
904.204 Development and Validation of Tests

Tests for each examination shall be developed and validated in compliance with equal employment opportunity objectives and merit principles, and in accordance with professionally approved validation strategies such as content, criterion-related or construct validation where it is technically feasible.

904.205 Admission to Compete in Assembled Examinations

Persons submitting applications during the period specified in the examination announcement shall be admitted to compete in the examination provided, it is clearly shown that requirements for admission are met. Where doubt exists as to whether or not the applicant meets the minimum requirements for admission to the examination, the Director of Education/Superintendent may authorize conditional admission. Such action shall not be construed as entitling the applicant to certification or appointment until such conditional admission has been confirmed by the Director of Education/ Superintendent. Persons admitted to take an examination must provide a valid document verifying their identity.

904.206 Conduct of Examinations

- A. Examinations shall be held at such time and place which is most practical and meets the need of the service, and shall be administered by an authorized representative of the Department.
- B. If an assembled examination is to be administered, qualified applicants shall be notified of the date, time and place of the examination. The Director of Education/Superintendent shall not be responsible if a notice is lost or delayed in the mail, or sent to an applicant's former address through failure of the applicant to inform DOE of a change of address.
- C. No applicant shall be entitled to take an examination at a date, time or place other than that stated in his notification, except as the Director of Education/Superintendent may authorize.
- D. All applicants for examinations involving physical ability or

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