

Examination Series Overview – Critical Business Functionality

The “examination series” is critical to our ability to maximize the number of examination we provide each year. Without that functionality, or functionality providing similar efficiencies, our productivity would drop significantly. Essentially, the examination series allows us to present test content to candidates once and use the resulting scores for multiple tests and examinations. What follows is an overview of the examination series as it currently exists.

We receive over five thousand requests for examination assistance every year from state and local agencies. Much of the examination assistance we provide is in the form of multiple choice tests. If we did not have a way to hold many tests with a limited number of test questions (items), we would need either to write thousands of new items every year or to drastically reduce the number of tests we hold. Neither option is viable as we work to ensure the availability of services to our customers without additional resources.

We address our need to hold many multiple choice tests with a limited number of items by using the same items for many tests and giving the tests on the same date using one set of test booklets (for paper and pencil tests). One of the primary purposes of holding many tests at the same time is to avoid overexposure of our test material. Overexposure of test material leads to a loss of test validity due to candidates seeing test material so often that they either have increased opportunities to cheat or they become so familiar with the questions and answers that their test scores improve without a concomitant increase in ability.

Many of the requests for examination assistance we receive are for related titles. Related titles are titles that are in the same occupational area and at a similar level (for example, Secretary 1, Secretary 2, Executive Secretary, and Administrative Assistant). We typically administer multiple choice tests for related titles together on the same day in what we call an “examination series.” Candidates are provided with directions that enable them to determine which items are associated with the exam(s) they are taking. A set of these Candidate Directions is presented in Figure 5. It is expected that when these tests are delivered via computer, only the questions in the candidate’s exam would be shown.

The items used in an examination series are grouped in subtests. Items that address the same knowledge, skills, and abilities are placed in the same subtest. Examples of typical subtests include “preparing written material,” “principles and practices of accounting,” and “supervision.” Subtests are the building blocks of multiple choice tests. A subtest can be used in more than one test in an examination series; consequently, tests may share one or more subtests in common. (See figure 1.) An examination series is essentially a collection of unique subtests that are combined in various unique test permutations. The items used in an paper and pencil examination series may be presented in one booklet or one set of booklets. (See figure 2.)

Candidates may apply for one or more examinations in an examination series. Candidates taking more than one test in an examination series respond just once to the items in the common subtests; item responses are collected once and scored as many times as needed. For each test a candidate takes, the appropriate item responses are scored, the

item scores are combined into subtest scores, and the subtest scores are combined into test scores. Candidates' item responses are scored for as many tests (exams) as needed.

Within an examination series, examinations and tests are associated via "test plans." A test plan is a unique permutation of subtests that is used as a template. Test plans are used to create test definitions for examinations; a test plan defines the items that will be used in the test for one or more examinations – once a test plan has been created, examinations are associated with the test plan and automatically take on the test definition of the test plan.

A subtest may be associated with many test plans. Many examinations may be associated with one test plan, but an examination may be associated with only one test plan. In one sense, an examination series is simply a collection of examinations, test plans, and subtests. (See figure 3.)

Our examination series vary significantly in size and complexity. Some have just a few examinations and a small number of test plans, but the larger ones may have 150-200 examinations, 10 or more subtests, and 15 or more test plans. We typically hold about 200 examination series each year.

Figure 1 Multiple choice tests may share one or more subtests in common

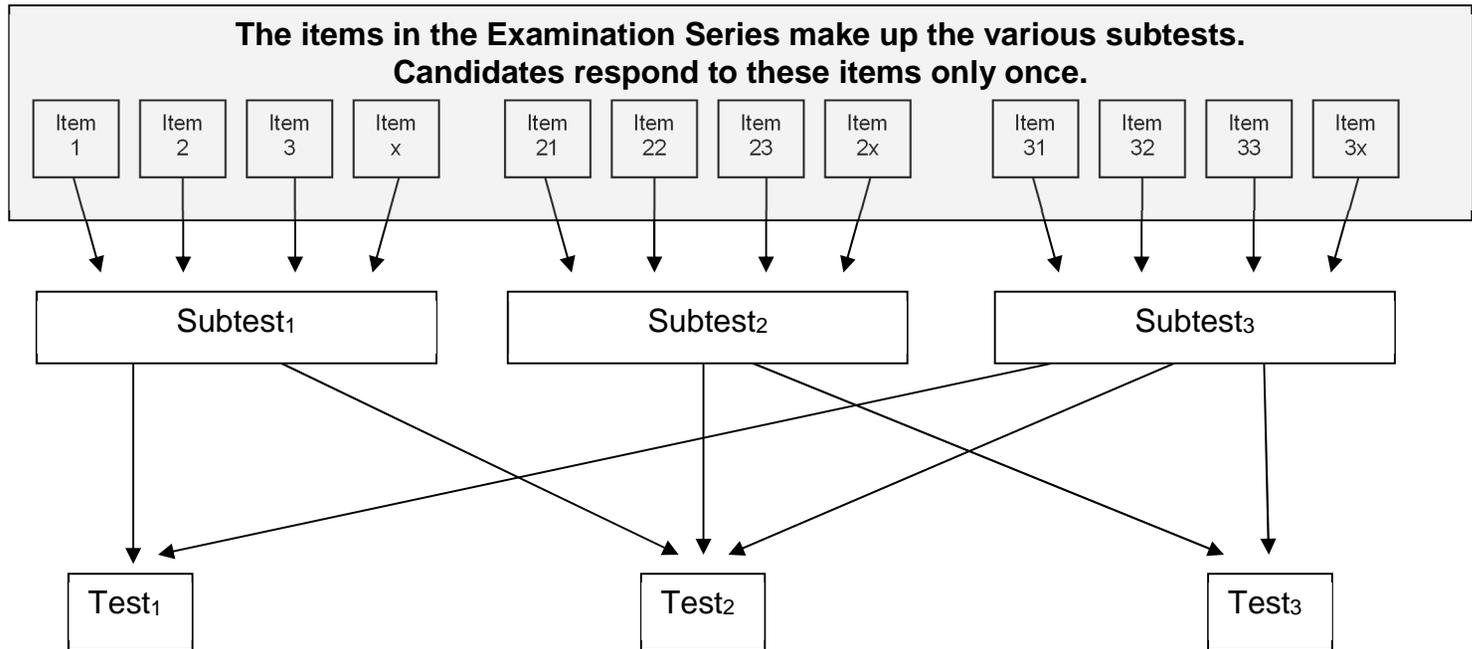


Figure 2 The items used in an examination series that is administered with paper and pencil may be presented in one booklet or one set of booklets

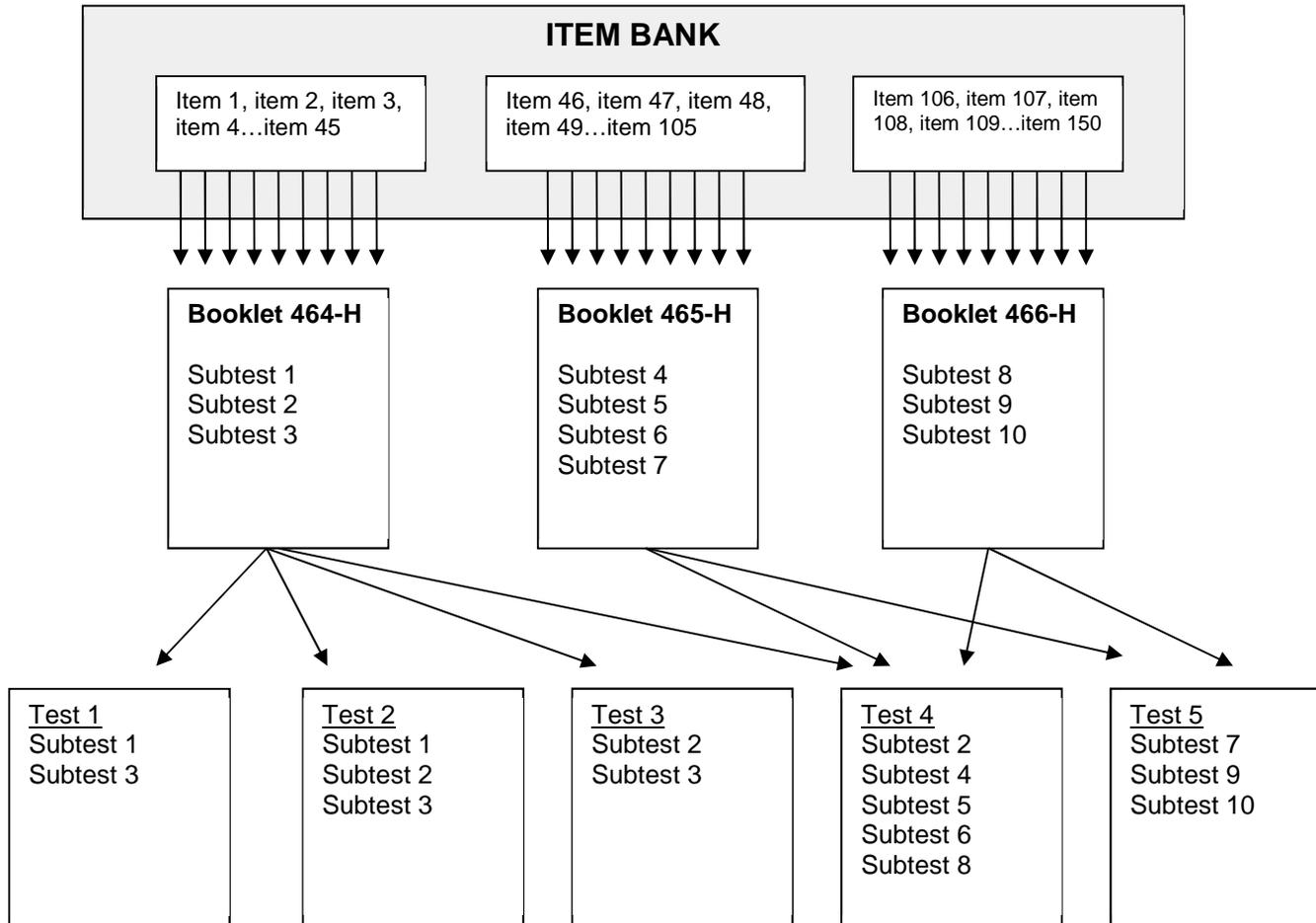


Figure 3 Examination series

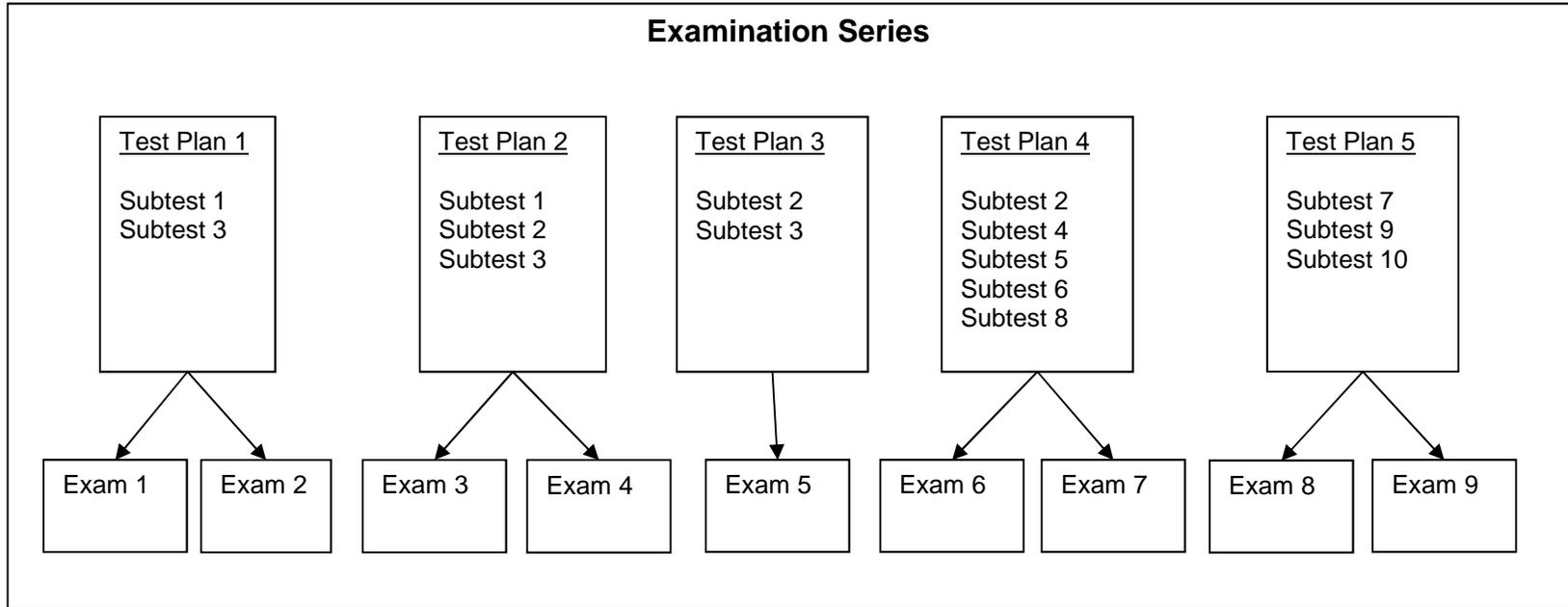
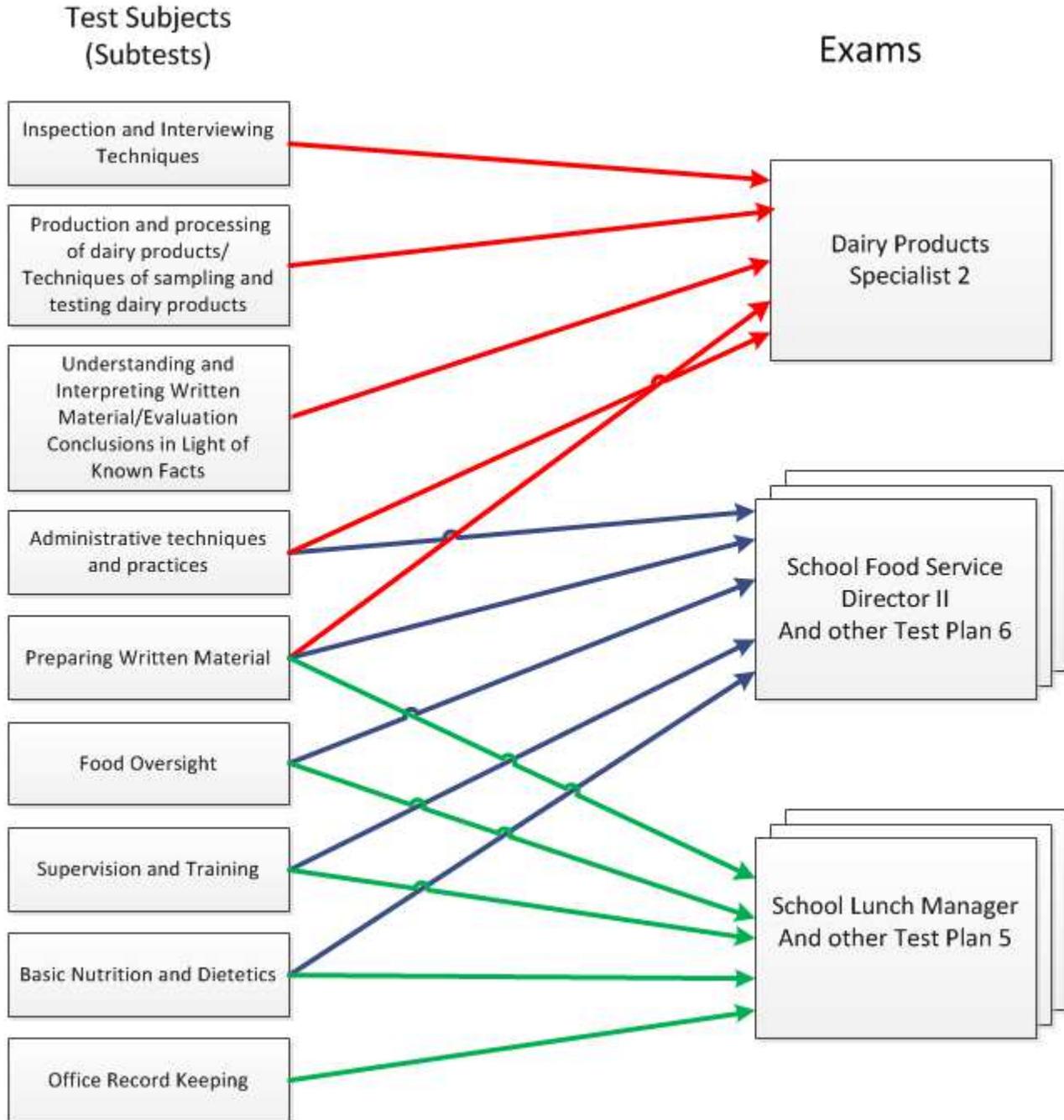


Figure 4 Relationship between subtests and examinations in a simple examination series



New York State Department of Civil Service

CANDIDATE DIRECTIONS

Candidate Identification Number

March 19, 2016

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1. Fill in your Candidate Identification Number (your Social Security Number) in the upper-right-hand corner of these directions.
2. Place your Admission Notice and Driver's License or other photo identification on your desk. The Monitor will come around the room to verify everyone's identity while you read these directions. Do not sign your Admission Notice until the Monitor tells you to do so.
3. Read the instructions on your answer sheet. Fill in your Candidate Identification Number (ID), today's date, the titles and numbers of the exams you are taking today, and the city or town, building, and room in which you are taking your exams.
4. Complete Part A of the purple Bio-Data Research Questionnaire that is on your desk. This is voluntary.
5. **Follow these general rules:**
 - Record all your answers on the separate answer sheets. If you are answering questions in more than one test booklet, you will need a separate answer sheet for each test booklet. You may write in the test booklet, but you will receive credit only for answers you record on the separate answer sheets.
 - Books or other reference materials **MAY NOT** be used. If you have any with you, put them under your seat.
 - Calculators **ARE RECOMMENDED**. Quiet, hand-held, solar- or battery-powered calculators are permitted. Devices with typewriter keyboards are prohibited.
 - The use of cell phones, pagers, headphones, and any other communication devices is strictly prohibited at this test site. Any use or display of these devices during the administration of the test can result in your disqualification. If you have such devices with you now, you must turn them off and place them out of sight. You **MAY NOT** use them during any restroom break you take outside of this room. Do not display these devices again until you have completed your examination and you have left the building.
 - Scratch paper: If needed, raise your hand. Put your ID number on each sheet provided.
 - Restrooms: If you need to use one during the exam, raise your hand.
6. **When you get your test booklets:**
 - Do not open your booklets until the Monitor directs you to do so.
 - Check the booklet numbers to make sure they are the correct ones as shown in step 11 of these directions. If you do not receive a booklet required for your examination, raise your hand and ask the monitor for the booklet number that you need.
 - Write your ID number, city or town, building, and room in the upper-right-hand corner of the front covers.
 - Count the number of sheets of paper (including the covers) that make up the booklets without looking inside. If your count does not agree with the number of sheets indicated on the booklet's front cover, raise your hand so the Monitor can give you a new test booklet. Failing to report missing pages may result in disqualification.
 - Raise your hand to signal the Monitor if during the test you find your test booklet is defective.
 - Enter the test booklet numbers in the appropriate spaces on your answer sheets.
7. **Review Opportunity:** The front cover of each test booklet will indicate which questions (if any) are open for candidate review before the answer keys are officially approved for use in rating the test papers. If you want to review these questions, ask for a "Review Information Sheet" when the Monitor comes to collect your papers. You must fill in the form on the bottom portion of that sheet and give it to the Monitor before you leave today. This is your only opportunity to request a review.
8. **When to start:** Do not begin until the Monitor tells you to do so. When the Monitor tells you to begin, write the time in the "Time Began" box on your answer sheet. You may then start answering the questions.
9. **When you are finished:**
 - Enter the time you finish in the "Time Ended" box on your answer sheet.
 - Arrange your papers with the Admission Notice on top, followed by the Bio-Data Research Questionnaire, answer sheets, test booklets, these directions, and all scratch paper.
 - Read step 7 (above) "Review Opportunity" and, if the opportunity for review exists, decide if you want to ask the Monitor for a "Review Information Sheet."
 - Raise your hand to signal the Monitor to come and collect all your papers.
10. **Time Allowance:** **6 Hours** to answer all questions you are required to answer in this series.

IMPORTANT - CONTINUE WITH DIRECTIONS ON NEXT PAGE

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- 11. Questions to answer:** You are responsible for determining which test questions you are to answer and which test booklets you need. The Monitor is not permitted to assist you in this.
- Follow these directions and use the Examination Listing and the following chart to determine which questions you are to answer.
 - Circle the number of each examination you are taking on the Examination List. If you cannot find your exams on the list, raise your hand.
 - Read across each row and circle the Test Plan Number at the end of the row.
 - Look at the chart below. Circle each Test Plan Number that you circled on the Examination List.
 - Read across each row in which you circled the Test Plan Number and circle each X in that row.
 - Answer the blocks of questions indicated at the top of each column with a circled X.

For Example: If there were a column labeled "Questions 16 to 30," an X in that column would mean that you should answer the block of 15 questions, from Question 16 to and including Question 30.

Note: In the last column is the total number of questions to be answered for each Test Plan. If you are taking exams in more than one Test Plan, answer questions in every column in which you have circled at least one X. You should answer a block of questions only once.

Test Plan Chart

Test Plan No.	Test Booklet 402-C			Test Booklet 403-C			Test Booklet 404-C				Total Number of Questions
	Questions 1 to 15	Questions 16 to 45	Questions 46 to 60	Questions 1 to 30	Questions 31 to 60	Questions 61 to 75	Questions 1 to 15	Questions 16 to 30	Questions 31 to 45	Questions 46 to 60	
1	X	X									45
2	X		X	X	X						90
3	X		X	X		X					75
4	X						X	X	X		60
5	X						X	X	X	X	75
6	X		X				X	X		X	75
7	X						X		X		45

- 12. Special Instructions:** None

Examination List

<i>State Exams</i>	<i>Exam No.</i>	<i>Title</i>	<i>Test Plan No.</i>
	37-524	Dairy Products Specialist 2.....	2
	37-525	Dairy Products Specialist 2 (Dairy Equipment).....	3
	26-020	Dairy Products Specialist Trainee 1.....	1
	26-021	Dairy Products Specialist Trainee 1 (Spanish Language).....	1
<i>Local Exams</i>	<i>Exam No.</i>	<i>Title</i>	<i>Test Plan No.</i>
Albany Co.	66-783	Food Service Director.....	5
Buffalo	64-362	Assistant Supervisor of Food Service.....	5
Cattaraugus Co.	65-911	Assistant Food Service Manager/Dietitian Assistant.....	5
Cattaraugus Co.	62-010	Food Service Manager.....	5
Cattaraugus Co.	63-579	School Lunch Manager.....	5
Chautauqua Co.	64-408	Food Service Manager.....	4
Clinton Co.	64-179	School Lunch Manager.....	5
Dutchess Co.	68-446	School Food Service Director I.....	5
Dutchess Co.	68-447	School Food Service Director II.....	6
Dutchess Co.	68-448	School Food Service Director III.....	6
Franklin Co.	68-550	School Food Service Director 1.....	5
Franklin Co.	68-549	School Food Service Director 2.....	6
Franklin Co.	68-551	School Food Service Manager.....	4
Fulton Co.	62-815	Assistant Food Service Manager.....	4
Greene Co.	65-023	School Lunch Manager.....	5
Lewis Co.	65-876	School Lunch Manager.....	5
Long Beach	63-992	District School Nutrition Director.....	6
Madison Co.	68-275	School Lunch Manager.....	5
Madison Co.	71-672	School Lunch Manager-PROM.....	5
Middletown	65-760	Director for Food and Nutrition Services.....	6
Middletown	66-121	Senior Food Service Supervisor.....	4
Monroe Co.	62-969	Cafeteria Manager.....	5
Monroe Co.	74-117	Cafeteria Manager-PROM.....	5
Monroe Co.	60-987	Director of School Food Services.....	6
Monroe Co.	65-241	Executive Chef.....	5
Monroe Co.	68-566	School Food Services Director III.....	6
Nassau Co.	60-493	Assistant Director of Food Service.....	4
Newburgh	62-342	Assistant School Lunch Director.....	5
Oneida Co.	68-423	School Lunch Director II.....	6
Oneida Co.	68-424	School Lunch Manager.....	4
Onondaga Co.	64-638	Assistant School Lunch Director.....	6
Ontario Co.	65-519	School Lunch Director.....	6
Orange Co.	62-748	Assistant School Lunch Manager.....	4
Orange Co.	70-788	Assistant School Lunch Manager-PROM.....	4
Orange Co.	63-585	Food Service Supervisor.....	4
Orange Co.	74-419	Food Service Supervisor-PROM.....	4
Orleans Co.	64-786	Cook Manager.....	4
Oswego Co.	63-990	Assistant School Lunch Director (Central Square Central School).....	4
Oswego Co.	74-596	Assistant School Lunch Director (Central Square Central School)-PROM.....	4
Oswego Co.	66-493	Culinary Arts Assistant (BOCES).....	7

Examination List

<i>Local Exams</i>	<i>Exam No.</i>	<i>Title</i>	<i>Plan No.</i>	<i>Test</i>
Oswego Co.	60-604	School Lunch Manager		5
Otsego Co.	68-557	School Food Service Manager		4
Putnam Co.	65-200	School Lunch Director		6
Rensselaer Co.	61-592	Food Service Manager		4
Rensselaer Co.	68-433	School Food Service Director II		6
Rensselaer Co.	63-558	School Lunch Manager		5
Saratoga Co.	61-935	School Lunch Manager		5
Saratoga Springs	65-387	Assistant School Food Service Director		4
Schenectady Co.	68-399	School Food Service Director 2		6
Schenectady Co.	71-779	School Food Service Director 2-PROM		6
St. Lawrence Co.	65-353	Food Service Supervisor		5
Suffolk Co.	66-229	School Lunch Coordinator		7
Suffolk Co.	61-055	School Lunch Manager		5
Tompkins Co.	64-056	School Lunch Specialist		5
Warren Co.	65-463	Chef/Food Service Director		5
Warren Co.	66-887	Food Service Manager		5
Wayne Co.	68-119	School Lunch Manager		5
Westchester Co.	68-579	School Food Service Director 2		6
Westchester Co.	71-944	School Food Service Director 2-PROM		6
Yonkers	62-167	Assistant Supervisor of School Food Service Programs I		6
Yonkers	62-170	Assistant Supervisor of School Food Service Programs II		6
Yonkers	66-685	School Food Service Cook Manager		4
Yonkers	71-600	School Food Service Cook Manager-PROM		4
Yonkers	62-508	School Food Service Manager A		5
Yonkers	71-075	School Food Service Manager A-PROM		5
Yonkers	62-506	School Food Service Manager B		5
Yonkers	71-076	School Food Service Manager B-PROM		5
Yonkers	62-370	Supervisor of School Food Service Programs		6
Yonkers	71-780	Supervisor of School Food Service Programs-PROM		6