



HR Desk Procedure

Civil Service Promotional Exam Appeals

Overview	The Civil Service Director or designee oversees the Civil Service Promotional Exam reviews and appeals consistent with Local Government Code Chapter 143.034 and City of Taylor Rules and Regulations.
Procedure	
Preparation for Exam and Review & Appeal process	<u>Promotional Exam Sign Up</u> – Sign Up sheet for exam includes instructions on Review and Appeals of exams. Each person who signs up gets a copy of their sign-up sheet. Information shall include date range for review and appeals, requirement to contact HR in advance to schedule an appointment for review, rules on conduct during review process.
	<u>Preparation for Reviews and Appeals</u> – HR will check out all Reading List books for placement in HR prior to beginning of review period.
Handling requests for reviews	<ul style="list-style-type: none"> • Employee must request and schedule a time during normal business hours of Human Resources, Monday through Friday, 8 am – 5 pm, not including weekends and holidays, within the required 5 business days following the exam. • Employee must schedule appointment for review of exam for purpose of a possible appeal at specific time. • Human Resources will document all requests for reviews in Exam Review & Appeal Log. • Human Resources will reserve conference room for the review. • Human Resources will notify employee to not bring any materials or equipment, including cell phones, into the review meeting. • The proctor may determine number of employees who may review materials at a time. Only test takers may participate in review meetings.

Materials provided at Review meeting	<ul style="list-style-type: none"> • Copy of exam • Employee's answer sheet • Correct answer sheet • Reading List books • Request for Consideration - Appeal Form • Box or other container for setting aside cell phones, smart watches or any other materials brought into the room by the employee.
Rules of Conduct during review	<ul style="list-style-type: none"> • Employee must schedule appointment in advance. • Employee must sign in and agree to follow Rules of Conduct. • Employee must leave cell phones, smart watches and any other recording device or other materials outside the meeting room or left in a designated location within the room, as set by Human Resources. • During review employee may not take notes, take pictures or make any record of exam materials. • Employee may refer to all materials provided. • Employee may discuss concerns with HR representative.
Filing an Appeal	<ul style="list-style-type: none"> • Employee may file an appeal using the Request for Consideration – Appeal Form. • If eligible for appeal, the Civil Service Director will schedule a Civil Service Commission meeting to review the appeal. • NOTE: There will be no decisions on an appeal during review process. Any appeal will be made in writing and scheduled for review by the Civil Service Commission, who shall make a determination on the appeal.
Civil Service Commission Review	The Commission shall receive a copy of each appeal submitted, the appealed question(s), and the appropriate source reference sheet(s). The appeal information shall not reveal the name of the appellant, prior to the regularly scheduled Commission meeting.
Actions by Commission	<p>(a) Sustain the answer key (test scores shall remain as reported) A Ruling which rejects the appeal presented to the Commission shall require the Director to accept the answer as given on the answer key, while grading the promotional examinations of all eligible candidates.</p> <p>(b) Overrule the answer key (the Commission shall designate another answer(s) to be accepted) A Ruling which sustains the appeal of a promotional examination question shall require the Director to accept two or more answers, as directed in the Ruling, while grading the promotional examination of all eligible candidates.</p>

	(c) <u>Eliminate the test question</u> (the test question shall not be included) A Ruling which rejects the test question related to the appeal of a promotional examination question shall require the Director to disregard the question and its answer while grading the promotional examination of all eligible candidates.
Formula for calculating scores after appeals	The formula for calculating the promotional test scores shall be as follows: <ul style="list-style-type: none"> • $(100) / (\text{total number of test questions used}) = \text{point value of each question}$ • $(\# \text{ of total test questions}) - (\# \text{ of wrong questions}) = \# \text{ of correct questions}$ • $(\# \text{ of correct questions}) \times (\text{value of each question}) = \text{score}$

Reference Documents

State of Texas Local Government Code

Chapter 143, Civil Service

Source: <https://statutes.capitol.texas.gov/Docs/LG/htm/LG.143.htm>

Sec. 143.034. REVIEW AND APPEAL OF PROMOTIONAL EXAMINATION.

(a) On request, each eligible promotional candidate from the fire or police department is entitled to examine the person's promotional examination and answers, the examination grading, and the source material for the examination. If dissatisfied, the candidate may appeal, within five business days, to the commission for review in accordance with this chapter. In computing this period, a Saturday, Sunday, or legal holiday is not considered a business day.

(b) The eligible promotional candidate may not remove the examination or copy a question used in the examination.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by Acts 1989, 71st Leg., ch. 1, Sec. 26(e), eff. Aug. 28, 1989.

City of Taylor Firefighters' and Police Officers' Civil Service Commission – Rules and Regulations *(last revision 11/15/2017)*

Section 143.034 REVIEW AND APPEAL OF PROMOTIONAL EXAMINATION

See Section 143.034, Chapter 143

Beginning on the first business day following the examination, a promotional candidate may review the examination booklet, his/her answer sheet, the answer key, and the source material for the examination in the presence of a monitor(s) designated by the Director. At such time that a promotional candidate submits a written appeal to the Director, a copy of the appealed question(s) along with the respective answer(s) from the answer key and the title and page number from the reference materials shall be given to the appellant.

The period of review of test materials begins the first business day after promotional examination grades are posted and is limited to five business days during which an appeal may be filed.

The Commission shall receive a copy of each appeal submitted, the appealed question(s), and the appropriate source reference sheet(s). The appeal information shall not reveal the name of the appellant, prior to the regularly scheduled Commission meeting.

A promotional examination question appealed to the Commission shall be sustained, overruled, or eliminated by a Ruling issued by the Commission.

- (a) **Sustain the answer key** (test scores shall remain as reported)
A Ruling which rejects the appeal presented to the Commission shall require the Director to accept the answer as given on the answer key, while grading the promotional examinations of all eligible candidates.
- (b) **Overrule the answer key** (the Commission shall designate another answer(s) to be accepted)
A Ruling which sustains the appeal of a promotional examination question shall require the Director to accept two or more answers, as directed in the Ruling, while grading the promotional examination of all eligible candidates.
- (c) **Eliminate the test question** (the test question shall not be included)
A Ruling which rejects the test question related to the appeal of a promotional examination question shall require the Director to disregard the question and its answer while grading the promotional examination of all eligible candidates.

Formula for calculating scores after appeals:

The formula for calculating the promotional test scores shall be as follows:

- $(100) / (\text{total number of test questions used}) = \text{point value of each question}$
- $(\# \text{ of total test questions}) - (\# \text{ of wrong questions}) = \# \text{ of correct questions}$
- $(\# \text{ of correct questions}) \times (\text{value of each question}) = \text{score}$

Civil Service Promotional Exam - Review and Appeal Process Log

Exam Date: 7/28/2020
after exam, 5 working days)

Review & Appeal Dates *(Starting day*

First day to review & appeal: 7/29/20 Last day: 8/4/20

Exam Type

☐

Police Corporal Exam

X

Fire Driver Operator Exam

☐

Police Sergeant Exam

☐

Fire Lieutenant Exam

Log of Exam Reviews

Acknowledgement: *I understand that reviewing the promotional exam is part of the appeals process under Local Government Code Chapter 143.043 and exams may only be reviewed for the purpose of appeal.*

<i>Requestor Name</i>		<i>Signature</i>	
<i>Date submitted request to review</i>		<i>Date / time scheduled for review:</i>	
<i>Arrival Time</i>		<i>End Time</i>	
<i>HR Staff Present for review</i>		<i>Location of Review</i>	
<i>Procedural form signed</i>			

Acknowledgement: *I understand that reviewing the promotional exam is part of the appeals process under Local Government Code Chapter 143.043 and exams may only be reviewed for the purpose of appeal.*

<i>Requestor Name</i>			
<i>Date submitted request to review</i>		<i>Date / time scheduled for review:</i>	
<i>Arrival Time</i>		<i>End Time</i>	
<i>HR Staff Present for review</i>		<i>Location of Review</i>	
<i>Procedural form signed</i>			

Acknowledgement: *I understand that reviewing the promotional exam is part of the appeals process under Local Government Code Chapter 143.043 and exams may only be reviewed for the purpose of appeal.*

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<i>Date submitted request to review</i>		<i>Date / time scheduled for review:</i>	
<i>Arrival Time</i>		<i>End Time</i>	
<i>HR Staff Present for review</i>		<i>Location of Review</i>	
<i>Procedural form signed</i>			

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<i>Date submitted request to review</i>		<i>Date / time scheduled for review:</i>	
<i>Arrival Time</i>		<i>End Time</i>	
<i>HR Staff Present for review</i>		<i>Location of Review</i>	
<i>Procedural form signed</i>			

Acknowledgement: *I understand that reviewing the promotional exam is part of the appeals process under Local Government Code Chapter 143.043 and exams may only be reviewed for the purpose of appeal.*

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<i>Date submitted request to review</i>		<i>Date / time scheduled for review:</i>	
<i>Arrival Time</i>		<i>End Time</i>	
<i>HR Staff Present for review</i>		<i>Location of Review</i>	
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