



ILLINOIS STATE POLICE MERIT BOARD

2022 Master Sergeant Promotional Process

Test Declaration Announcement

JOB KNOWLEDGE & ASSESSMENT CENTER

Scheduled for the week of September 26-30, 2022.

Individual appointment dates and times will be assigned to candidates. Participants will receive additional information at a later date.

TEST DECLARATION FORM

In order to be eligible for participation in the 2022 Promotional Process, all candidates must complete a Test Declaration Form **and** participate in the 2022 Ratings Process.

The Test Declaration Form will be available at www.illinoistrooper.com from **8:30 AM on June 6, 2022, until 4:00 PM on June 30, 2022.**

Go to: www.illinoistrooper.com and select the **Promotional Process** tab, then click the **Test Declaration Form** option. Once the Test Declaration Form appears, please follow the instructions provided. You will be required to log-in using the credentials provided below.

Username: four-digit ISP Star ID#

Password: year, month, date of birth (yyyymmdd)

Contact Emily Fox at efox@ispmeritboard.org with any questions regarding the Promotional Test sign-up.

PLEASE NOTE: It is a requirement to complete a test declaration form by the stated deadline of 4:00 PM, on Thursday, June 30, 2022. If you do not complete the online Test Declaration Form by the deadline you will NOT be eligible to participate in the 2022 Promotional Process, therefore, your candidacy will not be considered for the 2022 or 2023 Promotional Certification Lists. Please retain your confirmation e-mail as proof of your declaration by the stated deadline.

There will be no exceptions.

READING LIST

The 2022 Promotional Test Reading List has been published on the Merit Board's website, illinoistrooper.com. Under the **Promotional Process** tab, select **2022 Promotional Process Log-In**. You will be required to login using your State Police Merit Board assigned credentials provided below. Shift Briefings, Law Bulletins, and Illinois Compiled Statutes are also available to download.

Username: four-digit ISP Star ID#

Password: year, month, date of birth (yyyymmdd)

ORIENTATION

The Illinois State Police Merit Board will provide an online candidate orientation for those testing to the rank of Master Sergeant. The orientation will be available on the Merit Board's website by **June 30, 2022**. The following topics will be covered during the candidate orientation:

1. Overview of the Master Sergeant Promotional Process
2. Written Examination
 - Written exam development process
 - Test specifications
 - Item writing style of IO 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 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

REMOTE TESTING

Candidates must take the examination at the designated sites and times determined by the State Police Merit Board except for two deviations: **military leave** or **job-related business**. If you qualify for either of these deviations, you may apply for Remote Testing by completing a Remote Testing Request Form. The form is available on illinoistrooper.com under the Promotional Process tab: Remote Testing Form. Please complete, sign and date the form and e-mail it to Emily Fox at efox@ispmeritboard.org. All requests will be reviewed, and each candidate will receive a decision in writing.

SENIORITY

Seniority (in rank) as of July 1, 2022, 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

Master Sergeant Candidates will be provided the opportunity to review their respective job knowledge test along with the list of answers on the State Police Merit Board's website. Information regarding the Post-Test Review Process will be provided to candidates at a later date.

PROCESS

The 2022 Master Sergeant Job Knowledge Exam will be a **CLOSED BOOK EXAM**. The Promotional Process will be conducted in accordance with adopted Illinois State Police Merit Board Rules, Regulations and Procedures.