

**PROPOSED AMENDMENTS – SECTION 143.32 (3) (b) PROMOTIONAL EXAMINATION PROCEDURE
CHAPTER 143:**

(3) **PROMOTIONAL EXAMINATION ADMINISTRATION PROCEDURES**

(a) Tobacco products shall be prohibited at all times in the testing area.

(b) Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.

– Valid Texas Drivers License
– Valid U.S. Passport or U.S. Passport Card
– Valid U.S. Military Identification Card

~~(b) valid Texas Driver's License or other accepted photo government ID and other registration items/documents as required~~—The examinee must be present and seated prior to the start time of the examination, as shown by clock at the testing location. Late arrivals will not be admitted and will be considered not eligible to sit for the examination.

(c) Cancellation or postponement of promotional examination - The Commission or Director may cancel or postpone a scheduled promotional examination for sufficient cause.

(d) Dishonesty ~~---~~ An examinee taking a promotional examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided with a grade of zero (0) by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director, who shall report it to the Department Head and to the Commission.

(e) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An examinee who needs special arrangements shall submit a request in writing to the Director at least three (3) business days prior to the examination or as determined by the Director.

For any problems that arise during the promotional examination, the Director or designee is authorized to use his/her judgment to determine a proper course of action. The Director or designee shall thereafter report to the Commission the problem that

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arose and the course of action he/she determined would best accomplish the goals of the civil service system. The Commission shall thereafter vote to ratify the action taken by the Director or provide other relief, as it may deem appropriate. Note: Some test(s) may be administered in digital format. In these instances, if a technical issue(s) arises during the exam, the affected candidate(s) will be allotted extra time at the end of the exam, if required, equal to the time needed to correct the technical issue(s).