
performance tests may be required to sign a waiver of liability.

- E. All reasonable precautions shall be taken to protect the confidentiality of information about applicants.
- F. Applicants with disabilities shall be given reasonable accommodation in the administration of tests.

904.207 Assembled Examinations for Closed and Continuous Announcements

- A. For announcements having a specific closing date, and closed announcements, examination shall not be administered until after the closing date and until such time all applications have been evaluated. Applicants applying under a closed announcement may take the required examination only once and only one eligibility list established.
- B. For continuous announcements, the following provisions shall prevail:
 - 1. No examination shall be administered until 10 work days after the date of the announcement.
 - 2. Candidates who fail an examination may retake the same examination after 30 days have lapsed. Exception to this rule may apply when the Director of Education/Superintendent has certified that there are less than five eligibles for each vacancy in a given class of position.
 - 3. An applicant who has passed all parts of an examination for a particular position and who requests to retake the examination for the purpose of upgrading his final earned rating, may retake the examination provided that 30 days have lapsed since his last examination, and provided that the announcement has not been closed. The higher score shall be used to determine the final earned rating.
 - 4. When a closing date is announced, only one final eligibility list shall be established and no examinations

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