



# POLICY STATEMENT

Policy Statement 410.4

Policy Area: Testing and Retesting

Effective Date: **MAY 11 2005**

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Reviewed on *5/8/17*  
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*May 16, 2017*

## Testing and Retesting of Employees in Training Programs

### I. COVERAGE

This policy statement covers all employees of the Court Services and Offender Supervision Agency (CSOSA or Agency) participating in CSOSA-provided training. This policy does not cover employees of the Pretrial Services Agency.

### II. BACKGROUND

The purpose of this policy statement is to establish procedures for testing and retesting of participants in training programs at the Court Services and Offender Supervision Agency.

The Training and Career Development Center (TCDC) endeavors to provide students with relevant and useful training. Additionally, the TCDC seeks to ensure that employees successfully complete training, and retain the knowledge and skills acquired in training to do their assigned job duties. Some training courses will require that students be tested to determine if they have acquired the knowledge and demonstrated the skills intended. Students must attain a score of at least 80% to receive credit for successful completion of a course.

### III. POLICY

All written and performance tests shall be directly related to the identified training objectives and be a part of the training curriculum. All tests will be reviewed and approved by the Training Director or his/her designee prior to acceptance of the curriculum, to ensure that the desired objectives are met.

All testing materials will be safeguarded against compromise. Any test that is compromised or is suspected of being compromised will be destroyed and replaced. All test materials must be stored in a safe or other secured container.

Employees who fail to pass a test will be allowed to retest. Employees who retest for "Basic Skills for Community Supervision Training (BSCSO)" and who fail the retest will be referred to the Associate Director of Human Resources and the Deputy Director of the Agency for appropriate action.

#### **IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS**

##### A. Authorities

5 C.F.R. § 410.201

##### B. Supersedures

Human Resources Directive 410.4

##### C. Procedural References

None

##### D. Attachments

Appendix A. Definitions

Appendix B. General Procedures

Appendix C. Training Incident Form

## **APPENDIX A DEFINITIONS**

### **A. Tests**

When incorporated into a training curriculum, tests can be a series of questions, activities or exercises designed to measure knowledge, skills or abilities of an individual participant or a group of participants.

1. Written tests are to be a series of questions designed to measure a participant's ability to:
  - Recall information (Knowledge)
  - Interpret information in one's own words (Comprehension)
  - Apply knowledge or generalization to a new situation (Application)
  - Break knowledge into parts and show relationships among the parts (Analysis)
  - Bring together parts of knowledge to form a whole and build relationships for new situations (Synthesis)
  - Make judgments on the basis of criteria given (Evaluation)
2. Performance tests are to be a series of exercises, activities, scenarios or role-plays designed to measure psychomotor skills or application of a body of knowledge or principles.

**APPENDIX B**  
**GENERAL PROCEDURES**

A. Administration and Supervision of Tests

1. All tests will be reviewed and approved by the Training Director or his/her designee to insure that the testing is job-related and achieves the desired objectives. The Human Resources Specialist, Program Manager or designated Adjunct Instructor will generally administer tests.
2. All testing materials will be safeguarded against compromise. Any test that is compromised or is suspected of being compromised will be destroyed and replaced. All test materials must be stored in a safe or other secured container.
3. At the start of the training program, training participants will be advised of any tests and all associated expectations for the training.
4. All tests will be closely supervised by the Training Director, Human Resources Specialist, Program Manager or designated Adjunct Instructor.

B. Retesting

1. Successful completion of the BSCSO class is a prerequisite to assuming the role of Community Supervision Officer. Therefore, it is important that all students in the BSCSO class successfully pass all tests. BSCSO students who fail to pass a test on the first attempt will be given an opportunity to retest. The retest will be given 2-3 days from the date of the original test. The retest will be structured differently from the first test, but all of the material will remain the same. BSCSO students who fail to pass the retest will be referred to the Associate Director of Office of Human Resources and to the Deputy Director for appropriate action, including possible termination of employment.
2. All employees taking competency-based training (training designed to teach or enhance job competencies) who are not students in the BSCSO class and who fail to pass a test on the first attempt will be given an opportunity to retest. Retesting will be completed within the established program time constraints if possible. If retesting is not possible, the student will be rescheduled to attend the entire program or a portion thereof as deemed appropriate by the Training Director or his/her designee.

C. Consequences of Cheating

1. All allegations of cheating will be investigated by the Human Resources Specialist, Program Manager or designated Adjunct Trainer. All cheating

allegations will be documented on the TCDC Training Incident Form (Appendix C) and reported to the Training Director or his/her designee who will pass the information on to the Associate Director of Human Resources and the Office of Professional Responsibility (OPR) for investigation and final adjudication. BSCSO students suspected of cheating will remain in class unless otherwise advised by the OPR or the Associate Director of Human Resources.

2. Employees attending training other than BSCSO who have been determined to have cheated will be removed from training and advised to report to their work unit. A follow-up letter regarding the cheating incident will be sent to the employee's supervisor for further action.

D. Documentation

1. All test results and allegations of cheating shall be documented and included in the appropriate class file. The Human Resources Specialist is responsible for documenting test results and alleged incidents of cheating.
2. Employees will not receive training credit for the training unless a passing score is achieved.

APPENDIX C



**Court Services and Offender Supervision Agency  
for the District of Columbia**

**TRAINING INCIDENT FORM**

DATE OF REPORT: \_\_\_\_\_ DATE AND TIME OF INCIDENT: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ REFERRED TO: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ WORK UNIT: \_\_\_\_\_

TRAINING PROGRAM: \_\_\_\_\_

Other Persons Involved? Yes  No

If yes, give name and work unit: \_\_\_\_\_  
Please be sure to fill out a report on this person as well.

**TYPE OF INCIDENT: CHECK ALL THAT APPLY**

**ATTENDANCE (Absence/Tardiness)**  
Date student was late: \_\_\_\_\_ Number of minutes/hours late: \_\_\_\_\_  
Date(s) Missed: \_\_\_\_\_  
Training Session(s) missed: \_\_\_\_\_  
Makeup Required? Yes  No  If yes, please indicate what will be made up:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAILURE OF TEST**  
Date of test: \_\_\_\_\_ Test score: \_\_\_\_\_ Retesting allowed? \_\_\_\_\_  
Date of retest: \_\_\_\_\_ New score: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM PERFORMANCE/PARTICIPATION ISSUE**

*Date and description of incident:* \_\_\_\_\_

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**ILLNESS/INJURY**

*Type of illness/injury:* \_\_\_\_\_

**Date and description of what occurred:** \_\_\_\_\_

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**Record any absences due to illness in the "Attendance" section of this report.**