

2013 POLICE SERGEANT EXAM REVIEW

Please disregard the information contained on the enclosed notice regarding calling to schedule a review.

Use the information below to schedule your review.

All candidates who took the 2013 Police Sergeant exam will be provided with an opportunity to schedule a review of the video portion of the exam. This will include the opportunity to review your original video response booklet, a keyed video response booklet, your multiple-choice answer sheet, a keyed answer sheet, and a worksheet which provides information on how your score was calculated. This review will **NOT** include a review of the multiple-choice booklet. This will be your final opportunity to review materials from the police sergeant exam. **PLEASE BRING A CALCULATOR WITH YOU TO THIS REVIEW.**

Examination review will take place at the Civil Service Commission, located at **3 Station Plaza, 44 South Clinton Avenue in Trenton.** You **MUST** present proper identification (e.g., officer I.D. card or photo driver's license) to the review monitor. Following a brief period of instructions, you will receive a total of 40 minutes to independently review the video response booklets. You will then have 20 minutes to review the answer sheets and scoring calculation worksheet. Reviews will generally take place in the morning (10 am) and afternoon (2 pm). All reviews will be scheduled on the following dates:

Monday August 25	Tuesday September 2	Wednesday September 10
Wednesday August 27	Thursday September 4	Monday September 15
Thursday August 28	Monday September 8	

Reviews will be conducted by appointment only. If you wish to schedule an appointment for review, please e-mail a request to examreview@csc.state.nj.us with your name, symbol number (e.g. PMXXXX), last 4 digits of your social security number, address, e-mail address, and a daytime phone number where you can be reached. You must provide three (3) date preferences and whether you are available in the morning, afternoon, or both. Requests for review must be sent between August 11 and August 18, 2014. E-mail requests for review **WILL NOT** be accepted before August 11, 2014 or after August 18, 2014.

Every effort will be made to schedule an appointment on a day and time which is most convenient for you; however, appointments will be scheduled on a "first come, first serve" basis. You will receive an e-mail to confirm your scheduled date and time. Due to an expected high volume of review requests, no candidates will be rescheduled once they have been scheduled for a review. Candidates will not be allowed to review without a confirmed appointment. Candidates who were disqualified or withdrew from the exam will not be scheduled for a review.

Candidates without access to the internet may schedule a review by sending a postcard containing the requested information above to NJCSC Exam Review, PO Box 310, Trenton, NJ 08625-0310. Mailed requests post-marked before August 11, 2014 or after August 18, 2014 **WILL NOT** be accepted. A Civil Service representative will contact you to confirm your review date and time.

APPEALS

Candidates will have 20 calendar days from their individual date of review (or 20 calendar days from the date of the eligibility/ineligibility notice for those who do not review) to submit, by mail, any objections regarding the video-based portion of the exam, such as the appropriateness of the test material, the appropriateness of the keyed answers, and/or any perceived scoring errors in the calculation of the candidate's score or the manner in which credit was awarded for their responses. No such appeal shall be permitted after this time period.

As of July 1, 2010, all appeals pertaining to test administration and/or test content are subject to a \$20 processing fee, paid by check or money order to NJ CSC. Persons receiving public assistance or who have veteran status are exempt from this fee.