

Immigration Enforcement Agent Pre-Employment Fitness Test

TEST ADMINISTRATOR CHECKLIST

HOW TO PREPARE TO GIVE THE 3 TESTS

- **Review space requirements and identify suitable testing site**
 - Electrical power outlet
 - Adequate unencumbered floor space to allow the applicant to lie down in a prone position and have enough space to comfortably alternate between standing and kneeling positions
 - Has a minimal ceiling height of 8' for the bench step
- **Verify that you have all the equipment needed to conduct the Immigration Enforcement Agent (IEA) pre-employment Fitness Test Battery**
 - Copy of IEA Testing Fact Sheet with illustrations to be performed
 - Clipboard
 - CBP Form 523 Fitness Score Sheet for each applicant
 - Ink pen for recording scores
 - Stopwatch with lanyard
 - Boom Box or similar high volume output audio cassette/CD player
 - IEA Fitness Audio CD
- **Review Test Requirements**
 - Listen to the audio tape
 - Review illustrations of tests in the IEA Fitness Testing Fact Sheet
 - Practice demonstrations to be performed by you, the Test Administrator
 - Complete some fitness score sheets for practice

WHAT TO DO WHEN THE APPLICANT ARRIVES

- Verify that the applicant has signed the Consent for Fitness/Performance Test
- Assure that participant is dressed appropriately for testing
- Welcome the applicant and introduce yourself
- Verify that the applicant Information box has been completed on CBP Form 523

READ THE FOLLOWING STATEMENT VERBATIM TO EACH APPLICANT:

“There are 3 timed tests that I will be administering to you today: The Kneel/Stand Test, the Push-Up Test and a 5-minute cardiovascular Step Test. Let me explain how the process will work. I will be playing a CD, which contains instructions for all the movements that you need to follow for each test. The CD also contains all the time frames. You will need to listen carefully to the CD and follow the verbal instructions.

You will get a brief practice session for each test right before the actual timed test and these practice sessions are also on the CD. I will demonstrate the movements during the practice sessions so just follow along with me. After each test, there is a 3 minute rest period during which time you listen to the instructions for the next test.

Because all of the time frames are on the audio CD, I am not allowed to stop the CD at any point once we begin. Each test must be successfully completed before moving to the next test. If you fail any portion of any of the tests, I will need to stop the test process and you will be free to go.

Do you have any questions before we begin?”
(Answer questions as needed, be brief and keep on time)

TESTING PROCEDURES

- **Before you start**
 - Set the volume high enough for the applicant to hear the CD, as this is critical to the test process
 - Minimize an other external noise (e.g., close doors, turn off other equipment which may be a distraction, etc.) so the applicant can concentrate on the CD

KEY POINTS BY TEST

KNEEL/STAND

Review section 1 of CBP Form 523 for information you are to record:

1. KNEEL/STAND TEST

Kneeling/Standing tests completed without assistance/postural deviation? Yes No

Kneeling/Standing tests completed in 25 seconds? Yes No

STOP further testing if applicant has not passed Kneel/Stand tests without assistance/postural deviation and within 25 seconds-
Check **FAILED** in test summary box.

Maintained Upright Bilateral kneeling position for 2 minutes and stood without assistance/postural deviation? Yes No

STOP further testing if applicant has not passed Upright Bilateral kneeling position for 2 minutes and stood without assistance/postural deviation. –
Check **FAILED** in test summary box.

STEP 1



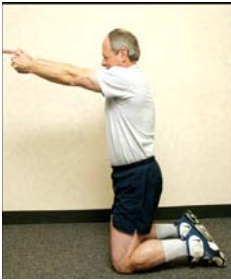
STEP 2



STEP 3



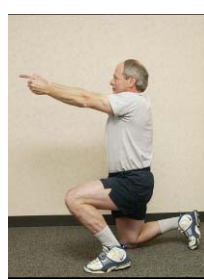
STEP 4



STEP 5



STEP 6



STEP 7



STEP 8



STEP 9



STEP 10



STEP 11



Hold 2 Minutes



STEP 13



STEP 14



- Stand 6 to 8 feet directly in front of person tested

- **Reasons For Failure**

- Unable to complete the first 10 position changes in 25 seconds
- Double kneeling position not held for 2 minutes
- Failure to maintain the proper positioning throughout the entire test will warrant failure

PUSH-UP TEST

Review section 2 of the CPB Form 523 for the information you are to record

2. Fifteen (15) PROPER FORM PUSH-UPS WITHIN TWO (2) MINUTES

15 Push-ups completed within 2 minutes

Yes

No

If NO list number completed _____

STOP further testing if applicant failed to complete 15 Proper Form Push-ups within 2 minutes

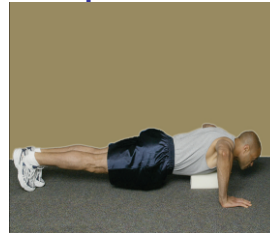
Step 1



Step 2



Step 3



Step 4



- **Push-Ups DO NOT count if the following holds true:**
 - Push-ups done with a sagging back
 - Push-ups done with raised buttocks
 - Push-ups with feet spread wide
 - ½ Push-Ups, where the applicant fails to touch the foam block or to come up all the way to an elbows straight position.
- **Reasons For Failure:**
 - Applicant fails to complete 15 proper form push-ups in 120 seconds
 - Applicants knees touch the ground
- **Applicant may only rest in the "up" position**
- **Push-Ups performed incorrectly will not count, but do not constitute test failure. Coach the applicant and allow them to continue**

STEP TEST

Review section 3 of the CPB Form 523 for the information you are to record:

3. STEP TEST

5 Minute Step Test successfully completed?

Yes No

If test not successfully completed, enter time test stopped

_____ minutes
_____ seconds

Failure Reason: Failed to keep cadence for 3 CONSECUTIVE SEQUENCES
Failed a total of 6 CADENCE SEQUENCES after attaining initial step
cadence.

Yes No

Yes No

Check FAILED in test summary box if applicant did not successfully complete the Step Test.

Note: Test Administrators must start the stop watch at the beginning of the test. If the applicant does not complete the test, record the minutes and seconds completed on the score sheet. This information is needed to document test failure. START TIMING on the first step onto the bench with the right foot.

STEP 1



STEP 2



STEP 3



STEP 4



STEP 5



• Reasons for Failure

- Failure to step for the entire 5 minutes
- Unable to maintain stepping cadence in accordance with audio tape for more than 2 CONSECUTIVE SEQUENCES – (with up, up, down, down being one sequence)
- Failure to maintain stepping cadence a total of 6 CADENCE SEQUENCES during the entire 5 minute test
- Pushing on legs to assist in stepping (see below)



TESTING ENDS WHEN:

- Applicant completes all three tests – OR
- Applicant fails any of the three tests – OR
- Applicant becomes injured or sick during the testing and can not continue – OR
- Test Administrator stops test

FEEDBACK TO PARTICIPANT FOLLOWING TESTING

You have now completed the fitness testing. Your results will be sent to the Bureau of Customs and Border Protection.

If applicant requests further information refer them to page 2 of the CBP Officer Fitness Testing Fact Sheet.

FOLLOW UP AFTER TESTING

- Thoroughly complete the Fitness Testing Score Sheet
- It is extremely important that all requested information is provided
- Test results may be challenged and it is essential that we have all supporting data to defend our hiring decision.
- Remember not to write below the CBP HQ USE ONLY box
- Maintain the original Fitness Testing Score Sheet in applicant folder with medical exam
- Reset CD, zero stopwatch and reposition/store all equipment items for next test