

## PROTEST PROCEDURE

**PROTEST PERIOD:** Protests for this examination will be accepted for a period of thirty (30) days beginning on the 4<sup>TH</sup> Monday following the date of the regular test. If you wish to file protests to one or more of the proposed key answers in this examination you may do so by attending a scheduled Protest Session or by submitting protests by mail or both in accordance with the instructions below.

**PROTEST SESSION:** If you wish to review the test booklet in order to file protests to one or more proposed key answers, you may do so by attending the Protest Session. You must appear in person; you may not bring with you or have present any other person at this session. The Protest Session will be held on the 4<sup>TH</sup> Wednesday following the date of the regular test. The Protest Session will begin at 9:00 AM at the NYCDCAS Test Center, 26 Washington Street, Manhattan. Candidates will be admitted on a first come first served basis. Space is limited. You will be allowed the length of time of the test to complete your review. This Protest Session will end promptly at the end of the allotted time. There are no other Protest Sessions scheduled.

If, as a result of your review you decide to submit a protest to any key answer, you will have to substantiate your protest. You may bring any reference materials you wish. You may not bring any handwritten notes. In no case will you be allowed to remove from our premises any materials relating to the test, or any notes which you may make during the review. You will be permitted to prepare and submit protests during the protest session.

**ADMISSION TO PROTEST SESSION:** In order to be admitted to the Protest Session, you must bring your Candidate's Record of Answers form on the reverse side of this sheet. Only candidates who bring their completed Candidate's Record of Answers form will be admitted to the Protest Session. You must also bring adequate personal identification, a pen with black ink and a stamped self-addressed legal sized envelope to the protest session.

**PROTESTS SUBMITTED BY MAIL:** Each protest must start on a new page. Each protest must be headed by the following: Examination Title; Examination Number; Session; Question Number; Test Date; your Social Security Number. The protest must include a statement explaining why the answer you selected is as good as or better than the proposed key answer. You may not modify your protest once it is submitted. However, you may mail in additional separate protests. All protests must be received within the 30 day protest period. Date of receipt, rather than date of postmark, will be controlling. Each protest must include an original and four copies. After you have prepared the four copies, print your name and address on the original only. **PROTESTS SENT WITHOUT FOUR COPIES WILL NOT BE CONSIDERED!** Please enclose a stamped self-addressed legal size envelope with your protests.

Mail your completed protest package to: PROTEST, DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES, BOWLING GREEN STATION, P.O. BOX 974, NEW YORK, NEW YORK 10274-0974. Print "Examination No. and Title" in the lower left hand corner of the envelope. You need not attend the Protest Session in order to submit protests by mail.