



PREPARATION AND ADMINISTRATION OF TESTS

PM-14-20

Section: 14-00, EMPLOYMENT

Entry-level and promotional tests will be prepared for the approval of the Director of Human Resources or designee in advance of the scheduled date the test is to be given. Every reasonable precaution shall be taken to prevent any unauthorized person from gaining knowledge of the nature or contents of the test. In formulating tests, the Director of Human Resources shall consult with the appropriate Division Director or designee relative to the requirements needed to fill job positions.

Tests shall be conducted by the Director of Human Resources or individuals designated by the Director. Procedures shall be established for fairness and prevention of collusion or fraud. A test shall be voided if determined by the Director of Human Resources or designee that collusion or fraud was present.

No applicant whose application has been accepted for any test shall be entitled to take such test on any date, time, or place other than the testing schedule provided in the announcement, except as authorized by the Director of Human Resources or designee upon verification of documented proof of illness or emergency. Before the test begins, applicants shall be instructed by the test administrator as to the proper procedures for taking the test.

Only the Director of Human Resources or designee may authorize a test to be taken again and the specified waiting period required.