



The Illinois State Police Merit Board hereby announces the Promotional Process for the rank to Captain to be conducted as follows:

### **JOB KNOWLEDGE EXAM AND ASSESMENT CENTER INFORMATION**

Scheduled for the week of September 21-25, 2015  
(Your specific date and time will be mailed to you at a later date)

### **REQUIRMENTS FOR PARTICIPATION**

To be eligible to participate in the 2015 Promotional process, you must have participated in the 2015 rating session as well as have obtained a bachelor's degree by July 31, 2015. You will also need to complete a test declaration form.

### **PROCESSES**

The Promotional Process will be conducted in accordance with adopted Illinois State Police Merit Board Rules, Regulations and Procedures. A copy of Merit Board Rules, Regulations and Procedures are listed on the Merit Board's website, [www.illinoistrooper.com/promotionalpolicy.htm](http://www.illinoistrooper.com/promotionalpolicy.htm).

The Merit Board will administer the Promotional Process using the same testing model as in the recent past. You will be invited to your exam on a particular date and time where you will participate in the job knowledge exam using the Merit Board's computer lab. You will also participate in the Assessment Exercise that same day. The Job knowledge exam will be **closed-book**. You will need to prepare for successful performance in this promotional process by reading all the sources and study for this examination. A study guide will be added to the Merit Board website for your convenience. This guide will aid in your preparation for the written examination. We encourage everyone to get the reading materials as quickly as possible and begin reading and preparing for the examinations.

### **ORIENTATION**

I/O Solutions, our testing vendor, will conduct a candidate orientation for the lieutenant and captain promotional processes on Tuesday, June 23, 2015 from 9:00 am to 12:00 noon. The orientation will be presented live at the Joliet located and simulcast to the other four orientation locations. To sign up for one of these sessions, go to [illinoistrooper.com](http://illinoistrooper.com) for more information. For those who are unable to attend the live simulcast, the orientation presentation will be placed on the ISP Merit Board website for viewing. Attendance for this candidate orientation is voluntary. The following topics will be covered during the candidate orientation:

1. Overview of the lieutenant and captain promotional processes

## **ORIENTATION – Continued**

### 2. Written Examination

- Written exam development process
- Test specifications
- Item writing style of I/O Solutions
- Tips for written examination preparation

### 3. Assessment Center

- Assessment center exercise development process
- Types of exercises that may be included in the assessment centers
- Rating criteria and scales that are used by assessors
- Dimensions and criteria that candidates may be rated on for the assessment centers
- Role of the assessors and candidates in the assessment centers
- Preparation and recommendations for the assessment centers
- Rules governing the process of the assessment centers
- Scoring of the assessment centers
- Maintaining security of the process

## **EDUCATION**

In order to verify your education, you must mail a sealed original official college/university transcript indicating the degree obtained and the date obtained to Julie Webster, 531 Sangamon Avenue East, Springfield, Illinois 62702.

<b>The college or university must be accredited by one of the following associations:</b>
•Middle States Association of Colleges and Schools •North Central Association of Colleges and Schools •New England Association of Schools and Colleges •Northwest Association of Schools and Colleges •Southern Association of Colleges and Schools •Western Association of Schools and Colleges

## **TEST DECLARATION FORM**

In order to participate in the 2015 Promotional Process you must complete a Test Declaration Form. To do this you must have access to the Internet. Go to <http://www.illinoistrooper.com> and on the main page select the Promotion link. Click on Test Declaration Form option. Type your four digit ISP ID# as your ID and your home address' five digit zip code as your password. Once the Test Declaration form appears on your screen please follow the instructions provided. Any questions you may have, please contact Mr. Eric Garvue at 217/786-6242. Any questions unrelated to the website you can contact Ms. Julie Webster at 217/786-0185. **The test sign up will be between June 29 and July 31 2015.**

**This form MUST be completed by July 31, 2015, at 5:00 p.m.**

**PLEASE NOTE:** It is a requirement to complete a test declaration form by the stated deadline which is July 31, 2015 at 5:00 p.m. If you do not complete the Test Declaration Form online by the deadline you will NOT be able to participate in the Job Knowledge Exam, therefore, you will not be in consideration to be a candidate for the 2015 or 2016 Promotional Certification List. Please remember to retain your confirmation sheet and confirmation number to prove you signed up by the stated deadline. There will be NO exceptions made.

### **READING LIST**

The 2015 Reading List has been uploaded to the Merit Board's website, [illinoistrooper.com](http://illinoistrooper.com). On the main page, select the Promotion tab. Under that tab you select the Promotion Reading List.

### **REMOTE TESTING**

You must take the examination at the designated sites and times determined by the Merit Board, except for two deviations - military leave and job related business. If you qualify for either of these deviations you can apply for Remote Testing by printing out the form from our website. To do this, go to <http://www.illinoistrooper.com> and on the main page select the Promotional Process, then select Request for Remote Testing Form. You will need to print out the form, complete, sign and date and mail to the Illinois State Police Merit Board, 531 Sangamon Avenue East, Springfield, IL, 62702 or fax to the attention of Ms. Julie Webster at 217/786-0181. Once the form has been received, the Board will make a decision on whether or not you qualify for Remote Testing. You will receive our decision in writing.

### **SENIORITY**

Seniority (in rank) as of July 1, 2015, shall consist of the time accumulated (as an Illinois State Police Officer) in your permanently assigned rank with .2 points earned per month up to a maximum of 5 points (.2 points x 25 months = 5 points).

### **POST-TEST REVIEW**

Lieutenant and Captain candidates will be given the opportunity to review their respective job knowledge tests along with the list of answers, at a designated time and date on the Merit Board's website. More information will be given to you regarding this process on the day of your Promotional Examination.

### **REMINDER**

This is a **CLOSED BOOK EXAM**. Unlike past years, you will only be allowed to use the common source materials, listed on your 2015 Reading List, during the post test review.

