



The Illinois State Police Merit Board hereby announces the Promotional Process for the rank to Master Sergeant to be conducted as follows:

JOB KNOWLEDGE EXAM AND ASSESMENT CENTER INFORMATION

Scheduled for the week of September 22-26, 2014
(Your specific information will be mailed to you at a later date)

PROCESSES

The Promotional Process will be conducted in accordance with adopted Illinois State Police Merit Board Rules, Regulations and Procedures. A copy of Merit Board Rules, Regulations and Procedures are listed on the Merit Board's website, www.illinoistrooper.com/promotionalpolicy.htm.

ORIENTATION

I/O Solutions, our testing vendor, will conduct a candidate orientation for the rank to Sergeant and Master Sergeant promotional processes on Tuesday, July 16, 2014 from 9:00 am to 12:00 noon. The orientation will be presented live at the Joliet location and simulcast to the other four orientation locations. On June 15, 2014 enrollment will open for this event. To select one of these sessions, go to illinoistrooper.com for more information. For those who are unable to attend the live simulcast, the orientation will be placed on the ISP Merit Board website for viewing. Attendance for this candidate orientation is optional. The following topics will be covered during the candidate orientation:

1. Overview of the Sergeant and Master Sergeant promotional processes
2. Written Examination
 - Written exam development process
 - Test specifications
 - Item writing style of I/O Solutions
 - Tips for written examination preparation
3. Assessment Center
 - Assessment center exercise development process
 - Types of exercises that may be included in the assessment centers
 - Rating criteria and scales that are used by assessors
 - Dimensions and criteria that candidates may be rated on for the assessment centers
 - Role of the assessors and candidates in the assessment centers
 - Preparation and recommendations for the assessment centers
 - Rules governing the process of the assessment centers
 - Scoring of the assessment centers
 - Maintaining security of the process

TEST DECLARATION FORM

In order to participate in the 2014 Promotional Process you must complete a Test Declaration Form and have participated in the 2014 Part III ratings process. To sign up for the test, you must have access to the Internet. Go to <http://www.illinoistrooper.com> and on the main page, select the Promotion link, then click the Promotional Test Sign Up option. Type your four digit ISP ID# as your ID and your home address' five digit zip code as your password. Once the Test Declaration form appears on your screen please follow the instructions provided. Please contact Mr. Eric Garvue at 217/786-6242 with website questions. All other questions should be directed to Julie Webster at 217/786-0185. **The test sign up will be between July 1, 2014 until August 1, 2014.**

PLEASE NOTE: It is a requirement to complete a test declaration form by the stated deadline which is August 1, 2014. If you do not complete the Test Declaration Form online by the deadline you will NOT be able to participate in the Job Knowledge Exam, therefore, your candidacy will not be considered for the 2014 or 2015 Promotional Certification List. **Please remember to retain your confirmation sheet and confirm your enrollment by the stated deadline. There will be NO exceptions made.**

REMOTE TESTING

You must take the examination at the designated sites and times determined by the Merit Board, except for two deviations - military leave and job related business. If you qualify for either of these deviations you can apply for Remote Testing by printing out the form from our website. Go to <http://www.illinoistrooper.com> and on the main page select the Promotional Process, then select Request for Remote Testing Form. You will need to print out the form, complete, sign and date and mail to the Illinois State Police Merit Board, 531 Sangamon Avenue East, Springfield, IL, 62702 or fax to the attention of Ms. Julie Webster at 217/786-0181. This information will be reviewed and a decision made on whether or not you qualify for Remote Testing. You will receive our decision in writing.

READING LIST

The Reading List material has been posted on the Merit Board Website, <http://www.illinoistrooper.com>. From the main page select the Promotion tab. Once you select the Promotion tab, you will see a drop down list of items. The Reading List is the third item listed. You must have adobe reader to download the Reading List.

SENIORITY

Seniority (in rank) as of July 1, 2014, shall consist of the time accumulated (as an Illinois State Police Officer) in your permanently assigned rank with .2 points earned per month up to a maximum of 5 points (.2 points x 25 months = 5 points).

POST-TEST REVIEW

Master Sergeant Candidates will be given the opportunity to review their respective job knowledge tests along with the list of answers, on the Merit Board's website <http://www.illinoistrooper.com> on a date.

REMINDER

This is a **CLOSED BOOK EXAM**. Unlike past years, you will only be allowed to use the common source materials, listed on your 2014 Reading List, during the post-test review.