

2024 POLICE LIEUTENANT
MULTIPLE-CHOICE EXAMINATIONS
APPEAL PROCEDURES

You are permitted to mark your answers in your test booklets during the test for subsequent use during the appeal period. These markings are solely for your own use. The official scan enabled answer sheet is the ONLY document which will be used to determine the raw score.

Appeals: The appeal period will be held at **1111 East Broad Street** on **August 21, 22, and 23, 2024, from 9:00 am to 4:00 pm**. You will be given the answer keys and your test booklets for use in the appeal process. You must bring your own sources to the appeal site. No one will be permitted to remove test materials (original, machine-copied, or hand-written information) from the test site, the appeals site, or the Civil Service Commission offices. No electronic devices are permitted in the appeals area (for example, police body cameras, cell phones, smartphones, laptops, or tablet devices). You are not permitted to make any marks in their source materials during the appeals process.

Appeals: An opportunity to verify your answers with the answer key and file appeals for questions which you believe to be flawed. You must indicate the basis on which the appeal is being filed. Appeals that are ambiguous, do not refer to one of the four grounds listed, or are unsubstantiated will be summarily dismissed. Be as specific and clear as possible by indicating the source name, page number, and paragraph or section that supports your arguments. An item may be appealed **only** for the following reasons:

- (1) **No Correct Alternative:** indicate why none of the alternatives is correct.
- (2) **Multiple Equally Correct Alternatives:** must demonstrate that an un-keyed alternative is at least as correct as the keyed alternative.
- (3) **Item is Not Contained in a Source on the Reading List:** must demonstrate that the keyed alternative is based on material not subject to testing or on the reading list.
- (4) **Incorrectly Keyed Alternative:** demonstrate that the keyed alternative is incorrect **AND** a different alternative is correct.

Appeal Decisions: A panel of subject matter experts will review each appeal and make recommendations based upon the merit(s) of the appeal(s). Generally, the recommendation(s) by the subject matter experts will be followed; however, the Civil Service Commission reserves the right regarding the final determination of the appeal. Test questions for which appeals are granted as a result of reasons 1-3 will be deleted from the key. If an appeal is granted on the basis that the alternative was incorrectly keyed, the key will be corrected. Appeals results will be applied to all who take the exam and will be available during the paper inspection.