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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