



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:	9

Select All Questions

Send Back

Save

Create Test

Save and Quit

NEW SCROLL FEATURE

Items per page:

Displaying 1 - 228 of 228 Items

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.

Items per page:

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 or 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

Registration Card

41 seat(s) available

Yes, register me for this event.

I want to register the following users from my organization:

Anya Garman
Gay Hampton
Molly Craycroft

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.

_____ 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

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

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
<p data-bbox="131 846 1211 968">Contractual fee for participation in the Cooperative Organization for the Development of Employee Selection Procedures beginning July 1, 2005 and ending June 30, 2006.</p> <p data-bbox="123 1430 542 1465">Taxpayer ID No. 54-2166843</p>	<p data-bbox="1308 905 1451 940">\$1,750.00</p>

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.