



## 2019 Police Sergeant

**Frequently Asked Questions****Overall Exam Questions**

1. *How far in advance will we know if we have an A.M. or P.M. test time for the multiple choice or written work sample?*

You will know your test time two weeks before the multiple choice test date. Written work sample notices will be sent out either Tuesday, September 17 or Wednesday, September 18. These notices will come through the email that you used when applying to this position.

2. *Is the number of applicants that signed up consistent with last year?*

Yes. The number of applicants that signed up for this year's exam, 169, is consistent with last year's number of applicants, which was 145.

3. *Are cell phones or other electronic devices allowed in the testing rooms?*

For the purposes of exam security, cell phones and other electronic devices are not permitted into the testing rooms. However, exceptions may be granted for medical requirements, or other emergencies. For exceptions, Civil Service Commission (CSC) staff will secure the device(s) to ensure no inappropriate communication takes place.

4. *Will the questions on the exam only focus on what a police sergeant does according to the source material?*

While there is a focus on what a police sergeant does, part of the job of a sergeant is to know the job of those they supervise. Additionally, sergeants should know what actions are outside their level of authority and should be passed on for others to handle. Therefore, all the material in the sources is subject to testing. While all keyed responses are supported by the sources for the MC phases, the written work sample and oral board exams are supported by the sources **and** information gathered from subject matter experts during the development of the test and the scoring criteria.



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## Frequently Asked Questions

### Information Sessions

- 5. There is a national FOP conference occurring during the week of the information sessions. Is there any way to come in at a different date/time for the presentation?*

If you cannot attend either information session, handouts from the sessions and the PowerPoint presentation will be posted on the CSC website following the information sessions. Additionally, this Frequently Asked Questions document has been updated to include questions and answers from the information sessions.

- 6. Approximately how long will each information session take?*

We estimate that each information session will last approximately 1 to 1 ½ hours. It is acceptable if you leave at any time during the information session. If you cannot attend either information session, handouts from the sessions and the PowerPoint presentation will be posted on the CSC website following the information sessions.

### Reading List

- 7. Does the Reading List contain all Uniformed Officer In-Service Legal Updates, through March 31, 2019, or does the Reading List only contain the Uniformed Officer In-Service 2018 – Legal Updates?*

Only the [In-Service 2018 Uniformed \(final\)](#)



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### Frequently Asked Questions

8. *Are candidates permitted to bring to the exam a printed copy of the Division Directives on 8 1/2 by 11 inch paper in a full size 3-ring binder?*

Yes.

9. *I was issued the reading materials for the upcoming Police Sergeant's exam directly from the R&D Department with white tabbed divider pages to divide the pages within each source. Is it acceptable to hand write notes on those issued tabbed divider pages?*

Yes. It is acceptable to hand write notes on those issued tabbed divider pages within the sources on the reading list. It is not acceptable to add pages to the reading materials.

10. *Are candidates permitted to move the Division-issued white tabbed divider pages from sources not included the reading list to sources on the reading list in order to write on them?*

No. It is not acceptable for candidates to add pages, including Division-issued tabbed divider pages from other sources, to sources on the reading list.

11. *Are we able to bring all of our Legal Updates to the exam or is it just a smaller version that is being tested?*

No. The only section of the Legal Updates that will be tested is Uniformed. On the Civil Service website, there is a link to this source that will be tested on the 2019 Police Sergeant Reading List.

<https://www.columbus.gov/civilservice/uniformed-police-series/Police-Sergeant/>



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***12. Can we type notes in our books or can we type notes and tape them onto pages in our sources?***

Handwritten and typed notes on the existing pages are allowed, but only if it can be done without adding pages. Typing notes and taping them to pages in the source is considered adding pages. This is not permissible.

***13. Does the Arrest, Search, and Seizure Manual include the Criminal Complaint Manual?***

No. Civil Service treats these manuals as two separate sources. Only the Arrest, Search, and Seizure Manual is on the Reading List. The Criminal Complaint Manual is not on the Reading List.

### Overall Scoring

***14. Will everyone get seniority points added?***

No. Seniority points will only be added to passing scores using the last test date and the CPD seniority roster in effect during filing. The addition of seniority points to passing scores only is consistent with the FOP Contract.

***15. When you say passing score, is that a percentage or a fluctuating score? What is the cut point?***

A passing score of 70 is required to pass the exam overall. The passing score, or cut point, is determined based on the weighted score, of 25% for each phase, across all phases after z-scores standardize each phase (graded on a curve). The weighted scores are placed on a scale such that a 70 is equal to  $\frac{1}{2}$  standard deviation below the average weighted score. The phases in this exam process are not hurdled; as such, there is no requirement to pass an individual exam phase to move on to a subsequent phase. If you are interested in more details, contact Nathan Forrester and ask for the z-score sample sheet.



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### **Frequently Asked Questions**

***16. How do seniority points work?***

This is explained in the FOP contract (see Article 15.1, pages 50-52). Please call Civil Service at (614) 645-0848 during the 10-day tentative results period if your seniority points are incorrect.

***17. Are Police Sergeant candidates eligible to receive veteran's preference points?***

No. Civil Service Commission Rule VII states, "No preference points shall be awarded for promotional examinations."

### **Multiple-Choice (MC) Questions**

***18. For the MC exams, you said the next day you could do appeals. Will we know our MC results at the time of appeals?***

No. You will not be notified of your MC results until after all appeals are completed. CSC staff does not score the exams until appeals are resolved. During appeals, you will be provided with an opportunity to review the answer key and be given a copy of your test booklet. If you circle answers in your test booklet, you will be able to compare your answers to the key to calculate a pre-appeal score.

***19. For the MC exams, will the questions be separated by source? If so, will there be a heading indicating which source the questions are pulled from?***

Yes. At the beginning of each section of the multiple-choice exams, there will be a heading which will state that the following number of questions are derived from the designated source. For example, Section 1 the Supervisor's Manual. These headings will be listed for each source.



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### Frequently Asked Questions

***20. Are Police Sergeant candidates scheduled for an appeals session, or can candidates just show up?***

Candidates are not scheduled to complete appeals by appointment. Candidates may attend any of the appeals sessions. The multiple-choice appeals will be held at 1111 E Broad Street on September 18 and 20, from 9 am to 4 pm and on September 19 from 2 pm to 5 pm. Morning hours will also be held from 8 am to 11 am on the 19th only if sequestering is needed due to the number of candidates for the written work sample. This would allow equal opportunity for candidates to attend the appeals regardless of whether they have a morning or afternoon test time.

***21. I did not attend the MC appeals. When can I see my scores for Phases 1 & 2?***

The next opportunity to see your Multiple-Choice scores will be at the Clerical Review/Limited Appeals, which will occur on October 24, 25, 28, and 29 from 9 am to 4 pm.

### **Written Work Sample (WWS) Questions**

***22. How many scenarios are on the WWS?***

The WWS will contain two to five unrelated problems.



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### Frequently Asked Questions

- 23. *For the WWS exam, are you looking for verbatim answers from sources or for us to paraphrase/summarize?***

Your responses do not have to be verbatim from the sources to receive credit. It is highly recommended that your answers capture what the source is saying so that CSC staff can understand what you are saying. Include enough of the verbiage to get your point across. During appeals/clerical review, you can write petitions for keyed responses you believe are consistent with the key, but did not receive credit.

- 24. *For the WWS exam, do candidates need to attend all the appeals dates?***

No. You can attend as much or as little as you prefer. The scheduled dates and times for the appeals are October 24, 25, 28, and 29 from 9 am to 4 pm.

- 25. *When will candidates find out their scheduled test time for the WWS?***

We will know if there will be a need for two WWS sessions based on the number of candidates who show for the multiple-choice phases. If there is a need for two WWS sessions, candidates will be notified by end of the day of the multiple-choice phases.



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### **Frequently Asked Questions**

***26. What is the report time for the WWS on Thursday, September 19<sup>th</sup>?***

The report time for the WWS will depend on the number of candidates who show for the multiple-choice phases on Tuesday, September 17<sup>th</sup>.

If there is only one WWS test session, then candidates are encouraged to arrive at 7:30 am. The cutoff time for this session will be 8 am. Candidates who arrive after 8 am will not be permitted to test.

If there are two WWS testing sessions, then the morning test session will follow the same schedule as above. In addition, candidates scheduled for the afternoon session are encouraged to arrive at 11:30 am. The cutoff time for the afternoon session will be 12 pm. Candidates scheduled for the afternoon session who arrive after 12 pm will not be permitted to test.

### **Oral Board Questions**

***27. For the Oral Board exam, when does the time start?***

The monitor has an introduction and will ask if you are you ready to begin. After you say yes, then the time will start.

***28. Will everyone's Oral Board exam be on Nov 4<sup>th</sup>?***

Yes. The date of the Oral Board exam is November 4. You will be notified via email of your test/arrival time.



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### Frequently Asked Questions

- 29. *For the Oral Board exam, I hear some people wear uniforms and others wear suits. What should we wear on test day?***

You can wear either your uniform or a suit. There is no dress code, but make sure to dress professionally. What you wear should not have a bearing on your score.

- 30. *In the Oral Board sample scenario video, it states that they will separate the material for the two scenarios. Will you still be doing that?***

No. We will not separate your materials/notes on test day.

- 31. *Will the Oral Board sample scenario video from the information sessions be online?***

Yes. The video can be found on the City of Columbus YouTube page or by copying and pasting the following link into the address bar.

<https://www.youtube.com/watch?v=ukWv5ro6lyY>

- 32. *I am planning a vacation during the week of the Oral Board exam (the week of November 4<sup>th</sup>, 2019). Can I get an accommodation to reschedule my Oral Board test date/time?***

No. Accommodations for optional conflicts such as vacations, even when planned well in advance, will not be permitted. For testing, accommodations may be given if the candidate has a military conflict that prevents the candidate from attending.



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### Frequently Asked Questions

**33. *I cannot attend the Oral Board exam on November 4<sup>th</sup>. Can I change my test date for the Oral Board exam?***

No. The Oral Board exam will only be administered on November 4<sup>th</sup>. All candidates will be tested on this day, with the exception of approved military accommodations.

**34. *When will candidates be able to schedule their appointments for Clerical Review of the Oral Board exam?***

The Oral Board Clerical Review will take place from December 2<sup>nd</sup> to December 4<sup>th</sup>. The tentative results notice, which will be sent on November 22, 2019, will contain information about scheduling your Oral Board Clerical Review.

### Results

**35. *Does the tentative results notice to candidates contain tentative ranking or only the raw scores?***

The tentative results notice only contains candidates' scores. The CUPA Meeting Minutes dated March 1, 2019 (available on the CSC website) state that the tentative results notice to candidates includes the following information: raw scores, scores by dimension, the high, low, and mean scores for each phase, the candidates' calculated seniority points, and the information needed to schedule a review of their own video responses and scan sheets.



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***36. In the tentative results notice, what do my scores for Command Presence, Interpersonal Relations/Supervision, Problem Analysis, and Problem Resolution represent? What is the maximum possible score on each of these competencies?***

These scores represent the average score per Oral Board exam competency. The average score per competency is based on the sum of the scores provided by the 12 assessors within each competency. The maximum possible score on each competency is 9 points.

***37. What is the maximum possible score on Phase III (Written Work Sample) and Phase IV (Oral Board)?***

The maximum possible score on Phase III is 117.75 points. The maximum possible score on Phase IV is 144 points.

***38. After Appeals, how many keyed responses were deleted from the Written Work Sample?***

13 responses were deleted from the Written Work Sample.



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***39. Is there a problem with the Written Work Sample Exam? The scores seem very low compared to the maximum possible score.***

No. The large spread in candidates' scores on the Written Work Sample indicates that the exam effectively differentiated between candidates. Because this exam was scored using a check-off style answer key, it is not expected that the highest score will be equivalent to the maximum possible score. Furthermore, the maximum score allows candidates to earn points for taking different acceptable approaches to the problem. Candidates are competing against one another through z-scoring. The maximum possible score is not considered in the z-score formula.

***40. It seemed like there were many keyed responses on the Written Work Sample that were based upon subject matter experts' (SME) experience rather than the Reading List material. Why are keyed responses that are not found in Reading List material on the exam?***

For the Written Work Sample, 85% of the keyed responses were from the Reading List material, and 15% were from SMEs' experience. •The Multiple-Choice (Phases I and II) are designed to test for knowledge of the content within the Reading List materials, and Written Work Sample (Phase III) and Oral Board (Phase VI) test for the application of knowledge in job-related situations. A better candidate for the position can take what they learn from the Reading List material and use that information to guide them in their actions and decisions. The Written Work Sample key must rely, in part, on SMEs' recommendations on the best way to handle these job-related realistic situations.