

Chapter 59: Examinations

3335-59-01 Examination sites and notices.

- (A) The Office of Human Resources administers examinations for original appointment in the classified service at such places as the university deems advisable.
- (B) Notice of all examinations for original appointments are posted for at least two weeks in the Office of Human Resources and are available to such other persons or organizations interested in the available positions or able to furnish qualified applicants for examination. In addition, notices may be sent to newspapers of general circulation in the area serviced by the eligible list.
- (C) Notice of promotional opportunities and examinations are made available to the colleges/departments, employees, and the general public.

3335-59-02 Examination subjects and weights.

The Office of Human Resources determines the form and subjects of each examination and the relative weights of each section prior to the date of publication of the examination announcement.

3335-59-03 Examination grades.

The Office of Human Resources determines a passing grade for each examination. An applicant passes an examination when the applicant receives a passing grade on all parts of the examination.

3335-59-04 Pre-employment medical and psychological examinations.

- (A) Some civil service positions require a medical and/or psychological examination in relation to essential job functions. For such positions, the university may require a medical and/or psychological examination and will publish that requirement in the examination announcement or vacancy posting.
- (B) A candidate may be required to pass a medical and/or psychological examination as a condition for employment. The examination shall occur after the conditional offer of employment but before the commencement of duties, and such offer of employment shall be contingent upon passing the examination.

- (C) When required by the university, an applicant shall furnish medical information from a licensed practitioner who has sufficient medical knowledge as to the applicant's condition as it relates to the essential job requirements of the position. The university reserves the right to designate the examining licensed practitioner. The university shall pay for required examinations.
- (D) Medical and psychological reports shall be maintained as confidential records to the extent allowable pursuant to section 149.43 of the Revised Code and Chapter 1347 of the Revised Code.

3335-59-05 Admitting applicants to examination.

An examiner may admit applicants to an examination up to thirty minutes beyond the start time, provided no one has completed the examination and left the room.

3335-59-06 Reasonable accommodations for examinations.

Reasonable accommodations for applicants with disabilities may be set prior to the examination as determined by the university on a case by case basis. Applicants with disabilities who may require some accommodation in taking the examination are responsible for notifying the Office of Human Resources prior to the date of examination.

3335-59-07 Inspection of examination results.

- (A) Within ten days of receiving the examination grade, applicants may review their examination results and may submit any written objection or protest concerning the grade to the Office of Human Resources.
- (B) If the objection or protest relates to the conduct of examiners, the securing of unlawful assistance by a competitor, or such other circumstances in connection with an examination as would call for an investigation on the part of the university, then the information submitted will be kept in confidence to the extent allowable by law.
- (C) Examination grades will not be changed unless due to university clerical error or if, in the university's judgment, such action is merited following an investigation of an applicant's complaint.
- (D) Applicants who review their examination results may not repeat an examination for the same classification within a six-month period following the inspection unless an alternate form of examination is given.

- (E) Applicants may not inspect standardized examinations where such inspection would tend to reduce the validity of test results.

3335-59-08 Cancellation or postponement of examinations.

The university may cancel or postpone a scheduled examination at its discretion. Reasonable efforts will be made to notify applicants of such cancellation or postponement.

3335-59-09 Credit for military service.

To apply for military service examination credit, prior to participation in an examination for original appointment an applicant shall supply documentation showing that the applicant is a resident of Ohio, was in active military service or reserves and obtained a discharge that was other than dishonorable. When an applicant passes an examination, a military service credit of twenty per cent of the overall passing grade is granted.

3335-59-10 Time off for examinations.

University employees may be released from work without loss of pay to compete in a university civil service examination. The university may limit the granting of such time off to two occasions in any one calendar year.

3335-59-11 Repeating examinations.

An applicant may not repeat an examination within six months from the date of the original examination unless an alternate form of examination is given. The Office of Human Resources may waive this rule at its discretion.