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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number**C310** |  |
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|  | Subject:**Examination Review** | Effective Date:**April 1, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. **PURPOSE**

To allow applicants the opportunity to review their own written examinations results and have a means to request a District review of the written examination process.

1. **SCOPE**

 This policy applies to all applicants participating in a Blue Ridge Fire District written examination.

1. **POLICY**

It is the policy of Blue Ridge Fire District to allow applicants the opportunity to review their written test results and submit a request for review in the event that they believe an item to be invalid.

1. **GUIDELINES**
2. Candidates may review their written examination papers within five days of the date on which the examination results were posted or mailed. The Fire Chief or his designated representative shall be present to oversee such review.
3. If a candidate wishes to protest an item, the candidate shall submit a written protest to the Fire Chief within three working days of the date on which the candidate was informed of the results. The Fire Chief or his designated representative shall determine the validity of the protest, as well as whether or not the candidate’s score shall change. Additionally, the Fire Chief or his designated representative shall determine if the change affects other candidates as well. In such event, the examination records of all other affected candidates shall be modified.
4. No items from the test may be copied upon inspection. Any attempt to do so shall result in cancellation of eligibility for that particular test, as well as possible elimination for future testing processes.
5. Upon final review of the examinations, all candidates shall be notified of their test results as well as possible subsequent placement on the eligibility list.
6. All applications, examination results, and records shall be maintained for the life of the employment list not to exceed one (1) year. Upon expiration of the examination review/protest period, the examination materials (questionnaire booklets and answer sheets) may be destroyed.