

# CODESP

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

Access to the secure areas of the CODESP website is limited to members who have a CATS log-in name and password. Log-in name and passwords are available only to human resource department staff members who are authorized to view test materials and who have signed a security agreement. Logging in is required to view most of the website contents.

The **CODESP Automated Test System (CATS)** is an easy to use and secure source of test materials, training and classified employee human resource information. Visitors can click on **Products** from the tool bar to view some of the types of test materials available. Test preparation and test-taking practice materials are available without logging in under **Resources** and **Links**.

**Interviews, Supplemental Application Forms, Performance Tests, Writing Exercises**, etc., are available to member's district without submitting a CATS Request by clicking on the corresponding link under **Resources**. They can be saved in Word format and can be edited to ensure they are job-related for the district. Custom materials can be requested through the **CATS Request Form** process.

Multiple Choice test questions are accessed through submission of a **CATS Request Form** online. After reviewing the minimum requirements for the position CODESP staff securely sends the customer approximately 150-200 job-related questions through the online CATS system for members to choose from.

With the help of Subject Matter Experts (SMEs), the test questions are selected from those sent directly to the district's CATS website. The final test is generated in the **CATS Test Generator** and printed directly from the members work station or they can be converted during this process to an **online test**. All tests are then stored in the district's secure online **CATS Test Library**. If members/subscribers cannot find what they need they can request customized test materials. The final selection of test materials is each district's responsibility.

CODESP test materials and other resources are copyrighted and HR staff and SME's must sign Security Agreements before obtaining access to test materials. A **SME Test Security Form** can be obtained from the website under **Resources** and **Selection Planning & SME Test Security Forms**.

Always store test materials in a locked and secure area. Test materials can only be reviewed by SME's under the supervision of CATS registered HR staff. Test items are not to be provided to applicants during any review or test protest process. Test-takers should only be told the "type" of question they answered incorrectly, not shown the specific questions or the key. Review the contents of the CODESP Security Agreement and direct any further questions regarding test access and security to CODESP staff.

Sincerely,

*Marianne Tonjes*

**Marianne Tonjes**  
**Executive Director**  
**CODESP**  
**[marcodesp@aol.com](mailto:marcodesp@aol.com)**  
**714-374-8644**