

Proposed revisions to PSCSC Rules 9.23 and 9.24  
(changes accepted)

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

- a. Keyed Copy Inspection. Examinees may review a keyed copy of examinations within three (3) business days following the administration of that exam part, or within the time period stated on the exam instruction sheet, whichever is longer. Keyed copies are not provided for standardized tests or for tests that are continuously or periodically administered.
- b. Exam Protest and Review Processes. Examinees may file an “exam protest” with the public safety examiner within the exam review period described in subpart (a) of this rule, before scoring occurs. Examinees cannot protest their score at any point.

The written exam protest shall explain: i) how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and ii) the remedy requested. The Development Committee will use its subject matter expertise in evaluating and advising on protest decisions. PSCSC public safety examiners shall notify the examinee(s) of their protest decisions after considering the protest in consultation with the Development Committee.

- 1. Review of exam protest decisions: Any examinee dissatisfied with an exam protest decision by the public safety examiner may seek review by the Commission, by following the instructions provided with the protest decision notice.
- 2. Standard of review: The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.
- 3. Confidentiality of exam materials: The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that ensures their security and confidentiality.
- 4. Updates to exam key: decisions on protests or reviews shall result in updates to the exam key for all candidates.

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9.24 CORRECTION OF CLERICAL ERRORS AND VERIFICATION OF EXAM SCORE CALCULATION:

- a. Correction of clerical errors. Any clerical error may be corrected by the Executive Director upon discovery of such an error at any time during the life of the eligible register, but no such correction shall affect an appointment that has already occurred. Correction of clerical errors are not subject to protest, review, or appeal.
- b. Verification of exam scores. Examinees may request a verification of their exam score calculation within three (3) business days after the notices of results have been electronically delivered.