

CITY OF TORRANCE - CIVIL SERVICE COMMISSION
INSTRUCTIONS FOR FILING A MULTIPLE CHOICE WRITTEN EXAMINATION PROTEST

If you have questions, you may call (310) 618-2956 or (310) 618-2967.

Filing period: All protests must be made in writing by the close of business, within three work days(business days) from the date of the examination administration for non- safety positions; and five work days (business days) for safety positions.

SECTION I: *PURPOSE OF PROTEST*

If the purpose of your protest is only to improve the test for the next exam, please check the “feedback” box. No official action will be taken for this administration, but your comment will be added to the file for consideration on future exams.

If you want an official review of your protest prior to scoring the examination, you must check the box which requests an official review. Protests filed for multiple choice written tests will be reviewed and decisions will be made by a committee.

SECTION II: *ITEM PROTESTED*

Fill out a complete form for each question protested. Indicate the question or item number and page number.

Check the appropriate box for the action you are asking the protest committee to take.

✓If you request the Protest Review Committee to delete the item from the exam you must give reasons (narrative and/or documentation) why the item should not be a part of the examination for the classification or show that no correct choice was provided.

✓If you request that choices other than the keyed answer are also correct you must provide information which shows that the choice(s) you designate are also correct answers to the question.

SECTION III: *REASON/EXPLANATION*

In this section, check the reason you are filing a protest. Also, please explain and support your objection.

1. Explain your objections with specifics.
2. You must attach supporting documentation.
3. Incomplete protests will not be considered.

All protests must clearly state specific and substantial reasons for the protest. Describe your objection in detail.

- A) Protests regarding factual information must cite a source or document as supporting evidence;
- B) Protests involving the application of a local unwritten policy or practice must provide a clear statement of what the local policy is perceived to be as it related to the test item;
- C) Protests of the job-relatedness of a test item must include a clear statement or description showing how or why the item does not relate to the job.

Submit protests to:

City of Torrance
Civil Service Commission
Brianna Cohen, Civil Service Manager
3231 Torrance Blvd, Torrance CA 90503.
E-mail: CivilServiceCommission@TorranceCA.Gov
Fax: (310) 618-2726

CITY OF TORRANCE – CIVIL SERVICE COMMISSION
MULTIPLE CHOICE WRITTEN EXAMINATION PROTEST FORM

(Instructions for completing this form are on the other side of this sheet)

First Name Middle Name Last Name

Address, City, State, Zip

E-mail address Phone Number

Position Title Examination Date

I. Purpose of objection

Provide feedback or comments for consideration prior to next exam (i.e. no official action).

Request official review prior to the grading of this exam or establishing an eligible list.

II.

A. Are you filing a protest of a multiple choice written exam? Yes No

B. Please indicate (submit a separate form for each question):

Item or Question Number

Page Number

C. Request the following action(s):

Delete the item from the exam

Allow alternate answer

List the alternate answer

III. Reason – What is the reason for your protest?

Correctness of the answer key

Job relatedness of the question

Administration procedures of the test

Other

Explain and provide documentation to support your objection. You may submit additional sheets if necessary.

Signature Date

For Office Use Only
Date/Time Received:
Approved:
Not Approved: