



Florida

Department of Law Enforcement Basic Abilities Test

CANDIDATE HANDBOOK

August 2019

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QUICK REFERENCE

FLORIDA DEPARTMENT OF LAW ENFORCEMENT BASIC ABILITIES TEST (BAT)

<http://www.fdle.state.fl.us>

Florida Department of Law Enforcement

Research and Assessment Section

P.O. Box 1489

Tallahassee, Florida 32302-1489

Main Number (850) 410-8602

Hours of Operation 8:00 am – 5:00 pm (Eastern Time) M-F, Closed on Federal Holidays

Officer-Exams@fdle.state.fl.us

PEARSON VUE® WEB SERVICES

Go to Pearson VUE's website (www.pearsonvue.com/fdle/bat) to:

- Download a Candidate Handbook
 - Create your Pearson VUE account
 - Make a real-time examination reservation
 - View Regional Test Sites
 - View Available Testing Dates (after creating a web account and hitting "schedule on-line")
 - View Frequently Asked Questions
-

PEARSON VUE® EXAMINATION RESERVATIONS

5601 Green Valley Drive

Bloomington, MN 55437

www.pearsonvue.com/fdle/bat or (877) 729-0059

Hours of Operation M-F 8:00 am - 11:00 pm (EST)

Sat 8:00 am - 5:00 pm

Sun 10:00 am – 4:00 pm

Contact Pearson VUE to:

- Schedule, reschedule, or cancel an Examination
- Request an ADA accommodation
- Obtain information regarding your examination

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INTRODUCTION

This handbook is for candidates who want to commence a career in law enforcement or in criminal justice in the state of Florida. It describes the steps you, the candidate, must follow to create your Pearson VUE account and take the test. Please read this handbook completely and refer to it as much as you need.

The Florida Department of Law Enforcement has contracted with Pearson VUE, working with IO Solutions, to deploy, score, and report the results of the Basic Abilities Test (BAT) that you must take in order to join a law enforcement agency in the State of Florida. Pearson VUE will also help you register to take the exam. The phone number and address of Pearson VUE are listed in the Quick Reference at the front of this handbook.

OVERVIEW

The Florida Department of Law Enforcement (FDLE) defined “minimum competencies,” or basic abilities, skills, and other personal characteristic required for success in the law enforcement officer and correctional officer positions, based on findings from a rigorous state-wide research project – a job task analysis (JTA).

REGISTRATION

REGISTRATION

For more information about how to create an account and register for your exam, please consult the FDLE Registration FAQ at www.pearsonvue.com/fdle/bat.

LEGAL name as it appears on your government-issued ID and that your personal information is CORRECT. Contact Pearson VUE immediately to correct the spelling of your name or update your personal information if you notice any errors. It is very important that this information is correct, as it will appear as it was entered on the documentation provided to you after you have completed the exam.

Candidates will need to create a Pearson VUE account before being able to register for an exam. The unique client candidate ID will be a nine alpha-numeric field. The prefix will be BAT followed by 6 numeric digits.

Candidates will be prevented from creating duplicate accounts by the use of matching rules.

SCHEDULING

EXAM FEES

EXAMINATION	FEE
CJBATCO - Florida Criminal Justice Basic Abilities Test - Correctional Officer	\$39
CJBATLEO - Florida Criminal Justice Basic Abilities Test - Law Enforcement Officer	\$39

The examination fee (\$39) must be paid at the time of reservation by credit card or debit card. Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable.

ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator by e-mailing accommodationspearsonvue@pearson.com.

TEST SITES

The exams will be given at computer-based testing facilities within the State of Florida. Please visit www.pearsonvue.com/fdle/bat or call (877) 729-0059 to determine the schedule of the test site most convenient to you.

Alternatively you can use your web account and use the 'Find a Test Center' functionality.

CANCELLATION AND RESCHEDULING

If you cannot attend your examination, you must call the Pearson VUE Exam Reservation Line at (877) 729-0059 at least twenty four (24) hours before the day of the exam to ask for a new exam date. If you do not cancel or reschedule at least twenty four (24) hours before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

ABSENCE POLICY

Since emergencies sometimes happen, Pearson VUE will consider excusing an absence from an exam. Acceptable excuses are:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing within fourteen (14) business days following the day of the exam that you missed. This request must include proof of the reason you were absent. For example, if you are absent because of illness of yourself or an immediate family member, you must provide an original doctor's note. Pearson VUE's decision regarding whether an absence is excused is final. Written Verification should be sent to the following address:

Pearson VUE/Florida Department of Law Enforcement
Attn: Regulatory Program Coordinator
5601 Green Valley Drive
Bloomington, MN 55437

WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified if the exam is cancelled due to severe weather or a natural disaster. If the exam is cancelled, you may take the exam on another day at no additional cost.

EXAM DAY

WHAT TO BRING

You MUST bring the following items with you to Examination test site:

- **Two (2) forms of current (unexpired) signature-bearing identification.** One MUST be a government-issued photo identification (for example: driver's license). **PLEASE NOTE:** The signature and names must match exactly to what was submitted on your application. **If you come to the test site without the proper ID, you will not be allowed to take the exam and you will lose your exam fee.**

No other materials will be allowed.

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present two (2) forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) or Credit card
- Employee ID
- School ID
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

TESTING POLICIES

The following policies are observed at each Test Site.

LATENESS

Arrive at the test center fifteen (15) minutes before your scheduled examination starts. If you are late for your scheduled examination, or do not bring all of your required materials, you will **NOT** be allowed to test and your examination fee will **NOT** be returned (see *Cancellation and Rescheduling* on page 3 for more details).

ELECTRONIC DEVICES

Cellular phones, pagers or any other electronic devices are not permitted during testing. There is no place for storage of personal belongings at the Test sites.

PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books, papers, cellphones, or calculators into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the Florida Department of Law Enforcement. Decisions regarding disciplinary measures are the responsibility of the Florida Department of Law Enforcement.

If you give help to someone or receive help from anyone during the exam, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to the Florida Department of Law Enforcement. Anyone who takes or tries to take materials or information into or from the testing room is subject to prosecution.

GUESTS/VISITORS

Guests, visitors, pets, or children are **NOT** allowed at the Test Sites.

COPYRIGHT RULES

All exam questions, each form of the exam, and all other exam materials are copyrighted by and the property of the Florida Department of Law Enforcement. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law and may be further sanctioned by the Florida Criminal Justice Standards and Training Commission.

THE EXAM

When you arrive for your scheduled examination, you must show your two forms of signature identification. One **MUST** be a government-issued, unexpired, photo identification. In addition, the names and signatures must match exactly. If you have had a name change since submitting your application, you **MUST** bring a copy of the official document affecting the name change (example: marriage certificate or divorce decree). If you fail to provide these documents, you will be denied admission to the examination, and you will be liable for all fees.

The examination will consist of multiple choice questions and “field test” questions. (Field test questions are questions on which information is being collected for use in making future exams. Your answers to field test questions do not affect your score. Field test questions are mixed in with the scored questions and are not identified.)

MINIMUM COMPETENCIES

- Written Comprehension
- Written Expression
- Memorization
- Deductive Reasoning
- Inductive Reasoning
- Personal Characteristics/Behavioral Attributes

These “minimum competencies” were adopted by the Criminal Justice Standards and Training Commission (Commission) as prerequisites for enrollment in Florida Commission-certified training centers. The Criminal Justice Basic Abilities Test (CJBAT), developed by Industrial/Organizational Solutions (IOS), Inc., measures these minimum competencies and is used to ensure candidates meet the minimum requirements for the job of a law enforcement or correctional officer.

EXAMINATION STRUCTURE

IOS’ CJBAT measures the defined “minimum competencies” in three separately-timed sections as follows: Section I - behavioral attributes; Section II - memorization; and Section III – written comprehension, written expression, deductive reasoning, and inductive reasoning. In total, there are 97 questions on the CJBAT. You will have 1 ½ hours to complete the exam.

SECTION I

This section of the CJBAT measures various job-related behavioral attributes that indicate how successful you will be as a law enforcement or correctional officer. This section contains 47 items. You will be given 20 minutes to complete this section.

SECTION II

This section of the CJBAT consists of memorization items. You will be presented with images and asked to memorize as many details as possible. You will then answer questions about the images presented. This section contains 10 items. You will have 1 minute to review a picture and 1 ½ minutes to answer the questions associated with that picture.

SECTION III

The CJBAT assesses four additional distinct cognitive abilities: written comprehension, written expression, deductive reasoning, and inductive reasoning. This section contains 40 items. You will have 1 hour to complete Section III.

PASSING SCORE

In order to receive a passing status on the CJBAT, candidates must obtain a score of 70 or higher across all three sections. In addition, a candidate must correctly respond to at least 30 of the 50 questions contained within Sections II and III. The CJBAT only produces a pass/fail result. No scores will be provided to candidates, academics, or agencies.

LAW ENFORCEMENT VS. CORRECTIONS EXAMINATIONS

The questions on the CJBAT for law enforcement officers will be, for the most part, related to law enforcement; the questions will involve situations that police and law enforcement officers encounter on the job, such as collecting evidence or issuing citations. The questions on the CJBAT for correctional officers will be, for the most part, related to corrections; the questions will be about incidents inside prisons and other correctional facilities. These examinations do not require any previous experience or outside knowledge. Use **ONLY** the material provided in the questions or accompanying passages as a basis upon which to choose your answers.

STUDY AIDS & PREPARATION MATERIALS

Study aids and preparation materials are available for sale at the IOS, Inc. website (<https://iosolutions.com>). For law enforcement officer study materials, you can [click here](#). For correctional officer study materials, you can [click here](#). Alternatively, you can simply search for “CJBAT” on the IOS web-store to find the related products for sale.

SCORE REPORTING

Pearson VUE will provide you with your unofficial examination results on the day of testing. Official results will be recorded in the Automated Management Training System (ATMS) database. Examination results will not be given over the telephone nor can they be sent to your employer or to another third party.

FAILING AND RETAKING AN EXAMINATION

If you fail the examination, your Score Report will provide you with information on how best to prepare for retaking the examination.. A new examination fee is required each time you re-take the examination.

To schedule a retake examination, contact the Pearson VUE reservation line at (877) 729-0059 or schedule online at www.pearsonvue.com/fdle/bat. Reservations for reexamination cannot be made at the test center, and you **must wait twenty-four (24) hours from your failed examination before making your reservation**.

RETAKE REQUIREMENTS

Candidates can retake an exam only three times per year. They need to wait until the following year for another retake if they have retaken the exam three times already within the year.

HOW TO READ A FAILING SCORE REPORT

Candidates who fail the examination will receive a score report that includes a grade and diagnostic information relating to the examination. The failing score report features a bar graph showing the candidate's performance in each section.

DUPLICATE SCORE REPORT

If you lose your Score Report or need a duplicate Score Report, please print it from your Pearson VUE account.

FREQUENTLY ASKED QUESTIONS

DEPARTMENT OF LAW ENFORCEMENT FREQUENTLY ASKED QUESTIONS - GENERAL

HOW CAN I GET ANOTHER COPY OF MY CONFIRMATION LETTER?

- Contact Pearson VUE at (877) 729-0059 to request a copy of your Confirmation Notice.

I'VE LOST MY SCORE REPORT. HOW CAN I GET A DUPLICATE COPY?

- If you need a copy of your score report please print it from your Pearson VUE account.

WHAT IS THE PASSING SCORE?

- In order to receive a passing status on the CJBAT, candidates must obtain a score of 70 or higher across all three sections. In addition, a candidate must correctly respond to at least 30 of the 50 questions contained within Sections II and III. The CJBAT only produces a pass/fail result. No scores will be provided to candidates, academies, or agencies..

HOW MUCH WILL THE EXAM COST?

- \$39

AM I ALLOWED TO BRING IN REFERENCE BOOKS TO HELP MY REVIEW?

- No

THE TEST SITE WAS NOT ABLE TO GIVE ME A PRINT OUT OF MY SCORE REPORT. WHAT DO I DO?

- If you need a copy of your score report please print it from your Pearson VUE account.