

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4442 Examination

**4442.11 Review and Protest of Examination Records**

- A. Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral examination panel shall be retained by the Human Resources Office for a period of one year. Tape recordings of oral examination panels shall be kept on file in the Human Resources Office for 90 days.
- B. Examination records shall not be made available to the public or to any person for any purpose not directly connected with the examination and shall be considered confidential.
- C. Records, such as application papers and scores of the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person.
- D. Notification of examination(s) results shall be provided to candidates as soon as practicable following administration of the examination(s). Requests for review of the examination shall be submitted to the Classified Personnel Director during the five working days following notification. At the time of review, the candidate may protest in writing any part of the examination, outlining the basis for the protest and stating the remedy sought. No candidate may remove or copy information for the examination materials. Failure to review or file a protest with the Classified Personnel Director within the review period shall constitute a waiver of the right to appeal the examination process.
- E. The Classified Personnel Director shall inform the candidate who has submitted the protest of his/her decision in writing and notify the Personnel Commission. If the Director, Human Resources finds any protest to be valid, action to correct the score shall be taken accordingly. If the Director, Human Resources finds the protest to be invalid, that decision may be appealed to the Personnel Commission. The filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission.
- F. Appeals to the Personnel Commission shall be submitted in writing to the Human Resources Office within three working days of receipt of the decision of the Classified Personnel Director.
- G. The Personnel Commission shall hold a hearing to consider the appeal of the candidate. The decision of the Personnel Commission shall be in writing and shall be final and binding on all parties. (Reference Rule No. 4472.3, "Hearing Procedures")

Reference:

Education Code Sections 45260-45261 and 45274

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