TEST CATALOG
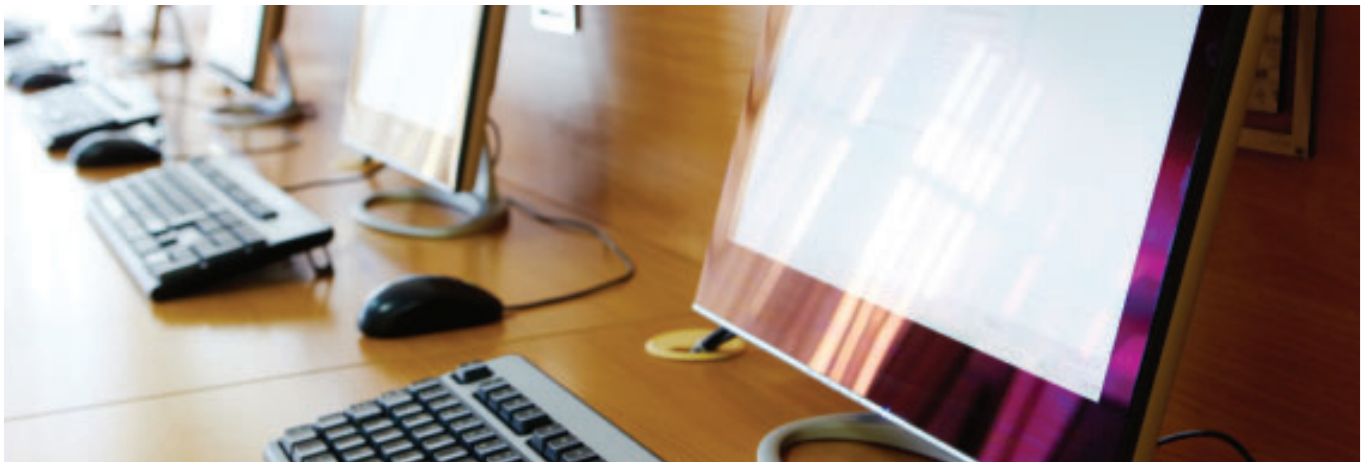
Industry-leading Employment Testing and Assessment Services Exclusively for Public Agencies

CPS HR CONSULTING

ABOUT CPS HR

CPS HR Consulting is a self-supporting public agency providing a full range of integrated HR solutions to government and nonprofit clients across the country. Our strategic approach to increasing the effectiveness of human resources results in improved organizational performance for our clients. We have a deep expertise and unmatched perspective in guiding our clients in the areas of organizational strategy, recruitment and selection, classification and compensation, and training and development.
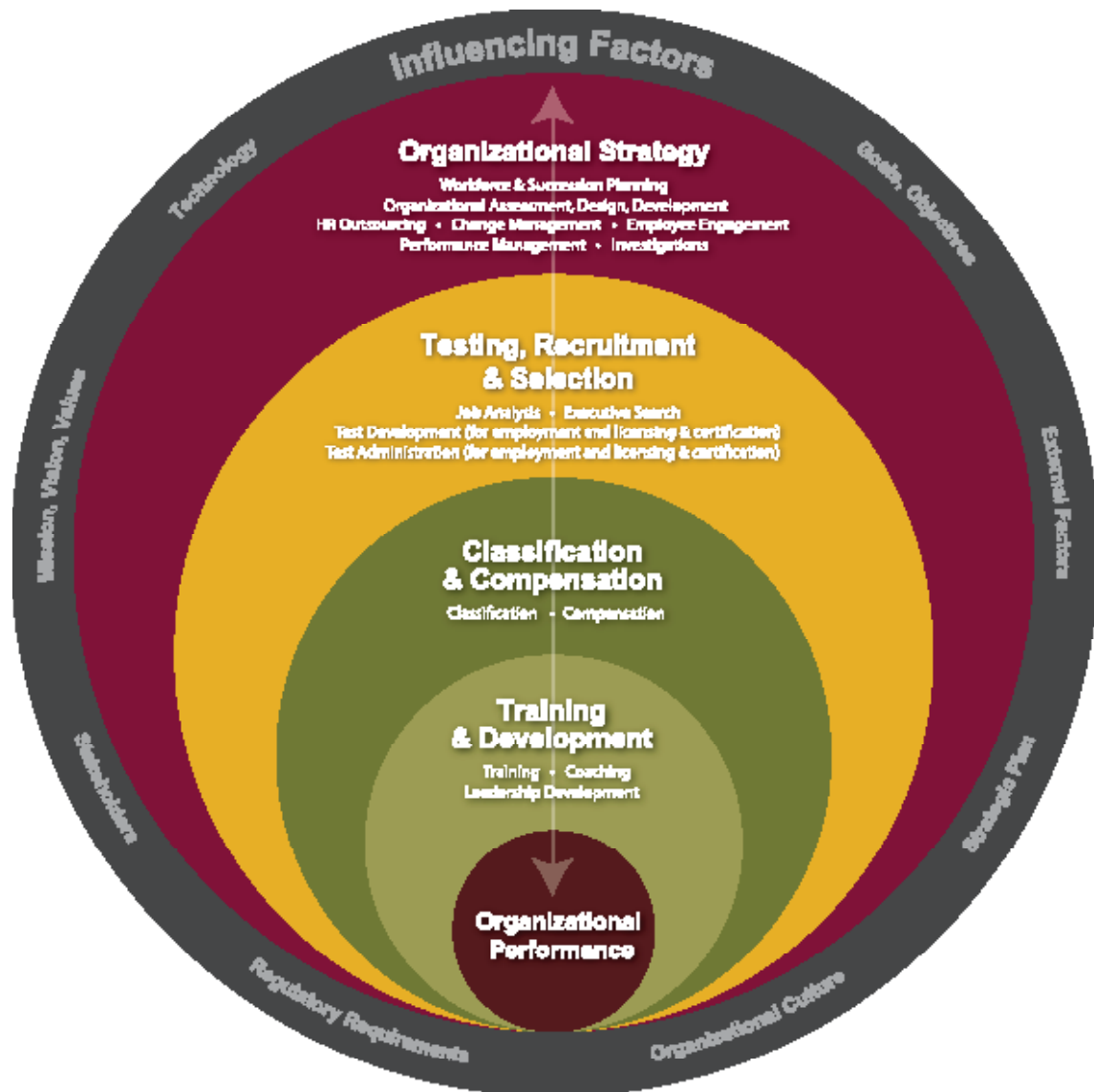
Integrated HR Systems

Table of Contents

As part of our commitment to providing our clients with the highest-quality test products and services, CPS HR Consulting frequently updates and changes our testing materials.

To determine which new test corresponds with your past orders, please call our CPS HR Test Rental team at **916.263.1800** or **1.866.867.5272**.

November 2023

The CPS HR Difference

The CPS HR Test Rental team is committed to providing our customers with the highest-quality test products and services. As a public agency, we understand the needs of government and not-for-profit agencies, and our employment tests have been developed to meet those specialized needs while providing great value at an economical price.

This catalog offers entry-level and promotional employment tests for a wide range of public agency positions including law enforcement, fire service, clerical, professional, skilled trades and many others.

WHY USE CPS HR EMPLOYMENT TESTING AND ASSESSMENT SERVICES?
- Professionally developed, reliable test products
- Full service test rental support from initial order processing through test scoring and follow-up consultation
- Expert consultation and advice
- Professional, courteous customer service
- Free test review copies
- Detailed scoring results
- Validation reports
- Convenient and easy ordering
- Prompt, secure, nationwide delivery

CPS HR OFFERS A VARIETY OF OTHER EMPLOYMENT TESTING SERVICES
CPS HR provides a broad range of services to assist your agency in developing and administering exams and assessments. Our team can meet any or all of your testing requirements.

Our examination services include:
- Assessment Centers
- Customized Test Development Solutions
- Test Administration

For more information about these services, please contact our Test Rental team at **916.263.1800** or **1.866.867.5272** or email us at testrental@cpshr.us.

The Choice Is Yours — What's Right for You

Whether it is the use of a test through our test rental program or a fully customized testing solution to meet your unique needs, we look forward to earning your business. Designed to be a useful tool during the selection process, this catalog will guide you to the tests that meet your public agency's specific needs. From explaining the wide range of tests we offer to how to place an order, you will find everything necessary to make your test ordering simple and efficient. As you will see, each table illustrates the name and stock number of the test, the number of items in the test and the time allotted to take the test. If you cannot find the information you need, please give us a call; one of our CPS HR Test Rental team members will be happy to assist you.

TEST RENTAL PRODUCTS AND SERVICES

Stock Test – A stock test is a standardized test for a specific job classification common to public agencies. Each stock test has been validated through a content-oriented procedure. Prior to use by an agency, a stock test undergoes agency review to ensure job relatedness.

Semi-Stock Test – A semi-stock test is developed from items selected by the agency from two or more stock tests or from the items in the specialized item sets. Content validity is established through the agency's completion of a job analysis workbook and the selection of items that match the agency's job requirements.

Custom Test – A custom test is created from existing items in the CPS HR item bank or written specifically for the agency. Validity is established by the client agency unless performed under a separate contract with CPS HR.

Supplement – These preprinted 25- to 30- item booklets can be added to any of our regular test books to add additional content or emphasize content areas of our stock tests.

Specialized Item Set – These preprinted larger item booklets allow you to customize item selection when creating a test specific to your agency for many common classifications.

Writing Proficiency – These essay-based assessments measure a candidate's ability to write in an understandable way on a simple topic. This test can be used for any job that requires writing ability. CPS HR hires English language professionals who use structured rating guidelines to score the test. Writing proficiencies can be administered electronically or in paper-pencil format.

Online Delivery Format is Available
Stock, Semi-Stock, and Custom Exams – The majority of our test catalog can also be delivered online
Online Skills-based – Microsoft Office-based tests as well as a large variety of office, clerical and industrial skills testing
Online Personality Testing – Hogan Assessments personality reports

Fire Service

ENTRY-LEVEL FIREFIGHTER TESTS

It takes certain skills and knowledge to succeed as a firefighter in today's demanding environment. Our entry-level tests help identify those who will perform at the highest level in the firefighter academy and go on to successfully perform on the job, based on job analytic data gathered from a variety of fire agencies.

ENTRY-LEVEL FIREFIGHTER

CONTENT AREAS	FE2134D	FE2152D	FE2177B	FE2187C	FE2190D
Oral Communication	—	15	—	—	—
Reading Comprehension	30	20	30	30	30
Mathematical Ability	30	25	30	30	25
Mechanical Reasoning	25	25	25	25	—
Teamwork, Public Relations, and Community Living	15	—	15	15	—
Written Communication	—	15	—	—	20
Analytical Ability	—	—	—	—	25
Total number of items	100	100	100	100	100
Total time	2 hr 30 min	2 hr 30 min	2 hr 30 min	2 hr 30 min	2 hr 30 min

ENTRY-LEVEL FIREFIGHTER (METRIC)

CONTENT AREAS	FE2102B-M	2105M*	2125M	FE2127A-M
Understanding Oral Information	—	20	—	—
Oral Communication	20	—	—	20
Reading and Understanding Written Information	—	30	—	—
Reading Comprehension	20	—	—	20
Understanding Written Instructions	—	—	30	—
Mathematical Ability	20	25	30	20
Numerical Skills	—	—	—	—
Maps, Diagrams and Mechanical Reasoning	—	25	—	—
Mechanical Aptitude	—	—	25	—
Mechanical Reasoning	20	—	—	20
Teamwork/Public Relations/Community Living	20	—	15	20
Total number of items	100	100	100	100
Total time	2 hr	2 hr	2 hr	2 hr

* Test Available in French.

CANDIDATE RESOURCE CENTER

Electronic Candidate Preparation Manuals and online practice tests offer agencies the opportunity to familiarize their candidates with the item types contained in the CPS HR Entry-Level Firefighter tests as well as providing general test-taking suggestions. Agencies can purchase these materials for candidates or have candidates purchase directly from a website.

Fire Service (cont'd)

PROMOTIONAL FIRE SERVICE TESTS

How do you select who should move up the promotional ladder? These tests assess specific knowledge to help you select the best fire service candidates for promotional positions, based on job analytic data gathered from a variety of fire service agencies.

FIRE APPARATUS DRIVER/OPERATOR

CONTENT AREAS	FP2214A	FP201
Firefighting Essentials	20	25
Emergency Vehicle Operation	15	—
Knowledge and Use of Equipment and Apparatus	30	25
Water Supplies	15	—
Fire Stream Practices	20*	—
Water Supplies and Fire Stream Practices	—	25
Hydraulic Principles and Calculations	—	25
Total number of items	100	100
Total time	2 hr	2 hr

* Section includes questions on Hydraulic Principles and Calculations

Please note: These tests contain items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

FIRE INSPECTOR

CONTENT AREAS	FP501B
Building Construction	25
Hazardous Materials	25
Fire Inspection and Code and Standards Enforcement	25
Written Communication	25
Total number of items	100
Total time	2 hr

Please note: This test contains items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

Fire Service (cont'd)

FIRE CAPTAIN	
CONTENT AREAS	FP301A
Fireground Operations	30
Fire Inspection	20
Incident Command	20
Supervision and Management	20
Written Communication and Reports	10
Total number of items	100
Total time	2 hr

Please note: These tests contain items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

BATTALION CHIEF	
CONTENT AREAS	FP2432B
Analytical Ability	15
Fire Department Operations	15
Incident Command	20
Supervision of Fire Department Personnel	20
Fire Department Administration and Management	15
Written Communication and Reports	15
Total number of items	100
Total time	2 hr

Please note: This test contains items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

FIRE SERVICE/INCIDENT COMMAND SUPPLEMENTS

Exam supplements can be used in conjunction with CPS HR written tests or other selection processes. The exam supplements are designed to provide additional content in specific job-related areas.

EXAM TITLE	SUPPLEMENT	ITEMS	TIME
Firefighting Essentials	FS101A*	30	35 min
Paramedic	FS102*	30	30 min
Emergency Medical Technician	FS103*	25	30 min

Please note: These tests contain items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

SPECIALIZED FIRE SERVICE ITEM SETS

If a stock test doesn't meet your needs, specialized item sets allow clients to create semi-stock exams. Agency subject-matter experts may review and select items and/or content areas to create a semi-stock exam.

- Fire Inspector/Deputy Marshal: FRS108
- IFSTA Company Officer 5th Edition: FRS102
- IFSTA Essentials of Firefighting 6th Edition: FRS103A
- IFSTA Fire and Emergency Services Instructor - 7th and 8th Ed: FRS104
- IFSTA Fire Investigator - 2nd Edition: FRS105
- IFSTA Pumping and Aerial Apparatus 3rd Edition: FRS101
- IMS Model Procedures Guide Structural Firefighting - 2nd Ed: FRS107

Check out the other products that CPS HR offers below:

Assessment Centers: The Assessment Center method of identifying supervisory and managerial potential is a job-related, objectively oriented attempt to provide decision-makers with more complete information than they can ordinarily gather from written and oral examinations alone. Assessment Centers provide a means of gathering relevant information, under standardized conditions, about an individual's capabilities to perform a particular job.

Each CPS HR Assessment Center and customized assessment process includes: an in-depth job analysis to identify the critical job performance dimensions or competencies to be assessed; the design of the assessment model; the development of the assessment exercises; training of the assessor team; a classroom-style orientation for the candidate group; and facilitation of the assessment and rating processes. Individual and/or group performance feedback is also available by request. Agencies may also wish to customize the way they utilize CPS HR's assessment services by having CPS HR consultants just train their assessor team or develop one or two specific exercises designed to augment a current promotional process.

Law Enforcement

ENTRY-LEVEL LAW ENFORCEMENT TESTS

Law enforcement is one of the most important jobs in today's society, so it is imperative that agencies hire the very best. CPS HR entry-level law enforcement tests are designed for entry-level peace officer positions requiring no prior law enforcement experience, based on job analytic data gathered from a variety of law enforcement agencies. Although they can be used in any state, they meet reading and writing requirements for the California Peace Officer Standards and Training and for the State of Oregon Department of Public Safety Standards and Training. The report writing sections consist of English grammar, spelling, punctuation and writing skills.

ENTRY-LEVEL LAW ENFORCEMENT OFFICER				
CONTENT AREAS	LE1042A	LE1047B	LE1057B	LE201
Observation and Memory	25	20	20	20
Written Communication	25	25	25	25
Reading Comprehension	25	30	30	30
Analytical Ability	25	25	25	25
Total number of items	100	100	100	100
Total time	2 hr 10 min	2 hr 10 min	2 hr 10 min	2 hr 10 min

CANDIDATE RESOURCE CENTER

Electronic Candidate Preparation Manuals and online practice tests offer agencies the opportunity to familiarize their candidates with the item types contained in the CPS HR Entry-Level Law Enforcement tests as well as providing general test-taking suggestions. Agencies can purchase these materials for candidates or have candidates purchase directly from a website.

Law Enforcement (cont'd)

POLICE TECHNICIAN/COMMUNITY SERVICES OFFICER

These tests assess the skills and knowledge necessary for you to select the best candidates for police technicians/community services officers. Tests are based on job analytic data from a variety of public agencies.

POLICE TECHNICIAN/COMMUNITY SERVICES OFFICER

CONTENT AREAS	LT1514B	LT1518A-PT	LT1518A-CSO
Oral Communication	20	15	15
Reading Comprehension	20	—	—
Written Communication	25	—	—
Understanding and Evaluating Tables, Charts and Graphs	20	—	—
Map Reading	15	—	—
Name and Number Matching	—	20	20
Interpreting Diagrams and Forms	—	20	20
Mathematical Ability	—	20	20
Interpersonal Relations	—	25	25
Total number of items	100	100	100
Total time	2 hr	1 hr 45 min	1 hr 45 min

"CPS HR was a pleasure to work with. They provided a fair and objective assessment of our candidates allowing us to select those candidates best suited for promotion. All the candidates that participated in the process felt that it was both job-related and impartial."

– Avondale Police Department
  Avondale, Arizona

Law Enforcement (cont'd)

PROMOTIONAL LAW ENFORCEMENT TESTS
How do you select who should move up the promotional ladder? These tests assess specific knowledge to help you select the best law enforcement candidates for promotional positions, based on job analytic data gathered from a variety of law enforcement agencies

LAW ENFORCEMENT SERGEANT

CONTENT AREAS	LP101	LP101-CA	LP1242E	LP1242E-CA
Problem Solving, Decision Making, and Planning	15	15	15	15
Supervision	25	25	25	25
Field Operations	35	35	35	35
Legal Principles	15	15	15	15
Written Communication	10	10	10	10
General Law Enforcement Principles - California	—	25	—	25
Total number of items	100	125	100	125
Total time	2 hr	2 hr 30 min	2 hr	2 hr 30 min

Please note: These tests contain items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

LAW ENFORCEMENT LIEUTENANT

CONTENT AREAS	LP1325C	LP1325C-CA
Law Enforcement Supervision and Training	25	25
Management and Leadership	25	25
Investigation and Interviewing	25	25
Law Enforcement Principles	25	25
California Legal Principles	—	25
Total number of items	100	125
Total time	2 hr	2 hr 30 min

Please note: These tests contain items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

Law Enforcement (cont'd)

LAW ENFORCEMENT EXAM SUPPLEMENTS

Exam supplements can be used in conjunction with CPS HR written tests or other selection processes. The exam supplements are designed to provide additional content in specific job-related areas.

EXAM TITLE	SUPPLEMENT	ITEMS	TIME
Law Enforcement Report Writing	LS101*	25	30 min
Community Policing	LS102*	20	30 min

* Please note: These tests contain items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

SPECIALIZED LAW ENFORCEMENT ITEM SETS

Specialized item sets allow clients to create a semi-stock exam that meets their testing needs. Agency subject-matter experts may review and select items and/or content areas, which are then developed into a semi-stock exam.

- Police Captain (LRS101A)
- Criminal Investigation 11th Edition (LRS102)
- Sr. Law Enforcement Officer-Detective (LRS103)
- Animal-Sr. Animal Control Officer (LRS104A)

Check out the other products that CPS HR offers below:

Assessment Centers: The Assessment Center method of identifying supervisory and managerial potential is a job- related, objectively oriented attempt to provide decision-makers with more complete information than they can ordinarily gather from written and oral examinations alone. Assessment Centers provide a means of gathering relevant information, under standardized conditions, about an individual's capabilities to perform a particular job.

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Law Enforcement (cont'd)

CORRECTIONAL TESTS

These tests assess the skills and knowledge necessary for selecting the best candidates for correctional officer positions. Test content is based on job analytic data gathered from a variety of corrections agencies.

If the stock exams and supplements listed below do not meet your testing needs, consider creating an exam specific to your agency. Semi-stock exams can be created by selecting content from any of our stock exams or by selecting items from our specialized item sets. Still can't find the right test? CPS HR will develop a customized exam based on your unique needs and source materials. Please give us a call for details.

CORRECTIONAL OFFICER *(NOT AVAILABLE IN CALIFORNIA)*

CONTENT AREAS	LC0910C	LC0918B
Memory and Understanding Oral/Written Information	33	35
Reading Comprehension	32	25
Mathematical Ability	16	20
Written Communication	19	20
Total number of items	100	100
Total time	2 hr 15 min	2 hr 20 min

CORRECTIONAL SERGEANT

The CPS HR Correctional Sergeant test is designed for candidates with experience in corrections. Tests are based on job analytic data and are reviewed by subject matter experts.

CONTENT AREAS	LC1090B
Reading and Analyzing Information	25
Supervision and Training	25
Writing and Reviewing Reports	25
Scheduling and Record Keeping	25
Total number of items	100
Total time	2 hr

Emergency Communications

DISPATCHER TESTS

These tests are designed to identify candidates who possess the critical skills and abilities to be successful in the dispatching field. Test content is based on job analytical data gathered from a variety of agencies.

DISPATCHER				
CONTENT AREAS	DS3420D‡	DS3421C	DS3427C†‡	DS3430C†‡
Oral Communication	20	20	20	20
Vocabulary	15	20	20	20
Analytical Ability and Map Reading	30	25	—	—
Ability to Perform Dispatching Work	20	20	25	40
Reading Comprehension	15	15	15	20
Interpreting Codes and Information	—	—	20	—
Total number of items	100	100	100	100
Total time	2 hr	2 hr	2 hr	2 hr

† Recommended for 911 Dispatchers
‡ Understanding Oral Information part of exam is available on CD. Please contact us at 1.866.867.5272 for additional information.

"As always, it has been a pleasant experience working with CPS HR, and our agency looks forward to another great year."

– Barbara Cella, Senior HR Analyst
City of North Las Vegas, Nevada

"Outstanding in every way!"

– Communications Director,
Cedar Rapids Joint Communications Agency, Iowa

Clerical and Administrative

Your agency demands tests designed to measure the essential knowledge and skills required for today's fast-paced office. Choose from entry-level basic clerical skills through our administrative assistant, or you can combine pieces of several tests to make your own customized solution.

BASIC SKILLS – CLERICAL

CONTENT AREAS	CE201A
Clerical Knowledge	20
Reading Comprehension	20
Written Communication	20
Mathematical Ability	20
Interpersonal Relations	20
Total number of items	100
Total time	2 hr

ENTRY-LEVEL – CLERICAL

CONTENT AREAS	CE3103A	CE3104B	CE3105A	CE3106B
Clerical Knowledge	15	25	15	20
Written Communication	35	30	35	35
Vocabulary	15	20	15	10
Reading Comprehension	20	10	20	20
Mathematical Ability	15	15	15	15
Total number of items	100	100	100	100
Total time	1 hr 51 min	1 hr 50 min	1 hr 51 min	1 hr 53 min

ADVANCED CLERICAL

CONTENT AREAS	CE3217C	CE3227C
Reading Comprehension	30	30
Written Communication	50	50
Vocabulary	20	20
Total number of items	100	100
Total time	2 hr	2 hr

CANDIDATE RESOURCE CENTER

Electronic Candidate Preparation Manuals and online practice tests offer agencies the opportunity to familiarize their candidates with the item types contained in the CPS HR Entry-Level Clerical tests as well as providing general test-taking suggestions. Agencies can purchase these materials for candidates or have candidates purchase directly from a website.

Clerical and Administrative (cont'd)

EXECUTIVE SECRETARY

CONTENT AREAS	CP3237C
English Usage	25
Correspondence Skills	25
Written Communication and Reports	25
Interpersonal Relations	25
Total number of items	100
Total time	2 hr

EXECUTIVE ASSISTANT

CONTENT AREAS	CP3240G
Reading Comprehension	25
English Usage	25
Written Communication and Reports	20
Analytical Ability	15
Interpersonal Relations	15
Total number of items	100
Total time	2 hr

ADMINISTRATIVE ASSISTANT

CONTENT AREAS	CP3295C
Reading and Understanding Written Information	25
English Usage	30
Correspondence and Reports	45
Total number of items	100
Total time	2 hr

DATA ENTRY CLERK

CONTENT AREAS	CE3703A
Name and Number Comparison	25
Numerical Filing	15
Ability to Classify Information	15
Mathematical Ability	25
Reading Comprehension	20
Total number of items	100
Total time	2 hr

Clerical and Administrative (cont'd)

CASHIER

CONTENT AREAS	CA4118A
Ability to Handle Money	20
Ability to Make Change	30
Bank Reconciliation	15
Interpersonal Relations	10
Total number of items	75
Total time	1 hr 10 min

ACCOUNT CLERK

CONTENT AREAS	CA4326B	CA4317C	CA4328D
Ability to Work Rapidly with Data/Information	25	—	—
Written Communications	20	—	—
Knowledge of Basic Accounting/Bookkeeping	15	—	—
Ability to Work Rapidly with Numbers	—	30	—
Reading Comprehension	20	10	—
Mathematical Ability	20	30	20
Analytical Ability	—	10	—
Vocabulary	—	20	—
Clerical Knowledge	—	—	30
Bookkeeping and Office Methods	—	—	30
Vocabulary and Reading Comprehension	—	—	20
Total number of items	100	100	100
Total time	1 hr 45 min	1 hr 45 min	1 hr 45 min

SENIOR ACCOUNT CLERK

CONTENT AREAS	CA4413C
Office Practices and Procedures	25
Bookkeeping Practices	25
Accounting Problems	20
Interpersonal Relations	15
Ability to Follow Directions	5
Total number of items	100
Total time	2 hr

Clerical and Administrative (cont'd)

LEGAL PROCESSING CLERK	
CONTENT AREAS	**CL4610D**
Clerical Knowledge	30
Written Communication	30
Interpersonal Relations	25
Problem Solving, Analysis and Mathematical Ability	15
Total number of items	100
Total time	1 hr 43 min

COURTROOM CLERK	
CONTENT AREAS	**CL4612C**
Clerical Knowledge	15
Written Communication	20
Analytical Reasoning and Mathematical Ability	20
Interpersonal Relations	15
Legal Procedures and Terms	20
Technical Expert/Resource	10
Total number of items	100
Total time	2 hr

OFFICE, CLERICAL AND CUSTOMER SERVICE SUPPLEMENTS

Exam supplements can be used as stand-alone modules or in conjunction with CPS HR written tests or other selection processes. The exam supplements are designed to provide further testing in specific job-related areas.

EXAM TITLE	TEST	ITEMS	TIME
Customer Service Principles	CS101B	30	30 min
Legal Terms and Procedures	CS104	30	35 min
Proofreading for Written Communication	CS102	20	30 min
Payroll	CS107	25	30 min
Journey Legal Processing Clerk	CS105	25	30 min
Basic Computer Skills	CS106	15	20 min

Professional

Today's employees require critical decision-making skills and a high level of expertise. The following tests will help identify candidates who are precision-oriented and skilled in areas of analytics, interpersonal communication and statistics.

HUMAN RESOURCES TECHNICIAN

CONTENT AREAS	PR1912B
Written Communication	20
Analytical Ability	20
Ability to Maintain Accurate Records	20
Mathematical Ability and Statistics	20
Interpersonal Relations	20
Total number of items	100
Total time	2 hr

ENTRY-LEVEL ANALYST

CONTENT AREAS	PR1910E
Analytical Ability	30
Mathematical Ability and Statistics	20
Written Communication	30
Interpersonal Relations	20
Total number of items	100
Total time	2 hr 30 min

Professional

Professional (cont'd)

ACCOUNTANT	
CONTENT AREAS	PR4411B
Accounting Principles and Practices	20
Financial Analysis and Practices	15
Auditing Principles and Practices	15
Mathematical Ability	15
Analytical Ability	20
Written Communication	15
Total number of items	100
Total time	2 hr

PROFESSIONAL AND PARAPROFESSIONAL SPECIALIZED ITEM SETS
Specialized item sets allow clients to create a semi-stock exam that meets their testing needs. Agency subject-matter experts may review and select items and/or content areas, which are then developed into a semi-stock exam.

- Accountant: PRS105
- Appraiser: PRS104
- Engineering Aide/Electrical: PRS103
- Junior/Civil Engineer: PRS102
- Library Services: PRS101
- Recreation Coordinator-Supervisor: PRS106

" I appreciate your company, employees and the great customer service I receive."

– Tracy Sloan, HR Analyst
City of Lynnwood, Washington

" I am very pleased with the turnaround time regarding the test scoring process. Thank you for your excellent work!"

– Management Analyst,
San Mateo County HR Department, California

Professional (cont'd)

SOCIAL SERVICES

ELIGIBILITY WORKER/ELIGIBILITY SPECIALIST	
CONTENT AREAS	**HH5139**
Reading Comprehension	20
Analytical Ability	30
Written Communication	25
Mathematical Ability	10
Interpersonal Relations	15
Total number of items	100
Total time	2 hr

CHILD SUPPORT SPECIALIST		
CONTENT AREAS	**HH5210B**	**HH5211C**
Reading Comprehension	25	25
Written Communication	25	25
Mathemetical Ability	25	25
Interpersonal Relations and Interviewing	25	25
Total number of items	100	100
Total time	2 hr	2 hr

SOCIAL WORKER	
CONTENT AREAS	**HH5312B**
Analytical Ability	25
Interviewing Principles	20
Written Communication	25
Interpersonal Skills	30
Total number of items	100
Total time	2 hr

"On behalf of the City of Las Cruces:

thank you, CPS HR, for all your assistance."

– Flo S. Pierce, HR Analyst
  City of Las Cruces, New Mexico

Professional (cont'd)

SUPERVISION

SUPERVISOR	
CONTENT AREAS	PR0126C
Staff Development	20
Evaluating Employee Performance	20
Managing Change within an Organization	15
Conflict Resolution	15
Communication	15
Budgeting and Resource Allocation	15
Total number of items	100
Total time	2 hr

SUPERVISORY PRACTICES ASSESSMENT

This test uses scenarios commonly found in the workplace to test a candidate's ability to respond properly to situations. The test presents 50 scenarios and asks the candidate to choose the best and worst responses in each situation.

CONTENT AREAS	PR0199A* [†]
Supervisory Practices Assessment	100
Total number of items	100
Total time	1 hr 15 min

* This test uses scenarios commonly found in the workplace to test a candidate's ability to respond properly to a situation. The test presents 50 scenarios and asks the candidate to choose the best and worst responses in each situation.

[†] This test requires agency review of keyed responses prior to administration.

SUPERVISION EXAM SUPPLEMENTS

Exam supplements can be used as stand-alone modules or in conjunction with CPS HR written tests or other selection processes. The exam supplements are designed to provide further testing in specific job-related areas.

EXAM TITLE	TEST	ITEMS	TIME
Supervisory Practices	PS101	30	30 min

Service and Maintenance

These tests measure the basic abilities required for service and maintenance jobs. When you hire service and maintenance personnel, you want people who will do the job right. Our tests will help you find the best-qualified candidates.

BASIC SKILLS – GENERAL	
CONTENT AREAS	SM0302D
Reading Comprehension	20
Written Communication	20
Mathematical Ability	20
Mechanical Reasoning	20
Interpersonal Relations	20
Total number of items	100
Total time	2 hr

STOCK AND DELIVERY WORKER	
CONTENT AREAS	SM3319B
Number Checking Ability	20
Oral Communication	15
Map Reading Ability	15
Ability to Control Inventory	15
Knowledge of Stock Work Procedures	15
Knowledge of Delivery and Driving Procedures	20
Total number of items	100
Total time	1 hr 45 min

Service and Maintenance (cont'd)

These tests measure the breadth of knowledge required in a variety of trades in the public sector. Our skilled-trades tests tell you if a candidate has the knowledge and ability to do the job right.

UTILITY WORKER – LABORER	
CONTENT AREAS	SM6127B
Oral Communication	15
Reading and Applying General Information	25
Knowledge of Tools and Equipment	20
Safe Work Practices	15
Total number of items	75
Total time	1 hr 30 min

Service and Maintenance (cont'd)

MAINTENANCE WORKER	
CONTENT AREAS	SM6526B
Reading and Applying General Information	15
Tools and Equipment	25
Mathematical Ability	20
Safe Work Practices	15
Total number of items	75
Total time	1 hr 30 min

GROUNDS MAINTENANCE WORKER	
CONTENT AREAS	SM6899B
Knowledge and Care of Plants, Shrubs and Trees	15
Lawn Propagation and Maintenance	20
Knowledge of Tools, Equipment and General Construction	25
Safe Work Practices	30
Mathematical Ability and Critical Thinking	10
Total number of items	100
Total time	2 hr

SERVICE AND MAINTENANCE SPECIALIZED ITEM SETS
Specialized item sets allow clients to create a semi-stock exam that meets their testing needs. Agency subject matter experts may review and select items and/or content areas, which are then developed into a semi-stock exam.

- Park and Grounds Maintenance Services: SMRS101
- Public Works Maintenance Technician I-II: SMRS102A
- Custodian-Sr. Custodian: SMRS103
- Meter Reader: SMRS104

Skilled Trades

ELECTRICIAN

CONTENT AREAS	ST7212B*
Electrical Principles and Practices	20
Electrical Tools, Equipment and Materials	25
Electrical Codes	25
Occupational Safety	15
Ability to Read Electrical Plans and Diagrams	15
Total number of items	100
Total time	2 hr

* Please note: This test contains items that are sourced to specific texts. To obtain a copy of the reference list, call 1.866.867.5272.

ENTRY-LEVEL AUTOMOTIVE MECHANIC

CONTENT AREAS	ST7417D
Engine Powertrain Systems	35
Heating and Cooling Systems	10
Electrical Systems	20
Fuel Delivery Systems	10
Wheels, Brakes, Steering and Suspension Systems	15
Tools and Equipment	15
Safe Work Practices	10
Total number of items	115
Total time	2 hr 15 min
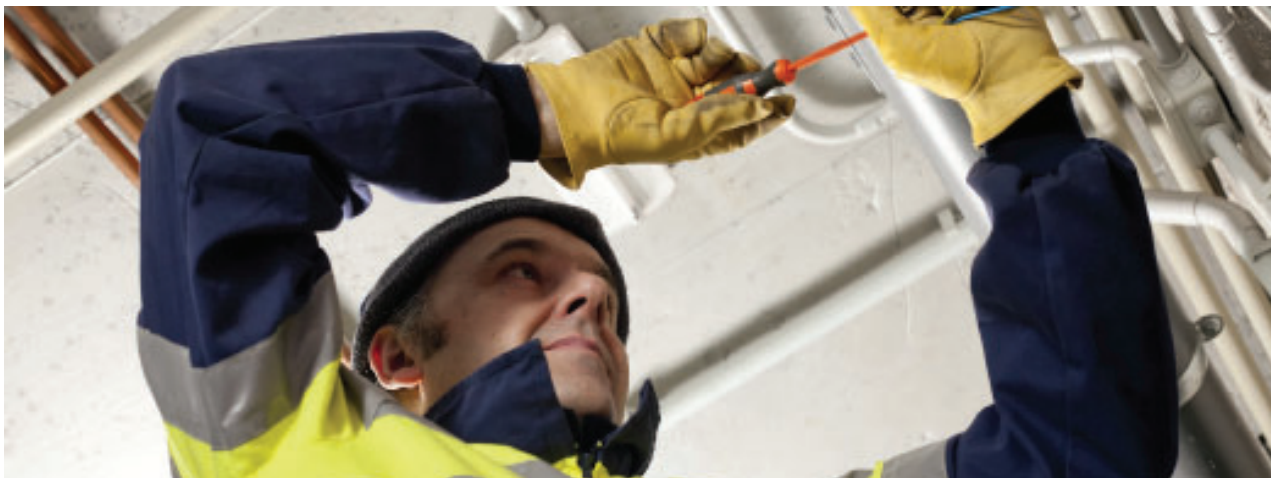
SKILLED TRADES SPECIALIZED ITEM SETS

Specialized item sets allow clients to create a semi-stock exam that meets their testing needs. Agency subject-matter experts may review and select items and/or content areas, which are then developed into a semi-stock exam.

- Automotive Mechanic (STRS105)
- Building Trades Mechanic (STRS103)
- Senior Building Inspector (STRS101)
- Traffic Signal/Street Technician (STRS102A)
- Water/Wastewater Treatment Operator (STRS104)

" Very professional staff, courteous and accommodating.

The level of commitment to service was excellent.

We would definitely use CPS HR again."

– Georgette Kreinberg
   City of Citrus Heights, California

" Thanks for the quality service!"

– Diane Crosley-Mayers, Personnel Analyst II
   City of Vallejo, California

Candidate Resource Center

CPS HR is proud to announce the CPS HR Candidate Resource Center for Entry-Level Law Enforcement, Entry-Level Firefighter and Entry-Level Clerical exams!

Agencies ordering Entry-level Law Enforcement, Entry-Level Firefighter and Entry-level Clerical exams from CPS HR now have the ability to offer candidates an opportunity to purchase preparation manuals and practice tests online. You can choose to allow candidates to purchase these online products directly from our website.

- Once an exam has been selected, contact CPS HR for a unique URL that will allow candidates to access the purchase site
- Choose the products you would like the candidates to have access to
- Decide whether candidates will purchase the products or if you would like to be invoiced for the number of ordered products
- We have the ability to offer fee waivers
- Once purchased, candidates receive a confirmation email with a link to download the preparation manual and/or access the practice test

Hard copy preparation manuals (with sample test questions only) are still available for agency purchase only.

PRODUCT DESCRIPTION AND PRICING

Candidate Preparation Manuals - $5
Includes detailed recommendations on important concepts, such as the most effective test-taking strategies and methods, specific information about CPS HR test forms, and what to expect on the day of the test administration. Also includes several practice questions covering each section of the test, along with helpful tools, like a sample answer sheet and template test instructions for candidates to prepare before the day of the test.

Practice Tests - $15
Simulates full-length versions of CPS HR tests and have been designed to replicate the look and feel of test-day material. Contains practice items across the same sections contained in our test forms. When candidates have completed the online practice exam, they will receive a breakdown of their scores by section. (Candidates will not receive a list of the questions and answers.) In addition, candidates can re-take the exam one additional time at no cost.

*Ask us about volume discounts

Writing Proficiency Examination

This essay-based assessment measures a candidate's ability to write in an understandable way on a simple topic. This test can be used for any job that requires writing ability. CPS HR hires English language professionals who use structured rating guidelines and a norming process to score the tests.

ORDERING INFORMATION AND ADMINISTRATION

Writing Proficiency exams require up to 10 business days to be scored. A shorter time period may be pre-arranged, depending on the availability of our raters. Writing Proficiency exams may be administered on paper or using a computer. Extra services may be available (e.g., explanations of scores given); however, these services must be pre-arranged at the time the exam order is placed.

PRICING

$350.00 Base Fee + $15.00 per candidate (Professional Scoring included)

Spanish Language Proficiency Program

Now more than ever, public agencies need the ability to serve the Spanish-speaking population. CPS HR exams provide a comprehensive assessment of the Spanish language communication skills of an agency's current and potential employees.

We developed our Spanish language proficiency exams with certified language experts and Spanish language educators. The resulting exams provide a comprehensive assessment of Spanish language proficiency — vocabulary, grammar, syntax, listening and comprehension, pronunciation, fluency, inflection and the skill to interpret dialogue in realistic workplace scenarios.

AVAILABLE PROFICIENCY EXAMS

WRITTEN EXAMS	DESIGNED FOR POSITIONS SUCH AS:
Basic Aptitude Bilingual Written Exam Spanish/English (B610A)	Counter person, reception, customer service personnel
General Aptitude Bilingual Written Exam Spanish/English (B620A)	Counter person, reception, customer service personnel
Social Services Bilingual Written Exam Spanish/English (B630A)	Social services personnel, e.g., eligibility workers, social workers
Law Enforcement Bilingual Written Exam Spanish/English (B640A)	Law enforcement positions, e.g., investigators, D.A. personnel

ORAL EXAMS	DESIGNED FOR POSITIONS SUCH AS:
Spanish Language Oral Proficiency Exam Level I (B615A)	All positions
Spanish Language Oral Proficiency Exam Level II (B625A)	All positions
Oral Social Services Exam Spanish/English (B635A)	Social services personnel, e.g., eligibility workers, social workers
Oral Law Enforcement Exam Spanish/English (B645A)	Law enforcement positions, e.g., investigators, D.A. personnel

SPANISH TEST RENTAL RATES

	WRITTEN TEST	ORAL TEST
Base Fee	$295.00	$295.00
Per Booklet Fee**	$9.00	N/A
Per Tape Scoring Fee ***	N/A	$120.00
Expedited Shipping	20%	20%*

Orders placed less than two weeks prior to the exam date will incur expedited shipping charges.
**Per booklet fee will be charged for number of books ordered.*
***Billed for the number rated.*

Online Testing

CPS HR now offers online test administration for most of our examinations!

Online testing allows your agency another option in high quality, secure testing for your candidates. Agencies enjoy the same flexibility as with traditional paper tests, but electronic functionality to streamline the process for candidates and agencies alike. Some of the advantages include:

- Easy materials handling - no hard copies to ship, track, and inventory
- Automated scoring for easy and fast results
- Online and/or in-person proctoring

REMOTE PROCTORING

If you do not have access to a bank of computers, you may want to check out our new remote proctoring services. CPS HR has partnered with ProctorU to provide remote proctoring, which uses a webcam to enable live proctoring of an online exam from a place of the candidate's choosing, such as a local library or the candidate's living room. Remote proctoring is an exciting option for agencies who need the flexibility to securely test candidates in a non-traditional setting, such as remote candidates in different time zones. For more information on remote proctoring, contact a Test Rental consultant at 916.263.1800 or testrental@cpshr.us.

UNPROCTORED TESTS

CPS offers a limited number of tests that are available to be administered in an unproctored setting. Please contact our consultant team for more information on unproctored testing.

Online Testing (cont'd)

FREQUENTLY ASKED QUESTIONS (FAQ)

Do online tests need to be proctored?

Yes. CPS HR is committed to providing our clients with the highest security of test material. Since online test materials are considered confidential, CPS HR requires that test administrations are conducted in a proctored environment. Similar to the rental of paper-and-pencil tests, you may utilize your own proctors in a computer lab or testing center obtained by your organization.

CPS HR values easy, stress-free administrations, whether that be via paper and pencil or online testing. Before your administration, we will provide you with detailed proctor instructions, directions for testing your system, and links to access the online test(s). Although problems with the systems during test administration are very rare, we are available to assist with any questions you may have.

If you do not have access to a bank of computers, you may want to check out our new remote proctoring services. CPS HR has partnered with ProctorU to provide remote proctoring, which uses a webcam to enable live proctoring of an online exam from a place of the candidate's choosing, such as a local library or the candidate's living room. Remote proctoring is an exciting option for agencies who need the flexibility to securely test candidates in a non-traditional setting, such as remote candidates in different time zones. For more information on remote proctoring, contact a Test Rental consultant at 916.263.1800 or testrental@cpshr.us.

How soon will I receive my online test results?

Online test results are available within minutes of your candidates submitting their responses. Results are sent directly to your agency via email, so there is no waiting for sending, scanning, scoring, and processing of materials. For a detailed score report, please allow 48 hours from the time of test administration.

What will my test results look like?

Results will be delivered to your agency as a separate email for each candidate and will include a report on the candidate's performance. Test results include a breakdown on test content areas as well as overall test performance.

What is the procedure for candidates on test day?

Candidates will be scheduled for online tests by your agency. When they arrive on test day, candidates should be directed to a computer station where they will be provided a link to access their online test(s). Because the tests are proctored, a representative from your agency will be there to assist in the administration. Our CPS HR proctor manuals and the test online administration instructions are designed to make this process as simple as possible. In addition to assistance from your agency's proctor, candidates will be provided instructions in the online test about how to answer questions and correctly submit responses. Similar to paper and pencil testing, job knowledge and simulation tests may be timed, and in these cases, the candidates will be provided a timer for completing the online test(s). In addition, depending on the type of test used, candidates may be allowed to review their answers before submitting the results as long as they have remaining time in their administration.

How far in advance do I need to place my online test order?

We ask for a minimum of two weeks (14 calendar days) to process an online test order. This timeline allows us to work with your agency to provide all the information and resources you will need to ensure a smooth and timely test administration. A rush fee may apply to orders placed less than two weeks prior to the test date.

FREQUENTLY ASKED QUESTIONS (FAQ)

What type of technical support is available for online testing?

CPS HR will provide system requirements for the online testing options to ensure your agency is ready to administer. Instructions are provided for agencies to complete a test of their computer system prior to test day. Although problems during administration are very rare, our team is available to assist with questions you may encounter during the administration.

How do I choose the right online test for my agency?

Just like paper and pencil tests, your online test(s) should measure the essential knowledge, skills, abilities, and other characteristics (KSAOs) of the job. CPS HR offers a wide range of test types and assessments designed to provide you with the best fit for your positions. More information about test selection can be accessed on our TR FAQ page, or you may contact a Test Rental representative at 916.263.1800 for additional assistance.

### Does CPS HR have recommended pass points or cut scores for their online tests?

Like our paper and pencil products, online test pass points or cut scores are set by each agency using their own particular criteria and methodology. In many cases, CPS HR does not recommend the use of mandated or preset pass points because this eliminates the ability to take into account important legal and professional considerations. Test Rental consultants are available to offer assistance in evaluating the many factors that go into setting pass points, such as the overall difficulty of the test, the agency's past practices in setting pass points, natural breaks in candidate scores, and standard setting data/methodologies. To speak to a Test Rental consultant regarding pass point setting, please contact us at 916.263.1800 or testrental@cpshr.us

What do I need to do to get started with a process for testing my candidates online?

If you do not already have one, a CPS HR Test Rental Agreement (TRA) must be completed and signed by the head of your agency, and must be on file with CPS HR before test material may be sent for review or administration. To learn more about our TRA or to obtain a TRA for your agency, please contact us at 916.263.1800 or testrental@cpshr.us. You may also visit our other Test Rental FAQs for more information on the TRA process.

Where can I get help if I still have questions about online testing?

CPS HR staff is here to assist with your testing needs. If you still have questions about our online testing program, please don't hesitate to call our Test Rental team at 916.263.1800. We look forward to working with you!

Skills Tests
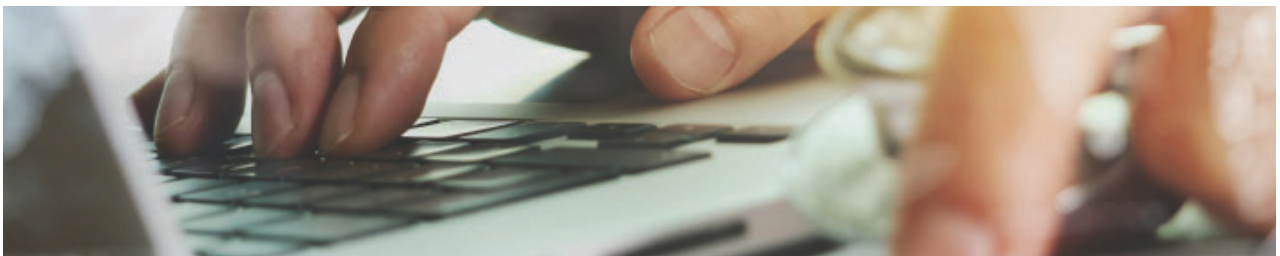
SOLUTION BENEFITS

- Measure essential knowledge and skills for jobs in a wide variety of industries
- Assess behavioral tendencies for improved job and organizational fit
- More accurately predict job fit using realistic simulations of popular software applications and typical job scenarios
- Develop a more complete picture of the candidate using a combination of skills, cognitive and behavioral testing
- No waiting for test materials or score results as the assessments are available to you online 24 hours a day 7 days a week
- Can be administered in an unproctored setting

SOFTWARE SKILLS

MS Office - Access	MS Office - Excel	MS Office - Word
MS Office 2013	2016 Advanced	2016 Advanced
MS Office 2019	2016 Intermediate	2016 Intermediate
MS Office XP	2016 Basic	2016 Basic
	2013, 2016, 2019 or 2021 Standard*	2013, 2016, 2019 or 2021 Standard*
	2013, 2016 or 2019 Simulation**	2013, 2016 or 2019 Simulation**
	XP Excel	XP Word

MS Office - PowerPoint	MS Office - Outlook	Windows
2013, 2019 or 2021 Standard*	2013, 2016, 2019 or 2021 Standard*	Windows 8
2013 or 2016 Simulation**	2013 or 2016 Simulation**	Windows 7
XP PowerPoint	XP Outlook	Windows Vista

*Standard exam contains items from Advanced, Intermediate and Basic
** Simulation exam contains items from Expert, Advanced, Intermediate and Beginner

	Other Exams	
Basic Computer Knowledge for Windows 11	SharePoint Development 2010, 2013	Regular Typing Skills
Excel Functions 2019	SharePoint Administration 2013, 2019	Internet Explorer 8 or 10
Publisher 2007 or 2010	Email Etiquette	Web Search Skills

Skills Tests (cont'd)

CLERICAL AND OFFICE SKILLS

Attention to Detail	Following Directions	English Proofreading
Basic Math	Front Desk Skills	Punctuation
Basic Spelling & Grammar	Guide and Tour Operator Skills	Reading Comprehension
Business Communication	Logical Thinking	Advanced Spelling & Grammar
Call Center	Money Handling	English Spelling and Vocabulary
Inbound Call Center Simulation	Numerical Proofreading	Time Management
Customer Service	Numerical Reasoning	Verbal Reasoning
Data Checking	Office Filing	Vocabulary & Usage

ACCOUNTING AND FINANCE

Accounting and Bookkeeping Principles	Debt Collection	Financial Accounting
Financial Analysis	Accounts Payable	Accounts Receivable

INDUSTRIAL SKILLS

Basic Electronics	Environmental, Health and Safety	Mechanical Engineering Skills
Basic Industrial Math	Forklift Skills	Warehouse Pick and Pack Skills
Civil Engineering Skills	HVAC Skills	Warehousing Skills
Electrical Engineering Skills	Mechanical Aptitude	Workplace Safety

STAFFING AND HR SERVICES SKILLS

HIPAA - Health Insurance Coverage	HIPAA - Privacy and Security Standards	Human Resources
Labor and Employment Law - California		

MISCELLANEOUS

First Aid	Spanish Language	Medical Billing
Food and Beverage Serving Skills	Technical Writing Skills	Medical Coding
Project Management	Training Skills	Medical Terminology
		Medical Transcription

IT/SOFTWARE

Please contact us for a complete list of available exams

Personality Tests

Every job requires that workers possess certain competencies (i.e., demonstrated knowledge, skills, abilities or other characteristics) in order to effectively and efficiently carry out the tasks of that job. Some competencies are difficult to assess using traditional multiple-choice cognitive ability/ job knowledge tests and can be more accurately measured with a well-researched and validated personality assessment.

CPS HR Consulting has partnered with Hogan Assessment Systems to offer three personality assessments that help public and non-profit agencies select and develop high-performing employees.

HOGAN PERSONALITY INVENTORY (HPI)

The HPI measures normal personality based on the five-factor model. Each candidate is scored on seven scales (Adjustment, Ambition, Sociability, Interpersonal Sensitivity, Prudence, Inquisitive and Learning Approach) to provide detailed information on what is commonly referred to as the "bright side" of personality. The bright side involves characteristics that facilitate or inhibit a person's ability to get along with others and to achieve his/her occupational goals. Because the HPI is a measure of normal personality, it provides information about how a person acts in most situations (i.e., how most people would describe this person if asked). It consists of 206 true or false statements and takes about 15 minutes to complete.

HOGAN DEVELOPMENT SURVEY (HDS)

The HDS assesses eleven performance risks (Excitable, Skeptical, Cautious, Reserved, Leisurely, Bold, Mischievous, Colorful, Imaginative, Diligent and Dutiful) that interfere with a person's ability to build relationships with others and create cohesive, goal-oriented teams. While the HPI measures things typically seen in a person's day-to-day behavior, the HDS measures things that are typically seen when a person is in a situation of high stress or change, multi-tasking, task saturation or accomplishment, poor person-job fit, or when a person feels comfortable enough with the people he/she works with that he/she is no longer managing his/her public image. It consists of 168 true or false statements and takes about 15 minutes to complete.

MOTIVES, VALUES, AND PREFERENCES INVENTORY (MVPI)

The MVPI provides insight regarding a person's core values, goals and interests on ten scales (Aesthetics, Affiliation, Altruistic, Commerce, Hedonism, Power, Recognition, Science, Security and Tradition.) This information allows for an evaluation of the fit between an individual and an organization's culture, which helps ensure that new hires' values align with those of the organization. People prefer to work with others who share their values, dislike those who do not, and are happiest working in environments that are consistent with their values. The MVPI consists of 200 statements to which a candidate may select "agree," "uncertain" or "disagree" and takes about 15 minutes to complete.

REPORT OPTIONS

General Employability ($7.50 per report if used with a multiple-choice exam or $10.00 if used alone)
Assessment used: HPI
A simple, easy-to-use hiring tool that quickly measures how employable a candidate is based on their people skills, learning skills, and work ethic. The one-page overview provides a fit recommendation and customized interview questions.

Express ($56 per report)
Assessment used: HPI
Provides a selection recommendation based on assessment results and identifies strengths, areas of concern, and interview style. It is based on a candidate's scores on seven dimensions that influence occupational success within seven job categories.

Leader Basis ($205 per report)
Assessments used: HPI, HDS, & MVPI
Provides information regarding employment, job, and organizational fit, potential strengths and areas of concern, and candidate interview style. The profile is designed to predict a candidate's innate ability to be a leader.

Leadership Forecast Reports ($425 per candidate or $160 per report if ordered separately)
This report includes the Potential, Challenge and Values Reports to evaluate leadership on four dimensions: Competencies, Derailers, Values, and Development.
Assessments used: HPI, HDS, & MVPI
Potential Report ($160 per report) - Details an individual's day-to-day leadership sytle.
Challenge Report ($160 per report) - Measure career-derailing behaviors that appear under stress and pressure.
Values Report ($160 per report) - Details core values and goals that drive an individual's behaviors.

Coaching (Free with an order of the Leadership Forecast Series Report) - Provides a summary of results across three Hogan assessments (HPI, HDS, and MVPI) and development worksheet.

Additional reports are available. The listing above includes pricing and descriptions of the most commonly requested reports.

Contact a CPS HR consultant if you would like a sample report or to discuss additional report options.

Ordering Information

Ordering a CPS HR test is easy! Whether you choose to order online, via phone or by fax, our Test Rental team is ready to help.

TEST SECURITY
CPS HR sets the highest security standards in order to protect the interests of clients and job applicants. As a test user, you must keep test materials secure at all times. To safeguard the integrity of our tests, you may not allow candidates to inspect any standardized test materials. Duplication of testing materials is strictly prohibited.

TEST RENTAL SECURITY AGREEMENT
In order to review or order test material, every client must have a current, signed Test Rental Agreement on file. To receive a Test Rental Agreement, please call us at **1.866.867.5272** or e-mail **testrental@cpshr.us**.

REVIEW COPIES
All tests are available for review at no charge upon completion of a Test Rental Agreement. To ensure each test accurately covers the requirements of the job in each agency, clients are strongly encouraged to review the test prior to ordering.

TEST SCORING
We provide scoring and a detailed score report at no additional charge. While agencies can do their own scoring, CPS HR scoring allows for the pooling of test results for cumulative item analysis and norms.

SHIPPING
CPS HR uses Federal Express® for all shipping and returning of test materials. To avoid additional shipping charges, please place your order 10 business days prior to your test date.

CANCELLATION
CPS HR will charge a $300 cancellation fee for all cancelled stock exam orders. For exams other than stock, clients will be billed for work completed with a minimum charge of $300.

PAYMENT
Test orders are payable upon receipt of invoice by check or credit card. Please contact a CPS HR Consulting Test Rental team member for more information on payment by credit card.

TEST ORDERING POLICY
Orders must be placed and candidate counts provided at least 10 business days prior to the test date to avoid additional expedited shipping charges. For orders needing delivery in less than the required time period, please refer to the CPS HR Consulting Test Services Rates chart for additional costs.
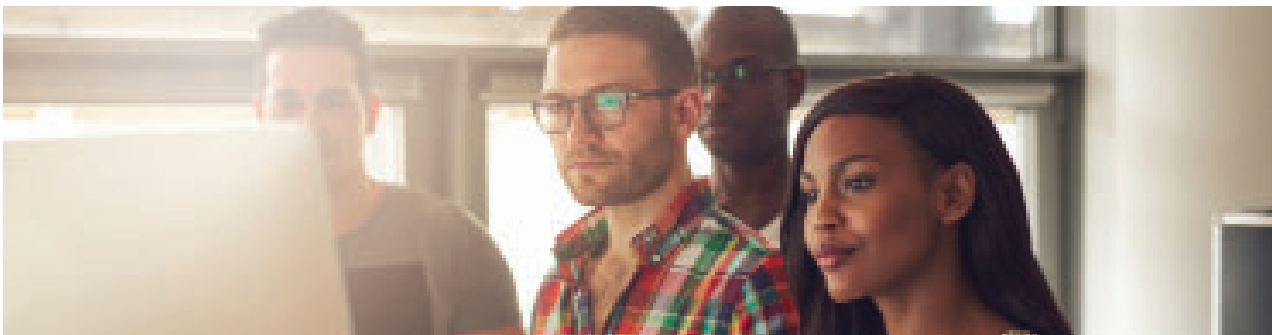
CPS HR Consulting Test Services Rates

CPS HR TEST RENTAL RATES

	STOCK ITEMS*	SEMI-STOCK TESTS	CUSTOM TESTS	AGENCY TESTS
Base Fees (Per Order) †	$295.00	$595.00	$1,295.00	$350.00
1 - 100 Candidates (per candidate)	$10.00	$14.00	$15.00	$11.00
101 - 500 Candidates (per candidate)	$9.50	$13.00	$14.00	$10.50
501+ Candidates (per candidate)	$9.00	$12.00	$13.00	$10.00
New Item Writing/Entry	N/A	N/A	$40.00 Per Item	N/A
Pick-up/Handling	5%	5%	5%	5%
Standard Shipping/Handling**	10%	10%	10%	10%
Expedited Shipping/Handling**	15%	15%	15%	15%
Shipping Outside Contiguous U.S.	20%	20%	20%	20%

*Stock tests are prepackaged in packages of ten. CPS HR will apply a credit of $35.00 for each **fully paid UNOPENED package** *of test booklets* on the current **Stock test order**.

**Standard shipping applies to orders placed at least 10 business days prior to test date. Expedited shipping applies to orders placed less than 10 business days prior to test date.

† Base fee includes the following at no additional charge: Proctor's Manual, Scoring Manual, CPS HR Scoring, CPS HR answer sheets and a scoring report.

ENTRY LAW, ENTRY FIRE, ENTRY CLERICAL CANDIDATE

PREPARATION MANUALS – NOW AVAILABLE ONLINE	PRACTICE TEST – ONLY AVAILABLE ONLINE
Price Per Booklet	
$3.00 if purchased by client	$ 10.00 if purchased by client
$5.00 if purchased by candidate	$15.00 if purchased by candidate

SPECIAL SERVICES

Stock Supplements	$3.00 per book when ordered with a Stock test
Candidate Appeals Support	$130 per hour
Cover Change - Stock Exams Only	$100 base fee (unopened returned books will NOT qualify for a credit)
Supplemental Orders	$25 base fee, candidate count fee, and shipping/handling
Re-Scoring/Hand-Scoring of Answer Sheet	$30.00 (Requested directly by Agency)
Scoring Keys	$25.00 per Overlay, Key Sheet provided at no additional cost
Review Copies (Hardcopies sent via FedEx)	$30.00 per order (online review copies are provided at no charge)
Spanish Language Proficiency Oral Exam	$295.00 Base Fee + $120 per candidate (Professional Scoring included)
Writing Proficiency Exam	$350.00 Base Fee + $15 per candidate (Professional Scoring included)
Candidate Pay of Remote Proctor Fees	CALL FOR DETAILS
Non-specified special services	CALL FOR DETAILS - Billed at the following rates
	Consultant Time $130/hour
	Technician Time $75/hour

CPS HR Consulting Test Services Rates - Online Testing

PRICING

Pricing to test your candidates online can be comparable to renting our paper-and-pencil tests, and in many instances, can save your agency money. Rates vary depending on the type of online test selected. In addition to saving on shipping and inventorying of materials, agencies will be billed only for the number of online tests administered, not for the quantity ordered.

ONLINE TESTING	STOCK TESTS*	SEMI-STOCK TESTS*	AGENCY TESTS*	CUSTOM TESTS*	eSKILL TESTS	UNPROCTORED TESTS
Administrative Set Up Fee (per order)	$95.00	$95.00	$95.00	$95.00	$95.00	$95.00
One Time Exam Set Up Fee**	N/A	$595.00	$350.00	$1295.00	N/A	N/A
Per Candidate Fee	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00
Title Change (optional)	$25.00	N/A	N/A	N/A	N/A	N/A
Additional Supplement (optional)	$50.00	N/A	N/A	N/A	N/A	N/A

* Exams must be administered in a proctored environment.
** The one time set-up fee will be applied for the first online administration of a semi-stock, agency or custom test.

ONLINE TESTING WITH REMOTE PROCTOR SERVICES	AGENCY PRICE
Administrative Set Up Fee (per order)*	$185.00
1 hour test (per candidate)	$38.50
1 - 2 hour test (per candidate)	$46.00
2 - 3 hour test (per candidate)	$54.75
Over 3 hour test (per candidate)	$63.50

* A one time set-up fee will be applied for the first online administration of a semi-stock, agency or custom test.

Contact Us

Orders and requests are taken via phone, fax, Internet, email or mail. When ordering a stock exam, please be sure to include the stock test number. Our office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. PST.

PHONE:
916.263.1800 or 866.867.5272

FAX:
916.921.6240

INTERNET:
www.cpshr.us/testrental

EMAIL:
testrental@cpshr.us

MAIL:
CPS HR Consulting
2450 Del Paso Road, Suite 160
Sacramento, CA 95834
Attention: Test Rental

OUR VISION

Enabling people to realize the
promise of public service.

OUR MISSION

Transform human resource management
in the public sector.

OUR VALUES

Customer Focus

Expertise and Quality

Collaboration and Teamwork

Communication

Building Trust

Adaptability and Flexibility

Participation and Accountability

CPS HR CONSULTING

2450 Del Paso Road, Suite 220   Sacramento, CA 95834

1.866.867.5272   **cpshr.us**