



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Campus Security Officer (CSO)

**Certification: Classroom Testing –
Standard Operating Procedure**

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 the five mandated modules of the Campus Security Officer Curriculum. This test will be a compilation of all five modules in one test given at the end of the training. It is the responsibility of the instructor to allow study time before the test is administered by a Virginia Department of Criminal Justice Services (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. Upon completion by the student, the test will be collected by the instructor or staff member for grading.
 - E. 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% for the test 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 the test 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. Accommodations can be made for students with special needs at the request of the student. The instructor must give the student the opportunity to have the test read to them or have other reasonable adjustments made to meet their needs.
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