

BUREAU OF MERIT RECRUITMENT AND SELECTION

SCORE ANALYSIS for RATED EXAMS

Table of Contents

Copy Export of Rater Scores into Score Analysis Spreadsheet:	2
Saving the Export File to the Desktop:	3
Import the Score Export File into the Score Analysis Spreadsheet:	5
Verifying and Adjusting the Set Up:	6
Initiate the Score Analysis:	8
Analyzing the Results:	8
Passing Point Reliability [PassingPointRel] tab	9
Determining whether the Passing Point needs to be adjusted or lowered:	9
Correlations tab	10
Descriptive Statistics [DescStats] tab	11
Adverse Impact [PPAdvImt] tab	12
Consensus tab	13
Approval tab	14
Required Documentation For The Recruitment File:	15
OSER Procedures Performed (applies to Non-Delegated Agencies only):	15

Copy Export of Rater Scores into Score Analysis Spreadsheet:

	A	В	С	D	E	F	G	н	1	J	K	L	М	N	0	Р
1	Job Annou	Fingerprint	& Footwea	r Examiner	LC (10000	03)										
2	Job Annou	3/23/2010														
3	Exam	FINGERPF	RINT & FOO	DTWEAR E	XAMINER -	SLN 424	01-031									
4	Current Da	******														
5	Applicant I	Applicant I	E-mail	Address1	Address2	City	State	Zip	Gender	Race	Vet Points	SSN	Item #1 N	ltem #1 N	Item #1 N	ltem #2 E
6	182928	Crow, She	ryl	Pigeon Ho	e	Hollywood	CA	90210	F	3	0	0		8	8	
7	149678	Doyle, Jim	S	2545 Marig	jold Court	Racine	WI	53402	M	1	0	0	0	3	3	0
8	171802	Flave, Flav	or	w352 n535	4 lake drive	Oconomov	WI	53066	M	5	10	0	3	3	8	4
9	171896	Garcia, Jei	rry A	1002 Jame	s St.	Houghton	MI	49931	M	1	0	0	4	3	4	4
10	122992	Gibbins, P	eter E	4403 Curry	Ln PO Bo	Windsor	WI	53598-963	F	5	0	0	8	8	8	8
11	180042	Kennedy,	Jacqueline	N7408 Sik	owski Lane	Crivitz	WI	54114	M	3	0	0	4	4	4	4
12	181251	Mary, Bloc	idy	N6642 HW	Y 45	New Londo	WI	54961	F	5	10	0	3	3	3	2
13	170895	Meyer, Os	car	666 Grand	Avenue	Hartford	WI	53027	F	5	0	0	4	4	4	5
14	177155	Montana, I	Hannah	8133 Wave	erly Ct.	Wind Lake	WI	53185	F	4	0	0	2	3	2	0
15	155033	Starr, Ring	0	2648 Beac	Apt 101	Auburn Hil	MI	48326	M	2	20	0	1	2	3	4
16	182895	Steele, Da	nielle	131		Woodsbor	KS	54511	F	5	0	5464	4	5	7	4
17	177162	White, Sni	W.	N 6071 Zin	dorf Road	New Lisbo	WI	53950	F	5	10	0	1	2	3	3
18	150213	Winfrey, O	prah	117 Centra	il St.	Le Sueur	MN	56058	F	5	15	0	0	0	0	1
19	182973	Nevel, Ally		111		Madison	WI	53711	M	5	0	9247	4	4	2	8
20	167633	Aniston, Je	ennifer	2787 So S	uperior Stre	Mlwaukee	WI	53207	F	4	0	0	3	3	3	3

1. When the export file opens, use these keys in this order:

Ctrl-A to select all of the information

Ctrl-C to copy the information

2. Open the **Score Analysis Spreadsheet** saved on the computer.

To "paste" the copied score export data into the spreadsheet select **[Cancel]**

Note: If you don't see the tabs at the bottom of the spreadsheet, expand the spreadsheet by clicking on box symbol in the upper right corner of the viewing window to fill the screen.



3. At this prompt select [Cancel]

_		oraries 🕨 Doo	cuments 🕨		• • Jeu	rch Documents			
	Organize 🔻 Ne	w folder		-	_		0		-
	AppData		^	Document	s library	Arrange by:	Folder 🔻	er	00 00 C 00 →.0 Fo
	Downloads			Name	<u>^</u>		Date modifi	ed H	
	Favorites			Outlook File			4/18/20128	-38 0 0	3/20/1
	Links			Snardt Catal	, 00		1/5/2012 4.1	15 P	5/20/1
	My Docum	ents	=	Januar Cara	- g		1, 5, 2012 11	-	
	My Music		_						
	My Pictures								
	My Videos								
	B Saved Game	es						n # 3	ltem
	Searches							estion	1 Que
	Computer							nmar	y - Sun (2)
	Lefault (C:)							9	(=/
			T					• 4	
		File name:			▼ Text	Files	-		
				Tor	de 👻 🗌	Onen	Cancel	4	
						open	concer	1	
	Question				2	2	2	3	
4	Mandatory Inactive Rater	N	N	N	N	N	N	N	
	mactive Rater	IN	IN	IN	IN	IN IN	IN .	IN .	
6			Hit Cr	2 to save this	enroadeboo	t on your syst	em.		
6 7			100.6		spreausilee				
6 7	7	his spread	Isheet curre	ently handles	up to 10 ap	oplicants, bu	t can be ad	justed fo	or up to 2
6 7	1	This spread After you're	Isheet curre	ently handles ne numbers (up to 10 ap	oplicants, bu	t can be ad are correct,	ljusted fo click on	or up to 2 the "Ex
6 7 8	, k	This spread After you're outton to ad	Isheet curre sure that th	ently handles ne numbers o readsheet fo	up to 10 ap of questions r the numbe	oplicants, bu and raters a of applicar	t can be ad are correct, its.	ljusted fo click on	or up to : the "Ex
16 17 8	1 /	This spread After you're outton to ad	Isheet curre sure that th just the spr	ently handles ne numbers (eadsheet fo	up to 10 ap of questions r the numbe	oplicants, bu and raters a r of applicar	t can be ad are correct, nts.	ljusted fo click on	or up to : I the "Ex
6 7 8 9	, , E	This spread After you're outton to ad If you	Isheet curre sure that th just the spr	ently handles the numbers of eadsheet fo end this file y	s up to 10 ap of questions r the numbe via e-mail, c	oplicants, bu and raters a of applicar lick on the "(t can be ad are correct, nts. Compress''	ljusted fo click on button b	or up to : the "Ex pefore se
16 17 18 19	1 ,4 ,1	This spread After you're outton to ad If you	Isheet curre sure that th just the spr	ently handles ne numbers o eadsheet fo end this file w	a up to 10 ap of questions r the number via e-mail, c	oplicants, bu and raters a of applicar dick on the "(t can be ad are correct, nts. Compress''	ljusted fo click on button b	or up to : i the "Ex pefore se
16 17 8 9	t	This spread After you're button to ad If you	Isheet curre sure that th just the spr need to so to skip one	ently handles the numbers of eadsheet fo end this file v or more init	i up to 10 ap of questions r the numbe via e-mail, c	oplicants, but and raters a of applicar dick on the "(s. enter the	t can be ad are correct, nts. Compress''	ljusted fo click on button b	or up to : the "Ex pefore se 15 to ski
16 17 18 19 20	t	This spread After you're button to ad If you	Isheet curre sure that th just the spr need to so to skip one	ently handles ne numbers of eadsheet fo end this file w or more init	i up to 10 ag of questions r the number via e-mail, c ial question	oplicants, but and raters a er of applicar dick on the "(s, enter the <u>r</u>	t can be ad are correct, its. Compress''	ljusted fo click on button b	or up to : 1 the "Ex Defore so <u>1s</u> to ski
16 17 18 19 20 21 22	t	This spread After you're outton to ad If you	Isheet curre sure that th just the spr need to so to skip one	ently handles the numbers of eadsheet fo end this file v or more init	i up to 10 ap of questions r the numbe via e-mail, c ial question	oplicants, bu and raters a er of applicar dick on the "(s, enter the <u>r</u>	t can be ad are correct, its. Compress'' number of	ljusted fo click on button b	or up to : i the "Ex pefore si <u>1s</u> to ski



	A	В	C	D	E	F	G	Н	1	J	K	L	M
1	Job Announcement	Title											
2	Job Announcement Date	12/14/2009											
3	Exam	Exam Total											
4	Current Date	12/14/2009 12:13											
5	Applicant ID	Applicant Name	E-mail	Address1	Address2	City	State	Zip	Gender	Race	Vet Points	SSN	Item #1 Question Summary -(1
6	146783	XXXXXXXX							М	5	0		
7	174016	*****							M	5	10		4
8	233549	*****							F	5	0		2
9	9999	XXXXXXXX							F	1	0		1
10	9999	*****							M	2	0		5
11	9999	XXXXXXXX							F	3	0		1
12	9999	XXXXXXXX							M	4	0		1
13													
14													
15													
16													¢
17													_
18													
19													
20													
21													
22													
23													
24													
25													
26													
27		1 1/2		10 10	/ 004	1.7	. / .		0.10.1	/		,	
jH.		es Approval / De	escotats	, correlati	ions / PP#	avim	τικρά	issing	PointRel	_ Д Ма	na⊬r / Rollu	ips <u>/</u>	Lonvscores / rsindex / [<

	A	В	C	D	E	F	G	Η	1	J	K	L	М	
1	Job Announcement	Fingerprint & Foot	wear Ex	caminer LC	(1000003)									
2	Job Announcement Date	3/23/2010												
3	Exam	FINGERPRINT & P	NTOO	EAR EXA	MINER - SL	.N 42	2401-0	31						
4	Current Date	8/30/2010 13:08												
5	Applicant ID	Applicant Name	E-mail	Address1	Address2	City	State	Zip	Gender	Race	Vet Points	SSN	Item #1 Manage Projects Q1 -	ltem #
6	182928	Crow, Sheryl		Pigeon Ho	ile	Holly	CA	##	F	3	0	0		
7	149678	Doyle, Jim S		2545 Mari	gold Court	Raci	W	##	М	1	0	0	0	
8	171802	Flave, Flavor		w352 n538	54 lake driv	1000	W	##	М	5	10	0	3	
9	171896	Garcia, Jerry A		1002 Jam	es St.	Houç	MI	##	М	1	0	0	4	
10	122992	Gibbins, Peter E		4403 Curr	y Ln PO Bi	Winc	W	535	F	5	0	0	8	
11	180042	Kennedy, Jacqueli	ne	N7408 Sik	owski Lan	Crivit	W	##	М	3	0	0	4	
12	181251	Mary, Bloody		N6642 HV	VY 45	New	W	##	F	5	10	0	3	
13	170895	Meyer, Oscar		666 Grand	l Avenue	Hartf	W	##	F	- 5	0	0	4	
14	177155	Montana, Hannah		8133 Wav	erly Ct.	Winc	WI	##	F	4	0	0	2	
15	155033	Starr, Ringo		2648 Bea	Apt 101	Aubi	MI	##	М	2	20	0	1	
16	182895	Steele, Danielle		131		Woo	KS	##	F	5	0	5464	4	
17	177162	White, Snow		N 6071 Zir	ndorf Road	New	W	##	F	5	10	0	1	
18	150213	Winfrey, Oprah		117 Centra	al St.	Le S	MN	##	F	- 5	15	0	0	
19	182973	Nevel, Ally		111		Madi	W	##	М	5	0	9247	4	
20	167633	Aniston, Jennifer		2787 So S	Superior Str	MIW	W	##	F	4	0	0	3	
21														
22														
23														
24														
25														
26														
27														_

4. Select the **[Raw Scores]** tab on the analysis spreadsheet.

5. Highlight **cell A1** (if not already), paste the copied information from the Rater Export file into the **[RawScores]** tab by using **Ctrl-V**.

Go to section <u>Verifying and Adjusting the Set</u> <u>Up:</u>

Saving the Export File to the Desktop:

Note: Open the Score Analysis Spreadsheet only after the export file has been saved to the computer.



1. At the **File Download** prompt, click on **[Save]**. Save the export file to the desktop or a folder on the computer where it can be accessed to import into the Score Analysis Spreadsheet.

10 02 Jamas S 44 Microsoft E	xcel	Houghton	м	40031	M	1				[X]
N 66 81 26 N	OSER Sc workboo • To kee • To kee • To pre • To see	ores-F&FE.cs k in this form p this format, serve the fea what might b	sv may contai at? , which leave: , tures, click N se lost, click H	n features tha s out any inco o. Then save s lelp. Yes	at are not con mpatible featu a copy in the No	npatible with C ures, dick Yes. latest Excel fo Help	SV (Comma de rmat.	limited). Do y	ou want to k	eep the
117 Central S	t.	Le Sueur	MN	56058	F	5	15	0	0	0

X Save As 🚱 🖉 💌 🗮 Desktop 🔸 ✓ 4 Search Desktop ۵ Organize 🔻 New folder 0 Libraries 4 쑭 Favorite King, Karla A 📃 Desktop System Folder System Folder Download 📱 Recent Places Computer Network ystem Folder System Folder 4 🌉 Desktop HOD OS-390 Access 🛛 词 Libraries Internet Shortcut 135 bytes 🛛 🖹 King, Karla A 4 🖳 Computer 🛛 🚢 Default (C:) 🛛 🔮 DVD RW Drive (D:) ▷ 🚽 kingk (\\doa\users\oser) (F:) File name: OSER Scores-F&FE Save as type: Microsoft Excel Comma Separated Values File Save Cancel Hide Folders



3. Click on **[Desktop]** and give the file a specific name then click to **[Save]**.

This file will be saved on the desktop:





4. Once Download is complete, click on [Close].

Import the Score Export File into the Score Analysis Spreadsheet:

1. **Open Score Analysis Spreadsheet.** If this appears at the top of the screen, click on **[Enable Content]** in order to continue.



2. Click on the export file saved on the desktop, then click on [Import]. This will automatically load the exam score information into the spreadsheet.



3. Exam specific information will appear at the top of the Set Up tab.

		Test	Analysis	Spreads	sheet Se	tup (Vers	sion 03/2	20/12)					
	Scale max	9											
	Questions	3		Fingerprin	& Footwea	ar Examiner	LC (10000	003)					
	Raters	3		FINGERP	RINT & FOO	TWEAR E	XAMINER -	- SLN 4240	01-031				
Raw scores	arranged by	Questions		Announced	d on 3/23/20	010							
indir oborod	an angea by	quoonono			. <i></i>								
	Itom # 1	lton # 1	lton # 1	Item # 2	Item # 2	Item # 2	It am # 2	ltom # 2	Items # 2				
	Manage	Manago	Manage	Communicat	Communicat	Communicat	Recearch	Rem # 5	Recoarch				
	Projects 01 -	Projects 01	Projects 01	ions O2 -	ions O2 -	ions O2 -	O3 -	O3 -	O3 -	Paynter		Ploasel	
ltem	Paynter(1)	Eavre(2)	Ploessl(3)	Paynter(1)	Eavre(2)	Ploessl(3)	Paynter(1)	Eavre(2)	Ploessl(3)	Total	Eavre Total	Total	Overall To
Raw Max	9	9	9	9	9	9	9	9	9				
Raw Passing	4	4	4	4	4	4	4	4	4				
Weight	1	1	1	1	1	1	1	1	1				
wtd Max	9	9	9	9	9	9	9	9	9				
wtd Passing	4	4	4	4	4	4	4	4	4				
Rater	1	2	3	1	2	3	1	2	3				
Question	1	1	1	2	2	2	3	3	3				
Mandatory	N	N	N	N	N	N	N	N	N				
Inactive Rater	N	N	N	N	N	N	N	N	N				
		Hit F1	2 to save this	spreadshee	t on your sys	tem.							
	This spread After you're button to adj	sheet curre sure that the just the spre	ntly handles e numbers o eadsheet for	up to 10 ap of questions the numbe	plicants, bu and raters r of applica	it can be ad are correct, nts.	justed for u click on the	ip to 2000. e "Expand"	Expan	b			
	lf you	need to se	end this file v	ia e-mail, c	lick on the "	Compress"	button befo	ore sending.	Compre	ess			
	lf you want t	o skip one	or more initi	al question	s, enter the	number of	columns	to skip here:	0				
	Cells that	have a red	triangle in t	he upper rig	ht corner ha	ave a pop-u	p comment	t attached.					
► ► SetUp /	RawScores	Approval / I	DescStats / (Correlations /	PPAdvImt /	PassingPoint	Rel / Conse	nsus / MandP	F Rollups	ConvScores			•

1. Click on the [Set Up] Tab.

	Scale max	9											
	Questions	3		Fingerprint	t & Footwea	r Examiner	LC (10000)03)					
	Dators	2		EINGEDD				SIN 424	01 031				
	Raters	Э. г.						OLN 424	01-031				
Raw scores	arranged by	Questions		Announced	a on 3/23/20	010							
				ltem # 2	ltem # 2	ltem # 2			\frown				
	ltem # 1	ltem # 1	ltem # 1	Business	Dusiness	Dusiness	ltem # 3	ltem # 3	Item # 3				
	Manage	Manage	Manage	Communicat	Communicat	Communicat	Research	Research	Research				
	Projects Q1 -	Projects Q1	- Projects Q1	- ions Q2 -	ions Q2 -	ions Q2 -	Q3 -	Q3 -	Q3 -	Paynter		Ploessl	
Item	Paynter(1)	Favre(2)	Ploessl(3)	Paynter(1)	Favre(2)	Ploessl(3)	Paynter(1)	Favre(2)	Ploessl(3)	Total	Favre Total	Total	Overall
Raw Max	9	9	9	9	9	9	9	9	9				
Raw Passing	4	4	4	4	4	4	4	4	4				
Weight	1	1	1	1	1	1	1	1	1				
wtd Max	9	9	9	9	9	9	9	9	9				
wtd Passing	4	4	4	4	4	4	4	4	4				
Rater	1	2	3	1	2	3	1	2	3				
Question	1	1	1	2	2	2	3	3	3				
Mandatory	N	N	N	N	N	N	N	N	N				
Inactive Rater	N	N	N	N	N	N	N	N	N				
		Hit F1	2 to save this	spreadshee	t on your syst	tem.							
	This spread	sheet curre	ntly handles	up to 10 ap	plicants, bu	t can be ad	justed for u	p to 2000.					
	After you're	sure that th	e numbers o	of questions	and raters	are correct,	click on the	e "Expand"	Expan	d			
	button to adj	ust the spre	eadsheet fo	r the numbe	r of applicar	nts.							
	lf vou	need to se	and this file y	ia o mail c	lick on the "	Compress"	button befo	oro condino	Compre	255			
	ii yoo	need to se		ia e-man, e	irek on the	Compress	bullon ben	Jie Senaing	. oompro				
	lf you want t	o skip one	or more init	al question	s, enter the	number of	columns t	to skip here					

2. Review the following fields to make any necessary adjustments:

Scale Max: the highest possible score per question = 9

• This number should match the max # found in the Exam Score Criteria per question.

Questions: the total # of items/questions in the exam (see top yellow header on right e.g. Item #3)

- This number should match the # of questions on the [RawScores] tab.
- If different, the data may need to be pasted again into cell A1 of the [RawScores] tab OR if the data looks fine, just enter the correct # of questions.

Raters: the total # of raters used to score the exam; most times is = 3 (see top header, there are 3 columns for <u>ltem</u> $\frac{#2}{2}$ A minimum of 2 raters is required by statue, however, there can more than 3 raters used in certain situations)

- This number should match the # of raters on the [RawScores] tab
- If different, enter the correct # of raters
- If an OIQ, # of raters = 1

Raw scores arranged by:

• The default is set as "Questions" if using Rater Export file to populate this spreadsheet. The other choice is by "Raters"

Optional: number of columns to skip - if the exam combines Non-Rated with Rated questions (i.e., Minimum Requirements with narrative responses) determine the # of non-rated questions (at the beginning of the exam); this is the # of columns to skip when performing the score analysis

3. Review the setup and/or the Exam Plan Checklist for exact details about the following variables.

	Scale max	9											
	Questions	3		Fingerprin	t & Footwea	ar Examiner	LC (10000	03)					
	Raters	3		FINGERP	RINT & FOO		XAMINER	SIN 4240	1-031				
Raw scores	arranged by	Questions	•	Announce	d on $3/23/20$	010		0211 1210					
	anangea by	queenene											
	ltom # 1	ltom # 1	Itom # 1	Item # 2	Item # 2	Item # 2	Itom # 2	Itom # 2	Itom # 2				
	Managa	Managa	Monogo	Communicat	Communicat	Communicat	Ren # 5	Decearch	Ren # 5				
	Drojecto O1	Drojecto O1	Droiooto O1	iono O2	iono O2	iono O2	C2	O2	C2	Dountor		Dissal	
ltem	Paynter(1)	Favre(2)	Ploesel(3)	Paynter(1)	Eavre(2)	Ploesel(3)	Paynter(1)	Eavre(2)	Ploesel(3)	Total	Eavre Total	Total	Overall
Raw Max	9	9	9	9	9	9	9	9	9	Total	i avic i otai	Total	Overail
Raw Passing	4	4	4	4	4	4	4	4	4				
Weight	1	1	1	1	1	1	1	1	1				
wtd Max	9	9	9	9	9	9	9	9	9				
wtd Passing	4	4	4	4	4	4	4	4	4				
Rater	1	2	3	1	2	3	1	2	3				
Question	1	1	1	2	2	2	3	3	3				
Mandatory	N	N	N	N	N	N	N	N	N				
nactive Rater	N	N	N	N	N	N	N	N	N				
		Hit F1	2 to save this	s spreadshee	t on your sys	tem.							
	This spread	sheet curre	ntly handles	up to 10 ap	oplicants, bu	ut can be ad	justed for u	p to 2000.	_				
	After you're	sure that th	e numbers (of questions	and raters	are correct,	click on the	e "Expand"	Expar	nd			
1	outton to ad	liust the spre	eadsheet fo	r the numbe	er of applica	nts.							
		1 .											
	If you	need to se	and this files	<i>i</i> a o mail c	lick on the "	Compress"	button bef	ore sending	Compr	855			
	ii yot		and this me	na c-man, c	area on the	Compress	button ben	ore senaing.					
	If you want	to skip one	or more init	ial question	s, enter the	number of	columns	to skip here:	0				

Weight: If all questions are weighted equally, this = 1

If not, adjust based on the weight score criteria (must be adjusted for each rater per question).

Mandatory: auto populates to N for "No"

Enter "Y" for Yes if a passing score is required on a question in order to pass the exam.

Inactive Rater: auto populates to N or "No"

Enter "Y" for Yes, if it has been determined that a rater's scores should not count.

The following fields are populated by the loaded or adjusted data and usually do not require any further adjustment:

Raw Max: the raw score maximum for each question. The top header (in yellow) has 9 columns with data. This is because the spreadsheet is expecting a raw max score (as well as other data) for each rater on each question. Since there are 3 questions and 3 raters, there are 9 columns ($3 \times 3 = 9$). This data will auto populate for the 0-9 point scale with a passing point of 4, <u>but can be typed over if it needs to be adjusted</u>.

Raw Passing: Raw passing point per question, auto populates as 4.

wtd Max: This is the weighted maximum for each question. It will auto calculate based on what is entered in the Raw Max and Weight cells.

wtd Passing: This is the weighted passing point for each question. It will auto calculate based on what is entered in for the Raw Passing and Weight cells.

Rater: the rater #, it auto populates based on the number of raters entered in the top section.

Question: the question #, it auto populates based on the number of questions entered in the top section.

Click [Expand], once this is done the screen will flash because the macros are running to perform the calculations.

	Scale max	9											
	Questions	3		Fingerprint	& Footwea	r Examiner	LC (10000	03)					
	Rators	3	•	FINGERPR	RINT & FOC		XAMINER.	SIN 424	01-031				
D	Naters	0			d on 2/22/20	10		OLN 424	01-031				
Raw scores	arranged by	Questions		Announced	10113/23/20	10							
				ltem # 2	ltem # 2	ltem # 2							
	ltem # 1	ltem # 1	ltem # 1	Business	Business	Business	ltem # 3	ltem # 3	ltem # 3				
	Manage	Manage	Manage	Communicat	Communicat	Communicat	Research	Research	Research				
	Projects Q1 -	Projects Q1	- Projects Q1	- ions Q2 -	ions Q2 -	ions Q2 -	Q3 -	Q3 -	Q3 -	Paynter		Ploessl	
ltem	Paynter(1)	Favre(2)	Ploessl(3)	Paynter(1)	Favre(2)	Ploessl(3)	Paynter(1)	Favre(2)	Ploessl(3)	Total	Favre Total	Total	Overall
Raw Max	9	9	9	9	9	9	9	9	9				
Raw Passing	4	4	4	4	4	4	4	4	4				
Weight	1	1	1	1	1	1	1	1	1				
wtd Max	9	9	9	9	9	9	9	9	9				
wtd Passing	4	4	4	4	4	4	4	4	4				
Rater	1	2	3	1	2	3	1	2	3				
Question	1	1	1	2	2	2	3	3	3				
Mandatory	N	N	N	N	N	N	N	N	N				
Inactive Rater	N	N	N	N	N	N	N	N	N				
		Hit F1	2 to save this	spreadshee	t on your sys	tem.							
-	This spread	sheet curre	ntly handles	up to 10 ap	plicants, bu	it can be ad	justed for u	p to 2000	-				
	After you're	sure that th	e numbers (of questions	and raters	are correct,	click on the	e "Expand	Expan	d			
	button to adj	ust the spre	eadsheet fo	r the numbe	r of applica	nts.							
	lf you	need to se	end this file v	/ia e-mail, c	lick on the "	Compress"	button befo	ore sending	. Compr	ess			
	lf vou want t	o skin ono	or moro init	ial question	c ontor tho	number of	columnet	o skin hora	· 0				
	n you wallt t		or more lill	iai questioni					·. ·				

Analyzing the Results:

Before reviewing the analysis check to make sure the data loaded correctly into the Score Analysis Spreadsheet.

- 1. Randomly select an applicant on the Rater Export file (sorting the data by CSS to make it easier to compare with The Score Analysis Spreadsheet)
 - Look at their CSS # and compare it to the CS # on the Score Analysis Spreadsheet.
 - If the #s do not match or if the highest # in the CS column is greater than 100, the [SetUp] tab information is incorrect or the data was pasted incorrectly into the spreadsheet.
 - Re-verify the # of Raters and Questions for the exam. Go to section Verifying and Adjusting . . .
- If the Rater Export file is blank, the exam needs to be sent through the queue to be scored to begin the process.
 Go to section <u>Score the Exam...</u>
- 3. If more than one scoring criteria, be sure to choose the correct one from the dropdown box for the classification/position being scored.

Passing Point Reliability [PassingPointRel] tab - (required documentation for recruitment file)

Passing Point Reliability C	alculatio	ns				Valu	Jes (ofxi	ndic	aten	nissir	ng ra	ters					
Coefficient of Consensus =	0.86																	
Adjust Passing Point Here ->	16			Fai	il				Ra	ters					Qu	esti	ons	
rank Name (sex, ethnic, handicap)	Rank	CS	Raw	Man	nd	1	2	3	4	5	6	7	8	1	2	3	4	5
1 xxxxxxxx (M5)	1	81.33	23.556		Δ	х	24	29						17	23	24	29	
2 xxxxxxxx (M4)	2 🤇	69.00	15.333			4	21	21	3					10	11	12	13	
3 xxxxxxxx (M2)	3	66.00	13.333			14	11	15						10	11	9	10	
4 xxxxxxxx (M5)	4	63.50	11.667			9	13	13						12	11	7	5	
5 xxxxxxxx (F5)	5	60.00	9.333			6	11	11						8	6	6	8	
6 xxxxxxxx (F3)	6	58.00	8.000			4	8	12						6	6	6	6	
7 xxxxxxxx (F1)	6	58.00	8.000		V	4	8	12	/					6	6	6	6	
8																		
-					_													

Coefficient of Consensus (aka the reliability of the passing point)

• This is the rate of agreement on pass/fail decisions across all raters and applicants. In this example, there are 3 raters and 7 applicants.

Looking at the Raters section above:

- Only two of three raters rated applicant #1, because Rater 1 has an X in that column.
- Both rater scores for applicant #1 are at or above the passing point of 16, therefore they "agreed" on this question.
- Rater 1 failed applicant #2, the 4 is highlighted because it is below the passing point of 16.
- Raters 2 & 3 passed applicant #2, so the raters "disagreed" on this candidate.
- All raters "agreed" that applicants 3 thru 7 failed, so there is agreement on 6 out of the 7 applicants. There was only disagreement on one applicant # 2. The Coefficient of Consensus equals 6/7, or .86.

Evaluating the Coefficient of Consensus #:

- .90+ = very good
- .75 .90 = OK
- .50 .75 = barely acceptable

Below .50 indicates severe issues with the rating process; rater orientation needs improvement to gain better clarity on benchmark application or benchmarks need to be more clear.

Determining whether the Passing Point needs to be adjusted or lowered:

- 1. In the Raters section look for areas where applicants were passed by the majority of raters usually 2 out of 3 raters (white = passing score / teal = failing score).
- 2. If this happens, the Raw score for an applicant can potentially fall below the passing point noted in the yellow highlighted area (see applicant #2).
- 3. To adjust the Passing Point, change the yellow highlighted # to the Raw score # of the applicant that was passed by the majority of raters. Ex. Applicant #2 has a Raw score # of 15.333 so the new adjusted passing point would be 15.3 (only use 1 decimal place when adjusting the passing point).
- 4. With the new adjusted passing point entered the applicant's **CS** should now be 70 or above and the teal areas will have changed in the **CS** column reflecting the new passing point.
- 5. If the Passing Point is adjusted in the Score Analysis Spreadsheet then it also needs to be adjusted in the system as well.

	Passing Point Reliability C	alculati	ons			Val	ues d	of x ir	ndica	te mi	ssin	g rat	ers						
	Coefficient of Consensus =	0.71																	
	Adjust Passing Point Here ->	15.3			Fail				Rat	ters					Qu	estic	ons		
rank	Name (sex, ethnic, handicap)	Rank	CS	Raw	Mand	1	2	3	4	5	6	7	8	1	2	3	4	5	
1	xxxxxxxx (M5)	1	80.19	22.333		14	24	29						13	17	18	19		Ĩ
2	xxxxxxxx (M4)	2	70.05	15.333		4	21	21						10	11	12	13		
3	xxxxxxxx (M2)	3	67.15	13.333		14	11	15						10	11	9	10		
4	xxxxxxxx (M5)	4	64.73	11.667		9	13	13						12	11	7	5		
5	xxxxxxxx (F5)	5	61.35	9.333		6	11	11						8	6	6	8		
6	xxxxxxxx (F3)	6	59.42	8.000		4	8	12						6	6	6	6		
7	xxxxxxxx (F1)	6	59.42	8.000		4	8	12						6	6	6	6		
8																			

Correlations tab

Test Title = FINGERPRINT & FOOTWEAR EXAMINER - 3	SLN 424	401-031										
									٨	scienced	ratore -	2
Corrected r	0.878	Δνα	rage r -	0 706		Δνο	1200 7 -	0.870	<u>^</u>	Active	ratore -	- 2
Conecteurs	0.070		adder -	0.700		100	Taye 2 -	0.075		Active	aters -	
Inter Rater Total Correlations												
	rater 1	rater 2	rater 3	rater 4	rater 5	rater 6	rater 7	1	z transfo	ormation		
rater 2	0.690			. ator .	. ator o	rater e			0.849			
rater 3	0.737	0.687							0.944	0.843		
rater 4												
rater 5					1							
rater 6						1						
rater 7												
rater 8												
Interrater-Interguestion Correlations												
	Item #	Item #	Item #	Item #	Item #	Item #						
	1	1	1	2	2	2						
	Manag	Manag	Manag	Busine	Busine	Busine	Item #	Item #	Item #			
	e	e	e	SS	SS	SS	3	3	3			
	Project	Project	Project	Comm	Comm	Comm	Resea	Resea	Resea			
	s Q1 -	s Q1 -	s Q1 -	unicati	unicati	unicati	rch Q3 -	rch Q3 ·	rch Q3 -			
	Paynte	Favre(Ploess	ons Q2	ons Q2	ons Q2	Paynte	Favre(Ploess			
	r(1)	2)	I(3)	-	-	-	r(1)	2)	I(3)			
ltem # 1 Manage Projects Q1 - Favre(2)	0.612											
Item # 1 Manage Projects Q1 - PloessI(3)	0.725	0.579										
Item # 2 Business Communications Q2 - Paynter(1)	0.941	0.526	0.651									
Item # 2 Business Communications Q2 - Favre(2)	0.348	0.626	0.438	0.425								
tem # 2 Business Communications Q2 - PloessI(3)	0.455	0.446	0.642	0.450	0.417							
Item # 3 Research Q3 - Paynter(1)	0.822	0.623	0.613	0.826	0.393	0.325						
Item # 3 Research Q3 - Favre(2)	0.696	0.729	0.594	0.691	0.599	0.346	0.769					
Item # 3 Research Q3 - PloessI(3)	0.726	0.601	0.717	0.661	0.375	0.424	0.724	0.753				

<u>Corrected r</u> - This number corrects the **Average r** statistic to account for the total number of measurements. This is done because the average r is based only on one rater, since we have 3 raters (3 measurements) this needs to be taken in to account. To do this, the Spearman Brown prophecy formula is used.

• MUST BE ABOVE .70, - if below, OSER will NOT approve, indicates major problems

<u>Inter-rater/Inter-question Correlations</u> - This displays the Pearson r correlation between one rater's total scores on a given question against another rater's total scores on another question. *This is very useful information in determining where error levels may be attributed to in the scoring process (benchmarks, raters, etc.).*

In the example above:

- Ideally the r within a question among raters (#'s highlighted yellow) is higher on average than the rest of the colors. The practical meaning of this is that items that are meant to be related (scores assigned on the same question) have a higher correlation than items that are not meant to be closely related (scores assigned on different questions).
- The Intra-rater/Inter-question correlations for Rater 1 (#'s highlighted red) are very high (.941, .822, .826). This could potentially be attributed to the halo or horns effect.

This spreadsheet utilizes correlations to calculate reliability, rather than R-Alpha. A major point about correlations is that they depend upon independent ratings. If ratings are not independent, this info is meaningless. Another difference is that R-Alpha is a lower bound estimate (meaning the R-Alpha tells us the reliability is no lower than that estimate). However, when using R-Alpha, one cannot attribute low levels of reliability to a specific question, but Pearson r correlations helps to do this.

<u>Average r</u> - this is the average correlation among raters. To get to this number, a z score for each rater is calculated by transforming each of the Pearson r correlations (above these are .690, .737, .687) to a normally distributed z value. These z values are then averaged to get the average z (.879), and the Fisher inverse is taken to get the Average Pearson r correlation (.706).

Inter-Rater Total Correlations - This is the Pearson r correlation when comparing the total rater scores assigned for each applicant by one rater against the total rater scores assigned for each applicant by another rater. In this example, the correlation between Rater 1 and Rater 2 is .690, the correlation between Rater 1 and Rater 3 is .737, and the correlation between Rater 2 and Rater 3 is .687. Therefore, the strongest correlation in this example is between Rater 1 and Rater 3, and the weakest correlation is between Rater 2 and Rater 3.

Descriptive Statistics [DescStats] tab

				lıt	le												
		Τe	est Tit	tle: E	xam	Total											
		Anr	nounc	ed or	1 12/1	14/200	3										
Weighted Rater-Question	i Stat	istics		1		W	eight	ed Rate	er Staf	tistic	s	Wei	ghte	d Quest	ion St	atisti	ics
Item	Ν	Mean	SD	Min	Max	Rater	N	Mean	SD	Min	Max	Quest	N	Mean	SD	Min	Max
Item # 1 Question Summary -(1)	6	2.33	1.75	1	5	1	6	6.83	4.02	4	14	1	- 7	9.79	3.70	6	17
Item # 1 Question Summary -(2)	7	2.71	0.95	2	4	2	7	13.71	6.32	8	-24	2	- 7 -	10.50	5.85	6	23
Item #1 Question Summary - (3)	- 7	4.29	2.21	3	9	3	7	16.14	6.59	11	- 29	3	- 7	10.00	6.56	6	24
Item # 2 Item Summary - (1)	6	1.67	1.03	1	3	4	0					4	7	10.93	8.23	5	29
Item # 2 Item Summary - (2)	7	3.71	1.89	2	7	5	U					5	0				
Item # 2 Item Summary - (3)	7	4.29	1.8	3	8	6	0					ያሊ	0				
Item # 3 Question Summary - (1)	6	1.33	0.82	1	3	7	0					- 'Y	0				
Item # 3 Question Summary - (2)	7	3.86	2.67	2	9	8	0					8	0				
Item # 3 Question Summary - (3)	7	3.86	1.68	2	7							9	0				
Item # 4 Item Summary - (1)	7	2.43	2.57	1	8							10	0				
Item # 4 Item Summary - (2)	7	3.43	1.81	2	6							11	0				
Item # 4 Item Summary - (3)	7	3.71	1.38	2	6							12	0				
			1	<u> </u>	<u> </u>								-				

This tab will point out if one rater is always rating high or low.

Under the Weighted Rater-Question Statistics

- Look at Min/Max columns, there should be variation.
- If there were all 6's for the Max, when the Max could be 9, look at the benchmarks to see if "ANDs" were used a lot. Example: The applicant needs _____ experience AND _____ experience.

Under the Weighted Rater Statistics

- Look at the **Mean** to make sure these numbers are fairly close.
- N = Number of applicants that received a score for a particular question or rater

Mean = Average Score

SD = Standard Deviation for the particular measurement

NOTE: All sections below are weighted based on information entered into the SetUp tab

<u>Weighted Rater-Question Statistics</u> - This section lists the data broken out by rater and question. For example, if we look at the first row "Item #1 Question Summary-(1)", we can see that Rater (1) scored 6 candidates on Question 1 (because N=6). The average of the 6 scores was 2.33, and the standard deviation was 1.75. The minimum score that rater (1) assigned on Question 1 was 1 (Min=1) and the maximum score they assigned was 5 (Max=5).

<u>Weighted Rater Statistics</u> - This section sums up the scores for each Rater across all questions. We can see from this example that Rater 1 scored 6 candidates (N=6), the average of their scores was 6.83, and their standard deviation was 4.02. The lowest total score they assigned for a candidate was 4 (Min=4), and the highest total score they assigned was 14 (Max=14).

<u>Weighted Question Statistics</u> - This section sums up the data for each question on the exam. In this example, we can see that overall, 7 applicants were scored on question 1 (N=7), the average score was 9.79, the lowest score on Question 1 when combining all raters scores was 6, and the highest score on Question 1 when combining all raters was 17.

Adverse Impact [PPAdvImt] tab - (required documentation for recruitment file)

	Adverse In	npact Anal	ysis for					
		nue						
Passing Poin	t Impact Analys	sis for Minori	ties		Score	Stats		
Ethnic Code	Pass	%	Fail	%	Average	SD		
1	0	0.00%	1	100.00%	8.000			
2	0	0.00%	1	100.00%	13.333			
3	0	0.00%	1	100.00%	8.000			
4	0	0.00%	1	100.00%	15.333			
5	1	33.33%	2	66.67%	14.852	7.627		
9	0		0					
Total	1	14.29%	6	85.71%	12.746	5.5037		
All Minorities	0	0.00%	4	100.00%	12.746	5.504		
80% Rule	26.67%							
Probability that the difference	between Minorit	y & White (5) score av	erages is di	Je to chanc	e = 0.70		
Passing Poir	Passing Point Impact Analysis for Females Score Stats							
Gender	Pass	%	Fail	%	Average	SD		
M	1	25.00%	3	75.00%	15.972	5.273		
F	0	0.00%	3	100.00%	8.444	0.770		
U	0		0					
Total	1	14.29%	6	85.71%	12.746	5.5037		
80% Rule	20.00%							
Probability that the difference	e between Mal	e & Female	score avera	iges is due	to chance	= 0.06		

Note: The passing point is <u>never</u> adjusted based on the Adverse Impact Analysis due to the generally small sample size of applicants for most recruitments. The analysis can assist with the development of future diversity recruitment goals.

This tab breaks down the number of applicants who pass or fail in each Race/Ethnic category, as well as each Gender category.

Race/Ethnicity Categories:

- 1 Black (not Hispanic) 2 - Asian or Pacific Islander
- 4 Hispanic
- 5 White (not Hispanic)
- 3 American Indian/Alaska Native
- ve 9 Unknown

The **All Minorities** row sums up all the different minority categories, and then displays the percentage of applicants that Pass and the percentage that Fail.

The **80% Rule** (4/5 Rule) box is displayed a little differently. This actually displays the percentage of the minority group that would need to pass in order for the passing rate to be at least 80% of the majority group. From the ethnicity example above, the passing rate of White applicants is 1/3 or 33.33%. Therefore, the 80% rule is .3333 x .8, or 26.67%.

The "**Probability that the difference between . . . is due to chance**" info is the significance test. . If the # is below .05 there is statistical significance of adverse impact. *Note: This text only appears when there are at least two scored applicants in the minority group (ethnicity or gender).*

In the **Passing Point Analysis for Females** section, the 3 gender options are M-Male, F-Female, and U-Unknown. In the example, the passing rate for females needs to be 20% in order to be at least 80% of the male passing rate (25%). Since it is less than 20%, "<u>Adverse Impact for Females</u>" will display on our approval tab.

Note: This tab is only functional when using MS Office 2007 or newer

Test									
Announ									
Rater Category Consensus by Question									
Question	1	2	3	4	5	6	7	8	Average
Passing Point Consensus	0.57	0.43	0.57	0.71					0.57
Overall Category Consensus	0.57	0.43	0.57	0.57					0.54

This tab shows further analysis of the examination results including:

Passing Point Consensus – for each question and the average as opposed to the overall exam passing point consensus which was reviewed previously on the Passing Point Reliability tab (also known as the coefficient of consensus)

Overall Category Consensus – for each exam benchmark category and the average (i.e. More Than Acceptable, Acceptable, Less Than Acceptable).

In the example above:

- Passing Point Consensus Q4 has the best rate of .71 (71%) when compared to the other questions. Q2 has a low rate of .43 which means only 43% of the time the raters were in agreement on whether an applicant receives a passing score on this question. This helps to identify which questions caused the greatest rater disagreement.
- Overall Category Consensus Q1, Q3 and Q4 all have a rate of .57 (57%) which is low. This means only 57% of the time the raters agreed on the benchmark category to score applicant responses. The ideal result would be that this rate (%) were high because this would mean the raters at a minimum agreed on whether an applicant response was considered in the More Than Acceptable, Acceptable or Less Than Acceptable benchmark category. If the benchmarks are very clear and easily applied this rate will be higher.

Approval tab - (required documentation for recruitment file)

Exam Type: Analyst's Name: Overall F Total Ca Scored (Passing Mean: Standard Passing Maximu Unadjust Adjusted Previou: Planned Need for AA Con Passing Labor M	Reliability = 0.881 usi indidates Candidates: Candidates: I Deviation: I Error of Measurer point consensus: m Points Possible: I Passing Point:	T Exar Announced ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	Title m Total l on 12/14/20 d 4 questions. Mi Mi	009 Recruitment Type: ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	<u>Open</u> 33.33% 25.00% <u>Minorities</u> 50.00%	Total Candidat from the rater so applied – not ne completed the e
Exam Type: Analyst's Name: Overall F Total Ca Scored (Passing Mean: Standard Standard Standard Standard Standard Standard Passing Maximu Unadjust Adjusted Previou: Planned Need foi AA Con Passing Labor M	Reliability = 0.881 usi indidates Candidates: Candidates: 1 Deviation: 1 Error of Measurer point consensus: m Points Possible: 1 Passing Point:	Exar Announced ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	m Total I on 12/14/20 I d 4 questions. Mi Mi	009 Recruitment Type: ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	<u>Dpen</u> 33.33% 25.00% <u>Minorities</u> 50.00%	Total Candidat from the rater so applied – not ne completed the e
Exam Type: Analyst's Name: Overall F Total Ca Scored (Passing Mean: Standard Standard Standard Standard Mean: Unadjust Adjusted Previou: Planned Need for AA Con Passing Labor M	Reliability = 0.881 usi indidates Candidates: Candidates: I Deviation: I Error of Measurer point consensus: m Points Possible: Ied Passing Point: I Passing Point:	Announced ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	d 4 questions. Mi	009 Recruitment Type: ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	<u>Open</u> 33.33% 25.00% <u>Minorities</u> 50.00%	from the rater so applied – not ne completed the e
Exam Type: Analyst's Name: Overall F Total Ca Scored (Passing Mean: Standard Standard Standard Standard Mean: Unadjust Adjusted Previou: Planned Need foi AA Con Passing Labor M	Reliability = 0.881 usi indidates Candidates: Candidates: d Deviation: d Error of Measurer point consensus: m Points Possible: ted Passing Point: d Passing Point:	ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000 40.000	d 4 questions. Mi Mi	ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	<u>Open</u> 33.33% 25.00% Minorities 50.00%	from the rater so applied – not ne completed the e
Exam Type: Analyst's Name: Overall F Total Ca Scored (Passing Mean: Standard Passing Maximu Unadjust Adjusted Previou: Planned Need foi AA Con Passing Labor M	Reliability = 0.881 usi indidates Candidates: Candidates: 1 Deviation: 1 Error of Measurer point consensus: m Points Possible: 1 Passing Point:	ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	d 4 questions. Mi Mi	ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	<u>Open</u> 33.33% 25.00% <u>Minorities</u> 50.00%	applied – not ne completed the e
Analyst's Name: Overall F Total Ca Scored (Passing Mean: Standard Standard Passing Maximu Unadjusted Previou: Planned Need foi AA Con Passing Labor M	Reliability = 0.881 usi mdidates Candidates: Candidates: 1 Deviation: 1 Error of Measurer point consensus: moints Possible: 1 Passing Point:	ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	d 4 questions. Mi Mi	ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	33.33% 25.00% Minorities 50.00%	completed the e
Overall F Total Ca Scored (Passing Mean: Standard Standard Passing Maximu Unadjust Adjusted Planned Need foi AA Con Passing Labor M	Reliability = 0.881 usi andidates Candidates: Candidates: 1 Deviation: 1 Error of Measurer point consensus: m Points Possible: 14 Passing Point:	ing 3 raters and 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	d 4 questions. Mi Mi	ajority Passing Rate: nority Passing Rate: Adverse impact for Male Passing Rate:	33.33% 25.00% Minorities 50.00%	-
Total Ca Soored I Passing Mean: Standarr Passing Maximu Unadjusi Adjuster B Previou: Planned Need foi AA Con Passing	andidates Candidates: Candidates: 1 Deviation: 1 Error of Measurer point consensus: mPoints Possible: 1 Passing Point:	7 7 2 12.571 5.1088 ment 1.7572 0.71 36.000	- F	ajority Passing Rate: nority Passing Rate: <u>Adverse impact for</u> Male Passing Rate:	33.33% 25.00% Minorities 50.00%	
Scored (Passing Mean: Standard Passing Maximu Unadjusi Adjusted Previou: Planned Need fo AA Con Passing	Candidates: Candidates: 1 Deviation: 1 Error of Measurer point consensus: mPoints Possible: 14 Passing Point:	7 2 12.571 5.1088 ment 1.7572 0.71 36.000	Mi Mi	ajority Passing Rate: nority Passing Rate: <u>Adverse impact for</u> Male Passing Rate:	33.33% 25.00% Minorities 50.00%	Scored Candid
Passing Mean: Standard Passing Maximu Unadjusi Adjusted Previou: Planned Need for AA Con Passing Labor M	Candidates: 1 Deviation: 1 Error of Measurer point consensus: m Points Possible: 1 Passing Point:	2 12.571 5.1088 ment 1.7572 0.71 36.000	Mi Mi	ajority Passing Rate: inority Passing Rate: <u>Adverse impact for</u> Male Passing Rate:	33.33% 25.00% Minorities 50.00%	Scoled Canula
Mean: Standard Standard Passing Maximu Unadjusi Adjusted Previou: Planned Need for AA Con Passing Labor M	d Deviation: d Error of Measurer point consensus: mPoints Possible: ted Passing Point: d Passing Point:	12.571 5.1088 ment 1.7572 0.71 36.000	F	nority Passing Rate: <u>Adverse impact for</u> Male Passing Rate:	25.00% Minorities 50.00%	scores entered
Standard Standard Passing Maximu Unadjusi Adjusted Previou Planned Need for AA Con Passing Labor M	d Deviation: d Error of Measurer point consensus: m Points Possible: ted Passing Point: 1 Passing Point:	5.1088 ment 1.7572 0.71 36.000	F	Adverse impact for Male Passing Rate: Male Passing Rate:	Minorities 50.00%	have scores ent
Standar: Passing Maximu Unadjusi Adjuster Previou: Planned Need foi AA Con Passing Labor M	d Error of Measurer point consensus: m Points Possible: ted Passing Point: 1 Passing Point:	ment 1.7572 0.71 36.000	F	Male Passing Rate:	50.00%	
Passing Maximu Unadjusted Previou: Planned Need for AA Con Passing Labor M	point consensus: m Points Possible: ted Passing Point: 1 Passing Point:	0.71	E Fe	emete Dessina Deter		responses to the
Maximu Unadjusi Adjuster Previou Planned Need for AA Con Passing Labor M	mPoints Possible: ted Passing Point: 1 Passing Point:	36.000		ernale Hassing Hate:	0.00%	
Previou Planned Need for AA Con Passing Labor M	tep Hassing Point: 1 Passing Point:			Adverse impact fo	or Hemales	Advarca impag
Previou Planned Need for AA Con Passing Labor M	g Passing Point:	15.000	(0.000 CEN	A-)		Adverse impac
AA Con Passing	s administration:					
AA Con Passing Labor M	r candidates:					At a minimu
Passing Labor M	siderations:					
Labor M	ppint consensus:_					Exam Type
	laiket Factors:					
SME jud	lgements:					Analyst Na
Cert Rul	e:					
Other:						Passing po
Comme						Cert Rule
	nts:				and Data	ocrervale.

Fotal Candidates - The total number of applicants rom the rater score export file (applicants that have applied – not necessarily the same # that have completed the exam)

Scored Candidates - Only counts applicants with scores entered (does not count applicants that do not have scores entered because they had blank responses to the exam questions).

Adverse impact for Minorities (or Females) – will only appear when detected

At a minimum fill in these lines:
Exam Type: T&E (rated exam)
Analyst Name: the Agency HR Staffing Analyst
Passing point consensus: example = .71
Cert Rule: transfer from Exam Plan Checklist

Use the blanks of the Approval page to document factors relating to adjusting the passing point:

Previous administration: If the same test was given in the past year or so, consider if you should be using the same passing point so that the current group of applicants is evaluated consistently with the previous one. This is particularly important if some of the applicants applied for both recruitments and used the same answers.

Planned administrations: If this test will be given again in the near future and the current group of applicants is too limited to make a fully informed passing point decision, you may want to make an adjustment.

<u>Need for candidates & Labor Market Factors</u>: If labor market conditions are such that the level of qualification within your applicant pool is too small for the number of vacancies and the risk associated with lowering the passing point is minimal, you may want to make a downward adjustment to pass more applicants.

<u>AA Considerations</u>: If the job is underutilized, the test has adverse impact and the risk associated with lowering the passing point is minimal, you may want to make a downward adjustment to pass more protected group applicants. *** This option should not be the sole basis for lowering the passing point ***

Passing point consensus: Often you will find some disagreement among your raters as to which candidates should pass. Consider adjusting the passing point downwards to the score of the applicant that has a majority of the raters giving a passing score.

<u>SME judgments</u>: If your raters indicate that the benchmarks were unrealistically strict, you may want to adjust the passing point downward. This can be done with your SME's approval either for one or more questions on the Setup tab or globally on the Passing Point Reliability tab.

Comments: Note passing point decisions and any other adjustments made to the recruitment/scoring.

- Examples: "No need to adjust passing point"
 - "Adjusted passing point due to 2 out of 3 rater agreement"
 - "Removed mandatory due to inconsistent ratings"

Non-Delegated Agencies - contact DPM to perform and approve the score analysis then file the documents below

Delegated Agencies – follow the instructions to perform the score analysis then ...

1. Print these tabs of the Score Analysis Spreadsheet

- **Approval** tab can use quick print, if delegated follow internal procedure to approve score analysis and use the signature lines at the bottom
- PassingPointRel tab define the print area including all rows/columns before printing this tab
- **PPAdvImt** tab can use quick print

2. File all scoring related documents in the recruitment folder

Include the completed Exam Security Agreement/Job Expert Certificates

OSER Procedures Performed (applies to Non-Delegated Agencies only):

- 1. Generate the score analysis
- 2. Review analysis to determine whether the exam results are acceptable
 - Passing Point Consensus = .5+ (prefer .75+)
 - Pinpoint any issues with raters, questions and/or benchmarks
 - Adjust/lower passing point because of 2 out of 3 rater agreement
- 4. Print the tabs in step 1 above
 - Sign Approval page on the lower left signature line
- 3. Have a BMRS Senior/Advanced Analyst review analysis findings
 - Consult with the BMRS Administrator as needed
 - Passing Point Consensus below .5
 - Rater inconsistencies
 - Use of different raters
- 4. Analysts determine appropriate action
 - Approve
 - Adjust/lower Passing Point
 - Adjust exam passing point in the system
 - Re-score the exam
 - Other
- 5. Obtain Approval Signature from Senior/Advanced Analyst
- 6. Scan and email the score analysis documents to the Agency HR Staffing Analyst (retain in recruitment folder)
 - Approval tab
 - PassingPointRel tab
 - PPAdvImt tab
- 7. Review recruitment folder contents and arrange according to folder checklist
 - Print anything that might be missing (e.g. ERS announcement, final job anno or exam, etc.)
 - Complete the Recruitment Checklist
 - Check off the folder checklist
 - Place the recruitment folder into the basket in the top file cabinet located at the end (closest to the main aisle) of the recruitment folder file cabinets by classification
 - ESC team will label the folder, noting retention dates and will file it back with current recruitment folder records