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**WORK SAMPLE TEST BATTERY
PROCTOR MANUAL**

2012

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A. Introduction

This manual documents test procedures to be used by Basic Academy staff to set up, administer, and score the Work Sample Test Battery. The manual also contains construction plans for required equipment.

The Work Sample Test Battery must be administered for practice and assessment during the foundational phase of the physical conditioning program and administered as a final examination at the conclusion of the physical conditioning program. The test consists of the five elements listed below.

OBSTACLE COURSE/AGILITY RUN	Run a 99-yard obstacle course consisting of several sharp turns, a number of curb-height obstacles, and a 34-inch high obstacle that must be vaulted
BODY DRAG	Lift and drag 165 pound lifelike dummy 32 feet
CHAIN LINK FENCE	Run 5 yards to a 6-foot chain link fence, climb over fence, and continue running another 25 yards
SOLID FENCE CLIMB	Run 5 yards to a 6-foot solid fence, climb over fence, and continue running another 25 yards
500 YARD RUN	Run 500 yards

B. Administration of the POST Work Sample Test Battery

For purposes of assuring standardization across the state, all test equipment must meet stated specifications and all test protocols must be strictly followed. POST recommends that a training session be held for those persons selected to be test proctors. Overall test administration and all instructional activities must be conducted by staff that have completed the POST specialized instructor training requirement for Basic Course Physical Training Instructors.

An approach which has been found to be particularly effective for proctor training consists of having the proctors, as a group, go through the following step-by-step process for each event in the test battery.

1. Review and discuss test proctor instructions.
2. Set up all testing equipment as specified in instructions.
3. Review setup for correctness; note critical features of setup and/or errors made in setup.
4. Administer tests to each other; proctors take turns being test subjects; where appropriate proctors compare test results obtained for given test subject (e.g., stopwatch readings).
5. Critique and discuss results of trial administrations; note critical features of test administration; resolve all discrepancies identified during trial administrations.
6. Continue steps 4 and 5 as necessary.

At the conclusion of this process, each proctor assumes his/her designated test station, and several volunteers proceed from station-to-station through the entire test battery. This allows the proctors to field test and identify any revisions that need to be made in the sequencing of events.

C. Protocols for Test Administration

Each test is administered at a separate test station. All tests are timed. Record time to the tenth of a second, disregarding the hundredth. For example, 9.58 or 9.53 would be recorded as 9.5). With the exception of the 500-Yard Run, each event shall be administered up to two times if the student desires to better their first trial time on each event. Students are permitted to decline to take the second trial. The single-trial time, or the best time of two trials, if done, would be used to determine the student's score for each event. Each trial must be followed by a two minute minimum rest. Following a warm-up, events can be conducted in any order, but the 500-Yard Run must be administered last.

Obstacle Course/Agility Run

Materials:

Stopwatch, measuring device, traffic cones (18), 6"x6"x3' curbs (3), 34" high obstacle (See test materials description, page 10.)

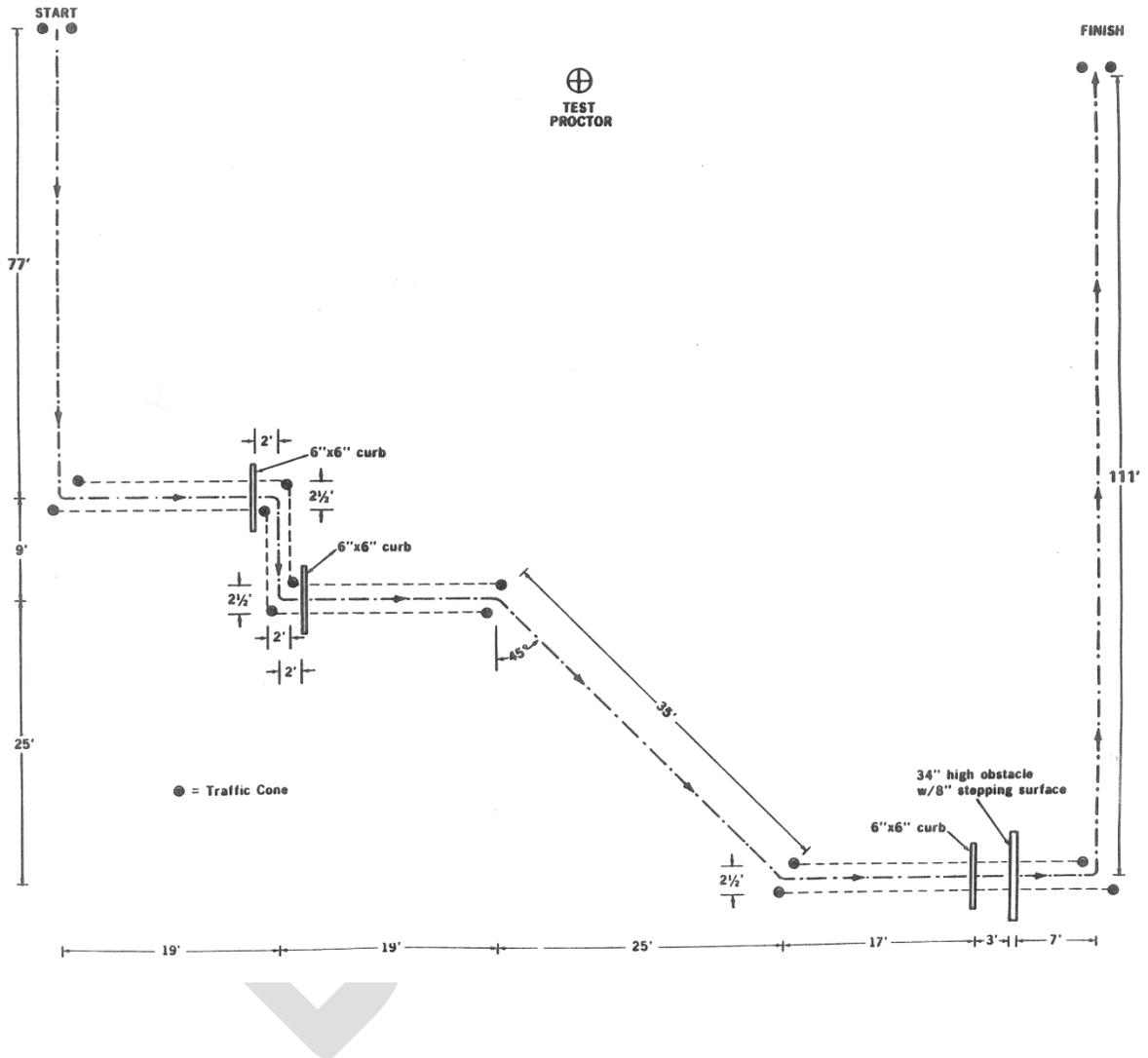
Setup:

1. Position obstacles and traffic cones (as specified in Figure 1, page 4) on an appropriate surface, relatively flat, with adequate traction (e.g., smooth, flat, dry, paved, short grass, all-weather track, or hard-packed surface). Recheck all measurements to verify all obstacles are correctly positioned.

Procedures:

1. INSTRUCTIONS TO STUDENT: "This test simulates a short-distance foot pursuit such as might occur in the parking lot of an office complex. The test requires you to make frequent changes in direction while running as fast as possible. The test will be administered up to two times, with a two-minute rest period between administrations."
2. Walk length of course with students. Point out boundaries and emphasize that the student must step over all the curbs before vaulting the 34" obstacle. The student must place both hands on top of the 34" obstacle during the vault.
3. Position student at start line.
4. Remind student that:
 - a. he/she is to run the course as quickly as possible
 - b. he/she will be offered two trials, with at least a two-minute rest period between trials.
 - c. he/she must complete the course as instructed, failure to do so will result in a failed attempt. (Deviation from the course pattern will result in a failure.)
5. Assume position approximately halfway between start/finish lines as shown in the diagram. Set stopwatch at zero and start test with the command, "ready, go."
6. Record time to the tenth of a second, disregarding the hundredth (e.g. 17.38 or 17.33 would be recorded as 17.3).
7. Allow student a minimum of two minutes to rest.
8. Retest student following same procedures.
9. Direct student to next test station.

Figure 1. Obstacle Course / Agility Run Diagram



Body Drag

Materials:

Stopwatch, 165-pound dummy, measuring device and 4 traffic cones, tape to mark start/finish lines.

Setup:

1. Test is to be administered on an appropriate surface, relatively flat, with adequate traction (e.g., smooth, flat, dry, paved, short grass, all-weather track, or hard-packed surface). Measure and mark start/finish lines 32 feet apart. Allow 10-15 feet beyond each line for the candidate to stop at the conclusion of the test. Mark lines with tape or chalk and traffic cones.
2. Position dummy face side up with head toward finish line and feet 12 inches behind start line.
3. Spotters may be used as a safety precaution. The spotter(s) should not touch the student unless instructed by the proctor, or if the tested student is falling. If the student falls, the spotter(s) should protect the tested student's head from striking the ground.

Procedure:

1. INSTRUCTIONS TO STUDENT: "This test simulates moving someone who is physically incapacitated. The test requires that you lift and drag a lifelike dummy that is lying face up on the floor while you move or shuffle backwards. The dummy must be lifted and dragged 32 feet. You will be given up to two trials, with a minimum two-minute rest period. When lifting and dragging the dummy, do not grab or pull the dummy by the arms. Do not grab the dummy by the head, as this may damage the dummy. You cannot lift the dummy over your shoulder. You will lift the dummy first and tell me when you are ready to begin the test. Time starts when the dummy's feet cross the starting line and ends when the feet cross the finish line. DO NOT JERK THE DUMMY UP WHEN LIFTING IT. Do not drop the dummy upon completion."
2. Demonstrate a safe technique of grasping and lifting the dummy under the arms to protect the student's back and knees.
3. Remind student that he/she is to lift and drag, moving the dummy as fast as possible because the test is timed.
4. Instruct student to lift dummy at starting position. Inform student that the test will begin when the dummy's feet cross the starting line. Start test and begin timing when the dummy's feet cross the starting line. End the test and stop timing when the student drags the dummy's feet across the finish line.
5. Record time to the tenth of a second, disregarding the hundredth, (e.g. 7.54 or 7.57 would be recorded as 7.5 seconds).
6. Allow student to rest a minimum of two minutes.
7. Retest student following the same procedures.

Fence Climbs

Materials:

Stopwatch, traffic cones (8), 6' fence, matting to cover side supports of fence, cushioned landing surface. (See Materials Description, page 10.)

Setup:

1. Position fence in center of a stretch of level, dry ground approximately 50 yards in length. Surface must be relatively flat, with adequate traction (e.g., smooth, flat, dry, paved, short grass, all weather track, or hard-packed). Put matting on side support rails (if utilized). Students are to land on an appropriate cushioned surface, as determined by the academy director, to minimize the possibility of injury.
2. Measure and mark start lines 5 yards from each side of fence, and finish lines 25 yards from each side of fence. Use two traffic cones to mark each line.
3. If two separate fences are utilized, the solid fence must be made of wood (not brick or concrete block).

Procedures:

1. INSTRUCTIONS TO STUDENT: "Two tests of your ability to climb over fences will be administered at this station. Both fences are six feet high. One fence is solid wood and the other is chain link.

The amount of time it takes you to climb the fences will be recorded. For each test you are to run up to the fence, scale the fence, and continue running to the finish line. You will have up to two trials on each fence with at least a two-minute rest period between administrations. Your fastest time will be utilized as your score.

You may use any method you wish to get over the fences. However, you may not use the side supports in any manner to get over the fences. If you do, you will be scored as if you had failed to get over the fence. If you are unsuccessful in your first attempt to get over a fence, continue trying until you succeed."

2. Position student at start line for 6' chain link fence climb (5 yards from fence).

3. Inform student that he/she:
 - a. is to approach and climb fence and run to finish line beyond fence as quickly as possible;
 - b. may use any method to climb fence as long as side supports are not used;
 - c. may continue trying to climb fence if not successful in first attempt;
 - d. will be tested up to two times on each fence;
 - e. will be instructed to start the test with command, "ready, go."
4. Assume position adjacent to fence, set stopwatch at zero and start test with command, "ready, go."
5. Observe whether student uses side supports to get over fence. Consider student to have failed to clear fence if he/she uses side support.
6. Record time to the tenth of a second, disregarding the hundredth (e.g. 8.62 or 8.68 would be recorded as 8.6).
7. Allow student to rest a minimum of two minutes.
8. Re-administer test following same procedures.
9. Allow student to rest a minimum of two minutes.
10. Repeat Steps 4 through 9 for the other fence.

500 Yard Run

Materials: Stopwatch, measuring device, traffic cones (2).

Setup:

1. Test is to be given on an appropriate surface, relatively flat, with adequate traction (e.g., smooth, flat, dry, paved, short grass, all weather track, or hard-packed). The course width should be appropriate for the number of students. Turns should be gradual to allow full speed running. The start and finish lines shall be visibly marked.

Procedures:

1. INSTRUCTIONS TO STUDENT: "This test simulates a long distance foot pursuit and requires that you run 500 yards. When taking the test, try to pace yourself. Do not try to sprint the entire distance. The test will be administered only once."
2. Position student at start line.
3. Set stopwatch at zero and start test with command, "ready, go."
4. Approach finish line as student approaches finish line.
5. Record time to the tenth of a second, disregarding the hundredth (e.g. 120.29 or 120.21 would be recorded as 120.2 seconds).
6. Review student's test form to confirm that all test scores have been recorded.
7. Observe student during cool-down. Encourage student to walk around. Discourage student from lying or sitting down. Notify appropriate personnel if student exhibits signs of physical distress (dizziness, nausea, pallor, cold sweat, etc.).

D. Test Scoring Procedures

Because a student's total test performance is the best indication of his/her overall ability to perform the physical demands of the job, scores on the individual events of the Work Sample Test Battery are combined to arrive at a total test score for each student. Scoring the tests in this manner, as opposed to scoring each individual test on a pass/fail basis, allows students to compensate for performing less than optimally on one test by performing extremely well on other tests.

The score for each student can be determined in one of two ways:

- (1) by manually converting times to points, using conversion tables on pages 15-19, then summing up points for all five events to determine the student's total score; or,
- (2) by inputting the times into a POST-provided Excel spreadsheet. The Excel spreadsheet will automatically calculate each student's score.

Either method may be used. An example scoresheet for manual scoring and the automated scoring spreadsheet are both available on the Basic Course Informational Website, at <https://edinet.post.ca.gov/basiccourse>.

E. Minimum Standard

A minimum score of 384 must be obtained to demonstrate sufficient physical ability to perform as a patrol officer. Students who fail the final Work Sample Test Battery on their first attempt shall: (a) be provided with their scores on the initial attempt; (b) have a reasonable period of time established by the academy to prepare for a retest; and (c) be provided with an opportunity to be retested on the final Work Sample Test Battery. If a student fails their second attempt on the final Work Sample Test Battery, then the student fails the course.

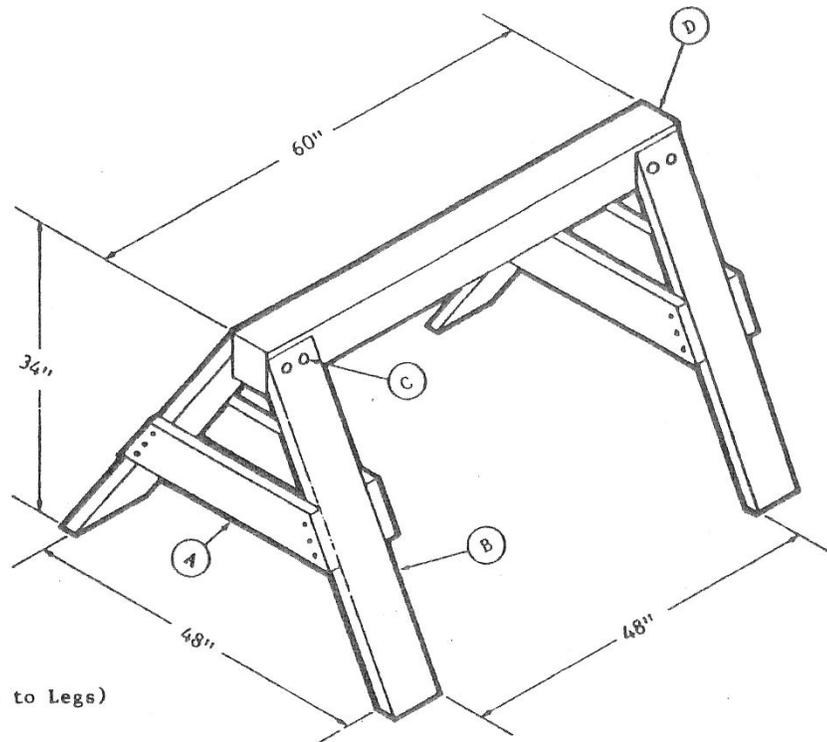
F. Materials Description

Materials and Equipment List for Work Sample Test Battery

Event	Setup	Administration	Specifications/ Manufacturers of Equipment
Obstacle Course / Agility Run	Measuring device, Traffic cones (18), 6"x6"x3' Curbs (3), 34" high obstacle	Stopwatch	Course Diagram - Figure 1, page 4 Obstacle diagram - Figure 2, page 11
Body Drag	Measuring device, Tape to mark start/finish lines, Traffic cones (4)	Stopwatch, 165-pound dummy	See Basic Course Informational Website*
Fence Climbs	Traffic cones (8), Fence(s), Matting to cover fence supports, Cushioned landing surface	Stopwatch	Combination chain link and solid fence – Figure 3, page 12 Fence support braces – Figure 4, page 13 Fence panels – Figure 5, page 14
500-yard Run	Measuring device, Traffic cones (2)	Stopwatch	

*<https://edinet.post.ca.gov/basiccourse>

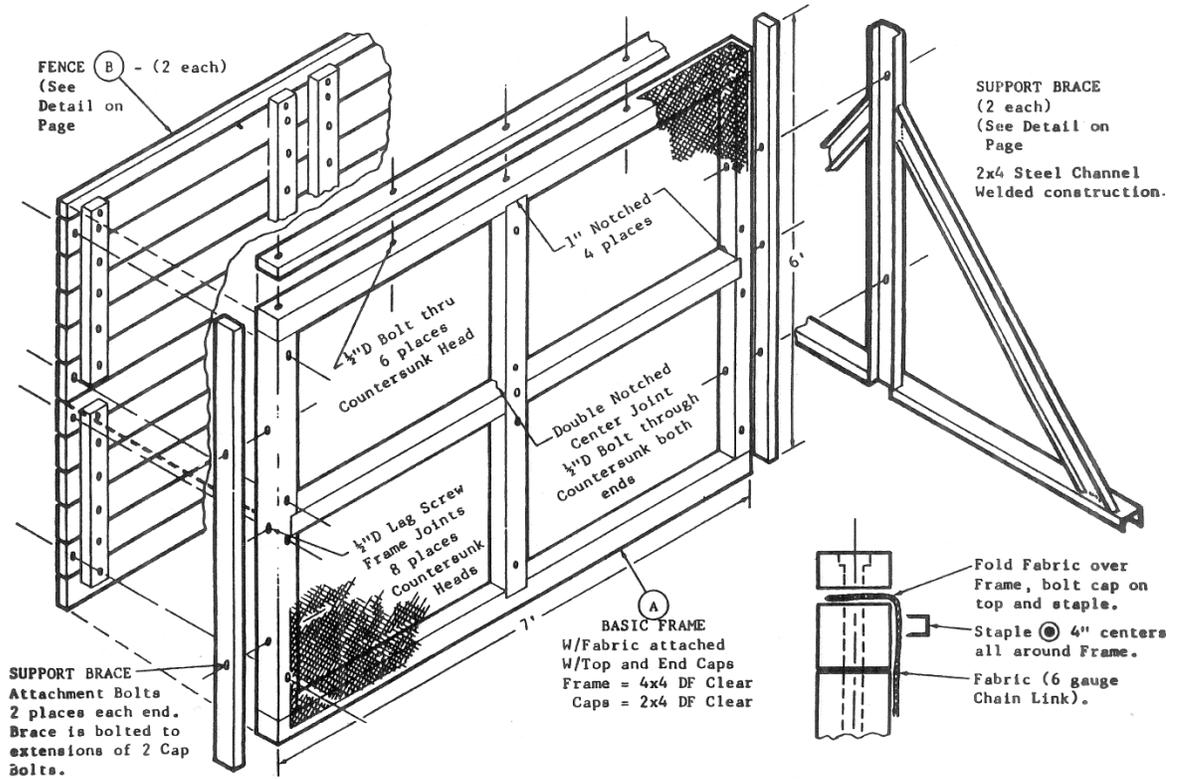
Figure 2. 34" High Obstacle



- (A) 2"x6"x3' GUSSET
4 required (Nail to Legs)
- (B) 2"x6"x3'-6" LEG
4 required (Bolt to Beam)
- (C) ½"Dx6" LAG BOLT & FLAT WASHER
8 Required
- (D) 8"x8"x5' BEAM
Railroad Tie OK if clear and clean

34" High Obstacle

Figure 3. Combination Chain Link and Solid Fence



Combination Chain Link and Solid Fence

Figure 4. Fence Support Braces

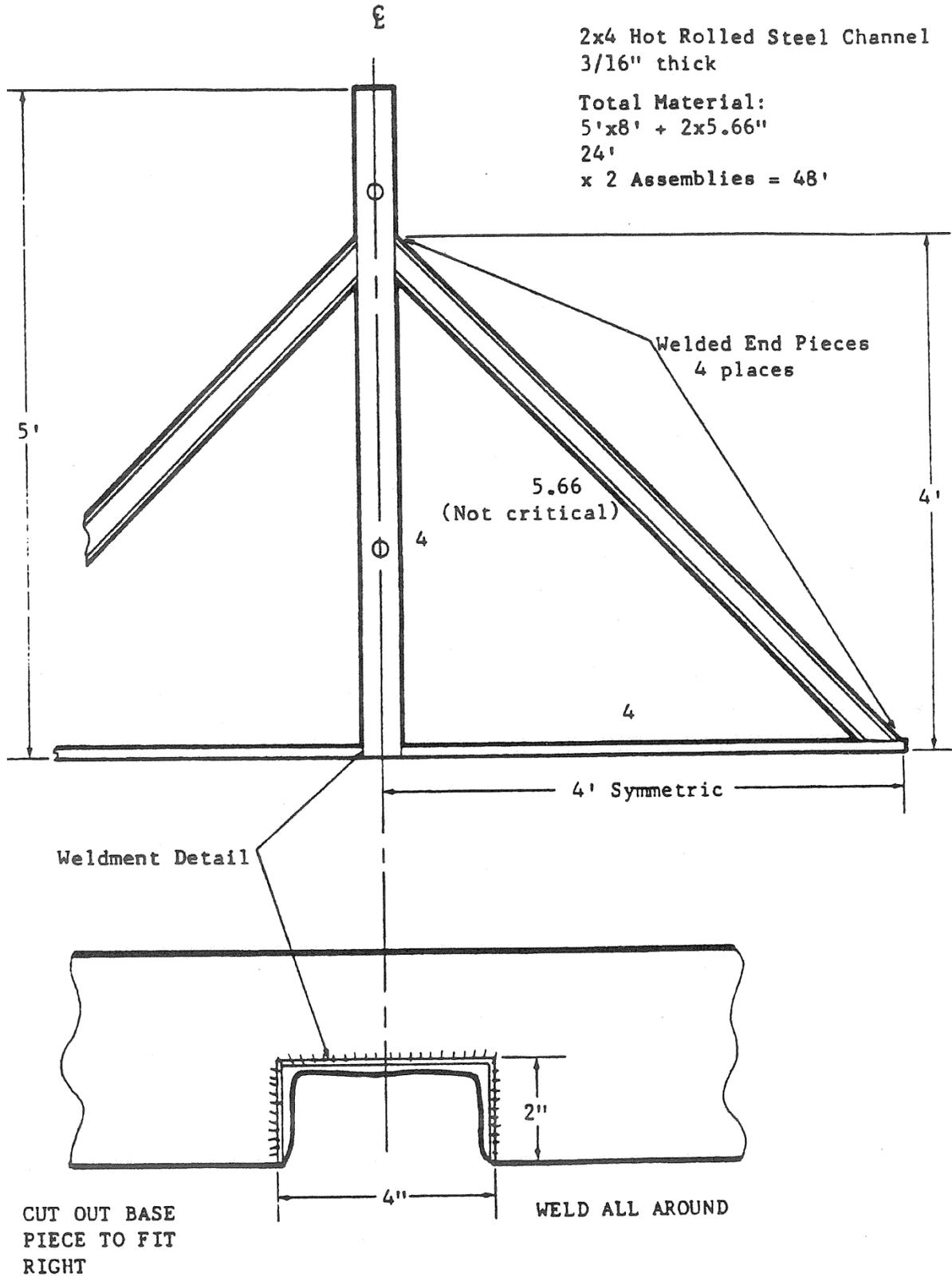
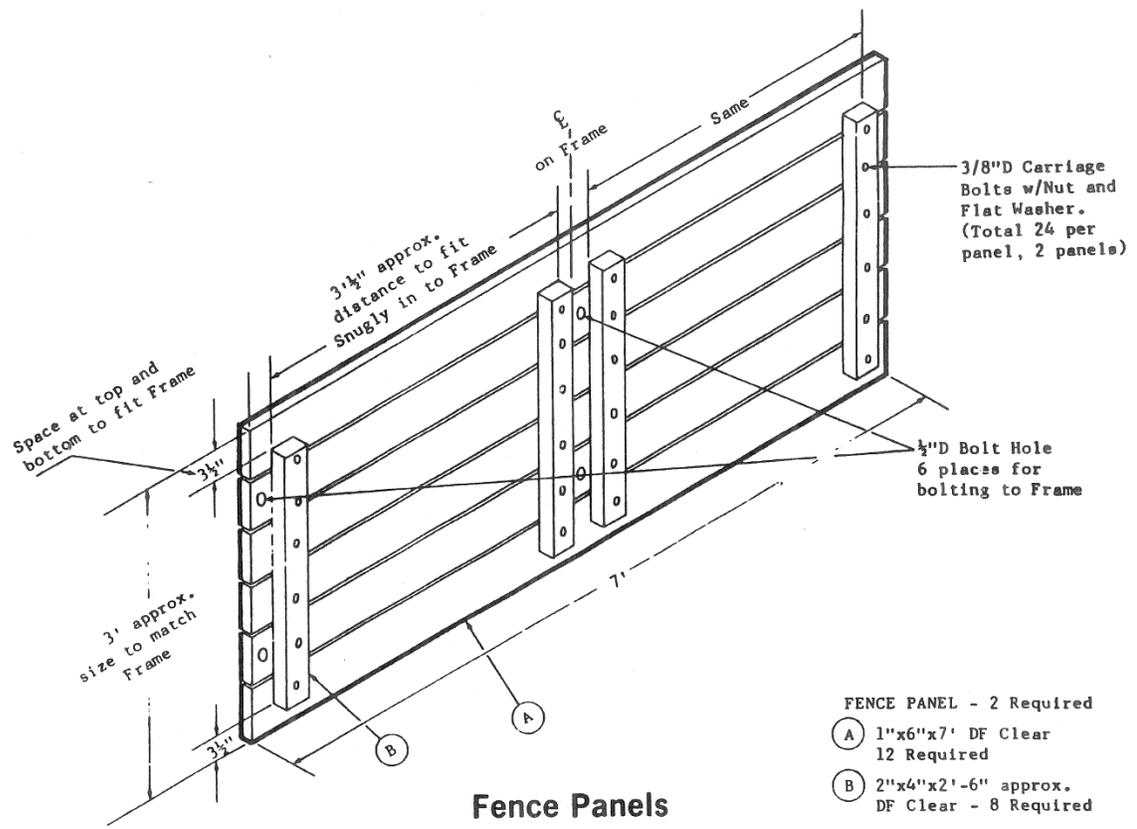


Figure 5. Fence Panels



G. Work Sample Test Battery Score Conversion Tables

OBSTACLE COURSE / AGILITY RUN

Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
14	248	246	245	244	243	241	240	239	238	236
15	235	234	232	231	230	229	227	226	225	224
16	222	221	220	219	217	216	215	213	212	211
17	210	208	207	206	205	203	202	201	200	198
18	197	196	195	193	192	191	189	188	187	186
19	184	183	182	181	179	178	177	176	174	173
20	172	170	169	168	167	165	164	163	162	160
21	159	158	157	155	154	153	152	150	149	148
22	146	145	144	143	141	140	139	138	136	135
23	134	133	131	130	129	128	126	125	124	122
24	121	120	119	117	116	115	114	112	111	110
25	109	107	106	105	103	102	101	100	98	97
26	96	95	93	92	91	90	88	87	86	85
27	83	82	81	79	78	77	76	74	73	72
28	71	69	68	67	66	64	63	62	60	59
29	58	57	55	54	53	52	50	49	48	47
30	45	44	43	42	40	39	38	36	35	34
31	33	31	30	29	28	26	25	24	23	21
32	20	19	17	16	15	14	12	11	10	9
33	7	6	5	4	2	1	0	0	0	0

BODY DRAG

Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
2	63	62	62	62	62	61	61	61	61	60
3	60	60	60	59	59	59	59	58	58	58
4	58	58	57	57	57	57	56	56	56	56
5	55	55	55	55	54	54	54	54	54	53
6	53	53	53	52	52	52	52	51	51	51
7	51	50	50	50	50	49	49	49	49	48
8	48	48	48	47	47	47	47	47	46	46
9	46	46	45	45	45	45	44	44	44	44
10	44	43	43	43	43	42	42	42	42	41
11	41	41	41	40	40	40	40	39	39	39
12	39	38	38	38	38	37	37	37	37	36
13	36	36	36	36	35	35	35	35	34	34
14	34	34	33	33	33	33	32	32	32	32
15	31	31	31	31	31	30	30	30	30	29
16	29	29	29	28	28	28	28	27	27	27
17	27	26	26	26	26	25	25	25	25	25
18	24	24	24	24	23	23	23	23	22	22
19	22	22	21	21	21	21	20	20	20	20
20	20	19	19	19	19	18	18	18	18	17
21	17	17	17	16	16	16	16	15	15	15
22	15	15	14	14	14	14	13	13	13	13
23	12	12	12	12	11	11	11	11	10	10
24	10	10	9	9	9	9	9	8	8	8
25	8	7	7	7	7	6	6	6	6	5
26	5	5	5	4	4	4	4	4	4	3
27	3	3	2	2	2	2	1	1	1	1
28	0	0	0	0	0	0	0	0	0	0

CHAIN LINK FENCE CLIMB

Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
4	120	119	118	117	116	115	114	113	112	111
5	109	108	107	106	105	104	103	102	101	100
6	99	98	97	95	94	93	92	91	90	89
7	88	87	86	85	84	83	82	80	79	78
8	77	76	75	74	73	72	71	70	69	68
9	66	65	64	63	62	61	60	59	58	57
10	56	55	54	52	51	50	49	48	47	46
11	45	44	43	42	41	40	39	37	36	35
12	34	33	32	31	30	29	28	27	26	25
13	23	22	21	20	19	18	17	16	15	14
14	13	12	11	10	8	7	6	5	4	3
15	2	1	0	0	0	0	0	0	0	0

SOLID FENCE CLIMB

Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
4	224	223	221	220	218	217	216	214	213	211
5	210	208	207	206	204	203	201	200	198	197
6	196	194	193	191	190	188	187	186	184	183
7	181	180	178	177	176	174	173	171	170	168
8	167	166	164	163	161	160	158	157	156	154
9	153	151	150	148	147	146	144	143	141	140
10	138	137	136	134	133	131	130	128	127	126
11	124	123	121	120	118	117	116	114	113	111
12	110	108	107	106	104	103	101	100	98	97
13	96	94	93	91	90	88	87	86	84	83
14	81	80	78	77	76	74	73	71	70	68
15	67	66	64	63	61	60	58	57	56	54
16	53	51	50	48	47	46	44	43	41	40
17	38	37	36	34	33	31	30	28	27	26
18	24	23	21	20	18	17	16	14	13	11
19	10	8	7	6	4	3	1	0	0	0

500-YARD RUN

Conversion of Time to Points

Time (Seconds)	Points	Time (Seconds)	Points
53.0 to 55.8	50	126.5 to 129.3	25
55.9 to 58.7	49	129.4 to 132.3	24
58.8 to 61.7	48	132.4 to 135.2	23
61.8 to 64.6	47	135.3 to 138.1	22
64.7 to 67.6	46	138.2 to 141.1	21
67.7 to 70.5	45	141.2 to 144.0	20
70.6 to 73.5	44	144.1 to 147.0	19
73.6 to 76.4	43	147.1 to 149.9	18
76.5 to 79.3	42	150.0 to 152.8	17
79.4 to 82.3	41	152.9 to 155.8	16
82.4 to 85.2	40	155.9 to 158.7	15
85.3 to 88.2	39	158.8 to 161.7	14
88.3 to 91.1	38	161.8 to 164.6	13
91.2 to 94.0	37	164.7 to 167.5	12
94.1 to 97.0	36	167.6 to 170.5	11
97.1 to 99.9	35	170.6 to 173.4	10
100.0 to 102.9	34	173.5 to 176.4	9
103.0 to 105.8	33	176.5 to 179.3	8
105.9 to 108.7	32	179.4 to 182.2	7
108.8 to 111.7	31	182.3 to 185.2	6
111.8 to 114.6	30	185.3 to 188.1	5
114.7 to 117.6	29	188.2 to 191.1	4
117.7 to 120.5	28	191.2 to 194.0	3
120.6 to 123.4	27	194.1 to 196.9	2
123.5 to 126.4	26	197.0 to 199.9	1