

2021 Police Sergeant Oral Board Exam - General Instructions

*Note: These general instructions are subject to revision.
The version that you receive on test day may vary.*

Overview

The Oral Board Exam is designed to assess your ability to communicate, sense problems, and solve problems as a Police Sergeant during situations that involve interacting with others (subordinates, co-workers, citizens, etc.).

This exam is video-based. The exam exercises will be presented on a single pre-recorded video. Your performance will be video-recorded throughout the entire video so that your exercise responses can be observed and evaluated by raters at a later date.

This exam consists of two exercises. Each exercise involves a job-related scenario, and role-players to whom you are to respond. Each element will play out on screen.

Response periods. Each exercise features several timed response periods. Each response period ranges from 30 seconds to several minutes.

Response time. The total response time allotted for each exercise is 8 to 10 minutes.

Each exercise is designed to simulate an on-the-job situation as realistically as possible given the constraints of the testing environment. Due to those constraints, the time spent addressing each situation may be more accelerated than what would be spent on the job.

Each exercise handout outlines the scenario you will encounter during the video, the role you are to play, the role-players that will be part of the scenario during the video, the individual response periods, specific statements, and/or questions to which you are to respond during each response period, and the time allotted for each response period.

During your exam, you may encounter additional statements and questions said by on-screen role-players during each exercise; any new information provided during each exercise is designed to simulate the job as much as possible in the testing environment.

Preparation Period

During the preparation period, you will have **60 minutes** to review **both** exercises. You will be provided blank paper for note-taking; use as many sheets as you wish.

Only Reading List sources are permitted during the preparation period. While you may refer to your Reading List sources—you may **not** take notes in your Reading List sources while in the prep room. Reading List sources are subject to review by Civil Service Commission staff.

2021 Police Sergeant Oral Board Exam - General Instructions

Test Room Materials

Reading List sources will **not** be permitted in the test room. The following materials **will be** permitted in the test room:

- Exercise 1 handout
- Exercise 2 handout
- One pen or pencil
- Any notes that you took during the prep period on the provided paper

Video Contents & Features

The video is approximately **30 minutes** long. The main video sections are as follows.

1. **Instructions**
2. **Practice Question** (plus a practice response opportunity)
3. **Exercise 1** (includes several timed response periods)
4. **Interval** (90 seconds to review your notes for Exercise 2)
5. **Exercise 2** (includes several timed response periods)
6. **Exit Instructions**

Narration. A video narrator will guide you throughout the video by explaining specific tasks and indicating when a particular **section** or **response period** is about to begin. Each exercise will begin with the narrator relaying specific scenario details that are also provided in the exercise handout.

Role-players. During each exercise, you will see and/or hear various role-players speaking on screen. When you are required to respond to a specific individual, the narrator will prompt you to respond **right after** the individual is done speaking. At that same time the words “**Respond Now**” and a countdown timer will appear on the screen.

Timed response periods. A specific amount of time has been allotted for each response period. The length of time allotted for each response is indicated in the exercise handout you receive during the preparation period. At the start of each response period, the narrator will direct you to begin and the words “**Respond Now**” will appear on the screen. At the end of each response period, the narrator will direct you to stop and the word “**STOP**” will appear on the right side of the screen.

Countdown timers. At the start of each response period, a countdown timer will appear and begin counting down and remain on screen until the end of the response period. Use the timer to keep track of how much time is remaining in each response period.

Questions. If an individual on screen asks questions, the questions will also be shown in written form on the screen, and remain there until the end of the response period.

2021 Police Sergeant Oral Board Exam - General Instructions

Practice question. A single practice question will be presented right after the general instructions before the first exercise begins. You will be allotted **one minute** to respond. You are strongly encouraged to respond as doing so may help you feel more comfortable when responding during each scored exercise. Your response to the practice question will **not** be scored, and it will **not** be shown to raters.

Your Scored Responses

What role to play. During each exercise, you will assume the role of a Police Sergeant. Additional details regarding your role are in each exercise handout.

How much time to use. You are **not** required to use the entire time allotted for each response. If you finish before the time limit expires, please sit quietly and wait for the next prompt. If you think of something else to say while waiting, feel free to continue your response so long as there is time remaining in the response period.

Anything said outside the timed response periods will **not** be scored.

How to respond. When prompted to respond, you are to **verbally respond**. When you respond, speak to the screen, **not** to the cameras.

Respond to each individual on-screen as you would while on the job. Do **NOT** respond by saying what you *would* do ("I would calm everyone down, I would resolve the problem"). Use questions sparingly, unless otherwise specified; the purpose of your responses is to provide answers.

Since the video is pre-recorded, the individuals on screen will **not** be able to respond to anything that you say. Therefore, if you ask questions, quickly continue to the remainder of your response so you can demonstrate your problem solving abilities.

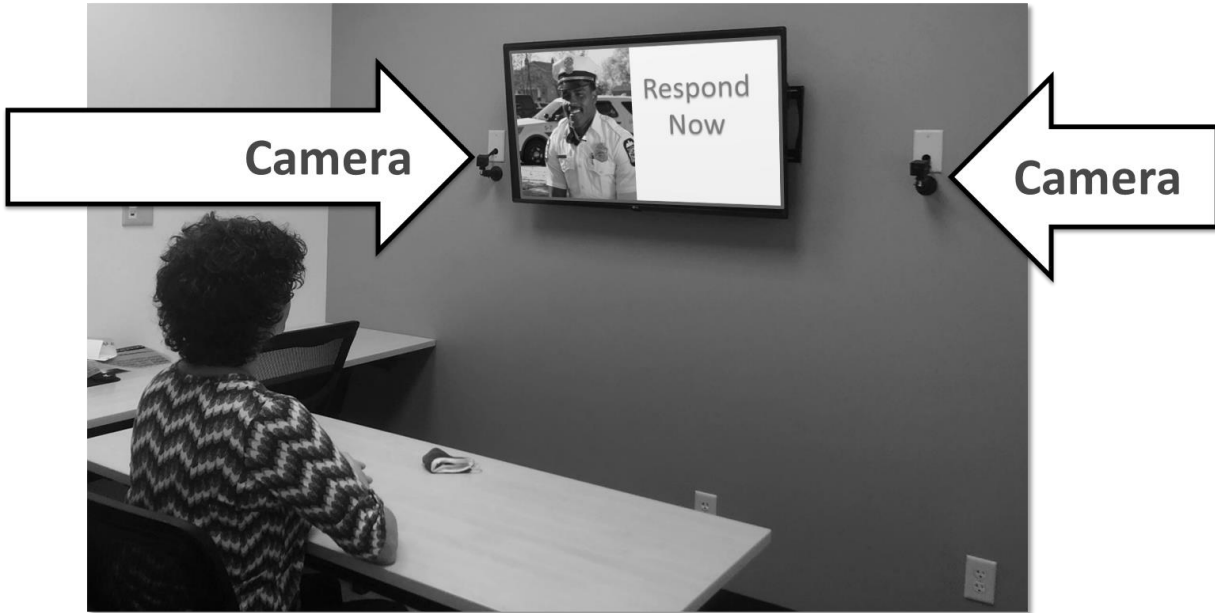
Be mindful of your body language when you respond, as it could impact your score. For example, although not directly scored, chewing gum, or resting your head in the palm of your hand could be misinterpreted.

How your responses will be scored. Your responses during each exercise will be scored by a panel of experts who are police personnel in the rank equivalent to that of Police Sergeant or above from outside the state of Ohio. All responses will be scored using previously developed rating scales. The rating scales are designed to recognize the fact that there are *several* ways to appropriately address the situation(s) presented in each exercise.

In The Test Room

A test monitor will escort you into your individual test room, and place you at a table that faces a television monitor. Two cameras will be pointed toward you. **The locations of those two cameras are indicated in the picture shown on the next page.**

2021 Police Sergeant Oral Board Exam - General Instructions



A third camera, which will be pointed toward the TV monitor, will be used to verify any technical issues if needed.

Do not touch the cameras or TV monitor/computer in your test room.

The test monitor will ask you if you are ready to begin. When you indicate that you are ready to begin, the monitor will begin the recording, read your Person ID number to the camera, and then start the examination video.

COVID Guidelines

Applicable COVID-19 guidelines will be communicated to you in the admission notice and may be supplemented at the test site. Please review the admission notice carefully.

Technical Issues

If any technical issues arise during the exam, open the door and notify a CSC monitor immediately. For instance, during each exercise, you will see and hear various role-players speaking on screen. If the audio/visual component of what a role-player is saying/doing appears to be missing, open the door and notify a monitor immediately.

It is YOUR responsibility to notify a CSC monitor of any technical issues that occur inside your test room.

Delay in notifying staff could result in your responses or score being voided. To notify a monitor, open the exam room door and alert the monitor in the hallway. Please be mindful of other candidates who are taking their exams.