

**Virginia Department of Criminal Justice Services**  
**Standard Operating Procedure**  
**Campus Security Officer Certification Classroom Testing**

Effective Date: 9/23/10

Subject: **Basic Campus Security Officer Testing Procedures**

**I. Purpose:**

The purpose of this procedure is to establish guidelines for Campus Security Officer Certification testing in a classroom environment.

**II. Procedures:**

- A. Campus Security Officers will be tested upon completion of each of the four mandated modules of the Campus Security Officer Curriculum. This test will be either a module test or a compilation of all four modules in one test depending upon the syllabus of the instructor. It is the responsibility of the instructor to allow ample study time before the test is administered by a DCJS representative or proctor.
- B. Written tests will consist of material taught during class sessions addressing the DCJS training objectives.
- C. Tests may consist of multiple choice, true/false, or fill in the blank types of questions.
- D. Once a student completes a test, it will be taken up by an instructor or staff member for grading.
- E. Once graded, the student's test score will be recorded on a master grade sheet entered by the testing proctor and maintained by the DCJS staff.
- F. Each student is expected to answer all of the questions with a minimum of 70% accuracy in each module in order to receive Campus Security Officer Certification.
- G. Test scores below 70% are considered to be below acceptable levels without remediation. Any officer not receiving a minimum grade of 70% on each module shall, at the discretion of the approved instructor, be given remedial training and thereafter the opportunity to be tested again on the questions incorrectly answered on the first attempt.

- H. If remediation is utilized, the initial test score shall be recorded with an asterisk followed by the signature of the approved instructor who provided the remedial training. The approved instructor's signature shall be accepted as verification that the officer successfully answered enough of the questions missed on the initial test to achieve a passing score of 70%.
- I. A second unsuccessful test, subsequent to remedial training, shall result in a grade of "FAIL" after which the officer may, at the discretion of the employing college, university or PSS business, be enrolled in a future session for the failed module.
- J. Students with learning disabilities that may adversely affect their ability to pass the test must be given the opportunity to have their test read to them by the instructor or have other reasonable adjustments made to meet their needs.