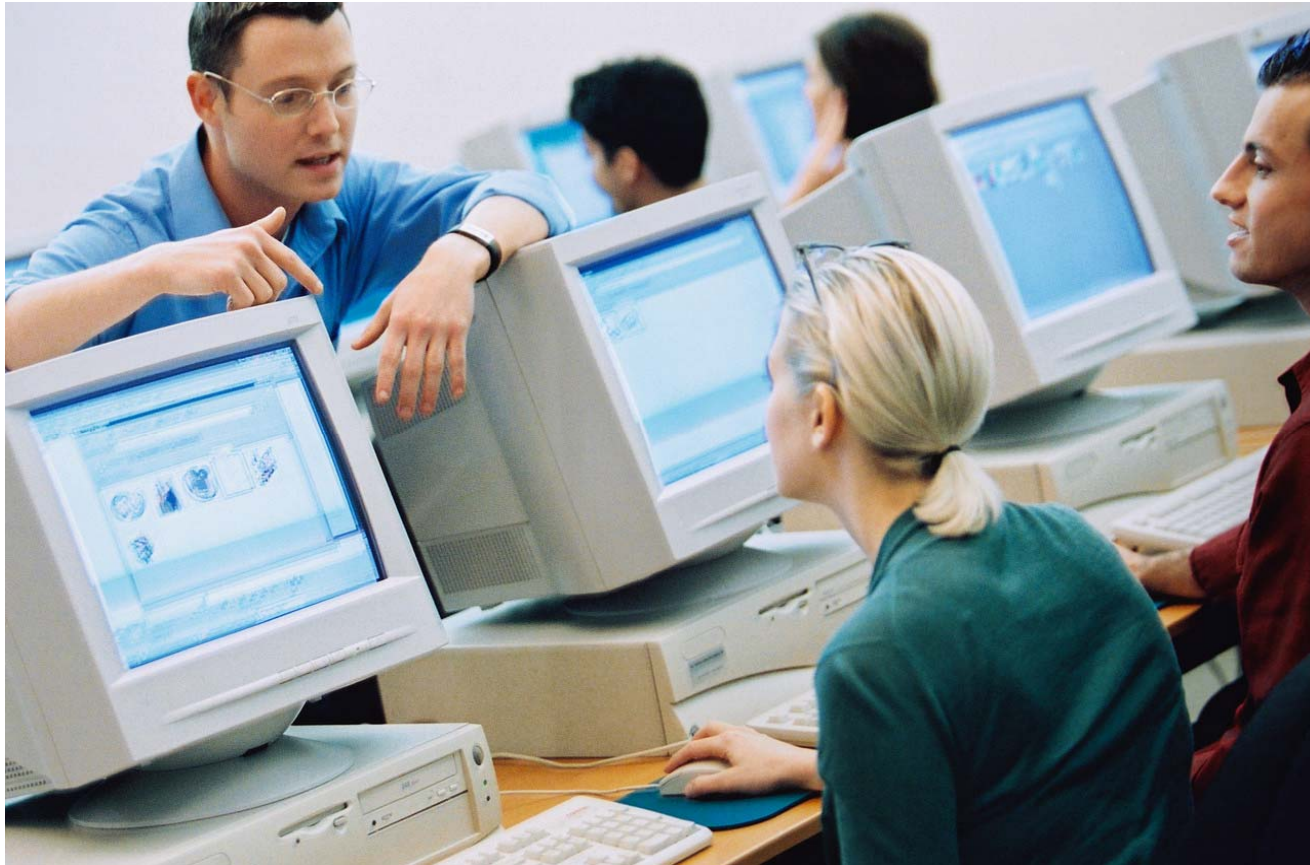


## **VARIOUS WAYS TO ASK ABOUT EXPERIENCE**

- Describe the training and experience you have had which you feel qualifies you for this position.
- Describe your background and experience which would qualify you for this position.
- Tell us about any special skills you might have that you see would be helpful in working with students.
- Where and how did you receive your experience?
- Describe for us your work history as it relates to this position.
- Describe the size and type of projects you have completed that relate to this position.
- Elaborate on any previous work or volunteer experience as it pertains to this position.
- Please describe for us your experience as it relates to this position.
- In regard to your past work experience, what do you believe are your strengths in relation to this position?



# PROCTORED ONLINE TESTING



## PRACTICE TESTS ONLINE



# SUGGESTIONS

- Always allow enough downtime to Beta test the program with a variety of clients.
- Be prepared to review every item and graphic that is converted to the new system.
- Make sure the software designers understand what your final product needs to look like.
- Build in flexibility to the program so that you can get into the customer screens and assist them in correcting problems that may occur while they are learning the system.
- Be understanding and patient.

# FINAL THOUGHT.....

- Although we were delayed and frustrated at times by the conversion from a Windows based item bank to a web based system we feel that that this conversion will help us expand and streamline our services to our customers in the future.

[www.codesp.com](http://www.codesp.com)



# **CODESP**

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## **THE TECHNICAL SIDE OF THE STORY**

**Mark Ashley**

**Regional Technology Center**

**Santa Clara County Office Of  
Education**



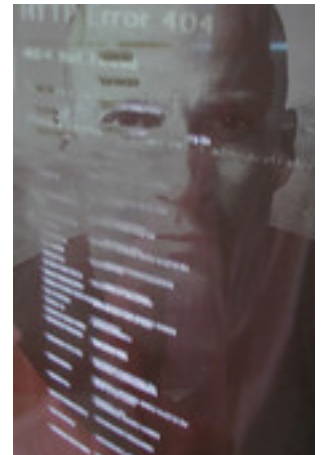
# Development Overview

- CODESP Requirements
- CODESP Client's Requirements
- Application Development Approach
- Challenges, Issues, Lessons Learned
- Future Plans
- Q&A



# Meeting CODESP Requirements

- Web Based Technology
- Re-engineer Business Process
- Paperless Workflow
- Ease Of Use
- Secure



# Meeting CODESP Client's Requirements

- Ability to request test materials online.
- Ability to retrieve test materials.
- Ability to reorganize items in tests.
- Ability to print/download tests in a variety of formats.







# Application Development

- Develop Website and Web Portal
  - ☐ Develop Membership Component
  - ☐ Develop Workshop Component
  - ☐ Develop News Component
  - ☐ Develop Newsletter Component



# Application Development

- Develop CATS Application
  - ☐ Membership Management
  - ☐ User Management
  - ☐ CATS request processing
  - ☐ Subject Matter - Templates
  - ☐ Subject Matter - Item Categories
  - ☐ Subject Matter - Item Maintenance
  - ☐ Subject Matter - Image Management
  - ☐ Scantron Data / Test scoring



# Challenges - Issues - Lessons learned

- Windows Applications - Complex Solutions can be developed - Web Applications less sophisticated in functionality.
- HTML and style sheets - VS - WSIWYG In Windows Applications.
- Printing! What A Challenge!
- Scantron Data / Forms.
- Different OS platforms and Web Browsers.
- Technology policies in school districts vary.
- Different skill levels between users.



# Future Plans

- Online Proctored Testing
  - Tests generated from CATS and test administered online.
- Advanced Item Bank Management.
  - New features for instruction tests and image management.
- Online Practice Tests
  - Online assessment tests related to job descriptions.
- Online Job Descriptions
  - Job description bank.



# QUESTIONS?