

## **PROTEST PROCEDURE**

Any candidate wishing to file a protest to one or more key answers on this examination, must submit an original and four copies of the protest, together with supporting evidence, to PROTEST, Department of Citywide Administrative Services, Bowling Green Station, P.O. Box 974, New York, N.Y. 10274-0974. Print Exam No. and Title in lower left hand corner of envelope. Protests will be accepted by MAIL ONLY for a period of thirty (30) days beginning the 5th Monday following the date of the regular test. Protests must be postmarked by the last day of the protest period.

Protests must be submitted in the following form. For each proposed key answer you protest, you must start a new page. Each page must be headed by the following: Examination Title; Examination Number; Session No, 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, and must include any additional supporting evidence you wish to submit. You may not modify or add to your protest once it is submitted. However, you may submit additional separate protests within the 30 day protest period.

After you have prepared the four copies, print your name and address on the original pages only and sign the last page of the original protest. Do not include your name or address on any other copies. You must print only your Social Security Number on each page of the four copies. **PROTESTS SENT WITHOUT THE FOUR COPIES WILL NOT BE CONSIDERED!**

Please enclose a stamped, self-addressed legal size envelope with your protests.