

Pre-test Checklist for Test Proctors or Examiners

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Note on the purpose of the Pre-Test Checklist:

The following is a generalization, but there seem to be two types of hiring methods. Organization A has a scarcity of applicants. This is common in U.S. law enforcement agencies, for example. These organizations often conduct an exploratory pre-test interview to ensure the applicant has not participated in any disqualifying activities. If that interview goes well, a screening lie detection test follows. If some admissions are made in the pre-test interview, and it's determined the activities are not disqualifying, then a withholding information test usually follows. And many times, a post-test interview is conducted if the examinee doesn't pass the screening test or withholding test to verify the root cause and possibly to run a breakdown test. Much effort is made to get people hired in this situation.

Organization B, on the other hand, has an abundance of job applicants. This is common in some parts of Latin America, for example. These organizations often take a job application from a person and then run a screening lie detection test to qualify the applicant. If the applicant passes the test, they move on in the process. If the applicant fails, they are disqualified and nothing else is done.

This course focuses on the pre-test checklist function that a test proctor or other person should do, prior to testing. This course does not teach skills to conduct effective interviews. We have another training module called "Investigative Interviewing" which provides the material needed to conduct effective post-test interviews, as well as exploratory pre-test interviews.

Introduction

Introduce yourself to the examinee as the Test Proctor (or Examiner) and ask their name preference. Tell them how they may refer to you. If needed, verify ID and collect any other administrative information from the examinee.

It is helpful to build rapport by allowing the examinee to tell you how to address them and then allow them to refer to you by your first name. This helps mitigate the power difference between test administrator or examiner (high power) and test subject (lower power).

Point out all recording or monitoring equipment to be used. For polygraph exams, it is customary to make an audio/video recording of all interaction with and testing of the examinee. As an option, the EyeDetect Station can be configured to automatically start a video recording of the examinee when the test begins and stop the video recording when the test ends, but it cannot accommodate an audio/video recording of the room prior to or following a test. You will have to use a separate camera/recording device for that interaction. This is highly recommended and is customary for polygraph exams.

Overview

Provide the examinee with an overview of the testing process as detailed below. Discuss the following and indicate that you would like the examinee to sign a consent form at the end of this “overview” in which they agree to take the test today.

- Explain that the examinee may ask to stop the test at any time and may refuse to answer any question posed.
- Tell the examinee the purpose of the test is to verify information about the examinee, whether for a screening test, diagnostic test, etc.
- Mention who will see the test results, i.e., HR director, hiring manager, background investigator, defense attorney, police, etc.
- Tell the examinee in order to pass the test, s/he must be truthful to all of the questions and follow directions at all times.
- Mention that a computerized system will be used to verify examinee credibility by analyzing signals from the eyes and brain. If an EyeDetect+ test, mention that respiration activity, cardiovascular activity and skin humidity (sweat) will be measured and recorded.
- Tell the examinee what the test topics are (high level).
 - Screening examples: Today, you will be asked about your association or affiliation with any domestic or foreign terrorists. OR Today, you will be asked about whether you have committed a serious crime act.
 - Diagnostic examples: Today, you will be asked about the robbery of the 1st National Bank on May 31. OR Today, you will be asked about having sexual contact with a child in your home in April of this year.
- Tell the examinee the testing process includes listening and seeing pre-test instructions on the computer screen — to learn more about the test topics. Next, there is a practice test — to learn how to take the test. And following that, the lie detection test will begin.
- Describe to the examinee the testing equipment to be used.
 - EyeDetect test: Computer or laptop, mouse, eye tracker, headphones, and optional chinrest.
 - EyeDetect+ test: In addition the previously mentioned equipment, there will be a strap attached to the chest/abdomen and small sensors on each wrist and on three fingers.

- Explain how the test is administered: Listen to instructions, respond to Yes/No questions or True/False statements that will appear on screen, respond with a mouse, pay attention to avoid making mistakes, relax during the various 15-second rest periods throughout the test, no one should talk, answer truthfully, etc.
- Explain there should be no other persons present in the testing room with the examinee, other than the Test Proctor (examiner). However, if using EyeDetect Manager, explain briefly what the software will indicate to you while observing from another location.
- Explain how the test is scored — it considers eye and reading behaviors and/or other physiological changes, an algorithm analyzes that data within a few minutes, and computes a credibility score and a test report. A score between 1 and 49 is a deceptive score. A score between 50 and 99 is a credible score.
- Explain you will do your best to answer questions before the test, but that you cannot give answers to specific test questions.
- Refer to the next section on Suitability for additional questions.
- Ask if there are any issue(s) of concern to the examinee before proceeding.

Suitability

If this is a preconditional offer of employment test, ensure you do not violate the Americans with Disabilities Act (ADA), if applicable. The concern is the manner in which the ADA's restrictions on hiring practices affect questions that may be asked in the preconditional offer phase testing. Before a job is offered, the ADA states an employer may not conduct a medical examination or ask if that person has a qualifying disability. The Equal Employment Opportunity Commission (EEOC) interprets this as the prospective employer may not conduct any medical examination or make any medical inquiries, or review a list of medical conditions or disabilities, before offering the person the job. Employers are allowed to ask about current drug or alcohol use in the pre-offer stage. Converus strongly recommends the users of EyeDetect consult legal counsel with respect to limitations placed on hiring by the ADA.

Review the examinee's suitability for testing. i.e., Have they slept sufficiently, eaten recently, are in any kind of pain or distress, feeling sick (can't take the test), taken any medications prescribed to them that might affect their health today, taken any illegal drugs? Do they know of a reason they feel they can't sit still for five minutes?

If you have questions about the examinee's suitability, review the issue with your supervisor or legal representative. If the examinee seems suitable, based on what they tell you, then proceed.

Informed Consent/Liability waiver

Ask the examinee to sign an informed consent and liability waiver following the previous overview.

Discussion about the Purpose of the Test

As previously mentioned, some organizations conduct a pre-test interview to review documents presented, such as an information booklet or personal history. If that's the case, the examinee would be interviewed to review the "pretest information booklet" or "personal history". Then, review any Interview Route Maps to help define the scope of the test targets. These are helpful when presenting complex topics. When the examinee sees a graphical representation of the testing issues while hearing about them, it is expected that comprehension of those issues is improved.



If the examinee discloses behaviors that are non-disqualifying, you could proceed — but you may need to apply a “withholding information” test if there are admissions made. If behaviors are disqualifying, interview ends.

Diagnostic Test - If the examinee is scheduled for a single-issue (diagnostic) test, engage in a free narrative discussion of the examinee’s understanding of the topic to be tested. Use cognitive interview techniques and ask the examinee to discuss their version of the case facts. Ask clarifying questions in a non-accusatory manner. As previously mentioned, we offer an “investigative interviewing” course which teaches those skills.

Test Scope

After the previous free narrative/discussion, if the scope of the test has not changed, and the test questions/statements are still applicable, review the test questions/statements with the examinee at a high level.

It is a requirement in most polygraph settings, that there be no unreviewed questions. If the questions/statements need to be modified, based on the free narrative of booklet/history/IRM review, then edit those or have them edited prior to proceeding. If that happened, review the revised test questions/statements with the examinee at a high level.

Examinee Hygiene

Regardless of the test type, ask the examinee to wash their hands with warm water and soap prior to the test. This is very helpful in times of COVID but also when administering an EyeDetect+ test.

Then, if applicable, review and attach the EyeDetect+ sensors. Explain that gel pads and sensors will be attached to the wrists and fingers and a strap to the abdomen. Allow the examinee to ask any questions or convey any level of discomfort caused by the components.

Begin the Test

For any high-profile tests, we recommend you run two, quick diagnostic tests prior to the EyeDetect test to ensure the examinee has the mental capability to respond properly and appropriate eye behavior. Those are the Light/Dark Reflex and Digit-Span Diagnostic tests. You can enable these diagnostic tests in the Test>Create dialog box prior to starting the EyeDetect test. These are standard settings for any Directed Lie test.

We strongly suggest you monitor the examinee during the test using the software application, EyeDetect Manager or EyeDetect+ Manager, to ensure data integrity and examinee compliance.

Test Results

Report the test results to the examinee and complete any post testing portion of the Waiver and Informed consent.