

A stylized illustration of a document with a pen, set against a background of geometric shapes and a grid. The document is tilted and has a pen resting on it.

Classified Employee Selection Materials

CODESP NEWS

CATS UPDATE!

If you are a member and haven't registered for CATS, please do so now. It is fast and easy! Go to the website at www.codesp.com and click on Existing CODESP Members Registration. Because this system was built for new or rejoining members you may receive a receipt (ignore it) and will be asked to click yes on the Membership Agreement and Security Agreement which have not changed.

You must register for CATS to receive a Login Name and Password. We will ONLY be emailing the Login Names and Passwords to the Primary Contact. The Primary Contact/District Administrator must login and assign a login name and password for any Secondary Users. Filling out the initial registration form is not sufficient, the primary contact must logon and go to Add/Edit Users, add them on and assign them a password.

The Primary User should NOT be allowing other users access to their login name and password. If CODESP receives a call from an individual who is not a registered user, we will not be able to help them. If you do not receive your email back from CODESP, we may be spam blocked, check with your IT department.

INTENT TO REJOIN CODESP

After Registering and Logging In, Click on Resources to view Membership Documents then click on Intent to Rejoin CODESP 2005 - 2006 (or use the one on page 6). Information gathered from Intents allows us to predict membership for the 2005 - 2006 fiscal year. This information is necessary so that we can adequately plan programs, services and website enhancements. The CODESP Board of Directors voted last month to once again keep membership fees at \$1,750/year. We would appreciate a fax or email attachment of the Intent soon.

If you are a district interested in joining CODESP, click on Membership and complete the interest form and we will contact you.

PLEASE REMOVE US FROM YOUR SPAM BLOCKERS

READ THIS BEFORE CONSTRUCTING A TEST!

During the CATS test construction phase you will select test items to include on your test. Although we wish to reprogram this feature in the future, currently as you add figures and/or instructions to a test they are also assigned question numbers. These numbers will disappear when you move to the print function of the test construction process. If you include a question that requires instructions or a figure you must click on the figure/instruction's Add to Test box first before adding the test items that follow. This will ensure that the figures/instructions are added to the test in front of the appropriate items.

For example, if you have included 3 figures in an 100 item test, it will appear as if there are 103 questions on the test until you reach the final print stage of the test construction phase because you have manually added the instructions and/or figures. At the print stage the numbers on these figures and/or instructions will disappear and your test will be 100 items in length as you had planned. Some figures/instructions are so large they will require you adding 2 parts. Just remember, the numbering will go back to normal after you have completed the test construction phase and complete the print stage.

You may also notice some unusually large spaces in some of the questions during the test construction phase, these spaces will also disappear when you move to the print function.

DO NOT move to the **PRINT** stage of the test construction process of CATS without thoroughly reviewing the test. There is no save button at this time and if you want to make changes after the print stage you must reenter the entire test. **We have made some cosmetic improvements to many test items in the last few weeks.** You may want to resubmit a CATS Request Form and re-request packets to make sure you have our most up-to-date items before constructing a test.

More details are on our CATS Tutorial - Requesting Materials and Constructing Tests available. Click on Resources then Tutorials. Please read the tutorial carefully before attempting to build a test. Thank you for your patience as we upgrade our system.

CATS SCORING SERVICES

As part of the transition to the new CATS system, changes in the CODESP test scoring/item analysis services were required. Effective immediately Scantron answer sheets must be scanned by your district prior to sending them to us for item analysis. **Because test development and delivery of selection materials is our highest priority at CODESP, there may be a wait of up to 10 days before we will be able to scan your answer sheets and return them to your districts. You will receive the same information as you did previously, but it will not be delivered in a time frame you probably require for scoring purposes.**

After April 1, 2005, initial scanning and scoring services with quick turnaround will end. We will continue to provide you with item analysis for your tests. This action will take effect immediately for any district who has not previously used our scoring system.

This change in services has occurred due to the immense time required by CODESP staff to scan answer sheets. We have over 740 members and many are using our scoring services. Also, many of the answer sheets are rejected by our scanner due to errors such as incomplete erasures, two answers, incomplete forms, etc. Hand correcting these forms is extremely time consuming and should not be done by CODESP staff.

Therefore, we will scan your test for item analysis data ONLY after the sheets have been scanned by your district. This will allow your district to find and correct the errors on the Scantron forms before reaching our office and to obtain test scores quickly. Scantron forms can be scanned more than once so that you can obtain scoring data prior to sending them to our office for item analysis results. This service can only be provided by using Scantron Form F-289-PAR-L or F-289-ERI-L which can be purchased from Scantron.

To avoid some of the same problems we are having with scoring, make sure that test-takers are completing the Scantron sheets correctly and review them for errors as test-takers turn them in. Requiring test-takers to correct their own answer sheets will save your district time and fewer answer sheets will be rejected from the scanner.

We hope to expand our services in the future, and we are sorry for any inconvenience this may cause. Item analysis is an important function of testing; and assisting your districts in this area is a priority. We also hope that CODESP members may be able to group together to purchase optical scanners that can be shared by member districts in their area who cannot afford one at this time.

We have prepared a tutorial regarding our current item analysis procedures. The tutorial can be found on our website under RESOURCES and then User Guides. Click on Item Analysis Tutorial and follow the directions provided.

CATS REQUESTS

CATS Selection Material Request Directions:

Use the CATS Request Form available through the hyperlink in the left column of the webpage to order Multiple Choice Test Questions. For all other test materials read the instructions below:

To access supplemental application forms, interviews, writing exercises, and performance tests click on Resources in the Navigation bar. Click on the choices of types of selection tools listed to access supplemental application forms, interviews, etc., by subject area. You will be able to edit, cut and paste to a new document, and print them from your own computer.

Use the CATS Request Form **ONLY** to order custom test materials other than multiple choice test items. Always check the Resource Library first before ordering a custom interview, etc.. We have materials available in most subject areas for your immediate access. *[CODESP Members love this new feature!](#)*

We also have included some Sample Tests for the most popular classifications including Instructional Aide. These cannot be edited but can printed and used as is. If a custom test is required, complete the CATS Request Form.

REMEMBER: Do NOT use the CATS Request Form to order Supplemental Applications, Interviews, Writing Exercises, Performance Tests or Sample Tests unless you CANNOT find the materials you need under Resources.

Membership Documents such as Invoices and the Intent to Rejoin are located under Resources also. Tutorials for CATS, General Test Taking Tips, and the Instructional Aide test can also be found here if you are a registered CATS user.

Thanks for your patience as we all upgrade the system.

[Resources](#)

Resource Library

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

- MEMBERSHIP DOCUMENTS**
- SUPPLEMENTAL APPLICATION FORMS**
- SAMPLE TESTS**
- INSTRUCTIONAL AIDE OBSERVATION**
- INTERVIEWS**
- WRITING EXERCISES**
- PERFORMANCE EXERCISES**
- TUTORIALS**

UPCOMING TRAINING

Logon and Click on [Events](#) to Register Online

[Santa Cruz COE - CATS & EDJOIN Training](#) [Register Now!](#) 04/11/05

Location: Santa Cruz County Office of Education
Address: 809 H Bay Avenue
Capitola, CA 95010
Tech Center
Starts: 04/11/05 - 8:30-11:30 EDJOIN, 12-1:30 CODESP
Contact: Marianne Tonjes
(714) 374-8644

[Kern Co. Supt of Schools - CATS Training](#) [Register Now!](#) 04/15/05

Location: Kern County Superintendent of Schools
Address: 1300 17th St
Bakersfield, CA 93301
Starts: 04/15/05 - 9:30 am to 11:30 am
Contact: CODESP Staff
(714) 374-8644

[Ontario-Montclair SD - CATS Training](#) [Register Now!](#) 04/22/05

Location: C-4
Address: 950 West D St.
Ontario, CA 91762
Starts: 04/22/05 - 10:00 - 12 noon
Contact: Woody Koch-Wain
(714) 374-8644

[Stanislaus COE CATS & EDJOIN Training](#) [Register Now!](#) 04/25/05

Location: Stanislaus County Office of Education
Address: 1100 H Street
Modesto, CA 95354
Board Room
Starts: 04/25/05 - 9:00 - 12 noon
Contact: Marianne Tonjes
(714) 374-8644

**WRIPAC Training May 11 - Tenaya Lodge near Fresno.
Email: marcodesp@aol.com for information.**

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

INTENT TO CONTINUE MEMBERSHIP

2005 - 2006

Please complete and submit the following information as soon as possible. This information is vital so that we can effectively plan membership training programs and test development services.

_____ **School District/County Office/CCD** plans to continue membership in CODESP for the 2005 - 2006 program year beginning July 1, 2005. Submit the invoice available on our site to your business office for payment (make sure they know we have moved). Mid-Year members for 2004 - 2005 are contractually obligated to rejoin CODESP for the 2005 - 2006 program year.

_____ **School District/County Office/CCD** will NOT be renewing their membership with CODESP for the 2005 – 2006 program year.

Reason for not rejoining:

Print Name: _____

Title: _____

Email Address: _____ Phone #: _____

PLEASE FAX to (714) 374 – 8225 or EMAIL ATTACH to:
tests@codesp.com

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 district's most current information on your district profile 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