

COMPUTER-BASED MULTIPLE-CHOICE TEST PROTEST PROCEDURES

At the conclusion of your test, you will be provided with a computer printout containing your responses, your test's Proposed Key Answers, instructions on requesting to attend the Protest Review Session (PRS), and the procedures for creating and submitting protests. The PRS will be held on the first (1st) Friday after the week of your test date. If you wish to attend the PRS, a request form can be obtained from a staff member at the Computerized Testing Center (CTC). If you complete and submit a request form, you will be given a document specifying the date, time and location of your PRS, as well as other information pertaining to your PRS and the creation and submission of protests.

You are not permitted to enter PRS's with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. **Calculators are permitted at PRS's**; however, they must be hand held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc, are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

Please bring the computer printout of the responses that you made during your test, your test's Proposed Key Answers, black or blue ink ball-point pens, and photo identification (e.g., Driver's or Non-Driver's License) to the PRS. A copy of the computer printout may be obtained from DCAS' Record Room, located at 1 Centre Street, 14th Floor, Room 1448, New York, NY 10007. Requests may be made by mail or in-person, but requests should be made as soon as possible, to allow time for processing.

At the PRS, you will be allowed to review the test and its Proposed Key Answers to assist you in submitting protests against the test's Proposed Key Answers. You must appear in-person; you may **not** bring with you, or have present, any other person at the PRS. You may bring any reference materials you wish, but you may **not** bring any handwritten notes. In no case will you be allowed to remove from our premises any materials relating to the test content, or any notes that you may make during the PRS. **You may not reschedule your PRS.**

If you decide to submit a protest to any Proposed Key Answer, you must include a statement explaining why the answer you selected is as good as or better than the Proposed Key Answer. You may also include additional evidence supporting that statement. Protests may be prepared and submitted at the PRS, and/or they may be submitted by mail. Protests will not be accepted in-person after the PRS, but you may mail-in protests postmarked within thirty (30) days of the date of your PRS. Those thirty (30) days are known as the protest period.

After the protest period is over, a Test Validation Board (TVB) consisting of representatives of the employing agency(ies), bargaining unit (i.e., union) and DCAS, Bureau of Examinations is convened to review all protests. The TVB is empowered by Section 50-A of the New York State Civil Service Law, to change key answers, allow duplicate or multiple answers, or delete items from the test. After all protests are reviewed, the TVB prepares a report detailing its findings. After the eligible list has been established, all candidates who submitted protests will be called in to read the TVB Reports. The determinations made by the TVB are binding. Therefore, no further changes will be entertained.

IMPORTANT: Unless otherwise indicated, the publishing of Proposed Key Answers, and the administration of Protest Review Sessions (PRS's), will follow the processes described above.