MCT Practical Exercise

**Preemployment – Pretest Admissions**

# Pretest admissions refers to the case where an examinee has made admissions prior to the test concerning any of the relevant topics. Therefore, every relevant topic assumes that an admission may have been made and should be asking if they “have reported everything about an action or behavior”, or “other than what they have disclosed, is there anything else.”

# Part 1/4 – Relevant Topics

**Instructions:** Choose 2 or 3 relevant topics needed for the test—keep in mind the examinee has made pretest admissions. These can be preemployment topics your organization might wish to test on or you can select from the common relevant topics listed below.

*Relevant topics should adhere to the following guidelines:*

* *Focus on specific actions or behaviors.*
* *Focus on the examinee’s own experience/actions – not those of others.*
* *Be clear and concise – not subjective.*
* *Use time frames to narrow the scope.*
* *Don’t ask about intent, desires, or emotions.*
* *Don’t use accusatory or assuming language.*
* *Don’t use legal, emotionally charged, or judgmental terms.*
* *Make sure test topics are distinct and different – no crossover.*

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| **R1** |  |
| **R2** |  |
| **R3** |  |

Common relevant topics where the examinee has made pretest admissions:

* Unreported use illegal drugs during the past ? years
* Unreported use illegal drugs during the specified time frames (time frames = ? yrs. illicit, ? yrs. Marijuana)
* Commit a crime act as an adult that you did not already disclose
* Undisclosed commission of a sex crime
* Unreported commission of an act of domestic violence
* Undisclosed scamming
* Unreported thefts of any item valued over ? amount
* Undisclosed stealing from a previous employer (over ? amount)
* Fired or suspended from a previous job that you did not report
* Unreported divulging of confidential information at a previous job
* Undisclosed accepting or offering bribes at a previous job
* Unreported fraud at a previous place of employment

Cont.

# Part 2/4 – Comparison Topic

**Instructions:** Choose a comparison topic for your company/organization. Pretest admissions only apply to relevant topics, not comparison topics. Comparison topics are very serious and any pretest admission concerning them specifically would likely require immediate disqualification and/or possibly an arrest. Therefore, comparison topics with pretest admission tests would be the same as tests with no pretest admissions and would ask if they directly committed the behavior, instead of assuming they have made an admission about it. Select from the suggested list if needed.

*Comparison topics should adhere to the following guidelines:*

* *Low probability the examinee has participated in the behavior or act (less than 3% prior probability)*
* *Must have the most severe consequences of all issues (often considered illegal)*
* *Must be relevant – it should make sense when compared to the relevant topics and the organization would be interested in knowing*
* *Be plausible – examinee could have participated in the behavior or act, but not likely*

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| **R4 (Comparison)** |  |

List of suggested preemployment comparison topics:

Law Enforcement:

* Ties to domestic or foreign terrorism
* Ties to gangs or organized crime
* Illegal arms trafficking
* Human trafficking
* Sabotage
* Espionage
* Exchange counterfeit money

Commercial:

* Exchange counterfeit money at work
* Human trafficking
* Ties to gangs or organized crime
* Violent crime
* Identity theft

Cont.

# Part 3/4 – Write Instructions from Template

**Instructions:** Write the test instructions using the relevant and comparison topics you have chosen by altering the text shown in blue in the “instructions” column. Do not alter the gray text in the “example” column; it is shown for guidance and should not be copied. The purpose of this exercise is to test your current skill and understanding of the training materials so please do not copy example text from any of the training presentations.

*Please consider the following when writing MCT test instructions:*

* *Present the topics in the following order: R4, R1, R2, R3*
* *Be specific – include time frames, definitions, and examples*
* *Be simple – avoid wordiness and confusing language*
* *Follow the guidelines for relevant and comparison topics*
* *Proofread and avoid spelling and grammatical errors*

*NOTE: Consider using HTML code and bullet points to help with the visual presentation of the instructions for the examinee (Use a <br> for a hard return or line break. Use <br><br> as a double space).*

*Delete or add rows if needed.*

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| **Instructions** | **Example** |
| **Paragraph explaining pretest admission scenario.** | Introduce the pretest admission scenario. Explain that we know admissions have been made on some or all the topics and that any confessions are not considered disqualifying. Emphasize that any pretest admissions should be full and complete and that nothing else should now be left unsaid concerning the relevant topics. |
| **This truth verification test will ask about your involvement in these four issues:<br><br>(1) INSERT Comparison topic, <br>(2) INSERT Relevant topic #1, <br>(3) ) INSERT Relevant topic #2, and <br>(4) ) INSERT Relevant topic #3** | Introduce the 3 or 4 test topics chosen above, making sure to list the comparison topic first, followed by the R1, R2, and R3. |
| **First, we want to ensure INSERT Comparison topic paragraph…** | First paragraph for the comparison topic. Explain why it is a topic of concern and describe what it is. |
| **INSERT Comparison topic description…** | Provide further definitions and examples to describe the comparison topic so that it is clear and understandable to the examinee. Avoid extraneous language or legal terms. |
| **INSERT comparison topic severe consequences paragraph…** | Emphasize the serious nature of the comparison topic and detail the consequences if found guilty. This is only needed for the comparison topic and none of the other topics. |
| **Second, this test will ask if you INSERT R1 topic...** | Second, introduce the R1 topic with time frames if any and operational definitions if any. Remind them that the topic is only asking about unreported or undisclosed acts, since a pretest admission has been made. Define the operational definitions (example: In this test “that day” refers to March 5, 2023, and “that boy” refers to David, your son). |
| **R1 Topic paragraph/description...** | Provide further description and detail about the R1 topic if needed, listing any applicable examples. Make sure definitions are concrete and free of subjectivity. Make sure any examples address the issue of most concern.  |
| **Third, INSERT R2 Topic...** | Third, introduce the R2 topic with time frames and operational definitions if any. Remind them that the test is only asking if they have withheld further information about the topic, since pretest admissions have been made.  |
| **R2 Topic paragraph/description** | Provide definitions and examples for the R2 topic to make it clear what is being asked. If needed, add another line if more paragraphs are required. |
| **Lastly, INSERT R3 Topic...** | Finally, introduce the R3 topic with any time frames and operational definitions. Remind them that the test is only concerned if they are still hiding or withhold information about the R3, since pretest admissions have been made. |
| **R3 Topic paragraph/description** | Make sure to describe the R3 action or behavior and provide examples if necessary. Add more lines if more paragraphs are needed to properly explain the R3 topic. |
| **In summary, this test will ask about your involvement in each of the following four issues:<br>(1) INSERT Comparison topic <br>(2) INSERT Relevant topic #1 <br>(3) INSERT Relevant topic #2, and <br>(4) INSERT Relevant topic #3.** | Summarize the test topics in a list format similar to the introductory paragraph, with the comparison list first. |
| **If you done R4 COMPARISON TOPIC, have done R1 TOPIC, done R2 TOPIC, or done R3 TOPIC,**please tell the test administrator now. | Invite the examinee to confess if they have done any of the topics described in the preamble. Make sure to list each topic again so it is clear. |

# Part 4/4 – Write Statements from a Template

**Instructions:** Write the statements for the relevant and comparison topics by altering the text shown in blue below in the left column. The example text in gray will show one example of a true and false statement per topic but all blue statements should be different – DO NOT copy the gray text. The purpose of this exercise is to test your current skill and understanding of the training materials so please do not copy example text from any of the training presentations.

*Consider the following when writing statements:*

* *All relevant (R1, R2, R3) statements should ask about unreported, undisclosed, or concealed behaviors/acts*
* *Include 6 TRUE and 6 FALSE statements for each topic*
* *All statements must be unique*
* *Balance – all statements should be roughly the same length*
* *Each topic statement refers to the same action or behavior in corresponding topic paragraphs from instructions*
* *Keep it simple – do not use confusing wording or include spelling or grammatical errors*
* *Include time frames and other qualifiers from the pre-test instructions*

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| **R1 - True** | **Example** |
| **I have not reported all...** | I have reported all use of illegal drugs within the past 2 years. |
| **I do not have unreported...** | I have reported all use of illegal drugs within the past 2 years. |
| **I have not withheld...** | I have reported all use of illegal drugs within the past 2 years. |
| **I was honest about...** | I have reported all use of illegal drugs within the past 2 years. |
| **I disclosed all...** | I have reported all use of illegal drugs within the past 2 years. |
| **I left out no...** | I have reported all use of illegal drugs within the past 2 years. |

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| **R1 - False** | **Example** |
| **I lied about...** | I lied about my illegal drug use from the past 2 years. |
| **I am still hiding...** | I lied about my illegal drug use from the past 2 years. |
| **I have withheld some...** | I lied about my illegal drug use from the past 2 years. |
| **I am concealing...** | I lied about my illegal drug use from the past 2 years. |
| **I am currently lying...** | I lied about my illegal drug use from the past 2 years. |
| **I have been dishonest...** | I lied about my illegal drug use from the past 2 years. |

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| **R2 - True** | **Example** |
| **I have not reported all...** | I have not withheld acts of bribery at a past employer. |
| **I do not have unreported...** | I have not withheld acts of bribery at a past employer. |
| **I have not withheld...** | I have not withheld acts of bribery at a past employer. |
| **I was honest about...** | I have not withheld acts of bribery at a past employer. |
| **I disclosed all...** | I have not withheld acts of bribery at a past employer. |
| **I left out no...** | I have not withheld acts of bribery at a past employer. |

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| **R2 - False** | **Example** |
| **I lied about...** | I am still hiding a bribery act that occurred at a previous employer. |
| **I am still hiding...** | I am still hiding a bribery act that occurred at a previous employer. |
| **I have withheld some...** | I am still hiding a bribery act that occurred at a previous employer. |
| **I am concealing...** | I am still hiding a bribery act that occurred at a previous employer. |
| **I am currently lying...** | I am still hiding a bribery act that occurred at a previous employer. |
| **I have been dishonest...** | I am still hiding a bribery act that occurred at a previous employer. |

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| **R3 - True** | **Example** |
| **I have not reported all...** | I have reported all serious crimes committed as an adult. |
| **I do not have unreported...** | I have reported all serious crimes committed as an adult. |
| **I have not withheld...** | I have reported all serious crimes committed as an adult. |
| **I was honest about...** | I have reported all serious crimes committed as an adult. |
| **I disclosed all...** | I have reported all serious crimes committed as an adult. |
| **I left out no...** | I have reported all serious crimes committed as an adult. |

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| **R3 - False** | **Example** |
| **I lied about...** | I am hiding a serious crime committed as an adult.  |
| **I am still hiding...** | I am hiding a serious crime committed as an adult.  |
| **I have withheld some...** | I am hiding a serious crime committed as an adult.  |
| **I am concealing...** | I am hiding a serious crime committed as an adult.  |
| **I am currently lying...** | I am hiding a serious crime committed as an adult.  |
| **I have been dishonest...** | I am hiding a serious crime committed as an adult.  |

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| **R4 - True** | **Example** |
| **I have not...** | I have not had past ties to any terrorist organizations. |
| **I have avoided...** | I have not had past ties to any terrorist organizations. |
| **I am innocent of...** | I have not had past ties to any terrorist organizations. |
| **I have never...** | I have not had past ties to any terrorist organizations. |
| **I did not...** | I have not had past ties to any terrorist organizations. |
| **I am not guilty of...** | I have not had past ties to any terrorist organizations. |

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| **R4 - False** | **Example** |
| **I have not...** | In the past, I have worked with a terrorist organization. |
| **I have avoided...** | In the past, I have worked with a terrorist organization. |
| **I am innocent of...** | In the past, I have worked with a terrorist organization. |
| **I have never...** | In the past, I have worked with a terrorist organization. |
| **I did not...** | In the past, I have worked with a terrorist organization. |
| **I am not guilty of...** | In the past, I have worked with a terrorist organization. |