



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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TO: Police and Fire Chiefs, Municipal Hiring Authorities
 FROM: Brianna Novak, Test Development Director, Civil Service Unit
 DATE: May 3, 2018
 SUBJECT: Examination Options

This memo is being provided to clarify what examination (exam) options are now available and to explain procedural changes with delegated Assessment Centers.

There are three exam options available to Appointing Authorities.

1. Written (multiple choice) exam with Education and Experience, created and administered by Civil Service.
2. Weighted/Graded, includes Written (multiple choice) exam, Assessment Center exercises, and Education and Experience. Written exam and Education and Experience created and administered by Civil Service.
3. Sole Assessment Center. Delegation Agreement must be executed by Appointing Authority and Civil Service. Sole Assessment Center includes exercises and in-title Experience or exercises and Education and Experience. Education and Experience created and administered by Civil Service.

Aspects of Exam Option	Written Exam	Weighted/Graded Exam	Sole Assessment Center Method
Weights	80% Written examination, 20% Education and Experience	Choose your weights! Don't forget to account for the written exam, assessment center, and Education and Experience components and come to a final weight of 100%. All Assessment Center exercises are of equal weight.	In-Title Experience is offered as a small bonus to an Assessment Center score. - OR - Choose your weights with an Education and Experience components. All Assessment Center exercises are of equal weight.
In-Title Experience or Education and Experience	Education and Experience only.	Education and Experience only.	In-Title Experience or *Education and Experience.
Content	Multiple choice ability and knowledge based subjects (based on job	Multiple choice ability and knowledge based subjects (based on job analysis) created	Job simulated exercises (e.g., role play, in-basket, speech,

	analysis) created by Civil Service.	by Civil Service. Job simulated exercises (e.g., role play, in-basket, speech, employee coaching, on scene operations scenario, report) based on job analysis.	employee coaching, on scene operations scenario, report) based on job analysis.
Written Examination	Included.	Included. Option of *department specific policies being tested.	Not included.
Legal Considerations	Civil Service addresses all requests for review by candidates, no charge to municipalities.	Candidates can request the review of a multiple choice exam item, essay (loosely defined), or Education and Experience. Civil Service needs to address all Requests for Review as received from candidates. There will be an hourly cost to the town for any Requests for Review that are submitted by candidates.	Candidates can request the review of a multiple choice exam item, essay (loosely defined), or Education and Experience component. Civil Service needs to address all *Requests for Review as received from candidates.
Timeframe	Request the exam 3 to 6 months in advance.	Request the exam 3 to 6 months in advance.	Request the exam 3 to 6 months in advance.
How to Request the Selection Method	Submit an exam requisition in our online system .	Submit an exam requisition in our online system .	Submit an exam requisition in our online system .

* Costs are associated with these options.

As of May 1, 2018 all sole Assessment Centers will be housed in our online system. The Civil Service Unit will ask for your job duties for the target job, assessment center subjects, and Assessment Center date in the Assessment Center Details Form. The Eligibility Listing, Posting Certificate, and Assessment Center Details Form will all be attached to the exam requisition. The Assessment Center details you provide will be included on the poster, which will be presented to candidates online. Candidates will apply online and Civil Service will notify you of the candidates who are eligible to take the exam. The Assessment Center will be administered by the vendor, then scores will be sent to Civil Service as usual. The statutory preference points will be added to the scores, and the score notices will be sent electronically, directly to the candidates from Civil Service. Your eligible list will be available for viewing online after the Request for Review period for In Title Experience or Education and Experience credit has concluded. The Civil Service Unit will be charging a \$500 fee for the coordination of each sole Assessment Center conducted by municipalities.

For municipalities that are currently planning an Assessment Center, this new procedure will apply if the Civil Service Unit has not yet reviewed your Assessment Center poster. If the Civil Service Unit has already reviewed and approved your poster, and has contacted you separately, then you should follow the previous paper method.

If you have any questions, Fire Departments should direct their questions to Will Brice at William.brice@state.ma.us and Police Departments should direct their questions to Sebastian Moscardi at Sebastian.moscardi@state.ma.us.

Thank you,
 Brianna Novak
 Director of Test Development
 Civil Service Unit