
taken. No information concerning the nature of the tests shall be divulged to any person prior to examination. Proved disclosure of unauthorized release of examination material by any employee shall be the basis for disciplinary action.

904.215 Protection of Confidentiality of Materials

- A. Because of the continuing use of examination materials, and where exposure would jeopardize the confidentiality of the examination questions, the review of such test materials shall not be permitted.
- B. All examination materials relating to a particular applicant, or applicants including, but not limited to reports of character and material regarding personal suitability of the applicant, shall be considered confidential material. Such examination material shall be maintained for a period of one year from the date the eligibility list was established.

904.216 Special Provisions

Special arrangement for examinations on a non-competitive basis, such as upon reallocation of position, temporary appointments and for employment of labor or custodial personnel, may be made by the Director of Education/Superintendent subject to the limitations which follows:

A. Non-Competitive Examination

The Director of Education/Superintendent may authorize non-competitive examinations under any of the following conditions:

- 1. No more than one person applies who meets the minimum qualification requirements.
- 2. Examination given is to test the fitness of an employee who has a permanent appointment and who seeks transfer to a position in a class in the same pay grade, but which requires a skill not required in the present classification. [However, the provisions of the Merit Career Plan shall apply to a transfer to a position with Known Promotion Potential (KPP)].
- 3. The examination is to test an employee who has a permanent appointment in a position which has been reallocated to a