

WHAT YOU SHOULD KNOW ABOUT EXAMINATIONS

EXAMINATION QUESTIONS WHERE DO THEY COME FROM?

SOURCE

- **The Job Analysis**
 - ✓ Detailed statement of work behaviors and other information related to the classification.
 - ✓ A process that links tasks back to knowledge, skills and abilities
 - ✓ SME's review task lists and identify how critical they are to the job and if a candidate should possess them prior to appointment.

- **The Knowledge, Skills and Abilities (KSA's)**
 - ✓ Most exams test knowledge and abilities.
 - ✓ Several KSA's can be tested in one question.
 - ✓ Can be different than what is listed on the Class Specification. based on the Job Analysis
 - ✓ Most, but not, are tested.

- **Role of the Subject Matter Experts (SME's)**
 - ✓ Compose job-related questions appropriate to the classification, not a specific vacancy.
 - ✓ Establish the minimally acceptable responses for the questions.

- **The role of the Exam Analyst**
 - ✓ Standardizes the question format
 - ✓ Analyzes the questions for appropriateness and sensibility.
 - ✓ Reviews and solidifies rating criteria for each question.

THE QUESTIONS

- **Tie to one or more KSA's**

- **Are they measurable.**
 - ✓ Must distinguish between the best, good, marginal and poorly qualified candidates.
 - ✓ Each question has rating criteria.

- **Can have more than one part.**
- ✓ The first part could request knowledge from the candidate. The second part may ask the candidate how the knowledge is applied. Example: One of the hospitals needs a copy of a 10-page document by tomorrow afternoon. What methods could you use to honor their request? Which method is the most cost-effective?

- **Often are situational**
- ✓ A situational questions may pose a hypothetical situations that may have occurred on the job. The competitor may be asked how they would handle the situation.

EXERCISE ON WRITING COMPREHENSIVE EXAM QUESTIONS

Questions must:

- ✓ Tie to a Knowledge or an Ability
- ✓ Be measurable
- ✓ Easy for a candidate to understand