

Example 1.6a

Put Letter on University Letterhead

DATE:

NAME:

ADDRESS:

Dear

This is in response to your request to have your exam reviewed by this University. The following applies to your request regarding

Classification Title _____

Exam Number _____

Date of Exam _____

_____ Your request cannot be granted because it was not made on a timely basis. Your exam is no longer on file.

_____ Your exam has been reviewed and it was found to be scored correctly.

_____ This was a Training and Experience Exam, an Education and Experience Exam, or a Credential Assessment Exam.

These types of exams are evaluated by the rater and the point value is assigned according to rating sheets provided to us by the State Universities Civil Service System.

If all requested information is reported accurately and completely, it is difficult to raise your score until substantially more education or experience has been acquired.

_____ Attached is a copy of the scoring information sheet which you signed. Indicated in red is the score you received for each element.

_____ The notification of score distributed by the human resource(s) office, includes a breakdown of the examination score and/or categories in the electronic test (E-Test). No further breakdowns will be provided by the University System Office.

Example 1.6a

Score breakdown by sections:

	<u>Points Possible</u>	<u>Points Received</u>
<u>Section I</u>		
_____	_____	_____
<u>Section II</u>		
_____	_____	_____
<u>Section III</u>		
_____	_____	_____
<u>Section IV</u>		
_____	_____	_____

If you wish to request a further review of your written (paper) examination, please direct your inquires along with this form within 30 days after receiving notice of examination score to the State Universities Civil Service System, 1717 South Road, Suite 24, Urbana, IL 61802-6099.

Note: Only one breakdown per classification unless the examination has an Alternate form and the applicant takes the Alternate form.

Sincerely,

Supervisor of Testing