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