



Florida Department of
Law Enforcement

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May 1, 2014

**CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION
TECHNICAL MEMORANDUM 2014-07**

TO: Criminal Justice Training Center Directors
Criminal Justice Selection Centers
Criminal Justice Agencies

FROM: Director Dean Register *DR*
Criminal Justice Professionalism Division

SUBJECT: Implementation of Computer-Based Testing (CBT)

The purpose of this technical memorandum is to clarify procedures for the full implementation of the computer-based administration of the State Officer Certification Examination (SOCE).

- **Termination of Paper-and-Pencil Testing.** On June 30, 2014, Commission staff will conclude the implementation of computer-based testing (CBT) and discontinue the paper-and-pencil administration of the SOCE.
 - After the administration of the final paper-and-pencil SOCE, Commission staff will designate all remaining eligible recruits for CBT. **Recruits who were not previously designated for CBT will NOT be able to register for the CBT examination until this designation is complete on July 14, 2014.**
 - The last day to register for the June 2014 paper-and-pencil SOCE is June 11, 2014. **Recruits who miss the registration deadline must wait for the final CBT designation on July 14, 2014,** as Commission staff will have no means to override the deadline.
 - All services supporting the paper-and-pencil administration, such as, online registration, grade lookup, and various internal applications and services, will be terminated on June 30, 2014. After this date, recruits will be referred to the CBT vendor's registration system.
 - Criminal justice training schools that have not set up an SOCE test site will still be able to implement CBT. However, until the test sites are operational, eligible recruits will be required to test at other operational SOCE test sites.
- **Current Testing (Prior to June 30, 2014):** Recruits who graduate from a criminal justice training school on or after the official date the school is designated for CBT, will take the computer-based SOCE. However, recruits who graduate from a criminal justice training school prior to the school being designated for CBT will take the paper-and-pencil SOCE.
- **Out-of-State Test Sites.** Regardless of the selected CBT vendor's global reach, the SOCE will only be administered at authorized test sites physically located in Florida.

- **Authorized Test Sites and Fees.** Once CBT is fully implemented, Commission staff will publish a list of authorized SOCE test sites, along with any site-specific fees on the Florida Department of Law Enforcement's web site at <http://www.fdle.state.fl.us/exam/>
- **Official Grade Report.** The only official grade report for the computer-based SOCE is the examination information listed on a prospective officer's global profile in the Automated Training Management System (ATMS). Commission staff will not endorse or confirm any unofficial (printed) grade reports, nor provide duplicates of unofficial grade reports. Please refer to Technical Memorandum 2014-01 for detailed information on this item.

If you have any questions, please contact Training & Research Manager Roy Gunnarsson at 850-410-8672 or roygunnarsson@fdle.state.fl.us

WDR/rgg

cc: Criminal Justice Standards and Training Commission