

CIVIL SERVICE DEPARTMENT PROCEDURES

SUBJECT: EXAM SECURITY FROM ELECTRONIC DEVICES	FILED UNDER: CONDUCT OF EXAMINATIONS	ITEM NO: 3.32 PAGE 1 of 1
APPROVED BY: _____	EFFECTIVE DATE: 11/19/04	
AUTHORIZED SIGNATURE		
NOTES:		

PURPOSE: To ensure that the security of Civil Service examinations is not compromised by the use of unauthorized electronic devices of participating candidates.

PROCEDURE: The following devices will not be allowed into any testing sessions: cellular phones, pagers, calculators, audio/radio headsets, cameras, recording devices or any other electronic devices as determined by Civil Service Department staff.

If candidates are found to have any of the unauthorized items in their possession in the testing area, they will be disqualified from the examination.

Candidates shall be informed of this policy prior to entering the examination area. Candidates may also be notified in writing prior to the examination or on the actual date of the event. Candidates will be allowed to dispose of the unauthorized items from their person prior to the start of the exam.

As necessary, Civil Service Department staff may designate a location to hold unauthorized items during the exam. The Civil Service Department will not be responsible for the loss or damage of personal property of any candidate.

As part of the examination instructions, candidates will be warned that possession of the unauthorized items in the examination will result in their disqualification.

Any exception to this policy will be made on a case-by-case basis by Civil Service Department staff. The following are examples of exceptional cases.

1. When a candidate is on "on call" due to an expected family emergency, such as an ill relative, a birth of a baby, etc. Should this exception be allowed, the candidate must surrender the item(s) to the Civil Service Department staff during the examination. Staff will notify the candidate if an emergency call occurs. Candidates will be responsible for retrieving any items at the end of the examination.
2. When the device is necessary due to a pre-approved reasonable accommodation. This request must be supported by the appropriate documentation and approval prior to the examination.
3. When a device has been pre-approved by the Civil Service Department staff and the device is permissible to all candidates in the test, such as a single function battery-operated or solar-operated calculator.