

# 2021



## Assessment Solutions



# TEST VALIDATION SERVICES

Ramsay Corporation reviews or custom develops tests and uses a content validation model to document the process.

# Test Validation Service

Ramsay Corporation's custom test development and validation service is the primary component of our business. We have been developing tests for industrial and manufacturing jobs for the past 40 years. In this time we have created a database of approximately 25,000 questions that allow us to efficiently and effectively build tests for our clients.

We recommend a validation study when an organization meets any of the following criteria:

- Is a highly visible national or international company
- Has more than 200 employees
- Has a labor agreement
- Has a Federal contract
- Has ever had an EEO charge
- Needs professional assistance for setting cutting scores on tests

Ramsay Corporation can tailor pre-existing tests or develop custom tests with the help of our extensive question database. Tests can be technical knowledge and skills tests or basic skills tests depending on the requirements of the job.

The client is presented with a test that matches their needs, a cutting score, and a content validation report which documents the process. Please contact us for more information.

## Why Validate?

There are many tests and many uses for tests. Validation of knowledge and skills tests is a process of documentation. It shows how the need for the test arose, how the job requires it, and it describes a methodology to measure the knowledge and skill in a scientific and objective way.

*The Uniform Guidelines on Employee Selection Procedures* (1978), developed by the EEOC, Civil Service Commission, Department of Labor and Department of Justice, are intended to establish a uniform Federal position in the area of prohibiting discrimination in employment practices. Regarding the use of tests and other selection procedures, the Guidelines state:

These guidelines apply to tests and other selection procedures which are used as a basis for any employment decision. Employment decisions include but are not limited to hiring, promotion, demotion, membership (for example, in a labor organization), referral, retention, and licensing and certification, to the extent that licensing and certification may be covered by Federal equal employment opportunity law. Other selection decisions, such as selection for training or transfer, may also be considered employment decisions if they lead to any of the decisions listed above. (Section 2B)

The Guidelines also state:

The use of any selection procedure which has an adverse impact on the hiring, promotion, or other employment or membership opportunities of members of any race, sex, or ethnic group will be considered to be discriminatory and inconsistent with these guidelines, unless the procedure has been validated in accordance with these guidelines. (Section 3A)

From the employer's perspective, it is very useful to have a job-related test. When tests are job related, they have more credibility with the persons taking them, giving the test takers more confidence in their results and providing less likelihood of complaint or litigation. A validated test is usually the product of research by a psychologist. The resulting validation report is the documented evidence by a professional researcher of the validity of the selection procedure. In the event of complaint or litigation, the report would usually be entered into evidence. In addition, the author would provide testimony that the report reflects generally-accepted professional practice and is in conformance with the requirements of the Uniform Guidelines on Employee Selection Procedures.

## Cutting Scores

Ramsay Corporation usually establishes cutting scores by using a modified Angoff procedure as part of a test validation study. This requires a panel of job experts who go through a process of job analysis; generation of knowledge, skills and abilities; and Angoff procedure during which each test question is reviewed and rated by each job expert.

These cutting scores may be accomplished for custom-made tests, off-the-shelf tests, or in some circumstances, pre-existing client-made tests. When a cutting score has been established for a test, it may be used to establish job profile qualification.

<sup>1</sup> Equal Employment Opportunity Commission, Civil Service Commission, Department of Labor, and Department of Justice. (1978, August). Uniform guidelines on employee selection procedures. Federal Register, 43, 38290-38315.