

123:1-9-01

**Examination guidelines.**

- (A) Admitting applicants to examinations. The applicant shall be notified of the necessary arrival time to sit for the examination or interview. The qualifications listed in the job posting shall be followed in determining admittance to competitive or non-competitive examinations.
- (B) Extension of time in examinations. No applicant in any examination shall be given a longer time on any subject than prescribed by the director or designee. The director or designee may establish separate time limits for the individual accommodation of disabled applicants.
- (C) Visitors at examinations. No visitor shall be admitted to the examination room during any examination except by special permission of the examiner in charge.
- (D) Changing of grades. No grades given in any examination shall be changed after the posting of an eligible list, provided that the director or designee may correct errors of examiners or employees at any time before the cancellation of such lists.
- (E) Postponement or cancellation of examinations. Examinations, unless canceled or postponed, must be held upon dates fixed by the director or designee. A scheduled examination may be canceled or postponed by order of the director or designee, for adequate reason. Reasonable efforts shall be made to notify each approved applicant of cancellation or postponement.
- (F) 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 or designee 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.
- (G) Credit for reserve component status. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen per cent of the person's total grade given in the examination in which the person receives a passing grade. The applicant must submit proof that the applicant successfully completed entry-level training. An applicant who receives credit under paragraph (F) of this rule is not eligible to receive an additional credit as a member in good standing of a reserve ~~component~~ component.

- (H) 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.

Effective:

R.C. 119.032 review dates: 05/15/2014

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
Rule Amplifies: 124.23  
Prior Effective Dates: 5/1/66, 4/9/76, 8/24/81, 10/24/83, 11/10/96, 11/14/00,  
7/1/07, 10/1/11, 11/18/12, 2/10/14