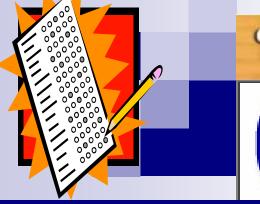
Volume 33, Issue 9 June 2005



Central resource for school district employee test materials.

## CODESP

## YOU ASKED WE ANSWERED

We are all VERY EXCITED, the most requested additional features to CATS have been implemented! The new features below (more on pages 3) have been added to the CATS Test Generator area of the site:

Selected Questions Data Area — Now you can click Save and the display under Selected Questions will include the number of items selected by subject area (item bank). This number includes test items only, figures are no longer counted in the total.

Also, a Save and Quit button has been added. As you generate tests you should periodically click on the Save button. If you wish to quit and return later, click on Save and Quit When you return to the CATS Test Generator, all of the items you have chosen will still be displayed as Selected Questions.

You can also Create a Test from this screen (see new Tutorial available 6/10).

#### **CATS Test Generator**

#### SELECTED QUESTIONS

Child Care 5
Instructional Aide 3
Math 1

Total Selected:

# Select All Questions Send Back Save Create Test Save and Quit

#### **NEW SCROLL FEATURE**

Items per page: 228 Go

You can now display all of the items on one page so that you can scroll through the items quickly (no more opening each page) or you can jump ahead to a specified page.

ltems per page:	10	Go

Displaying 1 - 10 of 228 Items

1 2 3 4 5 6 7 8 9 10 ... 23

## **UPCOMING WRIPAC TRAINING**

#### Lake Natoma Inn Folsom

September 21 Training September 22—23 Conference

WRIPAC will be offering training in Folsom (near Sacramento). Two one day training topics will be offered including Workforce Planning and Item Writing. The regular 2 day WRIPAC meeting will follow on the 22nd and 23rd. Speakers during the conference will focus on human resource topics related to assessment. For registration information go to www.wripac.org (new website will be available soon).

#### **NEW SAMPLE TESTS**

#### Resource Library

Select a category to access resources. Click on category to expand collapse it.

MEMBERSHIP DOCUMENTS

SAMPLE TESTS (NOT TO BE USED AS PRACTICE TESTS)

**CUSTODIAN** 

**FOOD SERVICE** 

**INSTRUCTIONAL AIDE** 

Instructional Aide - Sample Test - Original Version Instructional Aide - Version 2 - Sample Test

OFFICE CLERK

**SECRETARY** 

Administrative Secretary-Sample Test

Secretary-Sample Test

SUPPLEMENTAL APPLICATION FORMS

A GUIDE TO CUSTOMIZING INTERVIEWS

**INTERVIEWS** 

WRITING EXERCISES

PERFORMANCE EXERCISES

INSTRUCTIONAL AIDE OBSERVATION

TESTING DOCUMENTS

**TUTORIALS** 

As you can see by the screen shot to the left, we have added two new Sample Tests to the Resource Library. The first is a new version of the Instructional Aide test (Version 2). This test includes items from the original IA test and many newly created items.

We have also added an Administrative Secretary Sample Test.

Remember, these are NOT practice tests. They are tests that you can use as is or customize them by following the directions included. We offer these samples to show you what a typical test would look like, although many may be longer than what you would typically use.

If you don't find what you need in the Resource Library, complete a CATS Request Form and we will send you a packet of test items to choose from.

## TRAINING/EVENTS

### Logon and Click on **Events** to Register Online

Registration online is only available to those registered for CATS. All others should email RSVPs to tests@codesp.com

#### San Mateo COE - Sexual Harassment and CATS Training

Training

Date and Time: 06/24/05 Sexual Harassment: 9:30, CATS: 10:45 - 12 noon

Location: San Mateo County Office of Education

Address: 101 Twin Dolphin Drive

Redwood City, CA 94605 **Room**: Board Rooms A & B

Fee: Free

Contact: Ryan Long (714) 374-8644

tests@codesp.com



## NOW YOU CAN REGISTER OTHER CATS REGISTERED USERS FROM YOUR DISTRICT

#### San Luis Obispo - Sexual Harassment and CATS Training Register Now!

07/11/05

**Location**: San Luis Obispo COE **Address**: 3350 Education Drive

San Luis Obispo, CA

Board Room

Starts: 07/11/05 - 9:30 - 12:00

#### Shasta County Office of Education - CATS Training Register Now!

08/02/05

Location: Shasta COE

Address: 1644 Magnolia Avenue

Redding, CA

**Starts**: 08/02/05 - 1:00 - 3:00

## **CODESP**

Cooperative Organization for the Development of Employee Selection Procedures

#### INTENT TO CONTINUE MEMBERSHIP

2005 - 2006

Please complete and submit the following information by July 1, 2005. If we do not receive an intent by this date we will discontinue your district's access to CATS. This information is vital so that we can effectively plan membership training programs and test development services.

2006 program year beginning J	<b>Phool District/County Office/CCD</b> plans to continue membership in CODESP for the 2005 aly 1, 2005. Submit the invoice available on our site to your business office for payment moved). Mid-Year members for 2004 - 2005 are contractually obligated to rejoin CODESP ar.
<b>S</b> o the 2005 – 2006 program year.	hool District/County Office/CCD will NOT be renewing their membership with CODESP f
Reason for not rejoining:	
Print Name:	
Title:	
Email Address:	Phone #:

#### PLEASE FAX to (714) 374 – 8225

Don't forget to Register for CATS! It is essential to our recordkeeping process and is a valuable communication system which allows us to provide your district with the latest employee selection materials and updates.

If you are already registered, make sure that we have your <u>district's</u> <u>most current information on your district profile</u> and that your business office has our new address.

We plan new additions to CATS for the 2005 -2006 program year!

Don't miss out

#### **INVOICE**

Please submit to your Business Office for payment.

#### Cooperative Organization for the Development of Employee Selection Procedures

20422 Beach Blvd. Suite 310 Huntington Beach, CA 92648 (714) 374-8644 Fax (714) 374-8225 (note new address above and new federal taxpayer ID below)

E-Mail: tests@codesp.com

ITEM DESCRIPTION	COST
Contractual fee for participation in the Cooperative Organization for the Development of Employee Selection Procedures beginning July 1, 2005 and ending June 30, 2006.	\$1,750.00
Taxpayer ID No. 54-2166843	

#### PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR REMITTANCE

Make check payable to: CODESP

Payment by check is expected within 45 days of our receipt of a purchase order. If a Purchase Order or Check is not received, CODESP and CATS services/access will be discontinued as of September 30, 2005.