

## **PLEASE READ THE FOLLOWING FOR CRITICAL INFORMATION ABOUT THE PROTEST REVIEW SESSION**

### **PROTEST REVIEW SESSION**

At the Protest Review Session, you will review the test you took and see both the answers you gave and the Scoring Key (correct answer) for each question. You will be allowed the length of time of the test to complete your review. The Protest Review Session will end promptly at the end of the allotted time.

The purpose of the Protest Review Session is to permit you to submit protests against the Scoring Key. If, as a result of your review, you decide to submit a protest to any Scoring Key answer you will have to substantiate your protest. Protests for this exam must be prepared and submitted at the time of the Protest Review Session.

You must appear in person; you may **NOT** bring with you or have presented any other person at this test review. You may **NOT** bring any handwritten notes, recording devices, or electronic devices of any kind. In **NO** case will you be allowed to remove from our premises any materials relating to the test, or any notes that you may make during the Protest Review Session.

There will be **NO** rescheduling of appointments for the Protest Review Sessions.

The Test Validation Board (TVB) will only address valid protests. The TVB will not address general complaints, complaints about the job-relatedness of the test, complaints about the administration of the test, or complaints about technical issues that you believe may have occurred during the examination. Such complaints are considered to be invalid protests. Please read the instructions below prior to preparing your protest(s).

### **FORMAT FOR PEPARING VALID PROTESTS**

A Protest Review Form will be provided to you to submit any protests. For each protest you decide to submit against the Scoring Key you must start a new page on the Protest Review Form. Each page must be headed by the following: Examination Title; Examination Number; Question Number; Test Date; your Social Security Number. State the question number you are protesting, explain why the answer you selected is "as good as" or "better than" the Proposed Key Answer, and specify the action you would like the TVB to take.

After the protest period is over, the Test Validation Board (TVB) reviews 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.

## FDNY Firefighters Exam Scheduling an Exam Protest Review Session Appointment

**You may schedule a review 24 hours after you have completed your test.  
Note that the actual review appointments begin on May 11, 2012.**

- Go to [fdny.psiexams.com](http://fdny.psiexams.com). Look at the right side of the screen:
  - If you have NOT previously opened an account on the PSI site, click **Create an Account** in the New Users section and proceed to follow the instructions that appear on the next screen.

**OR**

- If you have previously opened an account with PSI, you may sign in under Returning Users. Enter your email address, password and select Start In: Scheduling, then click the **Sign in** button and skip to Step 4 below.

- On the Create an Account screen, follow all of the instructions in Steps 1 and 2, then click the **Submit** button at the bottom of the screen.

- On the Find Record screen, enter your FDNY\_ID (Social Security Number). Click the **Submit** button.

- On the Account Activity screen, you will see that you are registered for the FDNY Entrance Exam Review Appointment. Click on the **Schedule for a test** button.

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
FDNY Entrance Exam Review Appointment	NY Entrance Exam Review Appointment	FDNY	01/01/2020	Schedule for a test

- Under Test Center Selection on the next screen:

- Enter your zip code and click **Search**.
- Then select at least one test center on the list that appears and click **Continue**.

Distance	Testcenter Name	Address
6.7 miles	Brooklyn DCAS	210 Joralemon St, 4th floor, Brooklyn, New York, 11201

- On the next screen:

- Set date range from 05/11/2012 to 05/31/2012 and click **Find**.
- Select the session that you wish to attend.
- Then click the **Schedule** button.

Test Center	Available Date	Available Session
Manhattan DCAS, New York	05/11/2012	8:00 AM - 11:45 AM

- A confirmation screen appears. You will also receive a confirmation via email.