
shall be administered thereafter.

904.208 Rating of Examinations

- A. Appropriate psychometrics and measurement techniques and procedures shall be used in evaluating the results of examinations, and in determining the minimum rating by which eligibility may be achieved, and the relative rank of candidates.
- B. The Director of Education/Superintendent shall set the minimum ratings for each part of an examination and all candidates shall be required to obtain the set minimum passing score for each part of the examination in order to proceed to each successive test, and in order to receive a final passing rating. The final earned rating of each applicant shall be determined by combining the earned ratings of each part of the examination in accordance with the weights established for each part.

904.209 Notification of Examination Results

Each applicant who participates in an examination shall be given written notice, in person or by mail, of his examination results. The record of ratings, as well as examination papers, shall be held as official records for the life of the resulting eligibility list.

904.210 Inspection of Written Examination Papers

The Director of Education/Superintendent shall, upon request of a candidate, authorize such candidate to inspect his own written examination papers within 30 days of the date of examination in the presence of an authorized representative, except that when a candidate is scheduled to retake the same examination, inspection shall not be allowed more than five days prior to the examination date. The privilege of inspection shall not be deemed to include authorization to copy examination papers, or to inspect or to copy examination instructions, questions or answers.

904.211 Administrative Review of Examination Rating

An applicant may request administrative review of his rating

assigned in an examination by submitting to the Director of Education/Superintendent in writing, information to substantiate his request within five (5) days for DOE only announcements or for open announcements following the date his examination notice was postmarked. Unless the Director of Education/ Superintendent determines that a delay in services will hamper the operation of a program, certification of eligibles is authorized only after the administrative review period has elapsed.

904.212 Changes in Rating

- A. Changes in rating may be made as a result of a discovery of errors in the rating or scoring process, or as a result of an administrative review wherein the facts warrant a change.
- B. Rating errors may be corrected throughout the life of the eligibility list.
- C. Any such changes shall be reported to the applicants affected.
- D. Changes in rating generally will not affect a certification already issued, or invalidate an appointment already made from the eligibility list.

904.213 Duration of Examination Ratings

- A. Examination ratings are good only for the life of the eligibility list and shall not be carried over to a new eligibility list for the same position after a period of one year.
- B. Exceptions to this rule shall apply when minimum qualifications are amended or when written, oral or performance examinations are likewise amended. In this event, the existing eligibility list will be invalidated and candidates must take and pass any and all new examinations, both assembled and unassembled, in order to remain eligible for certification.

904.214 Security of Tests

Examination questions shall, at all times, be maintained under conditions affording maximum security. All precautions to safeguard the confidential nature of examination materials shall be