



APPENDIX A

Job Aid: Administering BDA TSM Assessments via OLC/EAMS

1. The Instructor identifies the item to be assigned in the OLC. Test items would be:
 - a. SCR-BDA TSM Assessment1-2014-EAMS – *2014 Behavioral Detection and Analysis Transportation Security Manager (BDA TSM) Initial Assessment*
 - b. SCR-BDA TSM Assessment2-2014-EAMS – *2014 Behavioral Detection and Analysis Transportation Security Manager (BDA TSM) Re-Assessment 1*
 - c. SCR-BDA TSM Assessment3-2014-EAMS – *2014 Behavioral Detection and Analysis Transportation Security Manager (BDA TSM) Re-Assessment 2*

NOTE: The Instructor **DOES NOT** create a **Scheduled Offering** in the OLC for EAMS BDA TSM Assessments, as is done for EAMS Training JKTs.

2. Inform BDA TSM(s) that they should not access the test item until directed by a Test Administrator.
 - a. The test item is assigned to the BDA TSM(s) just prior to testing to minimize the number of individuals who will try to log-in early; if an BDA TSM tries to access the test early, he/she will not be able to access it and it will need to be removed from the Learning Plan and be reassigned in the OLC (see #10 below).
3. Test Administrators must conduct tests using the current version of the *TSA Employee Assessment Management System (EAMS) Test Administrator (Proctor) User Guide*. This guide can be found on the EAMS home page, under “Help,” and “User Guide Download.”
4. When an assessment has recorded a passing score, the test item moves to the OLC Learning History and the assessment process is complete. A record is created in the OLC Learning History to indicate a ‘PASS’ status.
5. If an assessment has recorded a failing score, the item moves to the OLC Learning History. A record is created in the OLC Learning History to indicate a ‘FAIL’ status:

NOTE: Currently the item remains in the Officer’s OLC Learning Plan. Prior to assigning the reassessment item, the previous assessment item should be manually removed from the Officer’s OLC Learning Plan.



6. If a BDA TSM fails an assessment, the reassessment is assigned to the BDA TSM by the Test Administrator (i.e., if a BDA TSM fails BDA TSM Assessment 1, then BDA TSM Assessment 2 will be administered next, after remediation has been completed).
7. If the reassessment (i.e., BDA TSM Assessment 2 or BDA TSM Assessment 3) is passed, the assessment process is complete.
8. If all three attempts for the assessment (i.e. BDA TSM Assessment 1, 2, and 3) are failed, refer to the BDA Program Office at BDA.mailbox@tsa.dhs.gov for further information.
9. Raw scores from EAMS will automatically transfer to the OLC. Note that in the OLC, the "Percentage Grade" field will display the raw score – not the percentage.
10. If a BDA TSM launches an assessment more than once, he/she will receive an error message.

In this event, the Training Manager, Training Specialist, or Designee must remove the assessment from the BDA TSM's OLC Learning Plan and reassign it, in order to administer the assessment.

- a. Go into the BDA TSM's OLC Learning Plan and delete the assessment
- b. Reassign the assessment to the Manager's Learning Plan