Can we use scores from individual test modules for eliminating unqualified applicants?

According to United States Department of Labor’s Guidelines, any test module whose score is used individually for selection purposes should have a reliability coefficient of .70 or greater. It should be noted that test modules that have an individual reliability of less than .70 can be combined with other test modules to increase their overall combined reliability to .70 or greater, and the overall score from this “test battery” (called an AutoTest Code in CritiCall) can also be used for selection purposes.

For example, if you gave a job applicant the Data Entry AutoTest Code (a combination of the Decision Making, Data Entry, and Data-Entry [Audio] test modules), you can use the overall Data Entry score for selection purposes, plus you can use the score from the Data Entry test module alone and the Data Entry (Audio) test module alone to select qualified candidates. This is because the Data Entry AutoTest Code has an overall reliably of .96, the Data Entry test module has an individual test reliability of .94, and the Data Entry (Audio) test module has an individual test reliability of .94.

Using this method you can eliminate unqualified applicants, even if they have achieved an overall passing score, if the applicant has less than a passing score on an individual test module with a reliability of .70 or greater. Note, however, that if you are going to use individual test module scores for selection purposes, you must use this information in the same way for every test taker.

The following CritiCall test modules have individual reliabilities of .70 or greater, which means that they can be used as “stand alone” tests that do not need to be combined with other test modules for their scores to be used for selection purposes. In other words, you can require a person to not only score greater than the overall cutoff score, but you can also require the person to score greater than the cutoff score for each of these individual test modules, if you so wish.

- Data Entry
- Data Entry (Audio)
- Call Summarization 2
- Call Summarization 2-MT
- Memory Recall (Audio)
- Memory Recall-Numeric (Audio)
- Mathematics
- Map Reading
- Reading Comprehension
- Sentence Clarity¹
- Spelling

¹ While the Sentence Clarity module has a test-retest reliability coefficient of less than .70, it does have an internal consistency reliability coefficient (alpha) of .76, which allows it to be used for employment purposes.
In order to make it easier, Candidate Score Reports printed out for tests taken using CritiCall Version 3.5 and high have an asterisk mark (*) next to each and every test module that can be used as a stand-alone test.

**So, where do we find the cutoff scores for these individual test modules?**

To view the cutoff scores for the individual test modules, you must print out the detailed version of the Validation Report from the Validation Report section of the CritiCall Administrator’s program after seven or more of your Subject-Matter Experts (SMEs) have used the Validation Wizard for the AutoTest Code where the test modules are contained.

Each test module in the AutoTest Code that has been validated has its own Results and Recommended Cutoff Scores section in the report immediately following the validation information for that module. The cutoff score your subject-matter experts suggest, plus modifications of the cutoff score (using the Standard Error of Measurement as specified in the U.S. vs. South Carolina Supreme Court decision), can be found here.

*The following is an example of the Results and Recommended Cutoff Scores section in the detailed Validation Report. There is one Results and Recommended Cutoff Scores section for each test module that has been validated.*

<table>
<thead>
<tr>
<th>Test Name:</th>
<th>Data Entry (Audio)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Test Valid?</td>
<td>Yes</td>
</tr>
<tr>
<td>Mean of Suggested Cutoffs*</td>
<td>3800.000</td>
</tr>
<tr>
<td>Standard Error of Measurement (Angoff)**</td>
<td>361.059</td>
</tr>
<tr>
<td>Cutoff** (Mean Less 1 SEM):</td>
<td>3439</td>
</tr>
<tr>
<td>Cutoff** (Mean Less 2 SEMs):</td>
<td>3078</td>
</tr>
<tr>
<td>Cutoff** (Mean Less 3 SEMs):</td>
<td>2717</td>
</tr>
<tr>
<td>Pass/Fail or Rank**:</td>
<td>Rank</td>
</tr>
</tbody>
</table>

* Suggested cutoff scores for individual tests should be used for diagnostic purposes only, and should not be used for making hiring decisions.

** It is recommended that the cutoff score be set at one, two, or three standard errors of measurement (SEM) below the mean. Base the decision to use one, two, or three SEMs on the following factors:

1. The size of the standard error of measurement (the larger the SEM, the greater the impact in lowering the cutoff by one, two, or three SEMs)