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# ILLINOIS STATE POLICE MERIT BOARD

## 2020 Master Sergeant Promotional Process

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### **JOB KNOWLEDGE EXAM & ASSESSMENT CENTER Scheduled for the week of: September 21-25, 2020**

Specific information will be e-mailed to each candidate at a later date

### **TEST DECLARATION FORM**

**In order to participate in the 2020 Promotional Process all candidates must complete a Test Declaration Form and participate in the 2020 Part III Ratings Process.**

The Test Declaration Form  
will be available at [www.illinoistrooper.com](http://www.illinoistrooper.com) from  
**June 26, 2020 until July 31, 2020**

Go to: [www.illinoistrooper.com](http://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.

<p><b>Username:</b> four-digit ISP Star ID#</p> <p><b>Password:</b> four-digit birth year</p>
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Contact Emily Fox at (217) 786-6243 or [efox@ispmeritboard.org](mailto: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 July 31, 2020. If you do not complete the online Test Declaration Form by the deadline you will NOT be eligible to participate in the 2020 Promotional Process, therefore, your candidacy will not be considered for the 2020 or 2021 Promotional Certification Lists. Please retain your confirmation sheet as proof of your enrollment by the stated deadline.

**There will be NO exceptions made.**

## **READING LIST**

The 2020 Promotional Test Reading List has been published on the Merit Board website, [illinoistrooper.com](http://illinoistrooper.com). Shift Briefings, Law Bulletins, Collective Bargaining Agreements and Illinois Compiled Statutes are also available to download. Under the Promotional Process tab, select **2020 Promotional Process Information**. You will be required to log-in using your State Police Merit Board designated username & password.

**Username: four-digit ISP Star ID#**

**Password: four-digit birth year**

## **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 website by **June 1, 2020**. 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 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

## **SENIORITY**

Seniority (in rank) as of July 1, 2020, 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 2020 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.