

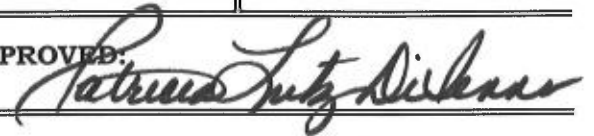
NEW CASTLE COUNTY

PERSONNEL POLICY

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SUBJECT: REVIEW OF EXAMINATION MATERIALS

APPROVED:



OBJECTIVE: To establish procedures to be followed in granting candidates the opportunity to review their examination materials.

STATEMENT: In order to implement a fair policy for the review of examination materials, the following definitions are explained:

1. Examination materials - An individual test and corresponding answer sheet from a written examination or an individual rating sheet from an oral interview or performance test, or evaluation of training and experience exclusive of the rater's comments section.
2. Candidates - Open competitive applicants and/or County employees who have participated in an examination process.
3. Review - An appointment scheduled by the candidate to inspect his/her examination materials in the Office of Human Resources to determine whether the score and seniority points were calculated correctly.

Procedure:

1. A candidate may request to review his/her examination materials by contacting the Office of Human Resources staff member responsible for that particular examination and an appointment with the staff member will be scheduled. The candidate's request must be made within ten calendar days after the date of the examination results letter.
2. A candidate may review all relevant examination materials with the exception of comments made by oral board raters. "Constructive" comments can be summarized and shared with the candidate but not in their original form.
3. All candidates must sign an "Examination Review Form" which is to be kept with the examination materials that were reviewed.
4. Candidates may only examine their individual examination materials. They may not examine any other candidate's examination materials.

REQUIRED ACTION: Office of Human Resources staff who are charged with conducting examinations shall be responsible for the communication, explanation, implementation and maintenance of this policy to each candidate requesting to examine his/her examination materials prior to scheduling an appointment for such.

Established: 07/14/87
Revised: 09/01/97
Revised: 09/18/00