

**REQUEST TO ATTEND PROTEST REVIEW SESSION**

Please note there is **NO** 'Candidate Record of Answers' (CRA) for this Exam.  
You cannot record your answers for this exam, and you cannot leave the exam with any written notes or test related material.

To attend the PRS you must complete and MAIL in this form; it must be POSTMARKED No later than 1 week after your test date

\* \* YOU MAY TAKE THIS SHEET WITH YOU \* \*

**Instructions:**

- If you require proof that you took this test today, please notify the Examiner. Candidates should speak to an Examiner if they have any additional questions or need documentation.
- To attend the Computer-based Protest Review Session for this test, you must request an appointment. If you wish to attend, please read and follow the instructions provided in *Section Three: How To Request An Appointment To Attend the Computer-based Protest Review Session* of the Protest Procedure, towards the bottom of the page.
- After you have exited the test site, if you wish to attend the Computer-based Protest Review Session (PRS) to view the questions and Proposed Key Answers to which you responded incorrectly; you **MUST** fill-out the "To be Completed by Candidate" portion of the page. Mail this form which must be postmarked within **one week of taking the test**, unless otherwise instructed on the day of the test. Requests must be mailed in.
- You are not permitted to enter the test/PRS site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. You are not permitted to use any type of headphones or ear buds. If calculators were permitted at your test, they are permitted at your test's PRS; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

**SECTION I: TO BE COMPLETED BY CANDIDATE**

**PRINT CLEARLY**

Soc. Sec. Num.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Exam Title: Associate Staff Analyst Series

Exam Number: 9984 - \_\_\_\_\_ Version Number (the four-digit number following the Exam Number on the printout you were given when you finished your test)

Exam Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Exam Time: \_\_\_\_:\_\_\_\_ **AM/PM (circle one)**

CTAC Location: Check (✓) Only One Box →  Manhattan  Brooklyn  Queens  Staten Island  
 Bronx

**SECTION II: REQUEST TO ATTEND PROTEST REVIEW SESSION DEADLINE**

**You must Mail your request to attend the Protest Review Session-Postmarked within one (1) week of the date below:**

End of Testing Date for this Computer-based Exam: 9 / 19 / 19

**SECTION III: HOW TO REQUEST AN APPOINTMENT TO ATTEND THE COMPUTER-BASED PROTEST REVIEW SESSION**

If you wish to request an appointment to attend the Computer-based Protest Review Session (PRS), simply fill-out this form. Mail this request **POSTMARKED NO LATER THAN ONE WEEK** following the end of testing for the test you took. to: PROTEST REVIEW SESSION, DCAS, Bowling Green Station, P.O. Box 974, New York, NY, 10274-0974, *Exam Title, Exam Number*. An appointment letter/notice will be mailed to you to confirm the date, time, and location of the scheduled PRS. Appointment letters are mailed about 10 days before the date of the PRS. If you submit a request, and then do not receive an appointment letter at least 4½ weeks from the date of the regular test, you must go to the ACES-Administration, Customer and Exam Support Unit, 1 Centre Street, 14<sup>th</sup> floor, Room 1448, Manhattan, to obtain a duplicate appointment letter/notice.

**SECTION IV: COMPUTER-BASED PROTEST REVIEW SESSION (PRS)**

**COMPUTER-BASED PROTEST REVIEW SESSION (PRS) ATTENDANCE IS OPTIONAL.** However, **ONLY** by attending the PRS will you have the opportunity to view the questions and Proposed Key Answers to which you responded incorrectly. Instructions for how to prepare and submit protests against your test's Proposed Answer Key will be provided at the session. Protests may be prepared and submitted by mail in accordance with the Protest Procedure. Instructions are included in Sections VI and VII of this page. **It is strongly recommended that you read the Protest Procedure in its entirety.**

The PRS will be held approximately five (5) weeks after the date of the regular test. Candidates who requested to attend will be mailed an appointment letter/notice that will notify them of the date, time, and location of their PRS. **You will be allowed HALF (½) the length of your test for your PRS, and the PRS will end promptly at the allotted time.** You **will not** be able to reschedule your Protest Review Session for an alternate date and/or time.

A paper copy of your Exam Reference book (if relevant) will be provided to you at the PRS, but it must be returned before you leave the PRS. You may bring a copy (or submit the original) of each page of reference materials and/or supporting documentation that you feel will be helpful in substantiating your protest(s). You may **NOT** bring any handwritten notes or electronic devices of any kind. Additionally, you will not be permitted to remove any test materials or documents, or notes that you may have made during the PRS. **COPIES OF YOUR REFERENCE MATERIALS AND/OR SUPPORTING DOCUMENTATION WILL NOT BE MADE BY DCAS DURING THE PRS.**

**Attending the PRS will be your only opportunity to view the questions to which you responded incorrectly.**

**SECTION V: ADMISSION TO THE COMPUTER-BASED PROTEST REVIEW SESSION**

If you decide to attend, you must appear in person, and you may not bring or have any other person present with you, except those who have also mailed-in their request to attend. If you attend the PRS, you will need to bring your appointment letter/notice, and **Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US government issued Passport, US government issued Military Identification Card, US government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Additionally, you may bring a copy (or submit the original) of each page of reference materials and/or supporting documentation that you feel will be helpful in substantiating your protest(s). **AGAIN, COPIES OF YOUR REFERENCE MATERIALS AND/OR SUPPORTING DOCUMENTATION CANNOT BE MADE DURING THE PRS, NOR WILL ANYTHING YOU SUBMIT WITH YOUR PROTEST(S) BE RETURNED.**

**SECTION VI: HOW TO PREPARE YOUR MAILED-IN PROTEST(S)**

The Test Validation Board (TVB) will only consider protests that are valid. The TVB does not address general complaints, complaints about the job-relatedness of the test, complaints about the administration of the test, or complaints about the quality of the test booklets. Such complaints are considered to be invalid protests. Protests must be submitted in the following format to be considered valid.

For each proposed key answer you wish to submit a protest against, you must start a new page. **Each page must be headed by the following: Examination Title; Examination Number; the Question Number; Test Date; Test Session, and your Social Security Number.** State the question number you are protesting and the answer you selected. Next, in a statement, explain why the answer you selected is "as good as" or "better than" the proposed key answer, and specify the action you would like the TVB to take. After you have prepared a total of four copies of your statement for each protest [e.g., the original and three (3) photocopies **OR** four (4) photocopies], **print and sign your Name on the bottom of the last page of the original ONLY (or on one of the four photocopies).** **Do Not** include your name on any other copies. You must print only the information stated above on the remaining three copies.

You may include any reference materials and/or supporting documentation that you feel will help to substantiate your protest. Since your information may be verified, you must make a full citation that includes the title, author, page number, date published, edition (if applicable), and paragraph, if you quote any source. **Each page of your reference materials and/or supporting documentation must be headed by the following: Examination Number; the Question Number; Test Date; Test Session; your Social Security Number.** After you have prepared a total of two copies of your reference and/or supporting documentation [e.g., the original and one (1) photocopy **OR** two (2) photocopies], ensure that the proper heading was written.

You may not modify or add to your protest once it is submitted. However, you may submit additional separate protests using the format described above.

**SECTION VII: HOW TO SUBMIT PROTEST(S) BY MAIL**

If you wish to submit any protests by mail, you must provide with each protest either the original and three (3) photocopies **OR** four (4) photocopies of all materials you wish to submit.

If you include any reference materials and/or supporting documentation that you feel will help to substantiate your protest, you must include the original and one (1) photocopy **OR** two (2) photocopies. Written protest(s) are mailed to:

**PROTEST, DCAS, Bowling Green Station, P.O. Box 974, New York, NY 10274-0974.** Be sure to write the *Exam Title, Exam Number* in the lower left-hand corner of the envelope. **ONLY PROTESTS AGAINST THE PROPOSED ANSWER KEY SHOULD BE SENT TO THE ADDRESS ABOVE; NO OTHER COMMUNICATION WILL RECEIVE RESPONSES.**

Protests prepared after the PRS will only be accepted by mail, and they must be postmarked no later than thirty (30) days from the PRS date. If you submit protest(s) during the PRS or by mail, you will be invited to review the final determination(s) made by the Test Validation Board (TVB) regarding the protests against the Proposed Answer Key. Appointments to attend the TVB Report Reading Session are scheduled once the exam's eligible list is established or made public. **Only candidates submitting protest(s) at the PRS or during the protest period by mail will receive an appointment letter to attend the TVB Report Reading Session.**

**MAILED-IN PROTEST PERIOD**

Mailed-in protests for this examination will be accepted for a period of thirty (30) days that begins on the day of the Protest Review Session-which will be held approximately five (5) weeks following the date of the regular test.