



each on the rating sheet. The appellant presents that the Municipal Aid 2023 application rating sheets now only consider three points for closeout performance as award performance is no longer considered. He provides that the Municipal Aid Handbook, dated April 2022, noted that only closeout performance will be considered for the Municipal Aid 2023 rating review. The appellant states that this allows for three points if closeout performance is satisfactory. Therefore, the appellant believes that either three points or six points could be a correct answer depending on what guidance document was used.

The appellant also references a second question that pertains to State Aid programs administered by the Department of Transportation. He presents that, in accordance with the State Aid Handbook, dated September 2012, page one indicates that there are eight State funded programs administered by the Department of Transportation. Therefore, he believes that eight should be the correct answer.

Additionally, the appellant asks if his Performance Assessment Review (PAR) rating of three, which is an Exceptional rating, is credited in his examination score.

## CONCLUSION

*N.J.A.C. 4A:4-6.4(a)1* provides that within five business days after the date of review, in the case of candidates who have reviewed the keyed test booklet, or five business days from the date the multiple-choice examination has been held, in the case of all other candidates, candidates may file an appeal in writing against the keyed response for a given item, or with respect to the job-relatedness or appropriateness of test content. The appeal shall specify the question(s) being challenged.

*N.J.A.C. 4A:4-6.4(a)2* provides that candidates for multiple choice examinations may review their examination papers and the scoring key 20 days after the notice date of the examination results. However, such candidates may file appeals during this 20-day period only with respect to the scoring of their test papers.

*N.J.A.C. 4A:4-6.3(b)* provides that the appellant has the burden of proof in examination appeals.

Initially, it is noted that the appellant's appeal against the keyed responses for specific tests item is untimely as he did not appeal within five days of the June 4, 2022, examination administration date.

Regarding the merits, the subject examination was administered during fiscal year 2022. The first question does not indicate that there could be more than one correct answer. Therefore, the best answer for the first question would be based on the 2022 Municipal Aid Handbook, which indicates that for fiscal year 2022, the

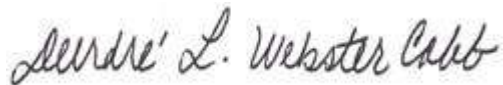
correct answer is (b) 6. Concerning the second question, as the appellant indicates, the correct answer is eight, which he correctly answered and received credit for on the examination. Finally, as the appellant did not pass the written examination, his PAR rating was not factored into his score, as one's PAR rating is only added to a passing candidate's score.

**ORDER**

Therefore, it is ordered that the appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 12<sup>TH</sup> DAY OF OCTOBER, 2022



---

Deirdré L. Webster Cobb  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Nicholas F. Angiulo  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

c: Ceciel Youseff  
Division of Test Development, Analytics and Administration  
Records Center