

123:1-9-01

Examination guidelines.

- (A) Notice requirements for open competitive and/or promotional examinations. Notice of open competitive and/or promotional examinations shall be sent to each department, district, county, and/or city in which employees would be eligible to compete. Notice shall also be sent to employees where feasible.
- (B) Admitting applicants to examinations. No applicant shall be admitted to any written examination more than thirty minutes after the advertised time for beginning such examination. Applicants who are late arriving for skills or interview examinations will be scheduled for the next available session.
- (C) Extension of time in examinations. No applicant in any examination shall be given a longer time on any subject than prescribed by the director. The director may establish separate time limits for the individual accommodation of disabled applicants.
- (D) Visitors at examinations. No visitor shall be admitted to the examination room during any examination except by special permission of the examiner in charge.
- (E) Inspection of papers. Any competitor shall have the right at any time within the period of ten days after receiving notice of examination grade to request, in writing, a review of his or her own papers to learn the markings given on each subject or question and to submit in writing for the director's consideration, any objection or protest he or she may wish to make concerning the grades given. No objection or protest concerning an examination, not submitted in writing, shall be considered unless it relates to the conduct of examiners, the securing of unlawful assistance by a competitor, or such other circumstances in connection with an examination as would call for an investigation on the part of the director, and which would require that the information submitted be given in confidence. An applicant who exercises the right to inspect his or her examination papers shall not be permitted to again take an examination for the same classification within a four-month period following the inspection, unless an alternate form of examination is given. Inspection shall not be permitted of standardized tests prepared by experts outside the state service, where such inspection would tend to reduce the validity of test results.
- (F) Changing of grades. No grades given in any examination shall be changed after the posting of an eligible list, except after the consideration of reasons submitted in writing by the competitor objecting and report thereon by the director's properly authorized examiners; provided that the director may correct clerical errors of examiners or employees at any time before the cancellation of such lists.
- (G) Postponement or cancellation of examinations. Examinations, unless canceled or

postponed, must be held upon dates fixed by the director. A scheduled examination may be canceled or postponed by order of the director, for adequate reason. Reasonable efforts shall be made to notify each approved applicant of cancellation or postponement.

- (H) Credit for military service. When proper proof of military service, as defined in section 124.23 of the Revised Code, is presented to the director and the applicant, being a resident of Ohio and otherwise eligible, has received a passing grade in any examination for original appointment, he or she shall be granted additional credit of twenty per cent of such grade, thereby receiving a final grade of twenty per cent higher in view of the above-mentioned service. The applicant must submit proof of honorable discharge or honorable separation from active military service prior to participation in the examination.
- (I) Repeating examinations. An applicant who has competed in a civil service examination may not repeat that examination or take an examination for the same classification within four months from the date of original examination, unless an alternative form of examination is given, or unless other standards are specified in the examination announcement, provided that the director may waive in writing this rule upon written request from an applicant stating substantial reasons for granting such waiver.
- (J) Release time for examinations. State or county employees shall be allowed necessary time off without loss of pay to compete in any civil service examination conducted by the director of administrative services for the classification in which the employee is serving a probationary period. The appointing authority may grant time off without loss of pay for up to two additional examinations during any one calendar year. If the employee wishes to take additional examinations, the appointing authority may require that the employee take vacation leave, compensatory time, or leave without pay.

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Certification

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