
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

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