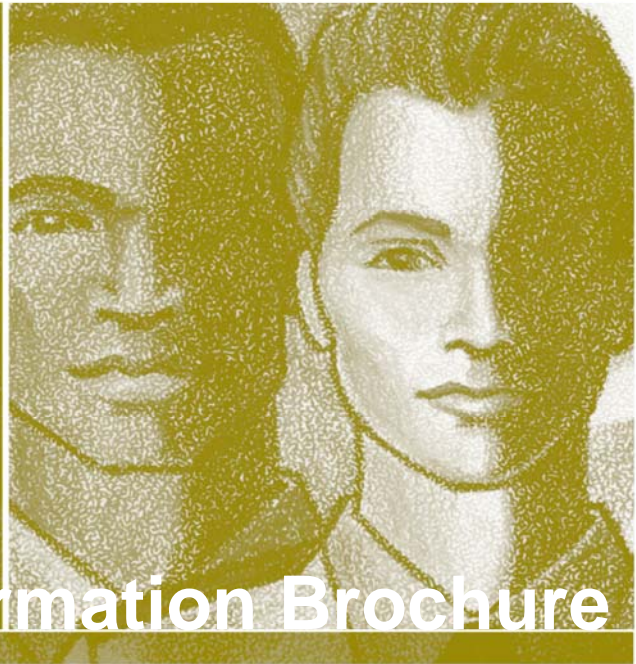
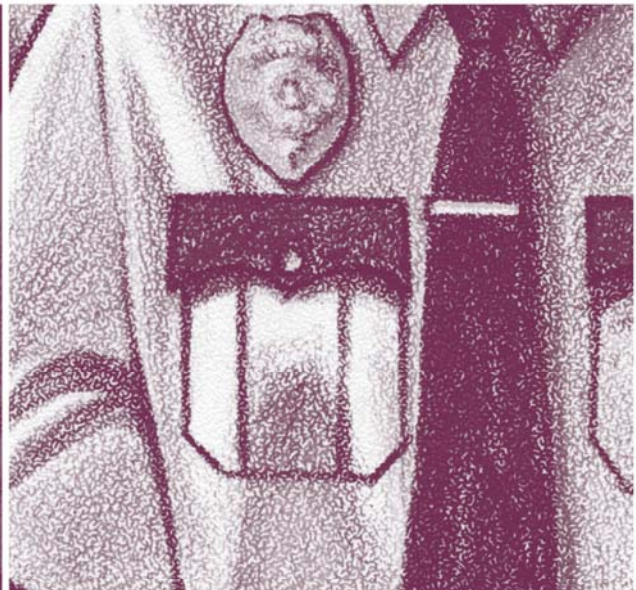


# THE NATIONAL

## Corrections Officer Selection Test



### Product Information Brochure



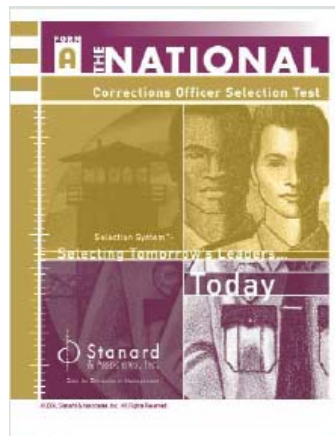
**Stanard**  
& Associates, Inc.

*Data for Decisions in Management*

# The NATIONAL CORRECTIONS OFFICER SELECTION TEST (NCST)

## Standardized, Entry-Level Selection for Corrections Officers Nationwide

Stanard & Associates, the nation's leader in public safety testing, has created The National Corrections Officer Selection Test (NCST) to help agencies select the most qualified corrections officer applicants efficiently and cost effectively. The NCST is designed to measure basic skills – reading, problem solving and report writing– that are important for successfully learning and performing the position of corrections officer. This validated screening tool can eliminate the time and expense involved in conducting interviews, background checks and evaluations for applicants who lack the fundamental skills for the job. And since it is part of Stanard & Associates' flagship line of public safety products, you can trust that the NCST is backed by a rigorous research process and over 30 years of test development expertise, so you can test with confidence.



## Why Choose the NCST?

- ☑ Applicable to any jail environment: direct supervision, podular, linear
- ☑ Economical for agencies of all sizes
- ☑ Easy to administer with a quick turnaround on results
- ☑ Developed in accordance with Professional and Federal Testing Guidelines
- ☑ Offers the option of an on-line Job Task Analysis to establish local content validity evidence
- ☑ Measures job-related skills necessary for success as a corrections officer

## **Components of the NCST**

The NCST is a timed test comprised of reading comprehension, problem solving and report writing questions. In each of the sections, the questions are presented in a corrections context but do not require any previous knowledge to answer correctly.

Candidates are instructed to work through the entire test at their own pace, beginning the next section immediately after completing the previous one. They are allowed 1 hour and 25 minutes to complete the entire test.

<b>NCST Test Section</b>	<b>Description</b>
<b>Reading Comprehension</b>	Measures a person's ability to understand written words as well as the ideas and concepts associated with them
<b>Problem Solving</b>	Measures a person's ability to solve problems based on available information, to assimilate and apply new information, and to prioritize and resolve an issue in a timely manner
<b>Report Writing</b>	Measures a person's ability to write sentences with correct spelling, grammar and punctuation, as well as the ability to convey a message in writing that is expressed clearly, accurately and succinctly
<b>Time Allowed for Completing the Test:</b>	<b>1 hour and 25 minutes</b>

The NCST is scored by Stanard & Associates. Agencies seeking options for scoring the test on site should contact Stanard & Associates for details.

An administration guide and applicant study guide are available to facilitate the testing process.

# **Section Descriptions and Sample Test Items**

## **READING COMPREHENSION**

### **Description**

This section of the NCST measures a person's ability to read and understand information. It consists of a number of short paragraphs followed by questions. The information needed to answer the questions is contained in the paragraphs. In some instances, applicants may need to draw conclusions based on the information provided.

### ***Sample Passage***

Inmates, cells and any area of the prison may be searched at any time, without prior warning. Searches are intended to improve security, not to bother inmates. They will be conducted on an unscheduled, random basis. If anything illegal is found, it will be seized and submitted as evidence in any hearing concerning inmate discipline.

### ***Sample Questions***

1. According to the passage, prison searches
  - A. are intended to annoy inmates
  - B. are conducted every day
  - C. can occur without notice
  - D. can be ordered by any corrections officer
  
2. According to the passage, prohibited items found in a prisoner's cell may be used in a disciplinary hearing.
  - A. True
  - B. False

In Question 1, the correct answer is **C**, because according to information provided in the passage, any area of the prison may be searched at any time, without prior warning.

In Question 2, the correct answer is **A**, because according to the information in the passage, results of a prison search may be submitted as evidence in any hearing concerning inmate discipline.

## **PROBLEM SOLVING**

### **Description**

This section of the NCST measures a person's ability to solve problems and draw conclusions based on specific information. The information is provided in a paragraph or a chart.

### **Sample Questions**

#### **Example 1**

A corrections officer who finds any banned items in an inmate's cell must fill out Form #5643. Form #6745 must be completed for any rule violation relating to visitors. Breaking rules related to the use of the library facilities is recorded on Form #6474.

1. When searching inmate Rivera's cell as part of a routine inspection, Officer Jiminez finds a small plastic bag containing an illegal substance. Which form should Officer Jiminez fill out?
  - A. Form #5643
  - B. Form #6745
  - C. Form #6474
  - D. It is not necessary to complete any form.

#### **Example 2**

<b>Wing K Assignments</b>		
<b>Inmate</b>	<b>Assignment</b>	<b>Time</b>
Williamson	Machine shop	1:30 pm – 3:00 pm
Winger	Library	1:00 pm – 4:30 pm
Rodriguez	Infirmery	1:30 pm – 3:30 pm
Patton	Computer Class	1:15 pm – 3:45 pm
Thomas	Machine shop	2:00 pm – 4:00 pm

2. Based on the information in the table above, which inmate is free at 1:30 in the afternoon for a 15-minute meeting with the warden?
  - A. Patton
  - B. Thomas
  - C. Williamson
  - D. Winger

In Question 1, the correct answer is **A**, because according to the paragraph, Form #5643 should be filled out when banned items are found in an inmate's cell.

In Question 2, the correct answer is **B**, because according to the information in the chart, Thomas is the only one with nothing scheduled between 1:30 and 1:45.

## REPORT WRITING

### **Description**

This section of the NCST measures a person's ability to write clearly, accurately and concisely. There are two types of questions in this section. In the first type, applicants are required to fill in an incident report based on information provided in a paragraph. In the second type, applicants write their answers in complete sentences to questions that are based on a completed incident report provided in the test booklet.

### **Sample Questions**

#### Type 1

On May 14, at 8:45 am, Officer Albert Jackson documented an incident involving inmates Tony Young and Jeff Stevenson in the recreation area of the dayroom. Officer Jackson noticed Young stealing a personal item from Stevenson. While Stevenson wasn't looking, Young took a deck of playing cards and put them in his pocket. Jackson filled out Report #5346 and escorted inmate Young back to his cell (Cell No. 1506).

Applicants are instructed to fill out a section of an incident form, based on the information provided in a paragraph.

CORRECTIONS INCIDENT/INJURY REPORT		
<b>1. REPORT #</b> 5346	<b>2. OFFENSE</b> Stealing	
<b>3. DATE</b> May 14	<b>4. TIME</b> 8:45 am	<b>5. LOCATION</b> Dayroom - Recreation Area

#### Type 2

A completed incident report will be provided from which applicants will answer questions.

CORRECTIONS INCIDENT/INJURY REPORT		
<b>1. REPORT #</b> 8716	<b>2. OFFENSE</b> Assaulting a fellow prisoner	
<b>3. DATE</b> October 28	<b>4. TIME</b> 2:30 pm	<b>5. LOCATION</b> Laundry room

1. In what area did the offense take place?

The offense took place in the laundry room.

## **Test Development and Validity**

The lengthy development process for The National Corrections Officer Selection Test included conducting a nationwide job analysis, interviewing experts in the field of corrections, and reviewing and refining the test items to ensure that they were fair and unbiased. The NCST is a content-valid, basic skills examination developed to be in accordance with federal government (EEOC, ADA) and professional guidelines. Detailed information on the NCST's development and validation study can be obtained from Stanard & Associates upon request.

## **Pricing**

The cost of the NCST, which includes scoring conducted by Stanard & Associates\*\*, varies by the quantity ordered, as outlined below. Agencies will also be invoiced for shipping and handling charges as incurred.

<b>Number of Tests</b>	<b>Cost per Test</b>
1 – 250	\$ 24.50
251 – 500	\$ 22.50
501 or more	\$ 20.50
NCST Administration Guide*	\$10.00
NCST Study Guide	4.00

\*One Administration Guide must be purchased with each first order.

\*\*Agencies seeking a self-score version should contact Stanard & Associates for details.



## **Frequently-Asked Questions (FAQs)**

### ***Is the NCST valid?***

Yes, the NCST demonstrates content-related validity. The test items were written based on the results of a job analysis process to mirror the types of tasks corrections officers actually perform on the job, and the skills necessary to perform those tasks – things like reading and understanding policies, solving problems, and writing reports. The NCST was also field-tested on hundreds of individuals from a geographically diverse set of county sheriff's departments and correctional facilities across the US. A technical summary on the development of the NCST is available from Stanard & Associates upon request.

### ***How long does it take to administer the NCST?***

Applicants are allowed 1 hour and 25 minutes to complete the test. They will be instructed to work through the entire test at their own pace, beginning the next section immediately after completing the previous one. Before the candidates begin the test, it will take approximately 25 minutes for the test administrator to read through the instructions and sample problems. Therefore, the total approximate testing time for the NCST is 1 hour and 50 minutes.

### ***What supplies do I need on hand to administer the NCST?***

Your department will only need to provide the #2 pencils and have a means for timing the testing session. Stanard & Associates will provide the scannable test booklets and an administrator's guide.

### ***What kind of information is covered in the study guide for applicants?***

The applicant study guide provides an overview of the test and the testing process. Applicants are given helpful information about how to prepare for the test, what the test entails as well as sample questions for each section of the test. Applicants who review a study guide prior to taking a test become familiar with the types of questions that will be asked and have a good understanding of what to expect during the testing process.

### ***How can I order the NCST?***

To order, contact Stanard & Associates at 800.367.6919 and ask for a Public Safety Sales Consultant.



## Stanard & Associates' Products and Services

Since 1976, Stanard & Associates, Inc. has been helping public safety agencies hire and promote the most qualified candidates efficiently and cost-effectively. Our wide array of research-based products and professional services addresses every phase of the employee life cycle, from entry-level selection tests and personality assessments, to promotional exams, assessment centers and other customized exercises for specialty and command positions.

### Off-The-Shelf Tests



**The National  
Police Officer  
Selection Test  
(POST)**

**The National  
Dispatcher  
Selection Test  
(NDST)**

**The National  
Firefighter Selection  
Test (NFST and  
NFST-EMS)**

**The National  
Corrections Officer  
Selection Test  
(NCST)**

**The National First-  
Line (NFLST) and  
Second-Line (NSLST)  
Supervisor Tests**

### Professional Services

- Agency-specific Promotional Exams
- Job Analysis/Test Validation
- Testing Tutorial Sessions
- Oral Board Development
- Assessment Centers
- Physical Ability Testing
- Entry-level Psychological Evaluations
- Fitness-For-Duty Evaluations
- Management Assessments
- Custom Project Work



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