IDAHO PEACE OFFICER STANDARDS & TRAINING
PROCEDURE

12.16 WRITTEN EXAMS AND DEMONSTRATIVE ASSESSMENTS

A. General

Students attending Peace Officer Standards and Training (POST) basic academies and related POST-certified basic training programs must meet established minimum standards. The standards must be accomplished satisfactorily by each student. Successful completion is measured through written or demonstrative assessments.

Scenario demonstrative assessment is addressed in POST procedure 12.17 Scenario Development, Execution and Assessment.

B. Definitions

"Acadis Readiness Online Testing Suite" is an online testing database used by POST for developing and scoring examinations and recording individual test scores.

"Cheating" means any behavior or pattern of behavior that tends to disrupt, diminish or otherwise jeopardize the integrity of any assessment, or to provide unfair advantage to a student taking the assessment, as determined by the instructor or a coordinator and upheld by the POST Division Administrator (administrator).

"Cognitive Objectives" means standards of training for which information may be presented, learned, and mastery confirmed through an assessment in which the student provides written responses to questions regarding the material taught.

"Demonstrative Assessment" means a student assessment process requiring the student to physically demonstrate mastery of a skill or skills.

"Demonstrative Objectives" means standards of training for which information may be presented, learned, and mastery confirmed through a demonstrative assessment.

"Exam" means a student assessment process requiring the student to provide information in writing or by electronic text.

"High Liability Topics" means topics requiring a high liability endorsement including Conducted Energy Devices, Defensive Tactics, Emergency Vehicle Operations Course (EVOC), Firearms, Use of Force, and any other topic deemed as "high liability" by the POST Council.

"Performance Objective" means a cognitive or demonstrative standard.

"Practical Application Skills Test" means the method used for assessing both Cognitive and Demonstrative objectives contained in specific classes that are predominately hands-on (including but not limited to Defensive Tactics, EVOC, Firearms, and Tac Med).

"Proctor" means a POST employee who administers a written examination. In rare instances a proctor may be a non-employee approved by POST to administer a written examination, adhering to POST standards for examinations.

"Training Coordinator" means a POST employee directly responsible for a specific training academy or basic academy session.

C. Written Assessment Development and Maintenance

1. A Curriculum Development Committee, a certified instructor who teaches the curriculum, Curriculum Coordinators, and Academy Training Coordinators may develop and/or revise exam questions based on the objectives in collaboration with the parties involved.
2. Exams are developed based on course objectives approved through the POST Council for instruction in basic academies.
3. Access to the online testing system is restricted to Administration, Curriculum, IT and Training. Access to the online testing system requires a username and individually set passwords. To Maintain access to the system, users are required to change their passwords regularly. Only staff with administrative rights can input test questions, create and grade exams. Exams are given online, proctored by the designated POST staff.
4. Written exam questions are developed based on course learning objective, and are maintained within the Acadis Readiness Online Testing Suite;
   a. Basic Academy exams are:
      i. maintained in the Acadis Readiness Suite in a dataset separate from POST Certification Exam test questions,
      ii. available for preparing academy instructors prior to instructing the class;
      iii. utilized to assess student learning and address learning gaps during the basic academy,
      iv. proctored by the designated Training Coordinator.
   b. The DUI/SFST officer certification for DUI testing in Idaho is delivered by a subject matter expert.
   c. Certification Exams are:
      i. Maintained in the Acadis Readiness Online Testing Suite in a secure dataset separate from Basic Academy Exams,
      ii. reviewed by instructors only at secure locations maintained by POST and only when requested by POST Curriculum Coordinators as a routine part of test analysis or before implementation of curriculum updates,

      iii. confidential and under the control of POST Curriculum Coordinators after initial review and implementation,

      iv. proctored by the designated Regional Training Coordinator or other appropriately assigned staff.

D. Administering Written Exams

1. Proctors ensure the integrity of the examination process by:
   a. providing each student with a unique Exam Identifier and information regarding accessing the online exam,
   b. monitoring student behavior during examinations,
   c. reporting any behavior rising to the level of cheating to the appropriate POST manager or staff member.
2. POST provides reasonable accommodation for persons with a known disability affecting written examinations, in accordance with the Americans with Disabilities Act:
   a. when notified prior to the date of the scheduled exam; and
   b. with documentation of the accommodations requested per ADA Guidelines.
3. POST will provide reasonable accommodations for persons with a language barrier that may affect written examinations when translating from their primary language to the English language.
   a. Academy coordinators must be notified at the beginning of the academy.
   b. The student may use a hard copy translation dictionary. It is the student's responsibility to bring this with them to the written assessment. POST will not provide these. Electronic versions are not permitted.
   c. Students who have language barriers may be given additional time to complete the exam.

E. Scoring Written Exams
1. The online testing system calculates student scores in real time.
   a. Proctors can verbally communicate student scores immediately following examination.
   b. Curriculum Staff can provide proctors with a hard copy of a student grade sheet to give to students and their agencies.

F. Written Exam Analysis

1. Basic Academy Exams.
   a. After test results are generated, a Training Coordinator or other designated POST staff may produce and review a class response analysis report.
   b. The Training Coordinator may assess each question that is missed by 35% or more of the students.
   c. To confirm the validity of a test question, the Training Coordinator verifies the test question is covered in the lesson plan and/or the PowerPoint presentation.

    d. Based on the above analysis, when the question is:
      i. Not valid, the test question will be credited to the students and the test will be rescored.
      ii. Valid, the test question remains.

2. Certification Exam Analysis
    a. Annually, Curriculum Staff will generate and review a Test Question Response Analysis Report.
    b. The Curriculum Coordinator in conjunction with a cadre of Subject Matter Experts (SME's) will assess each question that is missed by 50% or more of students.
    c. To confirm the validity of the test question, the Curriculum Coordinators and SME's:
      i. verify the construction of the test question follows the "POST Guidelines for Constructing Test Questions",
      ii. verify the content of the test question is covered in the lesson plan and/or PowerPoint Presentation,
      iii. analyze the data available for all responses to that specific test question.
    d. Based on the above analysis when the question is:
      i. Not Valid, the use of the test question will be discontinued, and a replacement question will be constructed or selected from the test bank.
      ii. Valid, the test question remains on the exam.

3. All test question analyses are documented and archived. Analyses will be a tool used as part of the curriculum development process.

4. Training Coordinator or Curriculum Coordinators will provide:
    a. test score reports both alphabetically by student last name and by student identification number;
    b. trainee test objective results; and
    c. trainee test objective results are provided after a certification exam only if the student fails.

5. The student test score sheet is scanned into the Academy document manager.
    a. All academy tests and the Certification Exam are archived in the Acadis Readiness Online Testing Suite system per state guidelines.

G. Basic Academy Academic Standards

1. Academy Coordinators are responsible to administer all basic academy exams/quizzes. Basic academy exams are given online, proctored by a Training Coordinator. Testing occurs in a controlled environment and is monitored.

2. Academy Training Coordinators will verify course objectives taught and develop exams or quizzed using the Acadis Readiness Online Testing Suite based on those objectives.

3. To be eligible to graduate from a Basic Academy, each student must maintain a 75% average of all academic assignments to include but not limited to, academy- initiated exams or quizzes and written reports.

4. Additional standard to graduate the Basic Academy may include physical readiness testing and practical application skills tests. (reference sections J – M).

H.   Basic Academy Certification Exams

1.   To be eligible to take a Basic Academy Certification Exam, each student must graduate from a POST Basic Academy with a 75% academic average.
2.   All Basic Certification Exams require a minimum passing score of 75%.
3.   All students must take and pass the Certification Exam to be eligible for certification in the State of Idaho. If the student has a documented emergency and cannot take the Certification Written Assessment on the Academy's assigned test day, the student must take the initial Certification Written Assessment and retake (if necessary) within six (6) months of the Academy's scheduled graduation date

I.   Retaking a Basic Academy Certification Exam

1.   Any student who does not pass the Certification Exam, must retake the Certification Exam within six (6) months after the Academy's scheduled graduation date. The student will be allowed (one) 1 retake attempt to pass the Certification Exam. If the student fails both attempts or fails to retake the Certification Exam within six (6) months after the Academy's scheduled graduation date, the student cannot be certified.

J. Demonstrative Assessment Development and Maintenance

1.   Curriculum Coordinators, Training Coordinators, and subject matter experts may develop the demonstrative assessment checklist based on course objectives.
2.   Each demonstrative objective may be assessed using a Practical Application Skills Test.
3.   A Training Coordinator provides the Practical Application Skills Test to the instructor.

K. Administering the Practical Application Skills Test

1.   Instructors administer and evaluate the Practical Application Skills Test.
2.   An Academy Training Coordinator records the Practical Application Skills Test and ensures the score sheet is retained in the student's POST file.
3.   The Appropriate Use of Force demonstrative assessment for juvenile corrections officers requires a minimum passing score of 80%.
4.   If the student has a documented emergency and cannot take the Practical Application Skills Test on the assigned test day, the student must make arrangements to complete the course and Practical Application Skills Test. If the student fails to complete the course and the Practical Application Skills Test within six (6) months of the academy graduation date, the student cannot be certified.

L. Retaking the Practical Application Skills Test

1.   If a student fails a Practical Application Skills Test, they are remediated immediately and retested.
2.   Students may be permitted up to two retests of the failed Practical Application Skills Test.

3. Prior to retest, instructors may provide remedial instruction to students failing to successfully demonstrate a skill.

4. If a student fails the second retest of the Practical Application Skills Test, the student will be dis-enrolled from the Academy and cannot be certified.

M. Physical Readiness Test (PRT) Requirements

1. Patrol Academy
   a. The Patrol Academy student is required to pass the entry PRT upon arrival to the Patrol Academy.
   b. If the Patrol Academy student fails the PRT, the Patrol student is disenrolled from the Patrol Academy.

2. Correction Academy, Detention Academy, and Felony Probation and Parole Academy
   a. A student in one of the above Academies must pass the PRT prior to graduation.
      i. The student will only be given two (2) attempts during the Academy.
   b. If the student in one of the above Academies does not pass the PRT during the Academy, the student:
      i. Will be mark as "Did Not Finish on Time" in Academy Integration.
      ii. Cannot graduate from the Academy.
      iii. Is not eligible to take the Certification Exam.
      iv. May finish all remaining classes in the Academy.
      v. Will be given one (1) more attempt to pass the PRT no later than thirty (30) days after the Academy's scheduled graduation date.
         1. If the student from one of the above Academies passes the PRT within the thirty (30) days, the student is then eligible to take the certification exam as their first attempt within the same thirty (30) days after the Academy's scheduled graduation date.
         2. If the student from one of the above Academies fails the one (1) more attempt to pass the PRT, they must repeat a later Academy.
         3. If the student passes the PRT and then fails the subsequent Certification Exam, they are eligible to retake the Certification Exam within six (6) months after the academy's scheduled graduation date.

N. Expiration of Basic Training

1. Any person who does not become certified in the relevant discipline within three (3) years of graduating from a basic training academy or POST certified equivalent program must repeat that entire academy or program to become certified.