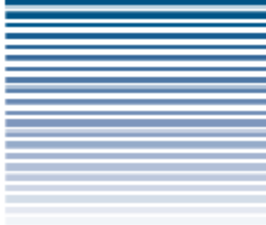




Public Service Commission
of Canada

Commission de la fonction publique
du Canada

Supervisor Simulation Administration Manual (428)



Canada 

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PART A: Introduction

All Administrators should read this manual before supervising the administration of the Supervisor Simulation.

1. Security and Protection

The Supervisor Simulation is the property of the Public Service Commission of Canada. As the Administrator, you are responsible for the security and protection of the simulation material. No part of the simulation is to be reproduced.

When assessments are completed:

- All copies (envelopes) of the Background Information and the Exercise Items used by candidates and Selection Board members must be returned to the Personnel Psychology Centre (PPC) **IN THEIR ORIGINAL ENVELOPES**.
- You must also return the unused copies of test materials in their plastic wrapping along with all the copies of Assessor Manual used by the assessors. **YOU WILL BE BILLED FOR TESTS RETURNED IN OPENED WRAPPINGS.**

2. Sending Background Information to Candidates

Each candidate receives the **Candidate Background Information** (envelope A) prior to the test session. All candidates should receive the material the same amount of time in advance of the test session, to provide equal opportunity to review the contents.

3. Distribution of Material to Assessors

Each assessor should be provided with the following:

- the Items of the simulation
- the Candidate Background Information
- the Assessor Manual

The administrator is responsible for:

- providing the assessors with test material
- keeping a record of material distributed to assessors
- informing the assessors that the material is to be returned in its original format (not destroyed or reproduced)
- retrieving all PPC material from the assessors immediately after the completion of the assessments

The administrator must ensure that assessors realize that all PPC Simulation material in their possession is **PROTECTED** and copyrighted. **NO** material is to be duplicated and any material not returned will be subject to follow-up and investigation.

4. Preparing the Test Session Attendance Sheet

Candidates are tested individually. For purposes of test security and candidate identification, administrators are to prepare and retain a list of candidates who used each test. Use the Test Attendance Sheet (form PSC 2756) provided by the PSC (see page 7). Before giving the candidates the **Background Information** (envelope A) you should complete the "Test Booklet Number" column in advance by entering the serial numbers stamped on each envelope in the right hand corner. On the day of testing, once the candidate is seated, ask him or her to enter his or her name and sign beside the appropriate number on the Test Attendance Sheet and give him or her the **Exercise Items** (envelope B) with the matching serial number.

The last columns, "Test Booklet Returned" and "Other Test Material Returned" are filled out by the administrator after checking the material returned by each candidate. A separate attendance sheet should be used for each day's testing session. The completed attendance sheets should be retained by the responsible human resources or personnel officer.

PART B: Administration of the Supervisor Simulation

1. General Instructions

a) *Assessment Conditions*

Conduct the simulation exercise in a room that can be closed and that is free of noise from adjacent rooms. The simulation exercise should not be disturbed by interruptions from other persons, telephone calls, etc.

Use flat-top desks or tables that provide each candidate with a work area equivalent to about 900 square inches. Each candidate should have pencils or a pen, ten (10) sheets of paper (do not return to PPC), and a felt tip highlighting pen. A clock should be clearly visible in the room.

Observe the exact time limit of two and one-half (2.5) hours for the written portion of the simulation. This represents the elapsed time between the instructions “Begin” and “Stop.”

Check periodically that each candidate is working according to the instructions.

b) *Required Materials*

The administrator requires the following material for his/her own use:

- copy of the Supervisor Simulation *Exercise Items*
- copy of the Supervisor Simulation *Candidate Background Information*
- watch or clock
- pen or pencil

The following materials are required for **each** candidate:

- copy of the Supervisor Simulation Exercise Items
- 8.5" x 11" lined note pad
- pen or pencil
- 10 sheets of paper
- felt tip highlighting pen

Note: The *Candidate Background Information* and all notes that the candidate has made are to be brought to the assessment session by the candidate.

c) *Preliminary Preparation*

You should set up the room at least one-half hour before the session begins. You should have the list of candidates to be assessed, and you should check to ensure that you have the required number of simulation packages.

2. Simulation Administration Procedures

1. At the time the test is scheduled to begin, close the door. No candidate is allowed to enter the room once the testing session has started.

2. **SAY:**

This is the Supervisor Simulation.

If, before or during the testing session, you experience physical or psychological indisposition of sufficient severity to interfere with your performance, it is your responsibility to inform me that you cannot undertake or continue the simulation. If you choose to undertake or continue despite physical or psychological indisposition, you must accept the results and the accompanying retest restrictions.

Persons who have been involved in the development, administration or scoring of this simulation should notify me now.

Anyone declaring a potential conflict of interest may still take the simulation, but the relevant information should be noted. Candidates who decide not to take it may leave. Make a note of their names and the reason why they are not taking it. Inform them that they will be contacted so that alternative arrangements can be made.

3. **SAY:**

If you have a disability that could impede your performance on this simulation, please advise me now so that alternative arrangements can be made.

If a candidate indicates the need for an alternative testing session, you should take his or her name and telephone number and tell the candidate that the Testing Coordinator or responsible Human Resources Officer will be contacting him or her to make the necessary arrangements. The candidate should then leave the testing session.

4. **SAY:**

On your desk is an envelope labelled Supervisor Simulation, Exercise Items (envelope B). You will have two and one-half hours to complete this simulation exercise. You have been provided with paper to take notes and to complete your summary. Please write your responses on the paper provided. Anything written on the exercise items will **not** be scored. Please begin.

Start the stopwatch (or write down the exact time at which the simulation begins). After two and one half hours,

5. **SAY:**

Stop. The time is up. Please do the following: (1) arrange and put back the documents from the Simulation (the background information and items) in their respective envelopes and attach them with a large elastic; (2) gather and attach together all of your notes, except those that you will be using for your presentation; and (3) give me the envelopes and your notes.

Note: Be sure that the candidate gives you all documents used for the presentation after the presentation is completed.

6. Then **SAY:**

You may now take a thirty-minute break. Following the break, please return to this room.

3. Collection of Candidate Simulation Material

The administrator should collect all simulation material, photocopy the candidate's written summary and any rough notes (**do not photocopy test material**) and bring them to the room where the candidate will meet the Selection Board.

Following the candidate's oral presentation, the administrator must collect all the Simulation material used by the candidate and indicate on the Test Session Attendance Sheet in the columns Test Booklet Returned and Other Test Material Returned, that the material was returned by each and every candidate. Once the assessments are completed, the administrator must also collect all the Simulation material used by the assessors.

4. Return of Material

Once all the material listed on the Transmittal Note and Receipt has been retrieved, the test administrator is responsible for returning it promptly to the PPC.

The package should be sent as follows:

- 1) An envelope (or box) containing the following material used by candidates and assessors:
 - the Exercise Items (in the original envelope A)
 - the Candidate Background Information (in the original envelope B)
 - the Assessor Manual
 - the Administration Manual

- 2) All assessor notes as well as those from the candidates, including the candidates' written summary and notes used during the oral presentation, should be kept in the departmental competition file.

Test material must be double-wrapped and the inner package or envelope should be marked "PROTECTED" on both front and back sides. Seal the envelope with three Public Service Commission seals spaced evenly across the flap. It must be sent by the most appropriate traceable method (Priority Courier, bonded courier, etc.)

Note: NEVER USE REGULAR MAIL.

Please use the following address:

Personnel Psychology Centre
Public Service Commission
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7

The test session Attendance Sheets should be retained by the administrator for one year.