

TO: Designated Employer Representatives, Human Resources Directors,
Classification Personnel and Testing Personnel

FROM: NAME
Classification, Examination, and Compensation Division

SUBJECT: Error on Examination

DATE: DATE

Effective immediately and in accordance with Section 250.140(d) of the Illinois Administrative Code, revisions shall be made to the Knowledge Tests of _____ examinations. Due to several questions or one question being in incorrect key patterns, some questions(s) is/are no longer applicable therefore, question _____ of the _____ will no longer be used in the computation of the raw score. To be specific, the listed questions will be deleted from the examination and their scoring. Use the rating sheets which accompany this fax to recalculate the applicant's scores.

Scores shall be adjusted by Employers for all applicants who have taken these examinations since _____. We request that you immediately recalculate the answer sheets in your possession and revise scores on the active register(s) for all applicable classes that you have using the faxed rating sheet(s).

We shall send the corrected scores that warranted change for the answer sheets we have in our possession.

New copies of the _____ with the applicable questions deleted and the Rating Sheets revisions are available. Please contact your System representative to place your order for these edited examination materials.

In summary, please notify all possible candidates (passing or failing) of the revisions and possible corrections that would affect their present score.