

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATION

January 14, 1988

HUMAN RESOURCES MEMORANDUM 1-88

TO: All Agency/Department Heads/Personnel Officers/Directors  
of Administrative Services

SUBJECT: **Change in Typing Performance Testing Procedures for Selected  
Classifications**

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The purpose of this memorandum is to communicate a change in typing performance testing procedures for selected classifications.

Several years ago the Department of Personnel had to eliminate its typing performance testing program due to inadequate resources. At the present time, applicants for most classifications that require typing skill simply state that they possess a minimum typing skill on an application form. Verification is left to each line agency.

In order to ensure uniformity in assessing typing skills, this Bureau has developed standardized typing tests which will be administered by each agency to candidates certified to vacancies. The following procedures will take effect March 21, 1988.

AGENCY REQUIREMENT  
TO ADMINISTER STANDARDIZED TEST

Agencies will be required to administer standardized typing tests which have been developed by this Bureau to all candidates certified to vacancies who have not been previously tested. Candidates who have been administered the test and who have met the minimum standards will be noted on the certification. The following classifications require testing:

<u>Class</u>	<u>Minimum Standard</u>
Clerk Typist I	(30 wpm)
Clerk Typist II	(30 wpm)
Clerk Typist III	(40 wpm)
Secretary	(40 wpm)
Word Processing Operator	(40 wpm)

These tests contain easy to follow instructions for test administration and scoring. A Typing Skill Test, form (PER 56), will be utilized for test administration. It may be reproduced locally as needed. A copy is attached.

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### REMOVAL OF UNQUALIFIED CANDIDATES FROM CERTIFICATIONS AND REGISTERS

Scored test results for all applicants will be returned to the Bureau of Human Resources with the PER 17 (Certification). These results will be used by this Bureau as justification to take the following actions:

1. The results will serve as justification to remove unqualified applicants from certifications. If the number of qualified applicants interested and available for a vacancy falls below three on a certification, additional names will be certified in accordance with existing rule and practice.
2. The results will serve as justification to remove unqualified applicants from the employment register; thus future certifications will contain fewer unqualified candidates.

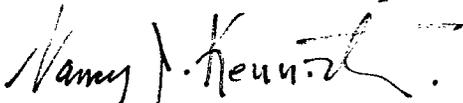
This Bureau will identify applicants who have previously been tested and who have passed on all future certifications. Only candidates that have not yet been tested and passed need to be tested by the hiring agency. This will greatly reduce the need for testing. **NOTE:** Agencies may supplement the standardized tests developed by this Bureau with additional tests to screen applicants for specialized typing skills that may be required of a particular position. Any such tests must meet the same standards of validity that are required of the standardized tests. Failure of a candidate to meet satisfactory standards on specialized tests may serve as justification for removal from a certification, but not from the employment register.

### TEST ACQUISITION AND SECURITY

Agencies are responsible for the security of the standardized typing tests. Agency personnel designates will be required to sign a Test Security Agreement when they receive their copies of the standardized tests. The tests may be ordered by submitting a memorandum request for desired number of copies of the tests to the Job Analysis Division. Each request must identify the person(s) who will be responsible for test security. A Test Security Agreement is attached.

### TEST ADMINISTRATION TRAINING

This Bureau will provide test administration training to agency personnel.

  
NANCY J. KENNISTON  
DIRECTOR

**Dept. Use Only**

Dept: \_\_\_\_\_ Cert. # \_\_\_\_\_  
WPM: \_\_\_\_\_ Accuracy: \_\_\_\_\_ Results: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Name Date

\_\_\_\_\_  
Exam Title

T Y P I N G      S K I L L      T E S T

## TEST SECURITY AGREEMENT

Department of Administration  
from the Bureau of Human Resources  
for: Clerical Performance Tests

### 1. Purpose of Agreement

This agreement is intended to protect the mutual interests of the Bureau of Human Resources and the public agencies using State of Maine test materials as well as the interests of persons who take such tests, in order that no person may gain special advantage by having improper access to the material.

### 2. Terms and Considerations

In consideration of the receipt of examination materials to be provided to the signer by the appropriate agency, the signer of this agreement accepts responsibility for carrying out its terms. The signer further agrees that all necessary administrative steps will be taken to assure that staff members, special consultants or others who may have access to test materials will be informed of this agreement and will be required to comply with it. Specifically, it is agreed that:

- (a) Test materials obtained will be used only for their designated official purpose in testing candidates for employment and promotion. Under no circumstances will the material be made available to others for purposes of study, copying or publication.
- (b) All testing material in the possession of the named agency will be handled and stored in a manner that will prevent unauthorized persons from having access to it.
- (c) No official or staff member of the named agency will loan, give, sell, or otherwise make available any supplied testing material to any other agency or unauthorized person, nor will they knowingly permit others to do so, without written permission of the Bureau of Human Resources.
- (d) The signer of this document is expected to be the appointing authority or authorized designee.
- (e) The signatory to this agreement will be responsible for the security of all test copies assigned to the agency. No individual other than the signatory or individual(s) designated by the signatory will have access to or administer these tests without prior authorization and training.
- (f) Whenever the signatory to this agreement shall vacate his/her position, notification shall be given in writing to the Bureau of Human Resources within ten (10) working days prior to his/her departure; at such time the successor to the previous signatory's position shall forward a signed copy of this agreement to the agency which had supplied said materials.

**TEST SECURITY AGREEMENT**

Department of Administration  
from the Bureau of Human Resources  
for: Clerical Performance Tests

On behalf of the \_\_\_\_\_, I accept this agreement and assure compliance with its terms.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## STATE OF MAINE

## Inter-Departmental Memorandum

Date January 13, 1988

To All Department/Agency Heads Dept. \_\_\_\_\_

From Donald A. Wills, Merit System Administrator Dept. Bureau of Human Resources

Subject Section I: Superseding Clerk Typist II Register - Section II: Performance Test Administration

**Section I - Superseding Clerk Typist II Register**

A new written examination has been developed for the Clerk Typist II classification.

We are preparing to supersede the existing register. The time frames to initiate this process are as follows:

- (a) A new recruitment bulletin will be issued effective January 19, 1988. At this time, the classification will be superseded and the current register will be closed to recruitment.
- (b) Individuals who apply between January 19, 1988 and February 2, 1988 will be eligible for testing and placement on the new initial register to be established approximately March 21, 1988.
- (c) We will continue to certify from the current register until February 29, 1988. Any outstanding certifications will be cancelled twenty-one (21) days after the date of issue.
- (d) Candidates on certifications from the new register will be required to take the new performance test which is to be administered at the agency level.

**Section II - Performance Test Administration**

- A. Initial training for performance test administration is scheduled for January 29, 1988 at the Nash School, corner of Sewall & Capitol Streets. There will be a 9:30 A.M. session and a 1:30 P.M. session. We will cover the following areas: (1) Development & Use of Standardized Tests; (2) Test Administration & Scoring Procedures; (3) Documentation of Results for Future Certifications; (4) Test Security & Security Agreement; (6) Assignment & Training of Additional Clerical Test Administrators.
- B. The Personnel Manager/Officer and a second personnel designee from the Human Resources section of each department or agency should plan to attend.
- C. The need for future sessions to train other departmental employees will be assessed at the January 29th training session.
- D. The attached registration form must be submitted to the Training & Development Division, Bureau of Human Resources, Sta. No. 4 no later than January 20, 1988. Questions should be directed to Simone Ayotte, 289-4418.
- E. Refer to Human Resources Memorandum 1-88 regarding Typing Performance Test Procedures.

DAW/cm

Attachment

TRAINING REGISTRATION FORM  
(Please Print Legibly)

Return to: Training & Development Division  
State House Station #4  
Augusta, ME 04333  
289-4400

Course Title: Performance Test Administration

Date: \_\_\_\_\_ Location: \_\_\_\_\_

A.M. Session \_\_\_\_\_ P.M. Session \_\_\_\_\_

Registrant's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Division/Bureau: \_\_\_\_\_ Telephone: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Registrant's Signature)

\_\_\_\_\_  
(Authorizing Signature)