

## 2024 POLICE LIEUTENANT EXAMINATION PHASE III: WRITTEN WORK SAMPLE

### OVERVIEW OF PHASE III GRADING PROCEDURES

1. Graders will be Civil Service Commission analysts who will receive training in the grading procedures.
2. You will receive credit for responses that you have typed in your computer-based response booklet that match items on the answer key.
3. The graders will independently grade each problem. You will receive full credit for each response when at least two out of three graders give credit for a response. No credit will be given when only one of the graders gives credit for a response.
4. There will be a limited appeal process to the answer key. Candidates may appeal any item on the answer key that they believe is incorrect. The appeals will be limited to requesting that an item be deleted from the answer key. There will be no appeal for requesting that items be added to the answer key. The appeals will be accepted **September 17 – 19, 2024** at 1111 E. Broad Street. The hours will be 9:00 a.m. to 4:00 p.m. Subject Matter Experts from the Columbus Division of Police will be consulted regarding the merits of the appeals. Only items found to have serious flaws/errors will be deleted from the key. The Executive Director of the Civil Service Commission, or their designee, will have the final authority to determine the merits of the appeals. Items deleted from the answer key will affect all candidates.
5. The clerical review process will be at the same time and place as the appeal process. A copy of your response booklet, your test booklet, and your summary score sheet will be available for review. You will be able to petition for additional credit on any response in your response booklet that you believe matches the answer key and for which the graders did **not** give you credit. Subject Matter Experts from the Columbus Division of Police will be consulted regarding the merits of the petitions.