



## **Welcome to CODESP!**

As a customer of CODESP you will be able to use our secure online services. If you have not received a login name and password, contact us. Once the Admin has received a login they will be able to add/edit users. Login is required to view test materials and the complete list of documents posted under the categories listed on the blue toolbar. An additional navigation area will appear in the left margin once you log on to the site. It contains agency information, the CATS (CODESP Automated Test System) Request Form and Interview and Job Description Builders. To assist you in navigating and using the features on our website view the Tutorials posted on the website.

**Add/Edit Users:** To add or modify CODESP website users, the person designated as the CODESP Agency Contact at your agency will need to login to make the changes. A Tutorial is available to assist you further. There should only be one or two CODESP Agency Contacts selected by your HR Administrator, others should receive the Website User designation. The Add/Edit function is located in the left frame of the website. Only employees of agency's HR departments, who are involved in test administration, should be given login names.

Check your CATS's User list frequently to ensure that ONLY those that should have access do. User names should be the individual's first initial and then last name. If there is a duplicate of a name in the system, you can use the first and middle initial or first, then last name. (e.g. RSmith, RWSmith, or RossSmith). Last names are mandatory, even for Proctors. To keep your test materials secure, limit the numbers of Website Users. Once logged in, these individuals will have access to your agency's Test Library. Always change a CATS website user's status to Inactive when they leave the agency or department. The Disabled designation is for temporary blocking, which is used if a staff member has applied for a promotional exam or is temporarily on leave. Do NOT share logins.

**Test Material Requests:** Use this form to request multiple-choice and other test materials. Prior to ordering interviews and exercises check the Interview Builder and the Test Material sections of the website. Our item bank contains over 35,000 multiple-choice test questions. They are requested by completing a CATS Request Form found in the left margin of the website after login. We add and update items regularly so if you do not see what you need, contact us. Provide a job description and other information that would help CODESP staff select job-related materials. Allow 10 business days for the request to be filled, especially if the job is complex.

The final choice of the test materials administered is the customer's responsibility. A job analysis is highly recommended to determine test content. All test materials should be reviewed by a local job expert prior to use. Once the Multiple-choice test material Request is filled a hyperlink will appear on your CATS home page under My Requests. Click on this hyperlink and you will be directed to the CATS Test Generator. Refer to the Tutorials for more information. Customers receive approximately 100-150 items to choose from. Always respond as soon as possible to our emails or phone calls. Your request can be delayed if we do not have all the information required to fill it. The name that you provide at the bottom of the CATS Request Form is who CODESP staff will contact. Make sure that the name is correct. Do NOT use other person's logins. The information will go to them, not you. Remember, the

final selection of test materials is the agency's responsibility. If you do not see what you need in the packet we send, use the Send Back function in the Test Generator. Tell us what you would like to keep, what new items you need, and what you would like removed. If the packet is over six months old, you will need to submit a new CATS Request.

**Interview Builder:** Over 15,000 interview questions searchable by job level, competency and job family are available the Builder located in the left margin of our website. A Competency Dictionary is posted to assist you, but prior knowledge of competencies is not necessary to use the system. To get started click on New Interview. The Interview Library will store your interviews. If you want to enter your own questions, use the Agency Questions area. Refer to the Interview Builder Tutorial prior to using. The Job Level-Job Family Locator at the end of the Tutorial will make the search easier. If you can't find what you need, contact us.

**Other Test Materials:** Other sample test materials such as writing, situational and performance exercises can be accessed from the se website after login. Click on **Test Materials** from the blue toolbar. If customized materials are needed, email us at [tests@codesp.com](mailto:tests@codesp.com) and provide current job information.

**New Test Material Development:** CODESP will develop new test materials whenever feasible if the following terms are met:

- An active job expert is provided by the customer to assist CODESP staff in the development and edit of the new materials.
- The customer provides technical documents/manuals for test development when they are not readily available to CODESP.
- The customer provides at least 15 business days for development, review and edits of new test materials. The 15 days begins after the subject matter expert and technical materials are provided to CODESP.
- CODESP maintains final edit approval on test materials entered into the CATS system.

CODESP will not:

- Recreate state licensure or certification examinations (e.g. Engineer, IT, Water, Microsoft, RN).
- Enter copyrighted materials into our item bank.
- Create test materials for sworn police or fire personnel.
- Create test materials for positions where the type of assessment requested is inappropriate. For example, we will not create multiple-choice questions for most positions that require advanced degrees such as Bachelors or Masters degrees.

**Online Testing:** If your agency would like to add the optional online testing service to the regular services provided, contact us. Once the system is activated it will be listed in the left margin of the website after login. Online services include instant scoring and item analysis reports. Proctors for online testing can be added under the Add/Edit User function. A last name must be included in their login name. These individuals will only have access to individual online tests that have been activated. They will not be able to view the other secure areas of the website or your agency's test library.

**Training:** Live Training and Webinars are frequently scheduled. Register for upcoming webinars and training under Training on the toolbar after login. Webinar Archives for on-demand viewing of past webinars are found by clicking on Links from the blue toolbar.

**Links:** This area contains valuable HR related website links. It also includes an area for candidates to access study materials under Test Practice & Study Materials-Various Sites. This area does not require

a login name or password and provides helpful practice test sites in a variety of subject areas. These are third party sites, not CODESP sponsored. Our archived webinars are posted here to be viewed “on-demand.”

**Job Description Builder:** Sample Job Analysis Questionnaires and Glossaries are located in the left frame of the website under Job Descriptions after login. The Questionnaires can be customized for your use or you can contact us to assist you in this process. They are helpful in reclassification and job analysis studies. Many areas do require updating. The Builder is an online Job Description generator by job family. It contains sample Tasks, KSAs, etc. If you don't find the job that you need contact us. Review the Tutorials or contact us for more information.

**Tutorials** are provided on Products and Services Overview, Interview Builder, Test Generation, Online Testing, Item Analysis, and Training Registration.

**Resources:** General HR and CODESP information is posted here along with our CODESP Employee Selection Handbook. It is a comprehensive guidebook on employee selection. Job Postings (only for customers HR higher level positions) are posted here also.

Billing inquiries should be directed to [codesp@codesp.com](mailto:codesp@codesp.com) Test and request related questions should be sent to [tests@codesp.com](mailto:tests@codesp.com) or call 714-374-8644