Factsheet on Test Development - Vacancy Exercise

Objectives:
- Maximise validity and standardization
- Minimize adverse impact
- Maximise efficiency

Validity: Questions are well-related to the job and can be answered only by those who have the specialized knowledge

Reliability: Questions are clear and to the point, have unambiguous instructions, with highly standardized scoring guidelines

GUIDELINES FOR DEVELOPING THE TEST STRUCTURE:

- Develop at least 1, but **no more than 3 test questions**
- Test should **not exceed 3 hours**
- Allocate **approximately 60 minutes for every 500 words to be written** for a constructed response item (questions which require a free text answer) **+ reading time**

GUIDELINES FOR DEVELOPING TEST QUESTIONS:

- **Include typical work-related tasks** a candidate would be expected to perform, as well as relevant knowledge and skills, therefore **avoid simple essay questions**
- **P3-P5: do not build country-specific questions;** unless the question is based on reading materials provided for all candidates
- **No colloquial or culture specific language**
- For job openings with **two required languages**, both languages will need to be **assessed** during the assessment process (written test and/or interviews)
- **Refrain from using acronyms and abbreviations**, if not in general linguistic usage, or provide a glossary
- **Provide clear and concise instructions** for the product, including situational factors, target audience of the written product, and the candidate's perspective
- **Avoid "trick questions**", i.e. avoid wording to deliberately mislead or words that could have double meaning
- **Avoid questions that ask for candidates' opinions**, alternatively ask for candidates' professional recommendations
- **Refrain from offering different scenarios or cases within one question** for the candidates to choose from, provide only one case or scenario per question
- **Select reading material appropriate for a test environment,** if lengthy texts are necessary those should be provided upfront to the candidates, before timer clock starts; or you mark those paragraphs relevant for answering the question
- **Do not refer to UN specific ranks and titles** within your question, rather provide additional generic situational factors to outline the level of seniority

GUIDELINES FOR DEVELOPING THE MARKING GUIDE:

- Provide detailed list of **content points**
- Select **criteria** you would like featured in the **scoring matrix**