

Terminology Sections 1-3(a)(4), 1-4(a)(4), 1-7(a)(4), and 10-2(a)(4)- Learning Activity - Removed a portion of the last sentence to eliminate confusion on testing. The way the sentence is written makes it sound as if you can coach or provide feedback during a test.

1-3(a)(8), 1-3(d)(2), 1-4(a)(6), and 1-4(d)(2)- Removal of the pretest (LD99) requirement.

1-3(d)(2), 1-3(e)(3), 1-4(d)(2), and 10-2(d)(3)- Adds a requirement for all proctors to complete POST-provided proctor training in order to administer any written test. This requirement applies to individuals currently proctoring if they have not previously completed the online course.

1-3(d)(2)(G), 1-3(e)(3)(J), 1-4(d)(2)(G), 1-7(d)(2)(D), and 10-2(d)(3)(D)- Clarifies retesting and removes all references to reviews, remedial training and study time. The sections will reflect information pertaining only to retesting and the specifics/differences for each type of test.

PC832 Arrest and Firearms Course, Procedure 1-7- Revised testing language for consistency with all other POST-certified basic courses.

### Test Management and Security Protocols

TOC- made changes to reflect those in the body of the document

Guideline 3.1- Added a note regarding test keys and not printing them until needed for review.

Guideline 3.2.1- Clarifies the requirement that the titles of those responsible for the reproduction of test material must be indicated in the policy.

Guideline 3.2.3- Added requirement to list, by title, those with access to secure test storage.

Guideline 3.2.4- Clarifies the requirement that the titles of those responsible for the destruction of test material must be indicated in the policy. Also requires presenter to describe how they will ensure no test material will be compromised during destruction.

Guideline 4.1- Clarifies the requirement that the titles of those responsible for scheduling and administering tests must be indicated in the policy.

Guideline 4.2- Clarifies that POST has only provided Test Administration Procedures for written tests. Removes reference to the Basic Course Informational Website due to the migration of the site to the POST website. Added additional requirements for recording scenario test sessions.

Guideline 4.3- Integrated language from 7.2 into this section.

Guideline 4.4- Added requirement for POST provided proctor training for written testing. Added information regarding PC832 proctor requirements.

Guideline 5.1- Added information to clarify which tests require the scoring processes to be covered in the policy. Also clarifies the requirement that the titles of those responsible for scoring tests must be indicated in the policy.

Guideline 5.2- Added a minimum standard process for the Administrative Test Review. The process eliminates the need for instructors to have access to specific test item content.

Guideline 5.3- Added information which clarifies acceptable item exclusion.

Guideline 6.3- Added information to clarify which tests require the remedial training processes to be covered in the policy. Clarifies what information can be used during remedial training.

Guideline 6.4- Revised retest language to be consistent with PAM and specific for each type of test.

Guideline 7.0- Added the PAM cheating definition into this section. Removed allowance for instructor access to test material based on the process outlined for the Administrative Test Review.

Guideline 7.2- Integrated this language into 4.3.

Guideline 8.0- Added a paragraph indicating who a presenter should contact if they have questions regarding an accommodation.

Guideline 9.1- Clarifies the current restriction where an individual who teaches a tested learning domain shall not access the testing system, TMAS. This does not affect their ability to proctor other learning domain tests, it only restricts TMAS access.

Page 18- Requires staff supervision of students in the staging area during scenario testing. This will dissuade conversation between students regarding the testing process particularly for those students who have yet to complete those scenario tests.

Page 19- Removed information that is covered in the student contract.

Page 20- Added information that requires any report written based on a POST secure scenario test be completed on site during the testing process. The students are not allowed to go home and write reports based on secure scenario tests.

Page 21- Moved information from section F(3) to F(2) to clarify this restriction. It does not just apply to computer-based tests. This restriction is applicable to all tests acquired through the testing system. There have been a number of instances recently where a system user provided system access to an individual who was not trained by POST staff.

Page 23- Expanded on what a student is not permitted to do. Added a requirement that access to secure test material be restricted to as few staff members as possible.

Page 24- Added a requirement that the contents of POST report writing test videos cannot be provided to students outside of the testing process.

Pages 30 and 32- Added a step in the test administration process where no student may leave the room once the first student has completed the test and exited the room. Additionally, added a requirement that the proctors walk the room to ensure compliance with the student contract.

Exhibit 4- Integrated both student contracts into one document.

Exhibit 5- Combined a few sections that were similar in nature. Added a requirement for notifying POST of a compromise. Clarified information on a few requirements. Changed will to shall for consistency with student contract.