

RULE V⁽²⁸⁾
EXAMINATIONS
(O.R.C. 124.22, 23)

Examinations may be held at such places as the Commission deems advisable and shall be administered under its directions.

1. NOTICE OF EXAMINATIONS

- A. Notice of examination shall include time, place, general scope, application filing deadline, and the qualifications specified for the position.
- B. Notice of competitive entrance examinations must be posted via electronic media on the City's Website and in such other places as deemed advisable, for a minimum of two weeks..⁴ (124.23)

2. EXAMINATION POSTPONED

- A. Examinations, unless postponed, must be held upon dates fixed by the Commission. Examinations may be postponed by order of the Commission, which order shall designate the reason therefore.

3. TYPES OF EXAMINATIONS

- A. **ENTRANCE EXAMINATIONS:** Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought, and shall, when appropriate, include tests of manual skill. The Commission shall prescribe the subject of each examination and the relative weights to be attached thereto provided that any determination must have been adopted prior to the date of such examination.
- B. **PROMOTIONAL EXAMINATION – POLICE DEPARTMENT:**
Promotions to positions above the rank of Police Officer in the Police Department shall be in accordance with the provisions of the Ohio Revised Code (124.44)⁶, the Collective Bargaining Agreement or City Ordinance whichever controls.

4. PHYSICAL EXAMINATION

Whenever in the judgment of the Commission physical qualifications are of special importance, the candidate shall be required to pass a physical examination, and be certified as qualified in such respect, either before admission to the examination, or before being placed on appropriate eligible list, or before certification for appointment, as the Commission may deem advisable. The results of physical examinations, including physician's certificates, shall be used solely to determine an applicant's eligibility to take an examination or his eligibility for appointment after examination, and shall not become a part of the applicant's grade resulting from the examination.

Physical examinations, whenever required by the Commission, shall be made by a licensed physician, designated by the Commission, who shall furnish a certificate as to the applicant's physical condition.

5. ADMITTING APPLICANTS TO EXAMINATION

No applicant shall be admitted to any assembled examination more than thirty minutes after the advertised time for beginning such examination, or after any applicant competing in such examination has completed his work and left the examination room, except by special permission of the person in charge who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.

6. IDENTITY OF EXAMINEES CONCEALED

The identity of all persons taking competitive examinations shall be concealed by the use of an identification number which shall be used on all examination papers. The number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification marks shall be rejected and the candidate so notified.

7. TIME LIMITS

No applicant in any examination shall be given a longer time on any subject than prescribed by the Commission when examination questions are approved, except as required otherwise by law.

8. FRAUD IN EXAMINATIONS PROHIBITED (124.58)

No person or officer will or shall:

- A. willfully or corruptly by himself or in cooperation with one or more persons defect, deceive, or obstruct the right of examination, appointment or employment of any person arising under the Civil Service law or under any rules and regulations prescribed pursuant thereto; or
- B. willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the Civil Service law, or aid in so doing; or
- C. willfully or corruptly make any false representations concerning the result of such examination or concerning any person examined; or
- D. willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects of chances of any person so examined, registered, or certified, or to be appointed, employed or promoted; or
- E. willfully impersonate any other person, or permit or aid in any manner or any other person to impersonate him, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or

- F. furnish any false information about himself, or any other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed; or
- G. make known or assist in making known to any applicant for examination any question to be asked on such examination; or
- H. assist any other applicant while taking an examination in any manner whatsoever; or
- I. personally solicit a favor from any member of the Commission, or appointing officer, or have any other person in their behalf solicit a favor; or
- J. use any means of information, other than that provided for the examination itself, to assist him in answering the questions.

Any person or officer found in violation of any Item A through J will have his examination papers taken up and be given a grade of zero.

9. VISITORS AT EXAMINATIONS

No visitor, other than exam proctors, shall be admitted to the examination room during any examination, except by special permission of the Commission.

10. INSPECTION OF EXAMINATION PAPERS

- A. Prior to grading, participants in any examination may inspect the examination questions together with the rating key for the questions for a period of not more than five (5) days after the date of examination (weekends and holidays excluded). Any protest by a participant as to the questions asked or the rating key answers must be filed in writing before midnight of the fifth day after the date of the examination, and must contain detailed information and authority therefore. Following this inspection period, the Commission shall carefully consider all objections and make such changes in the tentative rating keys as are warranted after which the rating key adopted shall be used in the actual scoring of the examination papers.

The examination papers of each contestant shall then be graded and each contestant shall be notified by mail as to their grade.

- B. After notice of grade has been received, participants shall have the right to inspect their own examination papers together with the rating key within five days²⁷ of the postal date stamped on the mailed notice of their grade (weekends and holidays excluded) and to inform themselves as to the markings given to them on each subject or question. Any protest as to the grading must be filed in writing by the participant within the five (5) day²⁷ period. The Commission shall then give consideration to all protests and make such changes as are warranted. The Commission shall then establish the eligible list and no grades given in any examination shall be changed after the posting of any eligible list.
- C. Records (except examinations, proficiency assessments and recommendations of former employers) submitted by competitors in any examination shall be open to public inspection during office hours upon application to the Commission.

D. In no event will individual scoring on an exam be made public until the Civil Service Commission has approved the eligibility list.

11. CREDIT FOR MILITARY SERVICE (This does not apply to applicants for employment in the classified service of the City of Fairfield as per Ordinance 213-81).⁷

When proper proof of acceptable service in the Armed Forces of the United States, as defined in the Ohio Revised Code (124.23) is presented to the Commission and such ex-service man/woman being otherwise eligible has received a passing grade of seventy percent (70%)⁸ or more in any regular entrance examination, he/she shall be granted additional credit of twenty percent (20%) of such grade, thereby receiving a final grade of twenty percent (20%) higher in view of the above mentioned service. The credit shall not be a part of but shall be added to the applicants earned grade resulting from the competitive examination provided that the applicant receives a grade of seventy (70%) or more in the competitive examination.

Requests for the additional credit for military service, together with an honorable discharge or other proof of satisfactory service, shall be submitted to the Commission within five (5) days (excluding weekends and holidays) of postal date stamped on mailed notice of grade. Credit for military service shall not be given if the request for such credit is received by the Commission after an eligible list for any examination has been established.

12. METHOD OF GRADING EXAMINATIONS

The total grade attainable in each examination, except for special credits as outlined above, shall be 100. In examinations composed of more than one part, the method of scoring shall be:

- A. Each part of the examination shall be separately rated and the proficiency of each competitor determined on the basis of a scale of 100 for maximum possible attainment.
- B. Each part shall be assigned a weight which shall be based on the relative value of the part to that of the entire examination expressed in terms of tenths of the total.
- C. The earned grade of each examinee in each part of the examination shall be multiplied by the weight assigned to the part and the sum of the totals plus those amounts awarded by reason of seniority, where applicable, shall be the earned grade of the participant. For example of examination grading procedure, see Exhibit "A" under Rule XII

13. VOIDING OF EXAMINATIONS

An examination may be voided and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reason of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application