

JRA

Test Scoring System - Version 2

2018

User Guide

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Introduction

Overview

The JRA Test Scoring System creates specialized psychological test reports, which are intended to be used by licensed psychologists in conducting psychological evaluations of applicants for police and other public safety positions.

Specialized selection reports can be created for six instruments, some of which have multiple versions:

- Personal History Questionnaire (**PHQ**)
 - PHQ-Required Explanations (**PHQ-RE**) (via online administration only)
- California Psychological Inventory-434-Police and Public Safety Report (**CPI-434-PPSR**)
- California Psychological Inventory-260-Police and Public Safety Report (**CPI-260-PPSR**) – (Availability tentatively scheduled for end of year 2018)
- Personality Assessment Inventory-Police and Public Safety Report (**PAI-PPSR**)
- State-Trait Anger Expression Inventory-II-Police and Public Safety Report (**STAXI-II-PPSR**)
- Psychological History Questionnaire (**PsyQ**)
 - PsyQ-Required Explanations (**PsyQ-RE**) (via online administration only)

The reports can be previewed on screen, printed from the JRA software, or exported to pdf.

A Typical Session

A typical session with the JRA Test Scoring System involves the following steps:

- Collect test data (either by scanning test answer sheets, downloading data obtained from online testing, or importing data files prepared previously) from one or more applicants.
- Use the Data Editor to correct any errors or inconsistencies in the test data.
- Enter the corrected data into the system's database, and display the individual test data record(s) for each applicant, in the Data Viewer.
- Demographic information for data records obtained through online administration may be edited directly in the Data Viewer.
- View, sort, and select some or all of the test data records in the Data Viewer.
- Create test reports -- which can be previewed on screen, printed, or exported to pdf files -- for each of the test data records you have selected.
- Clear the test data records from the Data Viewer, archiving them and the associated reports in the system's database.

The following other operations are occasionally done, as required:

- Manage report authorizations (which are purchased credits allowing reports to be created).

- Set system options and retrieve selected data from the database back into the Data Viewer, for additional processing.
- Export selected test data records to raw files.
- Delete selected test data records.
- Update the software.
- Manage a list of agency names and codes (for use in entering data and retrieving it from the database).
- Export summary report statistics.
- Create summary reports for multiple test takers.
- Export computed report statistics for analysis in statistics software such as SPSS.

Features

- Reports for all tests can be previewed on screen, printed, or exported to pdf files.
- Each report uses just one authorization, regardless of how many copies are made, what formats are used (preview, print, or pdf) or what versions are produced (e.g., pre-offer or post-offer CPI, regular or background PsyQ). An exception to this general rule is the conversion of a CPI-434 to a CPI-260. Doing so requires use of an additional authorization.
- All data and reports are saved to a database, from which they can be retrieved as needed
- Software is downloaded and upgraded from the Internet.
- Report authorizations are downloaded from the Internet, and can be moved from one computer to another.
- Data editing tools can identify and correct inconsistencies in an applicant's personal identification information (e.g., SSN, agency code, and test date) across different tests, which facilitates research and the creation of multi-test reports
- PsyQ and PHQ reports are in a new format that creates problem scores and compares them to applicant norms.
- The program runs under Microsoft Windows 7, 8, & 10.
- The program uses an encrypted database to store data.

Compatibility with Previous JRA On-Site Scoring Software

The v2 Test Scoring System will run without conflicts on a computer that also has the JRA v1 test scoring software installed. The old software can be kept as a backup capability until you are comfortable using the new software.

Chapter **2**

System Requirements

Operating System

The Test Scoring System has been tested with the following operating systems:

- Windows 7, 8, & 10

Computer Requirements

- At least 1 GHz minimum processor
- At least 2 GB of RAM
- At least 500 MB of disk space (1 GB minimum recommended)

Accessory Device Requirements

- A Scantron Optical Mark Reader ("scanner") with 48 channel, double sided, pencil read capabilities. Compatible scanners include the following Scantron models: 2250, 2260, 2500, 2800, and 8600, the iNSIGHT 4 ES, and the Opscan4ES, which is the only compatible model currently sold by Scantron.).
 - **JRA Test Scoring System v2 is optimized for operation at 9600 baud. Prior to installing your v2 software, check the baud rate of your scanner on v1 by going to Tools->Options->Scanner. If your scanner is running at a different baud rate, it is highly recommended that you change the baud rate of your scanner. JRA will send out a config form to change the baud rate on your scanner free of charge.**
- A serial port or a USB to serial conversion cable (such as the Keyspan USB to serial adaptor, model USA-19HS) for older model scanners.
- A windows compatible printer (if you want to create printed reports). For CPI, PAI, and STAXI reports, the printing can be done somewhat faster if you have an HP laser jet printer.

Supplemental Software Requirements

In order for the JRA Test Scoring System to work properly, it is necessary that the following program be installed on your computer. The installer will install it for you if it is not present on your machine.

- Microsoft .NET Framework 4.5.2

Network capability

In addition to running on a standalone computer, the JRA Test Scoring System is also designed to run on a network in a client server environment.

Internet Security Software Compatibility

The JRA Test Scoring System has been tested with the following products:

- Microsoft Windows 7,8 & 10 Firewall
- McAfee Antivirus Software Suite
- Symantec Norton Internet Security Suite
- ESET Security Suite

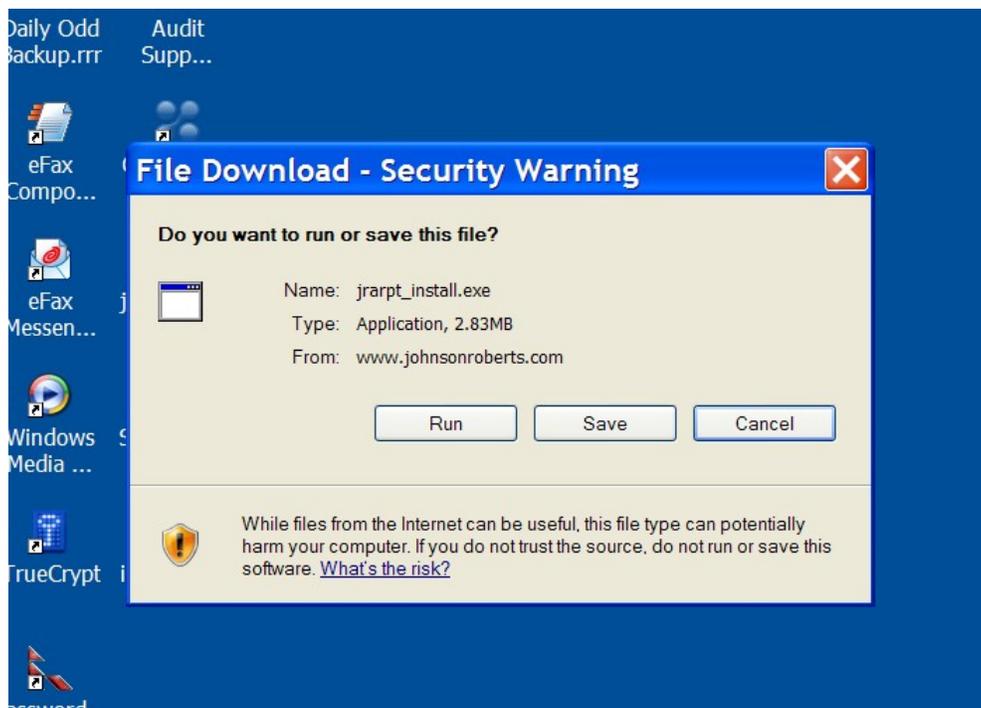
In some cases, it might be necessary to adjust settings in these products to ensure the best possible performance with the Test Scoring System. If you think that you are experiencing a conflict between the Test Scoring System and your Internet Security Software, please contact JRA.

Installing the JRA Test Scoring System

The JRA Test Scoring System software can be downloaded and installed, at no charge, from the JRA website.

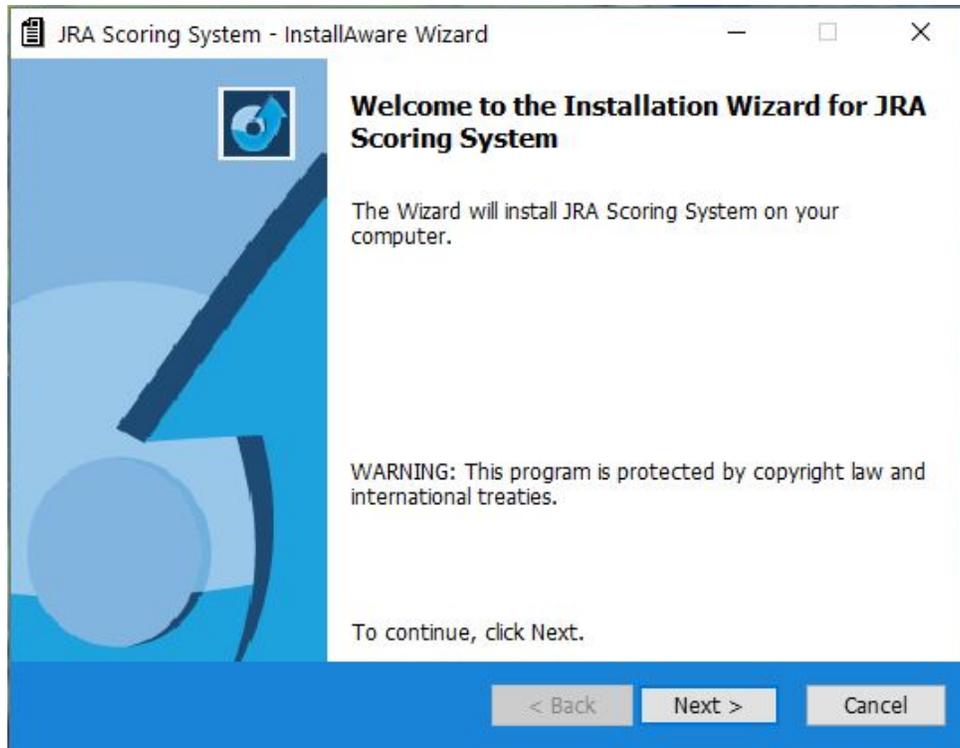
Before you start the installation process, we recommend that you exit all Windows programs, other than your Internet browser. To start the download process, open an Internet Browser -- such as Internet Explorer -- if you have not already done so. Then enter the following web address into your browser: <https://www.johnsonroberts.com/downloads/jrascoring.exe>

If you are using Internet Explorer, clicking on this address will cause a menu to be displayed that displays the standard security warning and asks whether you want to run or save the installation program, which is contained in the file jrarpt_install.exe. Click on Run and the installation process will begin.

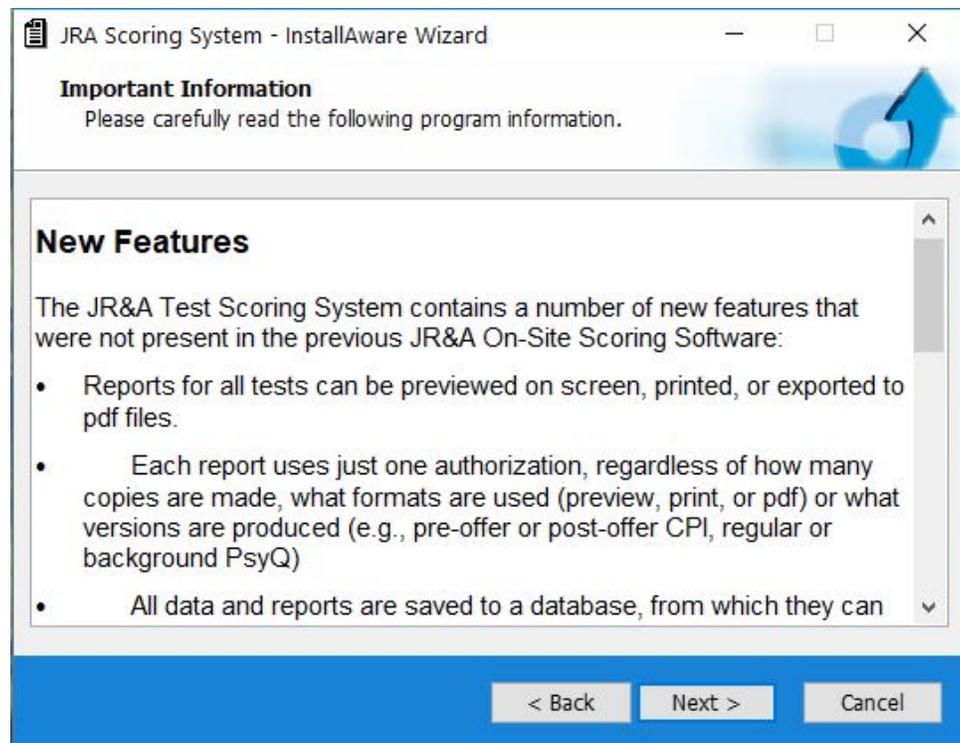


Some browsers, such as Mozilla Firefox, do not display a run option, but rather ask you to save the installation file to your computer. Google Chrome will open a window that asks, “Do you want to allow this app to make changes to your device?” Click Yes.

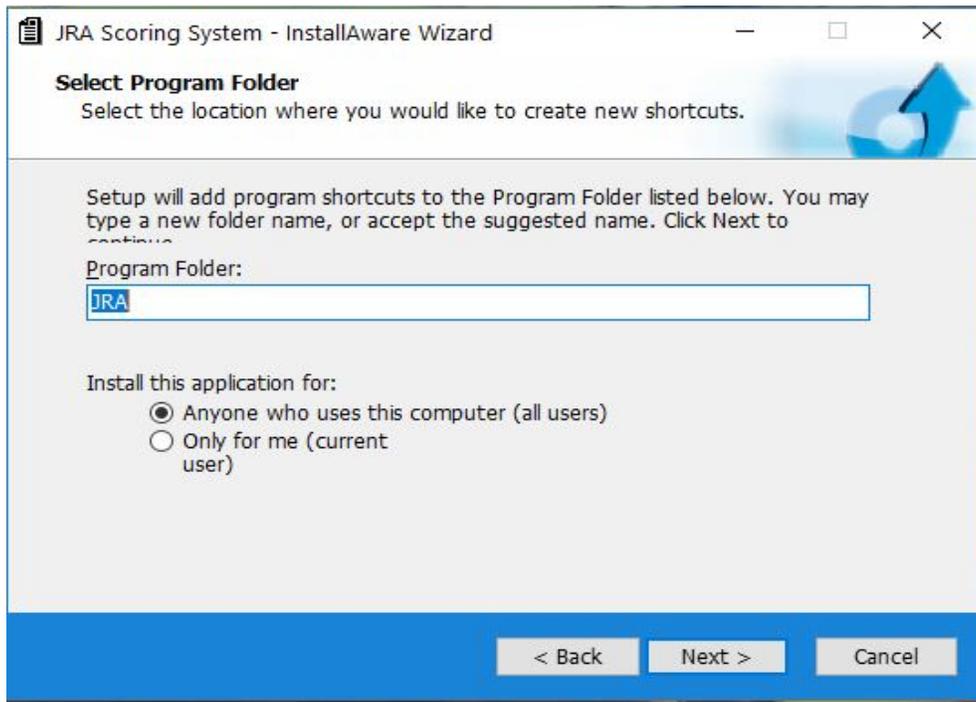
**** Please Note:** During installation, the v2 software will check your system for the presence of the supplemental software, Microsoft .NET 4.5.2., required for the JR&A Test Scoring System to work properly. If this program is missing from your system, it will be installed automatically, with no actions required of you.



When the Install Wizard appears, click Next.



Read the Important Information section and click Next.



Select a destination folder for your JRA v2 Test Scoring System, then click Next.



Complete the Installation Wizard by clicking Next. Click Finish to complete the installation process.



Chapter **4**

Starting and Ending the Program

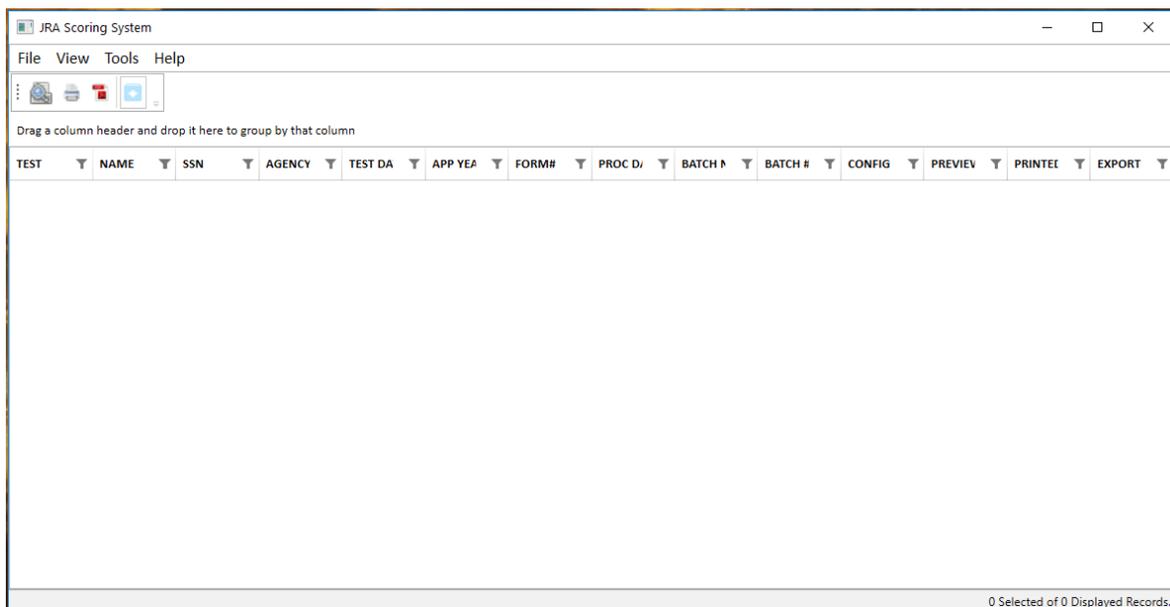
To start the Test Scoring System from the Windows Start menu, do the following:

- For older versions of Windows, click the Start button on the Windows taskbar, in the lower left-hand corner of the screen, then follow the steps below. Windows 10 users can simply type JRA into the search bar and select it from there.
- Select Programs from the Start menu and select JRA Test Scoring System v2 on the continuation menu. This will display the program log in window.
- Give permissions for any security screening windows, such as, “Do you want to allow this app to make changes to your device?”.
- NOTE: if you encounter an error when trying to run the JRA v2 for the first time, it may be required that you right click the JRA program icon and select “Run as administrator” in order to the necessary software permissions to be granted.
- Enter your User ID and Password in the JRA Login window, and then click OK. This will display the main screen of the Test Scoring System.

Note: Current JRA clients will be able to input their preestablished User ID and password. New clients must establish an account, with User ID and password, with our production office. If desired, the password can be changed after the first time you use the software.



When the program begins, you will see the main screen of the Test Scoring System, which contains the Data Viewer and the primary commands and menus of the Test Scoring System.



To end the Test Scoring System, click on the X in the upper right-hand corner of the main screen.

Reset Button

The first time you log into the scoring system it verifies your log in credentials against the online credentials we have established for you. Once that has happened the system stores your

credentials and validates them locally without connecting to the internet. If you change your online credentials you will need to reset the scoring system login so that it uses those new credentials. If you press the Reset button when the password has not been changed, nothing will happen.

Data Collection

In This Chapter

- Overview
- Scanning test answer sheets
- Inputting previously collected test data files
- Downloading test data collected on the Internet

Overview

The first step in producing psychological test reports is to collect data containing the responses that test takers have made to one or more tests. Test data can be collected either by scanning paper and pencil answer sheets, downloading data obtained from online testing, or inputting data files that have been prepared previously.

Scanning Test Answer Sheets

Scanning test answer sheets involves several steps, as described below.

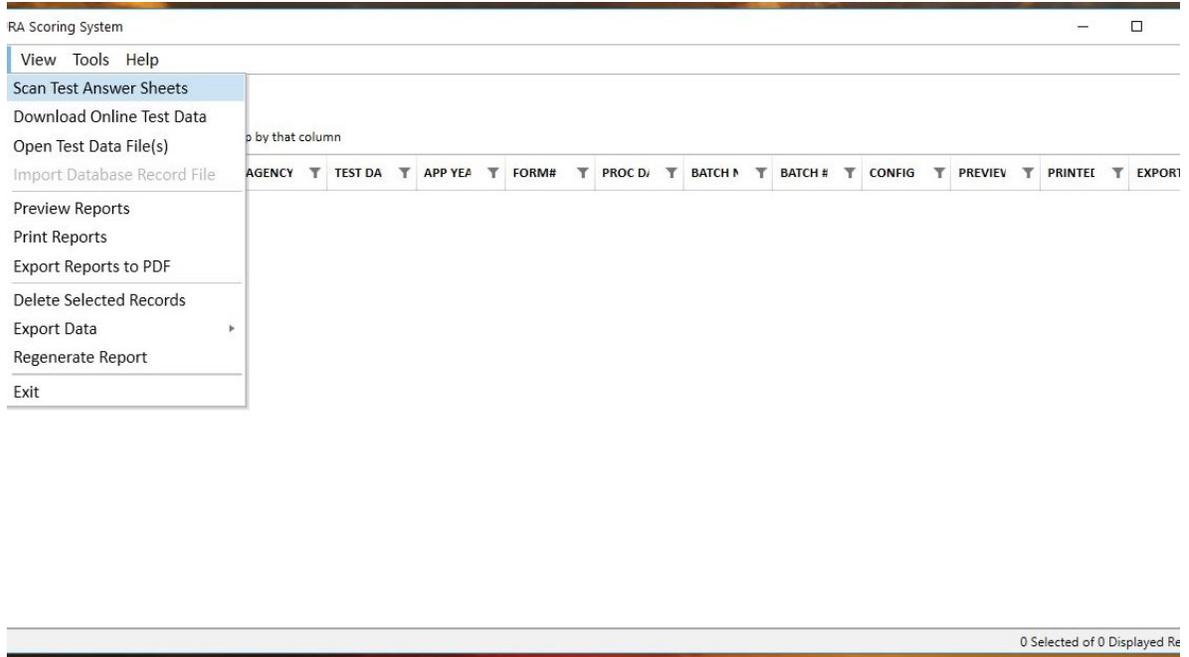
Step 1 – Turn on the scanner

Turn on the scanner.

If you scan tests several times a day, it may be convenient to leave the scanner turned on between scanning sessions.

Step 2 – Start the JRA test scanning software

From the main menu, click File. From the drop-down menu, click Scan Test Answer Sheets, as shown below.



Step 3 – Complete the Scan Test Answer Sheets Window

Before you start scanning, you must complete the Scan Test Answer Sheets window, in order to provide information about the answer sheets that will be scanned.

Scan Test Answer Sheets

Read Agency from answer sheet

Agency:

Batch:

Tests in Set

CPI PHQ

PAI STAXI

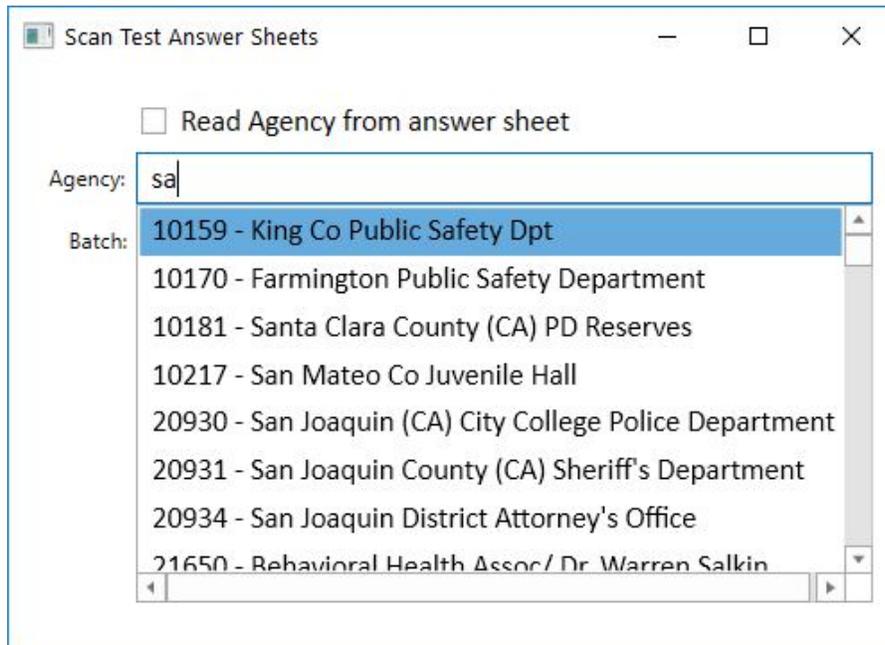
PsyQ

OK Cancel

First, you need to indicate whether you want to read the agency code from the scanned answer sheets, or to assign the same agency code to each answer sheet read, regardless of what is on the answer sheet. If you want to read the agency code from the scanned answer sheet, click the box next to that option.

If all of the answer sheets are from the same agency, it is best to assign the same agency code to each answer sheet so that any errors or omissions in completing the agency code on the answer sheet are ignored. To assign the agency code to use for this purpose, click on the drop-down menu in the agency window, then click on the name of the agency for which the testing was done.

If the name of the agency for which the testing was done is not included in the drop-down menu, you may need to add the agency name to the drop-down list. This can be done using the Agency Codes tools.



Next you should specify a name for the batch of answer sheets you are scanning. This can be anything that helps identify the batch, such as "Academy 202 Applicants". If you don't enter anything in the window, the default batch name will be the date and time on which the scanning is done. If you have already specified the agency for which the testing was done, knowing the date and time is often a useful and sufficient way to identify the batch.

Finally, you should specify the set of test answer sheets that you will be scanning, by checking the box next to the name of each test to be included in the scanning session. Later, after the data is scanned, the Data Editor tool will check to see that all tests in the set have been scanned for each test taker, and that the identification information for each test taker (name, social security number, etc.) is consistent across all of the tests in the set. The Data Editor is discussed later, in Chapter 6.

When you have finished completing the Scan Test Answer Sheets window, it will look something like the figure below.

Note: If a set of answer sheets for a group of test takers includes more than one test type, there are advantages to scanning and editing all of answer sheets together. One is the simple convenience of scanning all of the answer sheets for the group in a single session. Another is that it makes it possible to check that the identification data for each test taker is consistent across test types. This is useful for several purposes. It makes the reports for different tests consistent with each other and makes it possible to create composite reports that are based on multiple tests for a given test taker. It also helps keep accurate records of the testing that you have done, and makes it easier to use the test data for research.

The disadvantage of scanning and editing more than one test type at a time is that it complicates the data editing process a bit. If you want to avoid this complication, you can choose to enter and edit the data for only one test at a time.

Step 4 – Download the test form definitions to the scanner

In order to convert the marks on the various test answer sheets into digital data, the scanner must receive information about what the test answer sheets look like and how the marks on the answer sheets should be interpreted. This information is called form definitions. The form definitions for each of the five types of test answer sheets are included in the JRA Test Scoring System software. These form definitions must be downloaded into the scanner before it scans test answer sheets. The scanning software automatically does this, so click Yes when asked if you want to download Form Definitions.

The scanner will retain the form definitions until it is turned off. Thus, if you do several scanning sessions during the day, you can leave the scanner turned on, and only download the form definitions the first time you scan each day. You will need to download Form Definitions each time you initialize the scanner. If you have downloaded Form Definitions since last turning the scanner on, you can click No to skip the downloading step, which takes roughly 30 seconds.

Step 5 – Feed answer sheets into the scanner

When the form definitions finish loading (or if you skip the loading step), a window will appear instructing you to feed the answer sheets into the scanner.

Feed the test sheets through the scanner with the answer sheets in the direction indicated on the scanner. OpScan 4 users will place test answer sheets face up and aligned left. As the answer sheets are fed through the scanner, the screen will display messages describing the answer sheets that are being read.

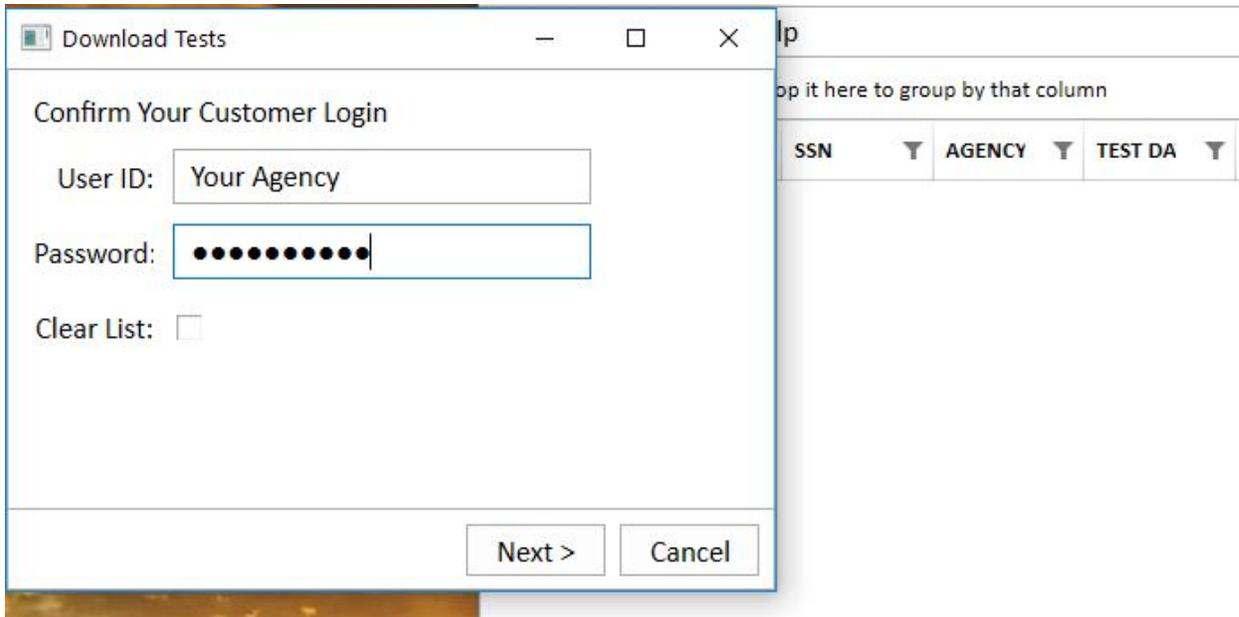
When all the sheets have been fed through the scanner, press the End button on the scanner. (On most Scantron models, the End button is labeled "End", but on some models it is an unlabeled blue button.) Sometimes you have to push the button several times until the light goes off and the scanner dialogue box closes. When you press the End button, the data will be entered into the Data Editor, which you can use to edit any errors and omissions that exist in the scanned data. (The Data Editor is discussed in Chapter 6 of this User Guide.)

You may cancel a scanning session by clicking on CANCEL. You may wish to do this if you discover that you are inadvertently scanning tests that have already been scanned, or if the scanner is malfunctioning in some way. If you encounter any errors in the scanning process it is recommended that you power cycle the scanner. Should this not solve the problem, power cycle the scanner again and restart the JRA software. If the problem persists, please call the JRA office.

Downloading test data collected on the Internet

A simple and growingly preferable alternative to collecting test responses using scannable paper and pencil answer sheets, tests can be administered on the Internet. Applicants view the questions and enter their answers on a computer screen, and the data is stored via the JRA encrypted software.

Once test data has been collected online, it can be downloaded to the Test Scoring System. To do this, use the File -> Download Online Test Data command, as illustrated below. (Your computer must be online in order to do this.)



This command will display the Download window. Enter your User ID and Password, and click on Next. After you click Next to download, the data will be downloaded directly to the Data Viewer of the Test Scoring System. **Because online data is not subject to the omitted questions or marking errors that occur with paper and pencil testing, it isn't necessary to correct the data in the Data Editor portion of the program.**

The Data Editor

In This Chapter

- Overview
- The Data Editor Grid
- Merging Test Sets
- The Test Set Editor
- Editing Test Taker ID Variables (Page 1)
- Editing Test Item Variables (Page 2)
- Saving Edited Data

Overview

NOTE: In v1 of our software, the Data Editor and its functions were critical to the use of physical test answer sheets and a Scantron scanner for scoring tests. All JRA test reports are now available via online administration and the Data Editor step is bypassed when collected data in this manner.

The Data Editor allows you to examine test data that has been collected, to identify errors in the test data, and to correct those errors (to the extent that it is possible to do so) before the data is saved to the Test Scoring System database and made available for creating reports and other processing.

When a group of test takers has taken multiple tests at the same time -- such as the CPI, PAI, and PsyQ -- the Data Editor allows you to determine whether each test taker has data for each test that has been administered, and whether the identification information for each test taker (name, social security number, etc.) is consistent across all of the tests in the test set. If inconsistencies are discovered, the Data Editor allows you to correct them.

The Data Editor also allows you to identify and correct errors in the responses to the test items for each test.

The Data Editor Grid

When a batch of test data has been collected for one or more tests, the Data Editor displays information about the test data in a grid, like a spreadsheet, that indicates which tests have been taken by each test taker, and whether the test data contains errors.

The Data Editor tries to match all of the test data for each test taker and summarize it in a single row of the grid. Sometimes, however, if the test taker does not provide consistent ID information (SSN, agency code, and test date) along with each test, the matching cannot be done, and the test data for the test taker may be listed on more than one row of the grid.

The Data Editor Grid shown below contains data for several applicants who have completed the CPI, PAI, and PsyQ.

The screenshot shows a window titled "Data Editor" with a menu bar containing "Merge", "Save", "Delete", "Edit", and "Close". Below the menu bar is a toolbar with icons for file operations. The main area contains a table with the following data:

SSN	Name	Agency	Batch	Save	Match	CPI	PAI	PHQ	PsyQ	STAXI
111199888	AAAAAAA, MATTHEW	40800	20081016	X	X	X	OK		X	
222299888	BBBBB, LUKE	40800	20081016	X	X	OK	X		X	
333399888	CCCCC, CHRIS	40800	20081016	X	X	X	X		OK	
444499888	DDDD, SHELLY	40800	20081016	X	X	OK	OK		X	
555599888	EEEE, MEGAN	40800	20081016	X	X	OK	X		X	
666699888	FFFFFFF, GEORGE	40800	20081016	OK	X	OK	OK		OK	
777799887	GGGGG, JASON	40800	20081016	X	OK	--	X		--	
777799888	GGGGG, JASON	40800	20081016	X	X	X	--		OK	

The variables used to describe the information in the Data Editor Grid are described below:

- Name: The test taker's name (Last Name, First Name, Middle Initial).
- SSN (The test taker's social security number.)
- Agency: The 5-digit code of the agency for which the test was taken.
- Batch:
 - The collective label given to a set of test data records that have been entered into the Test
 - Scoring System, for a group of test takers.
 - You assign the batch label at the time you enter the data into the Test Scoring System either by scanning test answer sheets (which will automatically batch by date), opening an existing raw data file, or preparing an online testing session.
- Save:
 - A coded indicator of whether the test taker's data, as represented in the row of the Data Editor, is sufficiently complete and consistent that it should be saved to the Data Viewer of the Test Scoring System and used to create reports.
 - If the data is satisfactory, the cell in the Save column will contain "OK". If not, the cell will contain "X". An OK in this cell requires that (a) all tests that were administered in the batch are represented in the row, and (b) you have reviewed all errors and mismatches, made whatever corrections you could, and accepted any errors and mismatches that remain. (Acceptance is indicated by clicking the Accept button in the Test Set Editor, as described below). BEN! WE NEED TO BE ABLE TO SEE ALL ERRORS, ONE PAGE, NOT THREE
- Match:
 - A coded indicator of whether a specified group of user identification variables -- which are listed in the Test Set Editor, as described below -- have the same values for every test completed by the test taker.
 - If these conditions are met, the cell in the Match column will contain "OK". If these conditions are not met, but you have accepted the mismatches that remain after you have edited the data, the cell will contain "OK*". Otherwise the cell will contain "X"

CPI, PAI, STAXI, PHQ, PsyQ (The Data Editor Grid contains a separate column for each of the five tests)

- A coded indicator of whether the test represented by the column has been completed by the test taker, and, if so, whether any of the test item values contain errors.
- If the item values for a test contained no errors, or if all errors have been corrected, the cell contains "OK". If the item values for a test contain errors that have not been corrected by editing, but you have accepted the errors that remain, the cell will contain "OK*". If the item values for a test contain errors that have not been corrected or accepted, the cell will contain "X". If a test in the test set has not been completed by the test taker, the cell will contain "--".
- If the test is not included in the set of tests that were administered in the batch, the cell will be blank.
- In the data editor grid shown in the figure above, only one of the unedited test sets -- for applicant "George FFFFFFFF" -- is ready to be saved without editing, as indicated by the OK in the Save column.
- The grid shows that the data for the first applicant listed -- Matthew AAAAAAAAAA -- has some identification variables that do not match for all of the tests, as indicated by the X in the Match column. The data also contains errors in the CPI and PsyQ, as indicated by the X in columns for those two tests.

Merging Test Sets

The Data Editor tries to match all of the test data for each test taker and summarize it in a single row of the grid. Data records are assigned to the same row if they have the same social security number and agency code, and if the test dates are within one year of each other. (If the test dates are not valid, they are ignored for the purpose of matching.)

If the test taker does not provide consistent matching information (SSN, agency code, and test date) along with each test, his test records cannot be matched, and the test data for the test taker will be listed on more than one row of the grid. In such cases additional steps can be taken to merge the data records.

One option is to merge the records manually. This requires that you identify records that you think should be merged. For example, the Data Editor Grid shown in the figure above contains two rows for the last test taker, Jason GGGGGG. The first row contains data for the PAI, but is missing data for the CPI and PsyQ. The second row contains data for the CPI and PsyQ, but is missing data for the PAI.

The screen shows two rows with the same test taker name each of which has a test missing. This kind of situation can be identified by sorting the rows by test taker name, which is done by clicking on the top of the name column.

Looking at the information in the two rows, it is apparent that the two rows were not combined automatically by the Data Editor because the social security number for the PAI does not agree with social security number for the CPI and PsyQ. In such a case the two records can be manually merged after which the invalid social security number can be corrected.

To merge two or more rows in the Data Editor grid, you need to highlight the rows to be merged, then click on the Manual Merge command.

Data Editor										
Merge Save Delete Edit Close										
Rows Selected Automatically										
Rows Selected Manually										
		Agency	Batch	Save	Match	CPI	PAI	PHQ	PsyQ	STAXI
111199888	AAAAAAA, MATTHEW	40800	20081016	X	X	X	OK		X	
222299888	BBBBB, LUKE	40800	20081016	X	X	OK	X		X	
333399888	CCCCC, CHRIS	40800	20081016	X	X	X	X		OK	
444499888	DDDD, SHELLY	40800	20081016	X	X	OK	OK		X	
555599888	EEEE, MEGAN	40800	20081016	X	X	OK	X		X	
666699888	FFFFFFF, GEORGE	40800	20081016	OK	X	OK	OK		OK	
777799887	GGGGG, JASON	40800	20081016	X	OK	--	X		--	
777799888	GGGGG, JASON	40800	20081016	X	X	X	--		OK	

After merging, the records will be listed in the same row of the Data Editor grid, as shown below:

Data Editor										
Merge Save Delete Edit Close										
SSN Name Agency Batch Save Match CPI PAI PHQ PsyQ STAXI										
111199888	AAAAAAA, MATTHEW	40800	20081016	X	X	X	OK		X	
222299888	BBBBB, LUKE	40800	20081016	X	X	OK	X		X	
333399888	CCCCC, CHRIS	40800	20081016	X	X	X	X		OK	
444499888	DDDD, SHELLY	40800	20081016	X	X	OK	OK		X	
555599888	EEEE, MEGAN	40800	20081016	X	X	OK	X		X	
666699888	FFFFFFF, GEORGE	40800	20081016	OK	X	OK	OK		OK	
777799888	GGGGG, JASON	40800	20081016	X	X	X	X		OK	

Once the test records are merged, you should do whatever additional editing is required in order to eliminate any other errors or mismatches in the data records.

Note that if the social security number is valid for one test but not for the other, the Data Editor will automatically assign the valid social security number to both tests. If for some reason you do not think that the value assigned is appropriate, you are free to change it by entering a different value in the bottom row of the Test Set screen. (Editing with the Test Set screen will be discussed below.)

Another option for merging rows with missing tests is to use the Automatic Merge command. The Automatic Merge command locates rows to merge using variations of the following search methodology:

- Gather all rows that have an invalid social security number (with missing digits) and at least one missing test.
- To find a match for the first row on the list, look through all other rows for a social security number that matches a social security number in the first row. For instance 123-12-1234 would match the invalid 123-12-?234.
- If a match is found, describe the rows to be matched and ask the user whether or not to carry out the merge.

If you merge rows using the Automatic Merge command, the row with the valid social security number becomes the "master" row. In case the values of other variables disagree among the merged tests, the value of the "master" row is assigned to data record for all of the tests. (This assignment can be changed in the Test Set Editor.)

If the first merging procedure doesn't find matches for all of the rows with missing tests, the search is repeated, using last name, rather than social security number, as the matching variable.

If the second merging procedure doesn't find matches for all of the rows with missing tests, the search is repeated again, using first name as the matching variable.

The screenshot shows the 'Sandbox' application window. The main area contains a data grid with the following columns: SSN, Name, Agency, Batch, Page 1, CPI, PAI, PHQ, PsyQ, and STAXI. The grid contains 10 rows of data. A 'Confirm' dialog box is overlaid on the bottom right of the window. The dialog box has a blue title bar with the text 'Confirm' and a close button (X). The main area of the dialog box is white and contains a question mark icon, the text 'Combine ?24354553 - CHEATHAM, MATTHEW into 424354553 - CHEATHAM, MATTHEW', and three buttons: 'Yes', 'No', and 'Cancel'.

SSN	Name	Agency	Batch	Page 1	CPI	PAI	PHQ	PsyQ	STAXI
424354553	CHEATHAM, MATTHEW	40800	Sandbox Test	OK	Missing	OK			
?24354553	CHEATHAM, MATTHEW	40800	Sandbox Test	OK	Pg1 P...	Missing			
552478401	KELL Y, CHRISTOPHE	40800	Sandbox Test	OK	Pg2	Missing			
252478401	KELLY, CHRISTOPHE	40800	Sandbox Test	OK	Missing	Pg2			
576997456	KONG, SHELUMIEL	40800	Sandbox Test	Mismatch	Pg1	OK			
241492087	LAMB, MEGAN	40800	Sandbox Test	OK	OK	Pg2			
576453209	LUKE, HYDE	40800	Sandbox Test	Mismatch	OK	Pg2			
575080192	ORNELLAS, GESTE	40800	Sandbox Test	OK	OK	OK			
576431927	PRIOR, JASON	40800	Sandbox Test	Mismatch	Pg1 P...	Pg1 P...			

The Test Set Editor

Any row in the Data Editor grid that does not have "OK" in the Save column needs to be edited -- in order to review and correct, if possible, the errors and mismatches that exist -- before the data is saved to the Test Scoring System database and used for creating test reports. The editing is done in the Test Set Editor. Only one row of the Data Editor grid can be edited at a time.

To use the Test Set Editor, select the row of the grid that you want to edit, then either (a) double click on the row or (b) click Edit on the Data Editor menu.

Editing Test Taker ID Variables (Page 1)

The main screen of the Test Set Editor contains a set of variable values for each test that was taken by the test taker. In addition, the Test Set Editor also contains a "consensus" set of variable values that will apply to all of the tests when the data is saved.

The screenshot shows the 'Test Set' editor interface. At the top, there is a table with columns: Agency, Last Name, First Name, MI, Soc. Sec. No., Age, Test Date, Sex, Height, and Ser No. Below this table is a form for editing variables, with columns: Ethnicity, Job Category, Education, Prev Tests, Prev Exper, and Weight. The form includes dropdown menus for Ethnicity, Job Category, Education, Prev Tests, and Prev Exper, and checkboxes for P-Sworn, D-Comm, F-Fireftr, and O-Other. There are also 'Page 2' buttons for each row and 'Accept' and 'Cancel' buttons at the bottom.

Agency	Last Name	First Name	MI	Soc. Sec. No.	Age	Test Date	Sex	Height	Ser No	
CPI	40800	AAAAAAA	MATTHEW	C	111199888	24	07/18/2008	<input type="checkbox"/>		051760
PsyQ	40800	AAAAAAA	MATTHEW	C	111199888	22	07/22/2008	<input type="checkbox"/>	F	093519
PAI	40800	AAAAAAA	MATTHEW	C	111199888	24	07/18/2008	<input type="checkbox"/>	M	030296
	40800	AAAAAAA	MATTHEW	C	111199888	24	7/18/2008	<input type="checkbox"/>	M	

Ethnicity	Job Category	Education	Prev Tests	Prev Exper	Weight
CPI	A		1	N	
PsyQ	W	F			
PAI	W	A	1	N	

B-African-Am
 I-Amer Indian/
 A-Asian, Pacif
 W-Caucasian
 H-Hispanic

A-Police Officer, D.
 H-High schoc
 1-Once
 P-Sworn
 D-Comm
 F-Fireftr/
 O-Other

The variables are called Page 1 variables, because the variables reflect information entered by the test taker on the front page of the answer sheet for each test. The Page 1 variables are listed below. Variables listed with an asterisk are coded values, which are edited using a drop down menu.

- Agency Code
- Last name
- First Name
- MI
- Social Security Number
- Age
- Test Date (mm/dd/yyyy)
- Sex*
- Height
- Serial Number (from the answer sheet used to collect the test data)
- Ethnicity*

- Job Category*
- Education*

The Data Editor tool will identify any errors, missing values, or inconsistencies in these variables and allow you to correct them. Errors or missing values are identified with red characters. Inconsistencies in values over the different tests are identified with blue characters.

If all of the tests taken already have the same value for a variable, the Data Editor automatically inserts that value as the consensus value. If the tests do not already have the same value for a variable, you can select one of the values -- or a new value if this seems appropriate -- as the consensus value. If none of the tests have a value for a variable, you can specify a consensus value or leave the consensus value blank.

You can correct any errors or mismatches that exist, either by filling in an open window, or selecting a value from a drop down menu, depending on the variable that is being corrected. With one exception, the corrected value will be entered in the consensus cell for that variable. The exception is the test date, which is allowed to be edited with different values, because it is possible that the test taker could have taken different tests on different dates.

Once you have corrected any errors that exist in the Page 1 variables, you should correct any errors that exist in the Page 2 variables, as discussed below.

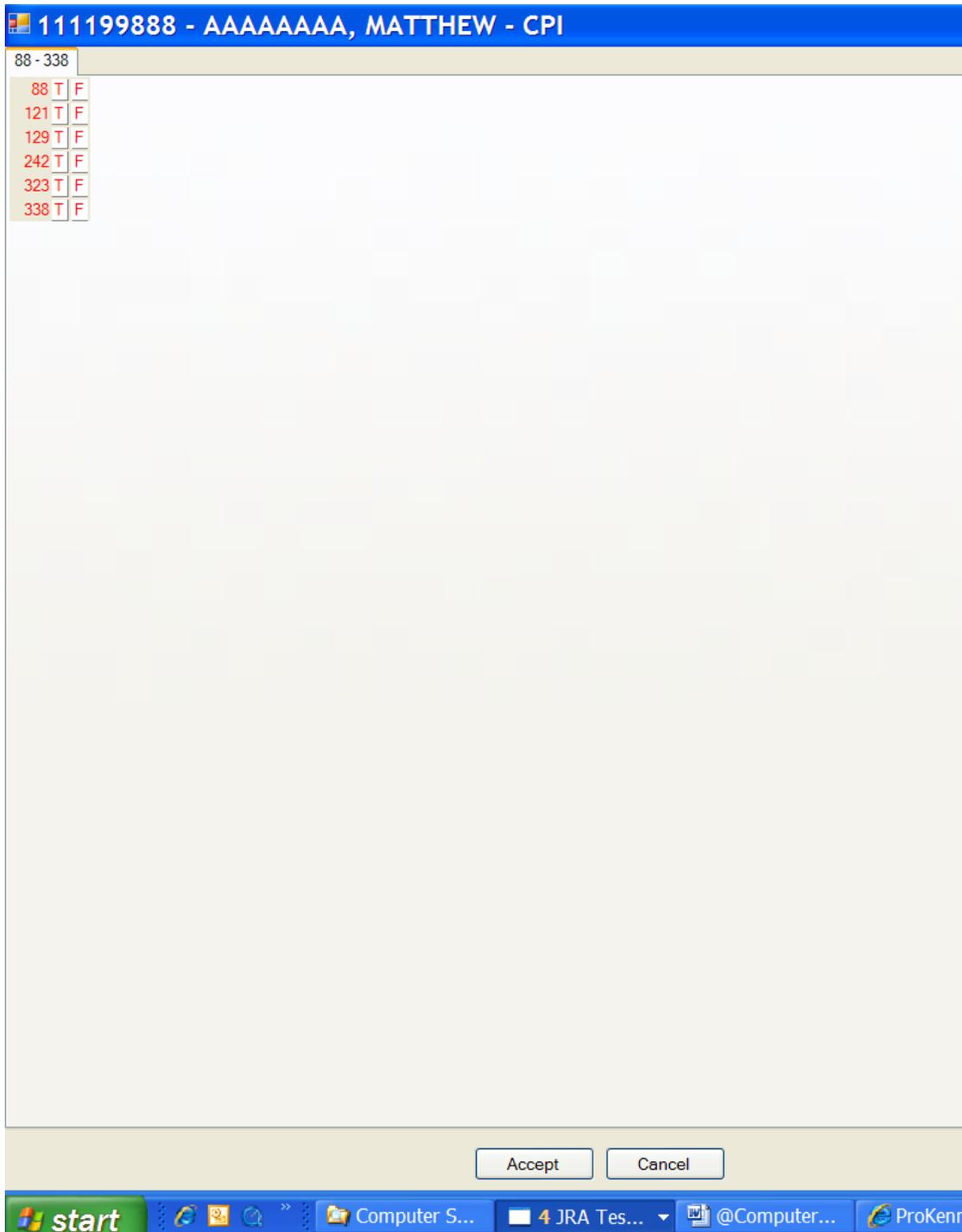
Editing Test Item Variables (Page 2)

The Data Editor also allows you to identify and correct errors in the responses to the test items. The test items are called Page 2 variables, because they are located on the second page of the answer sheet for each test.

For each test that is represented in the Test Set Editor there is a Page 2 button, which indicates the status of the Page 2 test items for that test. If the letters on the button are black, the test items do not contain errors. If the letters on the button are red, the test items do contain errors, and need to be edited.

The Test Set screen shown above, for applicant Matthew AAAAAAA contains Page 2 errors for the CPI and PsyQ, as indicated by the red Page 2 buttons in the rows for these tests.

If you click on a red Page 2 button, you will see a list of the test items that have errors.



Test item errors from scanned data are of two types: multiple marks or no marks at all. Multiple marks are usually caused by incomplete erasures. Unmarked items are usually the result of the test taker not marking the item, but sometimes the item is marked too faintly to be read by the scanner, but sufficiently clearly to be read by the person doing the data editing.

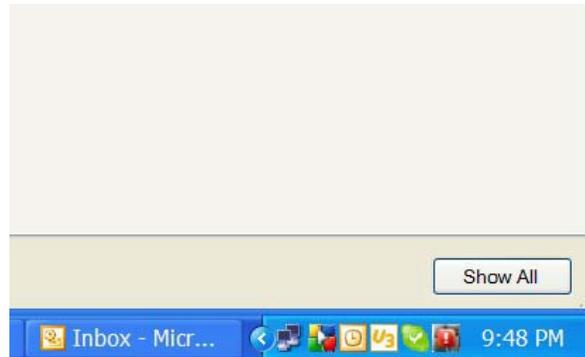
For each item that is listed as having an error, you need to check the test answer sheet to determine whether the answer for the item is present and unambiguous. If the answer is present, and the test taker's intent is clear, you can correct the error by clicking on the correct response for

the item. Otherwise, you will need to leave the error uncorrected. The figure below indicates that the responses to questions 88 and 242 were corrected, while the responses to the other questions that contained errors were not corrected.

Question Number	Response	Status
88	T	F
121	T	F
129	T	F
242	T	F
323	T	F
338	T	F

If you change your mind about an item correction you have made, you can either click on a different response for the item, or you can clear the response selection for the item by clicking on the item number.

If you are curious to see all of the test item responses for a test, click the Show All button in the lower right corner of the screen.



A screen like the one shown below will appear.

111199888 - AAAAAAA, MATTHEW - CPI

1 - 434

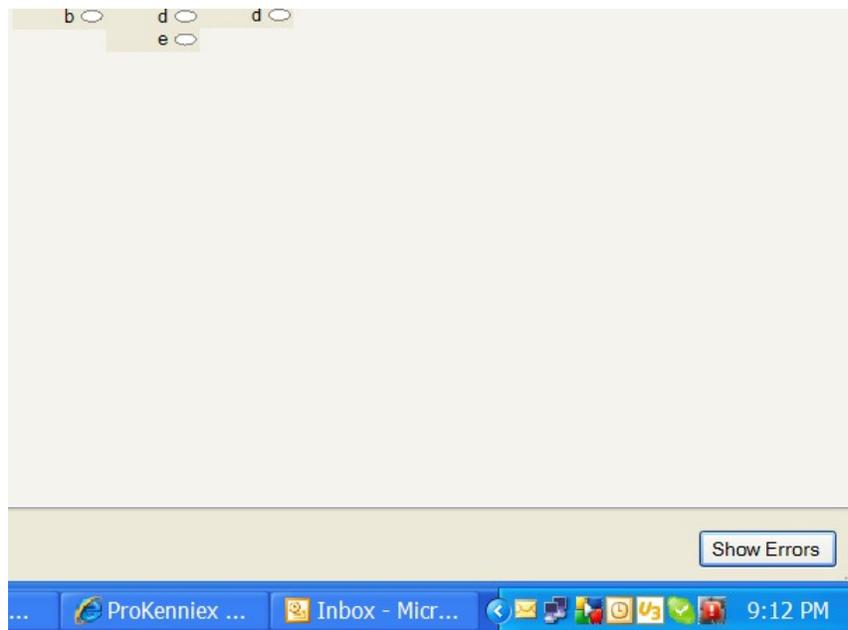
1	T	F	44	T	F	87	T	F	130	T	F	173	T	F	216	T	F	259	T	F	302	T	F	345	T	F	388	T	F	431	T	F
2	T	F	45	T	F	88	T	F	131	T	F	174	T	F	217	T	F	260	T	F	303	T	F	346	T	F	389	T	F	432	T	F
3	T	F	46	T	F	89	T	F	132	T	F	175	T	F	218	T	F	261	T	F	304	T	F	347	T	F	390	T	F	433	T	F
4	T	F	47	T	F	90	T	F	133	T	F	176	T	F	219	T	F	262	T	F	305	T	F	348	T	F	391	T	F	434	T	F
5	T	F	48	T	F	91	T	F	134	T	F	177	T	F	220	T	F	263	T	F	306	T	F	349	T	F	392	T	F			
6	T	F	49	T	F	92	T	F	135	T	F	178	T	F	221	T	F	264	T	F	307	T	F	350	T	F	393	T	F			
7	T	F	50	T	F	93	T	F	136	T	F	179	T	F	222	T	F	265	T	F	308	T	F	351	T	F	394	T	F			
8	T	F	51	T	F	94	T	F	137	T	F	180	T	F	223	T	F	266	T	F	309	T	F	352	T	F	395	T	F			
9	T	F	52	T	F	95	T	F	138	T	F	181	T	F	224	T	F	267	T	F	310	T	F	353	T	F	396	T	F			
10	T	F	53	T	F	96	T	F	139	T	F	182	T	F	225	T	F	268	T	F	311	T	F	354	T	F	397	T	F			
11	T	F	54	T	F	97	T	F	140	T	F	183	T	F	226	T	F	269	T	F	312	T	F	355	T	F	398	T	F			
12	T	F	55	T	F	98	T	F	141	T	F	184	T	F	227	T	F	270	T	F	313	T	F	356	T	F	399	T	F			
13	T	F	56	T	F	99	T	F	142	T	F	185	T	F	228	T	F	271	T	F	314	T	F	357	T	F	400	T	F			
14	T	F	57	T	F	100	T	F	143	T	F	186	T	F	229	T	F	272	T	F	315	T	F	358	T	F	401	T	F			
15	T	F	58	T	F	101	T	F	144	T	F	187	T	F	230	T	F	273	T	F	316	T	F	359	T	F	402	T	F			
16	T	F	59	T	F	102	T	F	145	T	F	188	T	F	231	T	F	274	T	F	317	T	F	360	T	F	403	T	F			
17	T	F	60	T	F	103	T	F	146	T	F	189	T	F	232	T	F	275	T	F	318	T	F	361	T	F	404	T	F			
18	T	F	61	T	F	104	T	F	147	T	F	190	T	F	233	T	F	276	T	F	319	T	F	362	T	F	405	T	F			
19	T	F	62	T	F	105	T	F	148	T	F	191	T	F	234	T	F	277	T	F	320	T	F	363	T	F	406	T	F			
20	T	F	63	T	F	106	T	F	149	T	F	192	T	F	235	T	F	278	T	F	321	T	F	364	T	F	407	T	F			
21	T	F	64	T	F	107	T	F	150	T	F	193	T	F	236	T	F	279	T	F	322	T	F	365	T	F	408	T	F			
22	T	F	65	T	F	108	T	F	151	T	F	194	T	F	237	T	F	280	T	F	323	T	F	366	T	F	409	T	F			
23	T	F	66	T	F	109	T	F	152	T	F	195	T	F	238	T	F	281	T	F	324	T	F	367	T	F	410	T	F			
24	T	F	67	T	F	110	T	F	153	T	F	196	T	F	239	T	F	282	T	F	325	T	F	368	T	F	411	T	F			
25	T	F	68	T	F	111	T	F	154	T	F	197	T	F	240	T	F	283	T	F	326	T	F	369	T	F	412	T	F			
26	T	F	69	T	F	112	T	F	155	T	F	198	T	F	241	T	F	284	T	F	327	T	F	370	T	F	413	T	F			
27	T	F	70	T	F	113	T	F	156	T	F	199	T	F	242	T	F	285	T	F	328	T	F	371	T	F	414	T	F			
28	T	F	71	T	F	114	T	F	157	T	F	200	T	F	243	T	F	286	T	F	329	T	F	372	T	F	415	T	F			
29	T	F	72	T	F	115	T	F	158	T	F	201	T	F	244	T	F	287	T	F	330	T	F	373	T	F	416	T	F			
30	T	F	73	T	F	116	T	F	159	T	F	202	T	F	245	T	F	288	T	F	331	T	F	374	T	F	417	T	F			
31	T	F	74	T	F	117	T	F	160	T	F	203	T	F	246	T	F	289	T	F	332	T	F	375	T	F	418	T	F			
32	T	F	75	T	F	118	T	F	161	T	F	204	T	F	247	T	F	290	T	F	333	T	F	376	T	F	419	T	F			
33	T	F	76	T	F	119	T	F	162	T	F	205	T	F	248	T	F	291	T	F	334	T	F	377	T	F	420	T	F			
34	T	F	77	T	F	120	T	F	163	T	F	206	T	F	249	T	F	292	T	F	335	T	F	378	T	F	421	T	F			
35	T	F	78	T	F	121	T	F	164	T	F	207	T	F	250	T	F	293	T	F	336	T	F	379	T	F	422	T	F			
36	T	F	79	T	F	122	T	F	165	T	F	208	T	F	251	T	F	294	T	F	337	T	F	380	T	F	423	T	F			
37	T	F	80	T	F	123	T	F	166	T	F	209	T	F	252	T	F	295	T	F	338	T	F	381	T	F	424	T	F			
38	T	F	81	T	F	124	T	F	167	T	F	210	T	F	253	T	F	296	T	F	339	T	F	382	T	F	425	T	F			
39	T	F	82	T	F	125	T	F	168	T	F	211	T	F	254	T	F	297	T	F	340	T	F	383	T	F	426	T	F			
40	T	F	83	T	F	126	T	F	169	T	F	212	T	F	255	T	F	298	T	F	341	T	F	384	T	F	427	T	F			
41	T	F	84	T	F	127	T	F	170	T	F	213	T	F	256	T	F	299	T	F	342	T	F	385	T	F	428	T	F			
42	T	F	85	T	F	128	T	F	171	T	F	214	T	F	257	T	F	300	T	F	343	T	F	386	T	F	429	T	F			
43	T	F	86	T	F	129	T	F	172	T	F	215	T	F	258	T	F	301	T	F	344	T	F	387	T	F	430	T	F			

Accept Cancel

start Computer S... 4 JRA Tes... JR&A Test ... ProKenn

For some tests, like the PsyQ, because there isn't room on the screen to display all of the items, the items are shown in groups. You can look at each group of items by clicking on the appropriate index tab at the top of the page.

To return to the display that shows only the errors, click the Show Errors button in the lower right corner of the screen.



Once you have corrected all of the data errors that you are able to correct, clicking Accept on the bottom of the screen will save these corrections and return you to the Test Set page. Clicking Cancel will cancel any corrections you have made and also return you to the Test Set page.

Once you return to the Test Set page, the lettering on the Page 1 button will reflect the effects of your editing, in the following ways:

- If you have corrected all of the errors, and return to the Test Set page by clicking the Accept button, the lettering on the Page 1 button will be changed to black.
- If there were some errors that you were not able to correct, but you click the Accept button, indicating that you are satisfied that you have corrected as many errors as possible, the lettering on the Page 1 button will still be red, but the background of the button will be black, .
- If you return to the Test Set page by clicking the Cancel button, the lettering on the Page 1 button will still be red.

Test Set

	Agency	Last Name	First Name	MI	Soc.Sec.No.	Age	Test Date	Sex	Height	Ser No
CPI	40800	AAAAAAAA	MATTHEW	C	111199888	24	07/18/2008	<input type="checkbox"/>		051760
PsyQ	40800	AAAAAAAA	MATTHEW	C	111199888	22	07/22/2008	<input type="checkbox"/>	F	093519
PAI	40800	AAAAAAAA	MATTHEW	C	111199888	24	07/18/2008	<input type="checkbox"/>	M	030296
	40800	AAAAAAAA	MATTHEW	C	111199888	24	7/18/2008	<input type="checkbox"/>	M	

	Ethnicity	Job Category	Education	Prev Tests	Prev Exper	Weight	
CPI		A		1	N		Page 2
PsyQ	W	F					Page 2
PAI	W	A	H	1	N		Page 2

<input type="checkbox"/> B-Afrincan-Am	A-Police Officer, D	H-High schoc	1-Once	<input type="checkbox"/> P-Sworn
<input type="checkbox"/> I-Amer Indian/				<input type="checkbox"/> D-Comm
<input type="checkbox"/> A-Asian, Pacif				<input type="checkbox"/> F-Fireftr/
<input checked="" type="checkbox"/> W-Caucasian				<input type="checkbox"/> O-Other
<input type="checkbox"/> H-Hispanic				

Once you have corrected and/or accepted the Page 2 errors for all tests, all of the Page 2 buttons should either have a black font and white background (indicating that any errors have been corrected) or a red font on a black background (indicating that some errors have not been corrected, but the editing has been accepted).

Test Set

Agency	Last Name	First Name	MI	Soc.Sec.No.	Age	Test Date	Sex	Height	Ser No		
CPI	40800	AAAAAAA	MATTHEW	C	111199888	24	07/18/2008	<input type="checkbox"/>	M		051760
PsyQ	40800	AAAAAAA	MATTHEW	C	111199888	24	07/22/2008	<input type="checkbox"/>	M		093519
PAI	40800	AAAAAAA	MATTHEW	C	111199888	24	07/18/2008	<input type="checkbox"/>	M		030296
	40800	AAAAAAA	MATTHEW	C	111199888	24	7/18/2008	<input type="checkbox"/>	M		

Ethnicity	Job Category	Education	Prev Tests	Prev Exper	Weight		
CPI	W	A	H	1	N		Page 2
PsyQ	W	A	H	1	N		Page 2
PAI	W	A	H	1	N		Page 2

B-African-Am
 I-Amer Indian/
 A-Asian, Pacif
 W-Caucasian
 H-Hispanic

A-Police Officer, Di
 H-High schoc
 1-Once

P-Sworn
 D-Comm
 F-Fireftr/
 O-Other

Accepted

Accept Cancel

Once you have corrected all of the errors that you are able to correct, clicking the Accept button will save your changes and return you to the Test Set page. Clicking the Cancel button will return you to the Test Set page without saving your changes.

After you have corrected any errors or mismatches that you are able to correct in the Page 1 and Page 2 variables, given the information that you have available, you can press Accept to accept the edited version of the test data for the test taker. Once the data for the test is accepted, the Test Set is closed. If the Test is reopened, the word "Accepted" is listed below the Page 1 and Page 2 buttons.

Saving Edited Data

Once you have edited all of the test data records to your satisfaction, the Data Editor Grid should contain "OK" in the Save column for all test takers, as illustrated in the figure below.

Data Editor

Merge Save Delete Edit Close

SSN	Name	Agency	Batch	Save	Match	CPI	PAI	PHQ	PsyQ	STAXI
111199888	AAAAAAA, MATTHEW	40800	20081016	OK	OK	OK*	OK		OK*	
222299888	BBBBB, LUKE	40800	20081016	OK	OK	OK	OK*		OK*	
333399888	CCCCC, CHRIS	40800	20081016	OK	OK	OK*	OK*		OK	
444499888	DDDD, SHELLY	40800	20081016	OK	OK	OK	OK		OK	
555599888	EEEE, MEGAN	40800	20081016	OK	OK	OK	OK*		OK*	
666699888	FFFFFF, GEORGE	40800	20081016	OK	X	OK	OK		OK	
777799888	GGGG, JASON	40800	20081016	OK	OK	OK*	OK*		OK	

You are now ready to save the edited data to the system database. The data will be displayed in the Data Viewer, where it can be used to create test reports.

There are two commands that can be used to save the edited data. One command, Save OK Test Sets, saves all test sets in the Data Editor Grid that have an OK in the Save column, which means that (a) all tests that were administered in the batch are represented in the row, and (b) you have reviewed all errors and mismatches, made whatever corrections you could, and have accepted any errors and mismatches that remain. The other command, Save Selected Test Sets, saves any test sets in the Data Editor that you have selected (which will be highlighted). This command is ordinarily used if you want to save test data sets for which all errors have not been corrected or accepted.

SSN	Name	Agency	Batch	Save	Match	CPI	PAI	PHQ	PsyQ	STAXI
111199888	AAAAAAA, MATTHEW	40800	20081016	OK	OK	OK*	OK		OK*	
222299888	BBBBB, LUKE	40800	20081016	OK	OK	OK	OK*		OK*	
333399888	CCCCC, CHRIS	40800	20081016	OK	OK	OK*	OK*		OK	
444499888	DDDD, SHELLY	40800	20081016	OK	OK	OK	OK		OK	
555599888	EEEE, MEGAN	40800	20081016	OK	OK	OK	OK*		OK*	
666699888	FFFFFFF, GEORGE	40800	20081016	OK	X	OK	OK		OK	
777799888	GGGGG, JASON	40800	20081016	OK	OK	OK*	OK*		OK	

Once you have selected one of the commands, you will be asked to confirm your choice.

SSN	Name	Agency	Batch	Save	Match	CPI	PAI	PHQ	PsyQ	STAXI
111199888	AAAAAAA, MATTHEW	40800	20081016	OK	OK	OK*	OK		OK*	
222299888	BBBBB, LUKE	40800	20081016	OK	OK	OK	OK*		OK*	
333399888	CCCCC, CHRIS	40800	20081016	OK	OK	OK*	OK*		OK	
444499888	DDDD, SHELLY	40800	20081016	OK	OK	OK	OK		OK	
555599888	EEEE, MEGAN	40800	20081016	OK	OK	OK	OK*		OK*	
666699888	FFFFFFF, GEORGE	40800	20081016	OK	X	OK	OK		OK	
777799888	GGGGG, JASON	40800	20081016	OK	OK	OK*	OK*		OK	

Confirm

Move 'OK' Test Sets into the Reporting Database?

Yes No

Saving PHQ and PsyQ Data For Custom reports

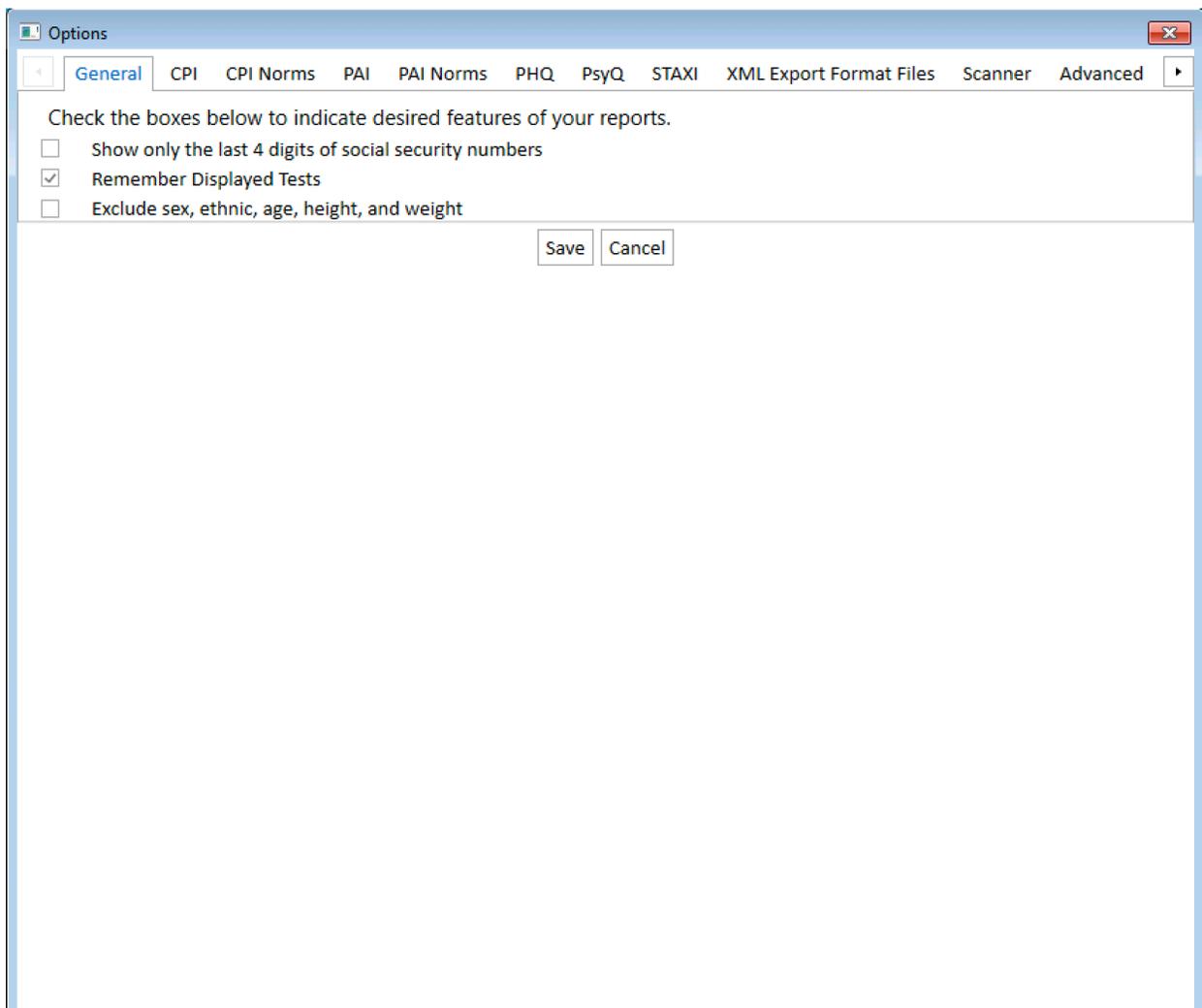
There are a number of custom PHQ and PsyQ reports that have been developed for particular agencies, and for other specialized purposes. Selecting a custom PHQ or PsyQ report is done using the Options tool of the Test Scoring System, which is discussed in chapter 7 of this manual.

If you are saving PHQ or PsyQ data, and intend to create custom reports with this data, note that the data is saved to the Data Viewer in this format. In order to change the PHQ or PsyQ report format, you must select the new format in Tools->Options and thereafter regenerate the reports by highlighting the data to be regenerated and selection File->Regenerate Reports.

Chapter **7**

JRA Software Options

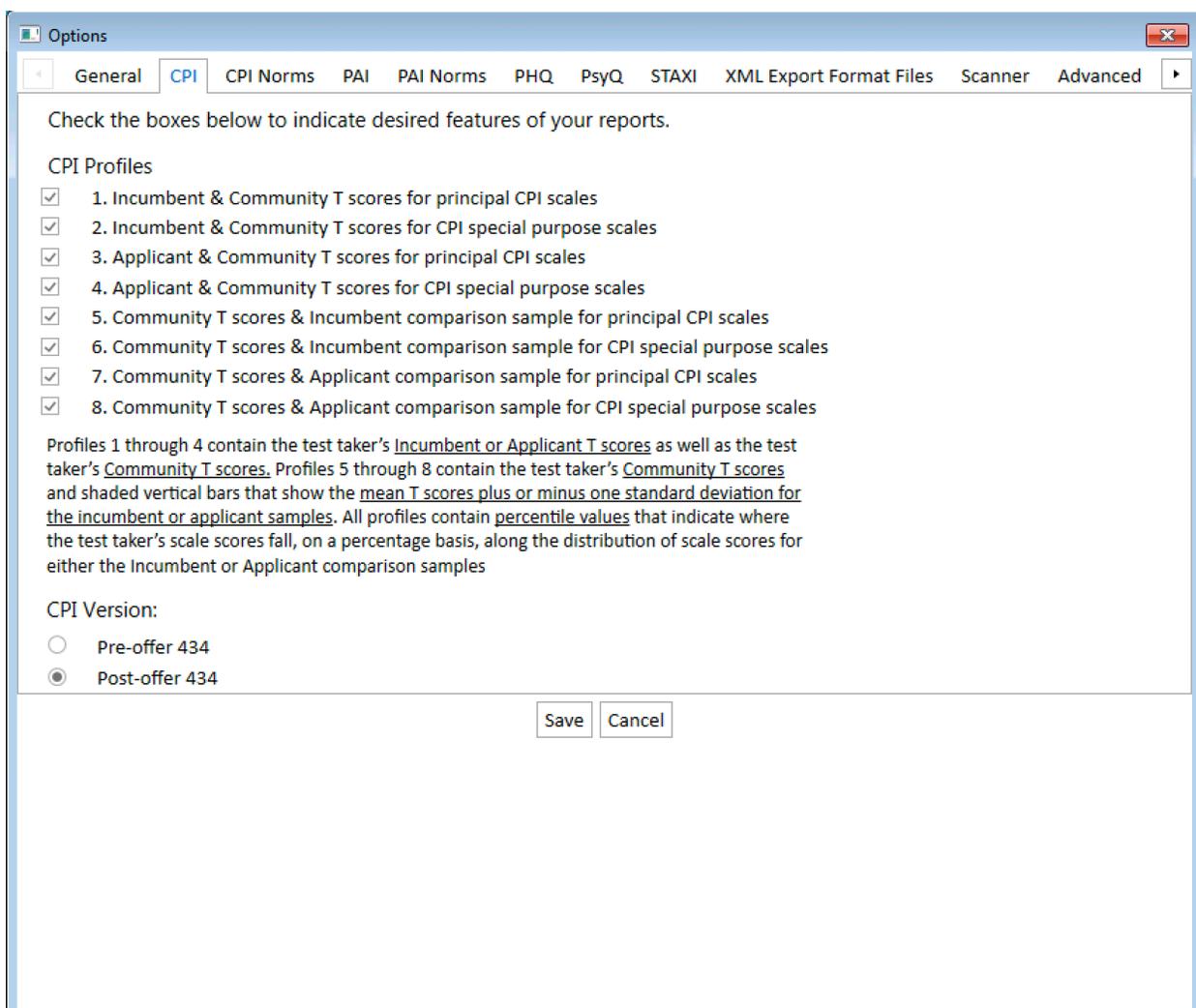
Version 2 of the JRA Test Scoring System contains several new features that allow the software user greater flexibility in customizing test reports. Under the General tab, the software user is now able to customize the report output to only show the last 4 digits of the test taker's social security number and/or suppress any reporting for sex, ethnicity, age, height, and weight data.



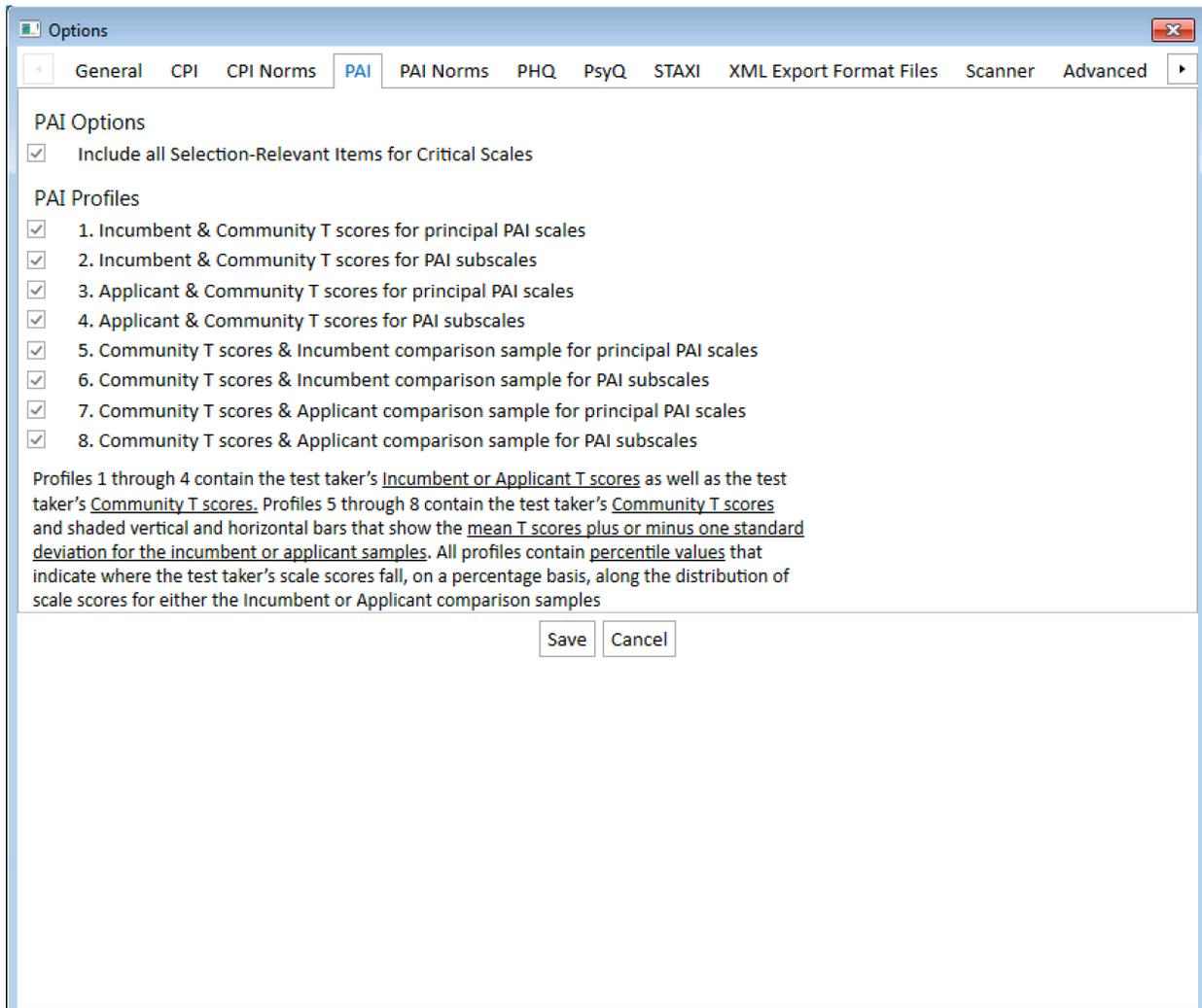
The options tab also now includes the ability to customize the types of profiles shown for the CPI and PAI, and the ability to customize the displayed comparison groups for the CPI, PAI, and STAXI. The CPI and PAI tabs allow the user to select which types of profiles are displayed for each respective report.

The profile options available for the CPI and PAI give the user the ability to select whether an Applicant or Incumbent comparison group is used as the special norm group and whether to display this information as computed T score statistics (as the v1 software did) or as a shaded bar profile showing the comparison group mean in Community T score units, plus or minus one standard deviation. For more information about these profile options, please refer to the CPI-434-PPSRv2 Technical Manual and PAI-PPSRv2 Technical Manual, available on the JRA website.

In addition to profile viewing options, the CPI tab permits the user to display a pre-offer or post-offer version of the CPI. The pre-offer version omits certain Risk Statements and scale scores that might be considered “medical” under the ADA.



The PAI options tab has the same profile display options as the CPI. In addition the profile viewing options, the PAI now has the ability to print all item endorsements on a scale if it reaches the 95th percentile (or the 5th percentile for Dom and Wrm). A user may wish to use this display option as it enables the assessor to determine the source of scale elevations and/or take into account the effect of any item mismarks or misunderstandings. See the PAI-PPSRv2 Technical Manual for additional information.



An additional new feature available for the CPI, PAI, and STAXI is norm mapping. This allows a user to select which comparison group is displayed when an applicant selects a given job class. This feature allows the user to use their professional judgment to determine which special normative sample is used for non-standard job classes. For example, an assessor may prefer to have “Other” select a Communications Dispatcher comparison rather than the Police comparison group because in their practice, Other is commonly selected by non-sworn, non-weapon carrying employees.

CPI Norm Mapping:

Options

General CPI **CPI Norms** PAI PAI Norms PHQ PsyQ STAXI XML Export Format Files Scanner Advanced

Norm Mapping:

Police Officer, Deputy, Trooper:	Police
Reserve Officer or Deputy:	Police
Communications Dispatcher, Call Taker:	Dispatch
Firefighter and/or EMT:	Fire
Corrections Officer:	Corrections
Probation Department:	Probation
Special Unit Law Enforcement:	Police
Mandated Fitness for Duty:	Police
Security Officer (non-sworn):	Security
Weapon Carrying Screening (non-sworn):	Police
Other:	Dispatch
Juvenile Hall Counselor:	Probation

Save Cancel

PAI Norm Mapping:

Options

General CPI CPI Norms PAI PAI Norms PHQ PsyQ STAXI XML Export Format Files Scanner Advanced

Norm Mapping:

Police Officer, Deputy, Trooper:	Police
Reserve Officer or Deputy:	Police
Communications Dispatcher, Call Taker:	Dispatch
Firefighter and/or EMT:	Fire
Corrections Officer:	Corrections
Probation Department:	Probation
Special Unit Law Enforcement:	Police
Mandated Fitness for Duty:	Police
Security Officer (non-sworn):	Security
Weapon Carrying Screening (non-sworn):	Police
Other:	Police
Juvenile Hall Counselor:	Police

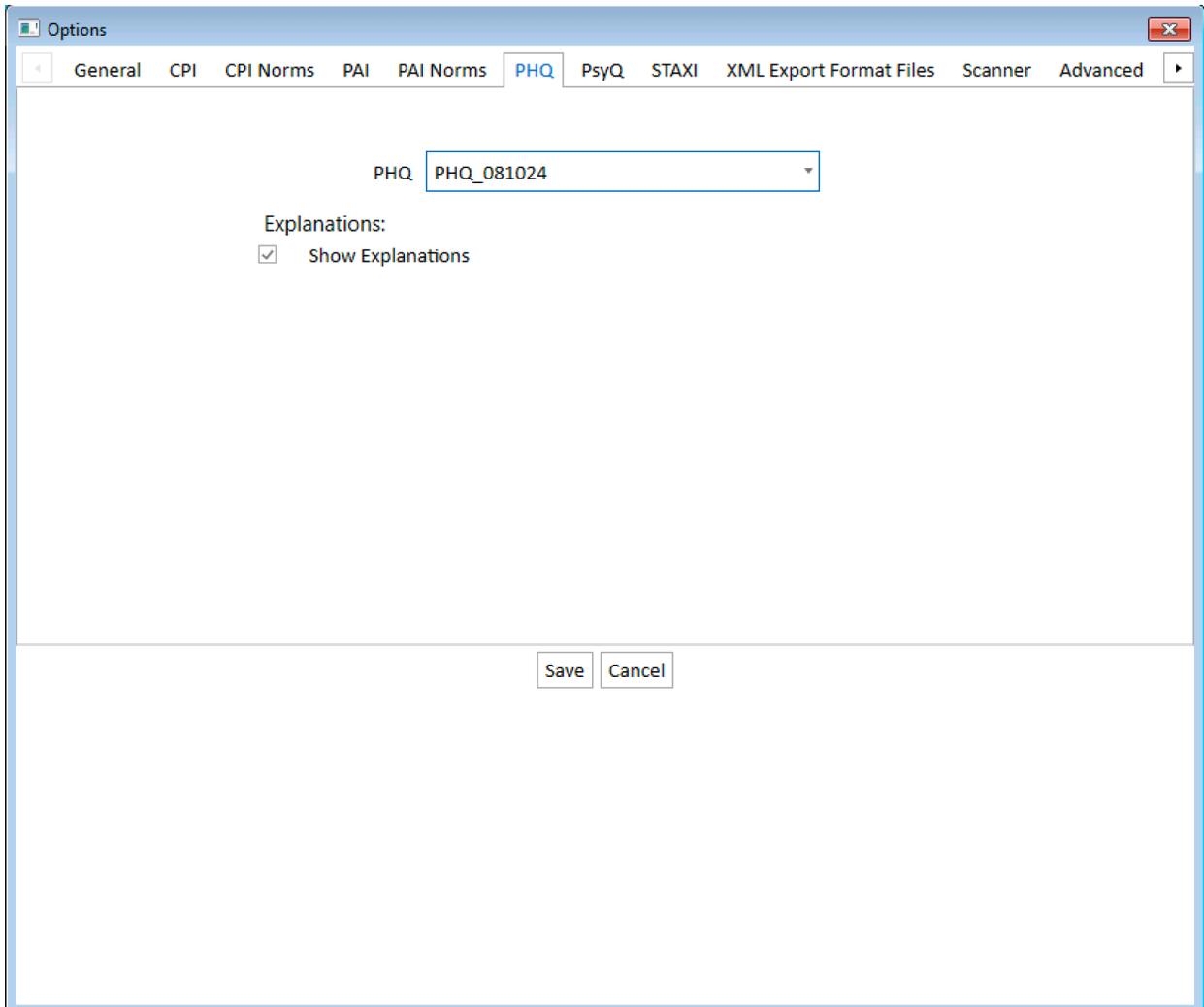
Save Cancel

STAXI Norm Mapping:

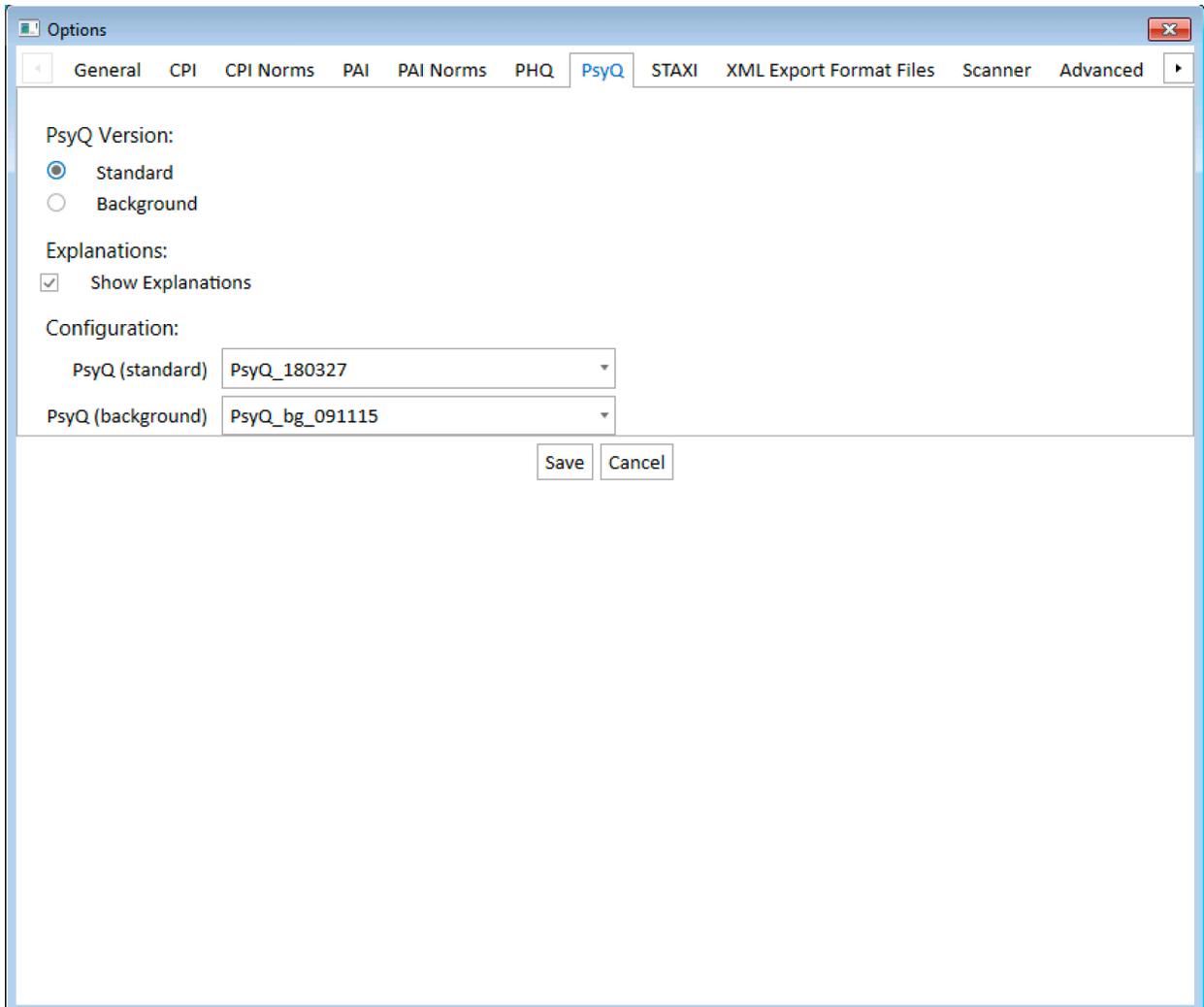
The screenshot shows a software window titled "Options" with a tabbed interface. The "STAXI" tab is selected, and the "Norm Mapping (only available with STAXI-II):" section is visible. This section contains a list of job roles, each with a corresponding dropdown menu. The roles and their selected values are: Police Officer, Deputy, Trooper (Police); Reserve Officer or Deputy (Police); Communications Dispatcher, Call Taker (Dispatch); Firefighter and/or EMT (Fire); Corrections Officer (Corrections); Probation Department (Probation); Special Unit Law Enforcement (Police); Mandated Fitness for Duty (Police); Security Officer (non-sworn) (Security); Weapon Carrying Screening (non-sworn) (Police); Other (Police); and Juvenile Hall Counselor (Police). At the bottom of the window, there are "Save" and "Cancel" buttons.

Role	Selected Value
Police Officer, Deputy, Trooper:	Police
Reserve Officer or Deputy:	Police
Communications Dispatcher, Call Taker:	Dispatch
Firefighter and/or EMT:	Fire
Corrections Officer:	Corrections
Probation Department:	Probation
Special Unit Law Enforcement:	Police
Mandated Fitness for Duty:	Police
Security Officer (non-sworn):	Security
Weapon Carrying Screening (non-sworn):	Police
Other:	Police
Juvenile Hall Counselor:	Police

The PHQ options tab is very similar to the one displayed in version 1 of the JRA software. This tab allows the user to select the desired config file, which dictates the output format of the report, as well as the option to show the test taker's required explanations, if available. For more information about the Required Explanations feature of the PHQ and PsyQ, please see the JRA website.



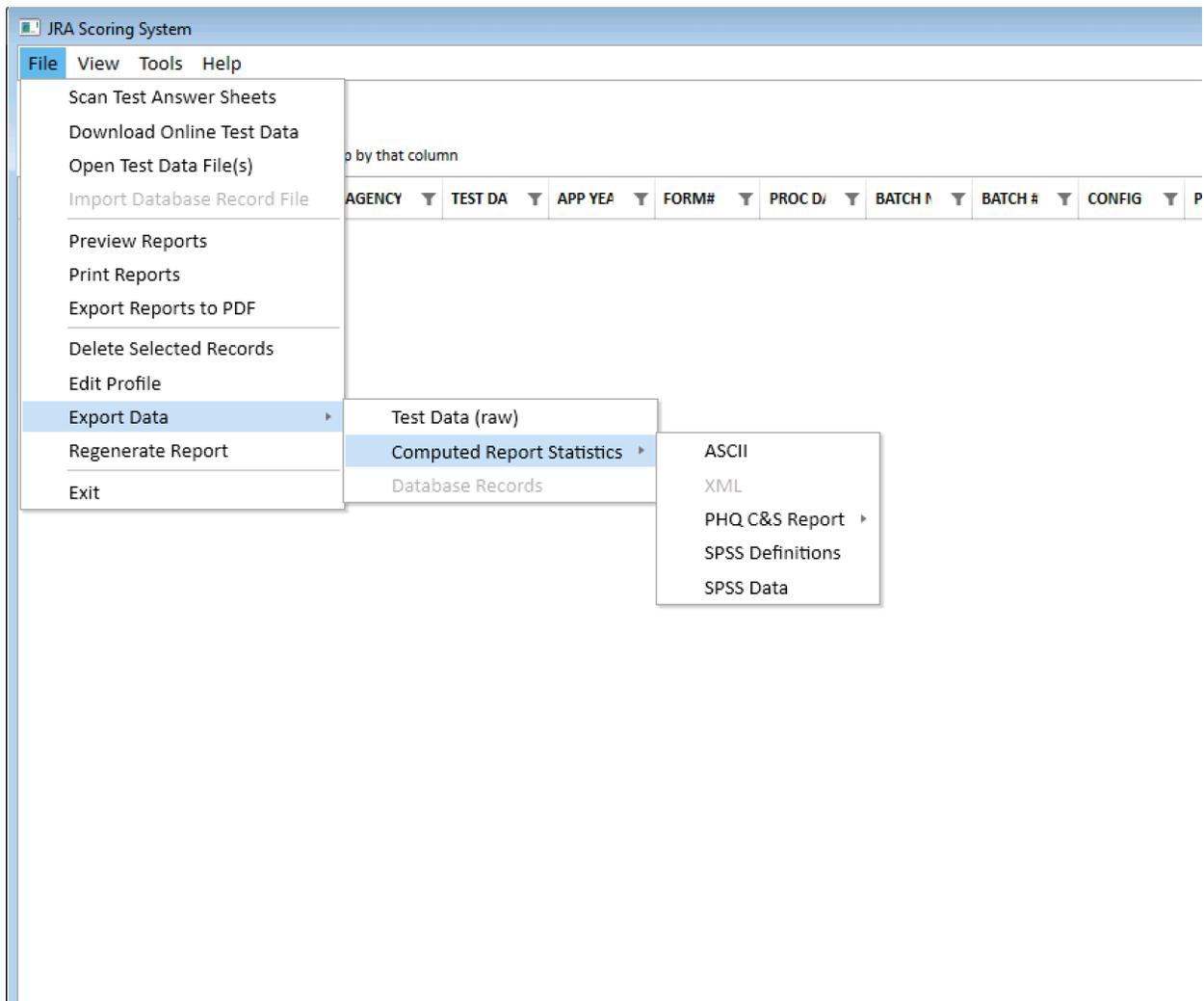
The options tab for the PsyQ allows the user to select the same options as the PHQ, but permits to user to dictate which config file is used for a standard, post-offer, form of the PsyQ report or the pre-offer, background, version.



Chapter 8

Exporting Computed Statistics

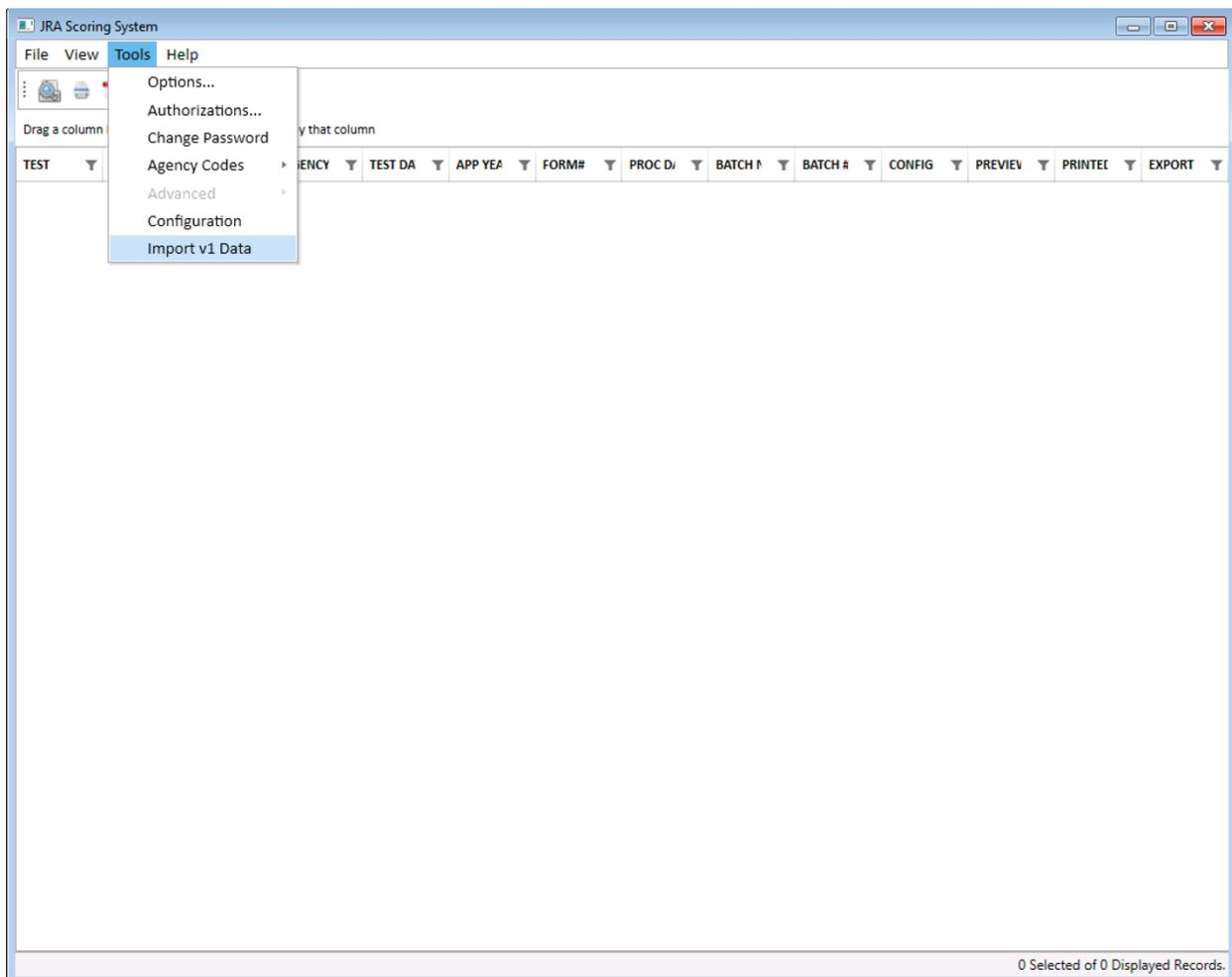
Version 1 of the JRA software allowed the user to export test data, but this was limited to individual item responses in a raw datafile. At the request of our customers, version 2 of the JRA Test Scoring Software includes a feature to export computed report statistics (T scores) for use in statistical analysis software. This feature is accessed by selection File->Export Data->Computed Report Statistics. The SPSS Data button exports the computed statistics in a raw file at the chosen file directory. The SPSS definitions button exports a listing of variable names and levels for use in the process of importing the data into SPSS or another statistical software package.



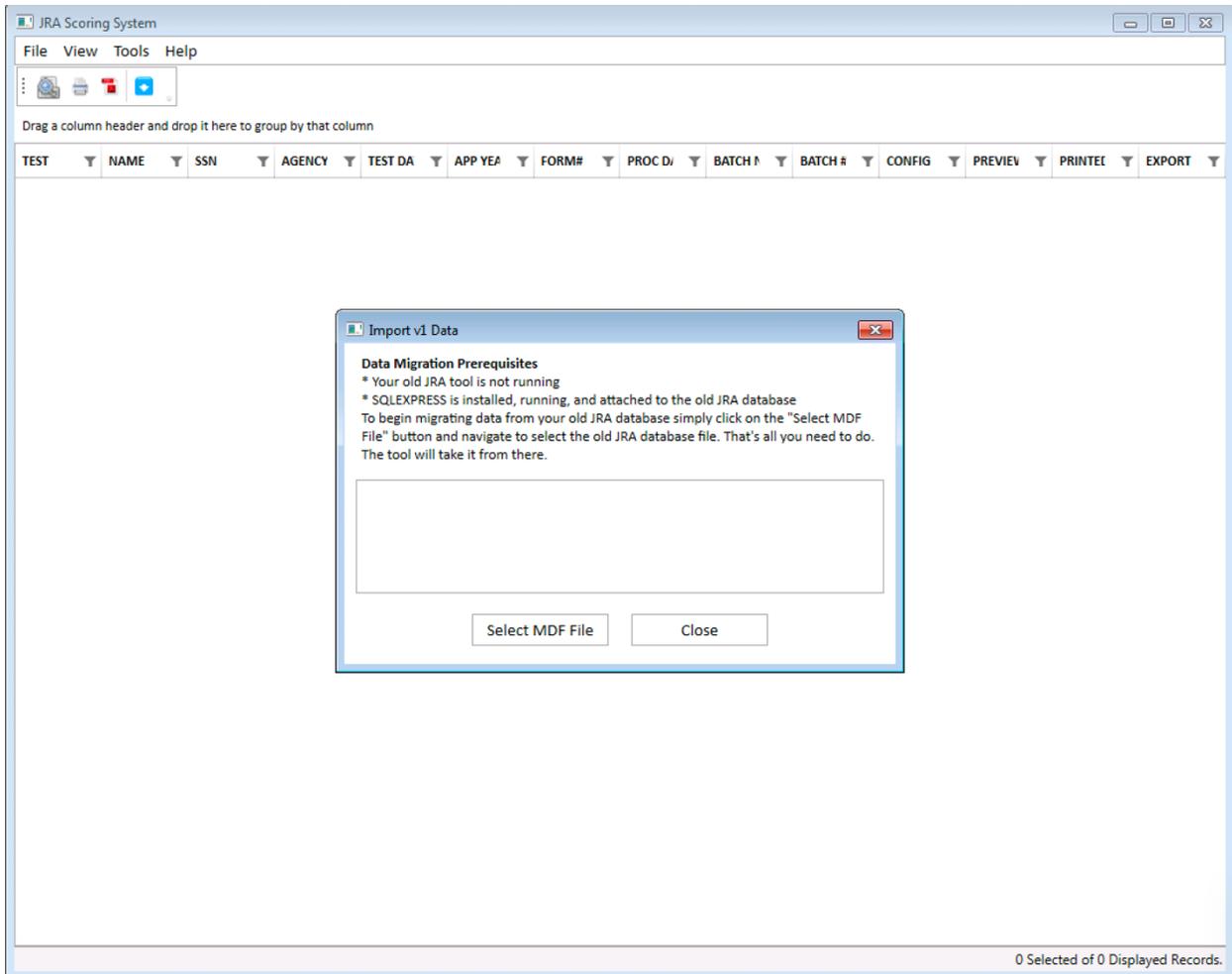
Chapter 9

Importing JRA Test Scoring System Version 1 Data

The JRA Test Scoring System version 2 software has a feature that enables the user to migrate over all data from the old version 1 software. This is accessed by selecting File->Import v1 Data.



Selecting this button brings up a dialog box that requests the user to select the v1 database file to be imported. If the database file is not automatically selected, one can usually locate it at in the default JRA software directory (C:\Documents and Settings\All Users\Application Data\JRA) with an *.mdf file extension.



If the file is not present, or you cannot locate the file directory, Windows may require administrator access to be granted. If you are having trouble with this feature, please call the JRA office.