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or aptitude; medical examinations, appraisals of personal suitability; and any other matter that the Director of Education/Superintendent deems appropriate.

- C. All examinations shall be either or both:
1. Assembled, wherein the applicants assemble in a designated place at a specified time to take written, oral or performance tests pertinent to the position(s) sought; or
  2. Unassembled, wherein interested persons responding to an examination announcement, submit to designated places and by designated times, their records of education, training, experience, and such other information as requested in the announcement to be evaluated and rated by a qualified analyst or by a board of rating examiners.

**904.202 Parts of Examination**

- A. The parts of total examination may consist, in various combinations, of such selection devices as work sample and performance tests, written tests, individual or group oral examinations, assessment center exams, medical examinations, rating of training and experience, and background and reference inquiries. Examination parts will be appropriately weighed.
- B. An applicant for any examination must pass all parts of that examination in order to qualify for appointment to a position.

**904.203 Education and Experience**

If education and experience form a part of the total examination, the Director of Education/Superintendent shall determine a procedure for the evaluation of the education and experience qualifications of the various applicants. The formula used in appraisal shall give regard to recency and quality, as well as quantity of experience and to the pertinency of the education. This procedure should allow for the substitution of education for experience, and experience for education within the limits stated in the class specifications.