

**PROPOSED AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS**

**(APPROVED AT 10/13/21 CSB MEETING, PRESENTED TO CITY COMMISSION**

**11/16/2021)**

**III. TESTED POSITIONS; APPLICATIONS**

H. Review Procedure

1. An applicant may inspect his/her examination after taking the examination and receiving his/her preliminary examination results. The Board shall establish a Review Date for all applicants who, within five (5) working days after notification of the results, request inspection of his/her examination in writing to the Clerk of the Board. The Board shall designate **at least one (1) two (2)** Board members to be present during the examination review. One Board member designated to be present during the examination review shall be the Review Supervisor. The **Review Supervisor and other** designated Board member shall ensure that applicants limit their inspection to a mere review of the questions and their incorrect answers. The examination review shall not exceed ninety minutes in length. The applicant is not permitted to review his/her examination with any resource materials other than the reference material from which the promotional examination questions were created.