NYC DCAS
Citywide Administrative Services

Yume Kitasei
Commissioner

Katrina Porter
Chief Human Capital Officer/
Deputy Commissioner

Online Appeal Completion Checklist

To submit an online examination appeal:

- Review your examination tentative result notification and the appeal instructions.
- Gather all relevant documentation regarding your appeal.
- Log into OASys at www.nyc.gov/examsforjobs.
- Navigate to the Dashboard for the Appeals tab.
- Click the NEW APPEAL button to create and submit your appeal.
- Select the Exam, Test Part, and Appeal Reason from the drop-down list.

For an Education and Experience Exam (EEE) test part appeal:

- If you selected “Rescoring” as your appeal reason:
  - Update or add entries into your OASys Profile, if applicable.
  - Re-answer all questions from the EEE.
  - Review your Evaluated Result.
    - Revise your responses, if desired.
  - Final Submit your appeal.

- If you selected “Foreign Education” as your appeal reason:
  - Upload up to 5 supporting documents in word or pdf format, if needed.
  - Describe the reason you are submitting this appeal in the comments section.
  - Final submit your appeal.

For a physical or practical test part appeal:

- Determine if you wish to attend a physical or practical appeal session:
  - You will have limited time to make this choice, and to submit your appeal, so please follow the directions on your notice of result.
- Upload up to 5 supporting documents in word or pdf format, if needed.
- Describe the reason you are submitting this appeal in the comments section.
- Final submit your appeal.

For a multiple-choice, performance and seniority, or eligibility test part appeal:

- Upload up to 5 supporting documents in word or pdf format, if needed.
- Describe the reason you are submitting this appeal in the comments section.
- Final submit your appeal.

After you have submitted your appeal:

- Check your email and Dashboard for confirmation and updates on your appeal status.

Please view our videos on how to:

- Submit a EEE appeal through OASys.
  https://youtu.be/inzfNyjibbk
- Submit a physical or practical test part appeal through OASys.
  https://youtu.be/bh0BwufVVF4
- Submit an appeal for any other test part through OASys.
  https://youtu.be/4chWNkytfvc
- Apply for and submit your EEE, and how to add details of your education and experience to the enhanced OASys profile section.
  https://youtu.be/D65LVkQSlio

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