Ohio Association of Chiefs of Police
Advisory Services

<u>Instructions for Clients - Using Computers in Assessments Centers</u>

The use of computers for assessment centers has increased dramatically over the past few years, for a variety of reasons:

- Candidates and clients feel that any written work product that is produced is more job-related and realistic than work products that are created by pencil and legal pads.
- The quality of the written work product tends to be better and more professional, both in content and appearance, when utilizing a computer.
- Candidates are able to produce a more professional work product in a shorter period of time and in fewer pages.
- Written work products that are done on a computer are easier to read and grade by the assessment team. This is important, especially if there are numerous candidates and as is often the case, the written work products are graded at the end of the day.

OACP Advisory Services, in order to maintain consistency in the use of computers for assessments and ensure the integrity of the process, is requesting that you, the client, help by providing/observing the following:

- A desktop or laptop computer for each of the candidates
- An extra desktop or laptop computer be available in case of any problem with a specific computer
- An IT person to be on hand or on call in case there are any problems with the computers or networks
- Ensure that each of the computers used is "sanitized" as much as possible
  - Computers must be free of information that may unfairly assist the candidates while doing a written product
  - All candidates should have the same computer capabilities without any particular candidate having an unfair advantage over another candidate
- Computers should not have access to internet or any other source material that would provide an unfair advantage, unless you, the client, want this to be provided
  - This matter will be fully discussed with you during the pre-assessment meetings
  - Instruction relative to internet access will be explained to the candidates during the introduction and orientation session.
- Printing capabilities will be needed
  - All of the candidates' computers should be linked to a common printer with each candidate printing his/her work products at conclusion of exercise, or
  - Each candidate's computer will be directly linked to their own individual printer, or
  - Each candidate will save his/her written product onto a "sanitized" thumb drive provided by the client and will print the material from the common printer.
    - Please note: The use of a thumb drive is our least preferred option for printing.
    - If the written product is saved on a thumb drive and after the candidates has obtained all written copies, the thumb drive must be immediately turned over to the client's representative (IT person, H.R. or Civil Service personnel, etc.)
- The client's representative will erase all the thumb drives and computers used at the conclusion of the Assessment Center
- If there is a problem with the computers, network, printers, etc., that makes it difficult or impractical to continue using the computers, the Lead Assessor will use a back-up plan with pen, pencil and legal pads, provided by the Lead Assessor.