

## The L.E.V.E.L. Test

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& Associates 48 hours prior to the scheduled test time. If contact is made with Bannon & Associates no less than 24 hours to the test time, tests will be delivered to you, even if we have to deliver them in person.

### **Q-After tests are administered and scored, when must tests be returned to Bannon & Associates?**

A-The Test Use Agreement stipulates that tests be placed in return shipment, postage paid in the next 24 hour period following test administration, which is a regularly scheduled work day. If you test on Monday, you are obligated to place the tests in return shipment on Tuesday. If on a Friday, then shipment is required the following Monday. Such a requirement is necessary in order to ensure the availability of tests for other client agencies.

### **Q-Is there some type of information for use by applicants in preparing for the test?**

A-Yes. An Applicant Preparation Guide is available. This manual contains several examples of each of the various type items contained within the test. It will also provide tips for preparing for the test and reducing test anxiety. Cost of these manuals is \$5.50 each if purchased by the client agency. Client agencies may purchase these manuals for distribution to applicants, or may require applicants to purchase manuals directly from Bannon & Associates. Applicants may purchase manuals online or by mail. Emailed manuals are \$9.50 and mailed manuals are \$11.00. Use of these manuals is optional, but is

recommended in reducing adverse impact and achieving higher passing rates.

### **Q-What assistance will Bannon & Associates provide if there is a complaint or challenge to the test?**

A-Bannon & Associates will welcome any opportunity to discuss the test, its development or content with anyone who has a question whether that be an applicant or the client agency. In the event of a formal challenge, Bannon & Associates will supply any and all data necessary to answer any inquiry. All telephone consultation regarding the test is provided at no cost. For any complaints requiring onsite or court appearance, representatives of Bannon & Associates will be available at their normal hourly consultation rate.

### **Q-What about the cost?**

A-Test Use Fee.....\$210.00

(Includes the minimum order of 10 tests)

Each additional Test.....\$6.10

Answer sheets, scoring key, registration forms and impact calculation form are included in the above price.

*Bannon & Associates is a Management and Human Resource Consulting Firm dedicated to the provision of Human Resource Systems for public employers. Bannon & Associates has served Texas Public Agencies through training, and promotional assessment centers since 1985.*

# BANNON & ASSOCIATES

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IS PLEASED TO PRESENT

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LAW

ENFORCEMENT

VALIDATED

ENTRY

LEVEL

TEST

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## THE L.E.V.E.L. TEST

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The Law Enforcement Validated Entry Level (L.E.V.E.L.) Test was developed in Texas for your use in selecting candidates for Texas Peace Officer positions. L.E.V.E.L. has been validated using a content validation strategy under the guidelines set forth by the Equal Employment Opportunity Commission and the American Psychological Association.

The L.E.V.E.L. Test is designed to measure job-related skills of candidates based upon a state-wide task analysis comprised of data derived from Texas Peace Officers in large, medium and small enforcement agencies representing Municipal, County, University, College and Airport Police.

Administration of the L.E.V.E.L. Test is accomplished through the use of locally designated test administrators who are responsible for the security, conduct, scoring and return of tests to Bannon & Associates. This permits each client agency to establish its own test schedule and acquire immediate test results.

### **Q-How does my agency become involved in the use of the L.E.V.E.L. Test?**

A-A Test Use Agreement is signed by the administration head of the client agency and by a designated representative of Bannon & Associates. A copy of this agreement is retained by both the agency and Bannon & Associates. In this agreement the client agency designates a Test Administrator to whom Bannon & Associates will ship tests on an "as requested" basis.

Client agencies may also designate an alternate test administrator who may act in that capacity in the absence of the primary test administrator. Be assured that signing of the test agreement in no way obligates the agency to use the L.E.V.E.L. Test, but merely sets forth conditions to ensure the security and prompt return of the tests.

Concurrently with the execution of the agreement, a transportability analysis is conducted by Bannon & Associates to document the test's validity for the specific client agency. This analysis is based upon the Task Link-Up Questionnaire which should be completed by a member of the law enforcement agency having specific knowledge of entry level patrol officer duties. Sixty percent (60%) of the tasks must be checked to establish validity for the agency.

Each Test Administrator will be furnished with a Test Administration Manual. This manual sets forth, in detail, the procedures for obtaining tests, and provides suggestions to facilitate test administration. It further sets forth test scoring procedures and defines the responsibilities of the Test Administrator in providing test security and return of the testing materials to Bannon & Associates. Test Administration Manuals are provided at no cost to the client agency.

### **Q-After all the paperwork is completed, how do I get tests when I need them?**

A-The Test administrator may contact Bannon & Associates by phone, fax, email or mail and inform them of the designated test date and the number of tests needed. It is requested

that testing requests be received by Bannon & Associates a minimum of two weeks before the established test date. This will ensure the availability of sufficient test booklets to meet your needs, and provide ample time for shipping and delivery. Every effort will be made to accommodate late testing requests, but two weeks prior notice is advised. All requests for tests will be confirmed upon receipt.

### **Q-When tests are ordered, what will be furnished?**

A-The precise number of tests requested will be furnished. Each test is numbered and tests are supplied in numerical sequence to facilitate ease of accounting. Bannon & Associates will furnish an ample supply of answer sheets and applicant registration forms. Use of the applicant registration forms is covered detail in the Test administration manual. A scoring key is also furnished along with a form which agencies may use to calculate test impact. A copy of this completed form is returned to Bannon & Associates where state-wide impact analysis will be maintained.

### **Q-What happens if the test date is getting near and I have not received the tests?**

A-Bannon & Associates ships tests via UPS, FedEx with shipping and mailing fees paid by Bannon & Associates. Consequently, failure to receive tests in a timely manner will be a rare occurrence. If that should occur, however, the Test Administrator should contact Bannon