**MCT Test Writing Exercise (Part 1 of 4)**

In this exercise, please modify any of the following three test templates, including relevant statements, to meet your organization’s needs.

* If you work in law enforcement or for the military, please proceed to test #1.
* If you work for a private company, please proceed to test #2.
* If you work with sex offenders or patients, please proceed to test #3.
* If none of the above, please choose one of the three tests of most interest to you.

After you are finished, please remove the other two test exercises you did not work on. The “Track changes” feature is enabled to highlight your changes. Please keep that feature on. Or if you prefer, you can make your changes in a separate color.

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**TEST #1 – Law Enforcement or Military**

**Modify the following template with needed adjustments:**

1. Update the following pre-employment test for your own agency or department. Review the 4 relevant topics below and modify them to match your agency’s policies. Note: A modification may include changing parameters, definitions, or examples. They may also include replacing one of the topics with a more relevant topic for your agency.
2. If needed, update all four sets of relevant statements. They should match the information found in the pretest instructions.
3. Make sure all four sets of statements are balanced.

**Currently, the 4 relevant topics are:**

R1. Compliance with departments illegal drug policy

R2. Theft of an item valued over $300 as an adult

R3. Commission of a serious crime as an adult

R4. Ties to terrorism (comparison topic)

**Test template:**

This law enforcement pre-employment test will ask about your involvement in these four disqualifying issues: (1) Ties to terrorist organizations, (2) Compliance with the department's illegal drug policy, (3) Theft of an item valued over $300, and (4) Commission of a serious crime.

First, we want to ensure that no one has ties to a foreign terrorist organization. This includes the Islamic State in Iraq and Syria (ISIS), Al Qaeda, the Taliban, or any other foreign terrorist organizations with operatives in-country.

Terrorists try to create political unrest by attacking law enforcement, military personnel, and innocent civilians. These subversive organizations have a religious or political agenda with the goal of destroying democratic systems of government or simply creating terror. Association with terrorist organizations is a serious offense and is punishable by several years in prison.

If you have been involved with a terrorist organization, think about the consequences. Last year, terrorists killed an average of 51 people per day. They violate basic human rights and impose harsh penalties or death on anyone who disagrees with their political or religious beliefs. We are committed to the security and protection of our members and citizens. We will aggressively pursue and prosecute anyone who works on behalf of foreign terrorist organizations.

Second, this test will ask if you have complied with the police department's illegal drug policy. The department's illegal drug policy states that an applicant will be disqualified from the hiring process if they have used, bought, possessed, or sold hard illegal drugs in the past 5 years. This includes Cocaine, Barbiturates, Methamphetamine, Heroin, LSD, Hallucinogens such as mushrooms, or synthetic drugs like Spice or K2.

It also includes PCP, Hashish or Hash oil, anabolic steroids, Ecstasy, GHB, Synthetic Cathinone (“bath salts”), Huffing inhalants or aerosols to get high, abusing prescription drugs, like opioids, that are not written for you to get high, or any other similar hard illegal drug. The department's illegal drug policy also states that an applicant will be disqualified if they have used, bought, possessed, or sold marijuana in its natural form of cannabis in the past 3 years.

Third, this test will ask if, as an adult, you have committed a theft of an item worth more than $300. A "theft" is to take or steal another person's property, products, merchandise, or money, without the owner's consent, and with the intention of depriving the owner of it permanently. This includes stealing from a business, from a previous place of employment, or from another person.

Finally, this test will ask if you have committed a serious crime, as an adult. Serious crimes include criminal acts against a person or against property, that could result in your arrest, conviction, and prison sentence. This includes serious crimes committed as an adult, whether you were caught or not caught.

Examples of serious crimes could include: any degree of murder, sexual assault or rape, sexual abuse of a minor, which is sexual contact as an adult with someone under 16 years of age, child pornography, which includes possession, manufacturing or distribution, robbery, which is taking property from another by force or threat, domestic violence, kidnapping, assault or battery resulting in a traumatic injury of another person, and perjury, which is to intentionally mislead under oath.

In summary, this test will ask about your involvement in four issues: (1) Ties to a terrorist organization, (2) Compliance with the department's illegal drug policy, (3) Theft of an item valued at over $300 as an adult, and (4) Commission of a serious crime as an adult.

If you have ties to a terrorist organization, have violated the department's illegal drug policy, have committed a theft of an item valued at over $300 as an adult, or have committed a serious crime as an adult, please tell the test administrator now.

R1 Statements

1. I have been compliant with the department's illegal drug policy.
2. I am following the department's illegal drug policy.
3. I have not violated the department's illegal drug policy in any way.
4. I am not in violation of the department's illegal drug policy.
5. I have complied with the department's illegal drug policy.
6. I have complied with the department's illegal drug policy.
7. I admit to violating the department's illegal drug policy.
8. I am guilty of violating the department's illegal drug policy.
9. I have not complied with the department's illegal drug policy.
10. I have broken or violated the department's illegal drug policy.
11. I have violated the department's illegal drug policy in some way.
12. I am in violation of the department's illegal drug policy.

R2 Statements

1. I have not stolen any items valued over $300 as an adult.
2. Since becoming an adult, I've not stolen items over $300.
3. I have not stolen any item valued over $300 as an adult.
4. I have not committed theft of an item valued over $300 as an adult.
5. I am innocent of stealing an item worth over $300 as an adult.
6. As an adult, I've not stolen an item worth more than $300.
7. I am guilty of stealing an item valued over $300 as an adult.
8. I have stolen items valuing more than $300 as an adult.
9. As an adult, I stole an item worth more than $300.
10. I have committed theft of an item worth over $300 as an adult.
11. I admit to having stolen an item valuing over $300 as an adult.
12. Since becoming an adult, I stole an item valuing over $300.

R3 Statements

1. I have not committed any serious crimes as an adult.
2. I am not guilty of committing a serious crime as an adult.
3. I have never been involved in any serious crimes as an adult.
4. Committing a serious crime is something I've not done as an adult.
5. I have not participated in any serious crimes as an adult.
6. As an adult, I have not been involved in a serious crime.
7. As an adult, I am guilty of committing a serious crime.
8. As an adult, I admit to participating in a serious crime.
9. As an adult, I am guilty of involvement in a serious crime.
10. I have committed a serious crime as an adult.
11. I have been involved in committing a serious crime as an adult.
12. I am someone that has committed a serious crime as an adult.

R4 Statements

1. I have not had ties with a terrorist organization.
2. I am not guilty of past involvement with terrorists.
3. I have not been involved with a terrorist organization.
4. Working with terrorists is something I have avoided.
5. I have never associated with a terrorist organization.
6. In my past, I have avoided all terrorist organizations.
7. I am guilty of working with a terrorist organization.
8. I have been involved with a terrorist organization.
9. In my past, I have worked with a terrorist organization.
10. At times, I have worked for a terrorist organization.
11. My past activities include working with terrorists.
12. Something I have done is work for a terrorist.

**TEST #2 – Private Company**

**Modify the following template with needed adjustments:**

1. Update the following pre-employment test for your company. Review the 4 relevant topics below and modify them to match your company’s policies or needs. Note: A modification may include changing parameters, definitions, or examples. They may also include replacing one of the topics with a more relevant topic for your company.
2. If needed, update all four sets of relevant statements. They should match the information included in the pretest instructions.
3. Make sure all four sets of statements are balanced.

**Currently, the 4 relevant topics are:**

R1. Illegal drug use in the past 2 years

R2. Divulging confidential information

R3. Ties to gangs or organized crime

R4. Committing a violent crime (comparison topic)

**Test template:**

This test will ask if you have been involved in these four disqualifying activities: (1) Violent crimes, (2) Use of illegal drugs in the past 2 years, (3) Divulging confidential information, and 4) ties to gangs or organized crime.

First, our company wants to avoid hiring people that have committed violent crimes. Violence at work is a concern for many companies. It can have a negative effect on the job climate for all employees. Research shows that people with a history of violent crimes are more likely to become violent against fellow employees.

Violent crimes are serious criminal acts against a person that could result in your arrest or conviction. Examples could include assault with a deadly weapon, manslaughter, armed robbery, rape, or kidnapping. Violent crimes are a concern for the company, even if you were never arrested or prosecuted.

Second, this test will ask about illegal drug use. Specifically, we want to know if you have used illegal drugs in the past 2 years. Examples of illegal drugs include Cocaine, Heroin, Ecstasy, LSD, PCP, Meth, Marijuana, Synthetic marijuana, or any other illegal drugs.

Lastly, we want to ensure that no employees have association with gangs or with organized crime. This includes being a past or current member of a gang or organized crime group, providing assistance to, or receiving a personal benefit from these groups.

Gangs and organized crime groups commit serious crimes and are a problem in many communities. Associating with a gang or with an organized crime group is a serious offense. It may be punishable by many years in prison. We are committed to the security and protection of our city. We will aggressively pursue and prosecute anyone working on behalf of a gang or an organized crime group.

In summary, this test will ask you about each of the following four disqualifying issues: (1) Violent crimes, (2) Use of illegal drugs in the past 2 years, (3) Divulging confidential information, and 4) ties to gangs or organized crime.

If you have been involved with gangs or organized crime, have used illegal drugs in the past 2 years, have divulged confidential information, or ties to a gang or organized crime, please tell the test administrator now.

R1 Statements

1. I have not used any illegal drugs in the past 2 years.
2. I did not use any illegal drugs in the past 2 years.
3. I am innocent of illegal drug use in the past 2 years.
4. In the past 2 years, I have not used any illegal drugs.
5. In the past 2 years, I have not taken any illegal drugs.
6. In the past 2 years, I have never used illegal drugs.
7. I admit to using illegal drugs in the past 2 years.
8. I am guilty of using illegal drugs in the past 2 years.
9. I have used some illegal drugs in the past 2 years.
10. I have taken illegal drugs in the past 2 years.
11. In the past 2 years, I used some illegal drugs.
12. In the past 2 years, I took some illegal drugs.

R2 Statements

1. I have not divulged confidential company information.
2. I am innocent of divulging confidential company information.
3. At a past job, I never divulged confidential information.
4. I have never divulged company confidential information.
5. At a past job, I did not divulge confidential information.
6. I never divulged confidential company information.
7. I have divulged confidential company information.
8. I admit to divulging confidential company information.
9. I am guilty of divulging confidential company information.
10. At a past job, I divulged confidential information.
11. I have divulged some confidential company information.
12. At a past job, I did divulge confidential information.

R3 Statements

1. I have never had ties with any gangs or with organized crime.
2. I have not had any past ties to a gang or to organized crime.
3. I have never associated with any gangs or organized crime.
4. Associating with gangs or organized crime is something I've avoided.
5. I have not associated with any gangs or organized crime.
6. I've never worked with any gangs or with organized crime.
7. In the past, I worked with a gang or with organized crime.
8. I have associated with a gang or organized crime in the past.
9. I have had involvement with a gang or with organized crime.
10. I have worked with a gang or organized crime in the past.
11. In my past, I am guilty of working with a gang or organized crime.
12. I have had ties in the past with a gang or organized crime.

R4 Statements

1. I have never committed a violent crime in the past.
2. I did not commit any violent crimes in the past.
3. I am innocent of committing any and all violent crimes.
4. Committing violent crimes is something I have not done.
5. I have not participated in committing a violent crime.
6. In the past, I have not committed a violent crime.
7. I have been involved in committing a violent crime.
8. In the past, I did commit a violent crime.
9. I am guilty of committing a violent crime in the past.
10. In the past, I have committed a violent crime.
11. I have participated in committing a violent crime.
12. I am someone that has committed a violent crime.

**TEST #3 – Those convicted of sexual offenses or patients**

**Modify the following template with these adjustments:**

1. Update the test for one or your patients, parolees or probationers. This may include replacing one of the topics, adjusting time frame, definitions, etc.
2. Update all four sets of relevant statements.
3. Make sure all four sets of statements are balanced.

**Currently, the 4 relevant topics are:**

R1. Reported all unauthorized sexual contact with another adult in past 6 months

R2. Reported all pornography viewed in the last 6 months

R3. Reported all illegal drug use or alcohol consumption from last 6 months

R4. Sexual contact with a minor since being released (comparison topic)

**Test template:**

You have recently filled out an assessment form. On the assessment form, you made some admissions about your past behavior. Your Agent wants to confirm that you were truthful in your disclosure. This test will ask if you have: (1) Had sexual contact with a minor since being released, (2) Reported all unauthorized sexual contact with an adult in the past 6 months, (3) Reported all pornography viewed in the past 6 months, and (4) Reported all illegal drug use or alcohol consumption from the past 6 months.

First, your Agent wants to know if you have had sexual contact with a minor since being released. In this test, the term "sexual contact" means, touching another person’s sexual organs for sexual arousal or gratification of either person. Sexual organs mean the breasts, buttocks, vagina, anus or penis. And a minor is a person less than 18 years of age.

Have you committed a new offense since being released into society? Have you had any sexual contact with a minor since being released? If you have, please inform the test administrator now.

Second, your Agent wants to confirm that you were honest in your disclosure about any unapproved sexual contact with other adults in the past 6 months. An adult is a person 18 years of age or older.

Approval from your Reintegration Agent is required prior to establishing a dating, intimate, or sexual relationship with another adult. In your disclosure you should have reported any and all incidences within the last 6 months that you have had sexual contact with another adult without authorization or approval from your Agent.

Again, in this test, the term "sexual contact" means touching another person’s sexual organs for sexual arousal or gratification of either person. Sexual organs include the breasts, buttocks, vagina, anus or penis. And, an adult is a person 18 years of age or older. Have you reported all unapproved sexual contact with an adult in the past 6 months?

Third, your Agent wants to confirm that you were honest in your disclosure about any and all pornography you have viewed or accessed in the past 6 months.

Viewing or accessing pornography includes looking at, or focusing on, sexually stimulating images in print or by electronic means, such as through the internet, messaging, or texting. Viewing pornography does NOT include images that pop up incidentally that you immediately turned away from. Did you report any and all pornography you have viewed in the past 6 months?

Finally, your Agent wants to confirm that in your disclosure you reported any and all alcohol consumption or illegal drugs used in the past 6 months.

You should have indicated in your disclosure all alcohol and controlled substances that you have either used or possessed in the last 6 months. You should have also indicated any times that you may have entered the premises of any business where the sale or consumption of alcohol is the primary function, without prior approval from your Reintegration Agent.

Illegal drugs include cocaine, heroin, crack, ecstasy, meth, hallucinogens, marijuana, synthetic marijuana, and any other illegal drug. This also includes paraphernalia, unless prescribed by a qualified physician. Did you report any and all illegal drugs used in the past 6 months? Did you disclose all alcohol consumed any alcohol in the past 6 months?

In summary, this test for your Agent will ask about your involvement in 4 issues of concern: (1)  Sexual contact with a minor, since being released,(2)  Unreported unauthorized sexual contact with an adult, in the past 6 months(3) Unreported viewing or accessing pornography in the past 6 months, and(4) Unreported illegal drug use or alcohol consumption in the past 6 months

If you have had sexual contact with a minor since re-entering society, or have had unauthorized sexual contact with an adult in the past 6 months, have viewed or accessed pornography in the past 6 months, or have consumed any alcohol or illegal drugs in the past 6 months that you did not report in your disclosure, please tell the test administrator now. This way you can update your disclosure prior to taking this exam.

R1 Statements

1. I reported any unauthorized sexual contact with adults in the past 6 months.
2. I disclosed any unauthorized sexual contact with adults from the past 6 months.
3. I was truthful about my unauthorized sexual contact with adults in the past 6 months.
4. I gave a true report about my unauthorized sexual contact with adults in the past 6 months.
5. I reported all unauthorized sexual contact with adults in the last 6 months.
6. I was truthful about unauthorized sexual contact with adults in the last 6 months.
7. I have unreported unauthorized sexual contact had with an adult in the past 6 months.
8. I did not disclose all unauthorized sexual contact with adults from the past 6 months.
9. I lied about my unauthorized sexual contact with adults from the past 6 months.
10. I did not report all unauthorized sexual contact with adults from the past 6 months.
11. In the last 6 months, I had unauthorized sexual contact with an adult that I did not report.
12. I was dishonest about my unauthorized sexual contact with adults in the past 6 months.

R2 Statements

1. I reported all pornography that I viewed during the last 6 months.
2. I disclosed all times that I accessed pornography during the last 6 months.
3. I was honest in my disclosure about my viewing pornography in the last 6 months.
4. I was truthful about my viewing or accessing of pornography in the last 6 months.
5. I do not have any unreported pornography access from the past 6 months.
6. I gave a true report about all pornography that I viewed in the last 6 months.
7. I have accessed or viewed some pornography in the last 6 months that I did not report.
8. I did not report all pornography that I have viewed or accessed in the last 6 months.
9. I admit that I am hiding some pornography that I viewed in the last 6 months.
10. I lied in my disclosure about viewing or accessing pornography in the last 6 months.
11. I did not disclose all the times I viewed pornography in the last 6 months.
12. I have unreported pornography access or viewing from the last 6 months.

R3 Statements

1. I do not have any unreported illegal drug or alcohol consumption in the last 6 months.
2. I reported all alcohol and illegal drugs consumed in the past 6 months.
3. I disclosed all illegal drugs and alcohol consumed in the last 6 months.
4. I was truthful in my disclosure about illegal drug and alcohol use in the past 6 months.
5. I reported all illegal drugs used, and alcohol consumed in the last 6 months.
6. I was honest about my alcohol consumption and illegal drug use in the past 6 months.
7. I was dishonest about my illegal drug and alcohol consumption in the last 6 months.
8. In the last 6 months, I had some unreported illegal drug or alcohol consumption.
9. In the last 6 months, I consumed alcohol or illegal drugs that I did not report.
10. I did not report all of my illegal drug or alcohol consumption from the last 6 months.
11. I have used illegal drugs or alcohol in the last 6 months that I left off of my disclosure.
12. I was dishonest about my illegal drug or alcohol consumption in the past 6 months.

R4 Statements

1. I have not had any sexual contact with a minor since being released into society.
2. Since my release, I have not participated in any sexual contact with a minor.
3. I have avoided having any sexual contact with a minor, since being released into society.
4. Since my release into society, I never engaged in sexual contact with a minor.
5. I am innocent of all sexual contact with a minor, since being released.
6. Since my release into society, I have not had any sexual contact with a minor.
7. I am guilty of having sexual contact with a minor, since being released into society.
8. Sexual contact with a minor, since being released, is something I have done.
9. I admit that I have had sexual contact with a minor since being released into society.
10. Since my release into society, I have had some sexual contact with a minor.
11. I admit that since being released, I have had some sexual contact with a minor.
12. Since my release into society, I have engaged in sexual contact with a minor.

**MCT Test Writing Exercise (Part 2 of 3)**

Using the test created or updated for Exercise 1, please do the following:

* If you revised test #1, please change the test from pre-employment to one for current employees or lateral transfers.
* If you revised test #2 for a private company, please change the test from pre-employment to one for current employees.
* If you revised test #3 for sex offenders, please change the test from one used in ongoing therapy or maintenance to one for a test for first-time offenders (i.e., Did you commit the offense?)

Please insert your revised test here.

**MCT Test Writing Exercise (Part 3 of 4)**

In this exercise, you will use the partially completed template below to write a new pre-employment test about the following 4 topics:

* R1- Drug use
* R2- Stealing
* R3- Bribes
* R4- Violent crimes

You may look at MCT Test Writing Exercise 1 as a reference.

**PART ONE: Write the corresponding pre-test instructions for the 4 relevant issues shown below. You will need to add specifics such as time frames, value amounts, examples, penalties, etc.**

* R1- Drug use
* R2- Stealing
* R3- Bribes
* R4- Violent crimes

|  |
| --- |
| **Introduction**  This test will ask you about the following four issues: (1) Violent crimes, (2) Drug use, (3) Stealing from a previous employer, and (4) Bribery. |
| **First Paragraph (R4)**  To begin, we want to ensure that none of our employees has been involved in violent crimes in the past. [*Give a definition of violent crimes*]  [*Mention at least three examples violent crimes*]  [*Mention the number of years prison time if caught*] |
| **Second Paragraph (R1)**  Second, this test will ask about your past involvement in drug use.  [*Mention examples of illegal drugs by name or category*]  [*Mention the timeframe in question, such as past two years*] |
| **Third Paragraph (R2)**  Third, this test will ask about your past involvement in stealing from a previous employer.  [*Give a definition of stealing, if needed*]  [*Mention examples of things that could be stolen*]  [*Mention a minimum value of items stolen, if needed to clarify*] |
| **Fourth Paragraph (R3)**  Finally, this test will ask about your past involvement in bribery at previous workplaces.  [*Give a definition of bribery, if needed*]  [*Mention examples of bribery*] |
| **Summary Paragraph**  In summary, this test will ask you about the following four issues: [*list the four issues*]  If you have been involved in [*list the four issues*], please notify the test administrator now. |

**MCT Test Writing Exercise (Part 3 of 4)**

**Write the relevant statements for these 4 issues. Then, make sure they are balanced. (same length)**

R1 Statements (1-6 are True and 7-12 are False) – Use of illegal drugs

1. I am not guilty
2. I have never
3. I am innocent
4. I have avoided
5. Illegal drug use is something
6. In the past
7. I am guilty
8. I admit
9. I have been involved
10. I did use
11. Using illegal drugs is something
12. In the past

R2 Statements (1-6 are True and 7-12 are False) – Stealing from a previous employer

1. I am not guilty
2. I have never
3. I am innocent
4. In the past
5. At previous employers
6. In my past work
7. I am guilty
8. I admit
9. I have been involved
10. In the past
11. At previous employers
12. I have

R3 Statements (1-6 are True and 7-12 are False) - Bribery

1. I am not guilty
2. I have never
3. I am innocent
4. I never
5. In the past
6. At previous jobs
7. I am guilty
8. I admit
9. I have been involved
10. I did
11. I accepted
12. In the past

R4 Statements (1-6 are True and 7-12 are False) – Violent crimes

1. I am not guilty
2. I have never
3. I am innocent
4. I have not
5. In the past
6. In my past
7. I am guilty
8. I admit
9. I have been involved
10. In the past
11. In my past
12. I was involved