



Ohio Administrative Code Rule 123:1-9-01 Examination guidelines.

Effective: August 5, 2024

(A) Admitting applicants to examinations. The applicant will be notified of the arrival time to sit for the examination. The qualifications listed in the job posting will be followed in determining admittance to competitive or non-competitive examinations.

(B) Extension of time in examinations. No applicant in any examination will be given a longer time on any subject than prescribed by the director of administrative services or designee. The director or designee may establish separate time limits for the individual accommodation of applicants with disabilities.

(C) Visitors at examinations. No visitor will be admitted to the examination room during any examination except by special permission of the examiner in charge.

(D) Changing of grades. No grades given in any examination will be changed after the posting of an eligible list, provided that the director or designee may correct errors of examiners or employees at any time before the cancellation of such lists.

(E) Postponement or cancellation of examinations. Examinations, unless canceled or postponed, will be held upon dates fixed by the director or designee. A scheduled examination may be canceled or postponed by order of the director or designee, for adequate reason. Reasonable efforts will be made to notify each approved applicant of cancellation or postponement.

(F) Credit for military service. Applicants who are residents of Ohio and otherwise eligible and who receive a passing grade in any examination for original appointment will be granted additional credit of twenty per cent of such grade, thereby receiving a final grade of twenty per cent higher in recognition of military service. To be eligible for this credit, applicants will provide proper proof of military service, as defined in section 124.23 of the Revised Code to the director or designee prior to participation in the examination.



(G) Credit for reserve component status. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training will receive a credit of fifteen per cent of the person's total grade given in the examination in which the person receives a passing grade. The applicant will submit proof that the applicant successfully completed entry-level training. An applicant who receives credit under paragraph (F) of this rule is not eligible to receive an additional credit as a member in good standing of a reserve component.

(H) Repeating examinations. An applicant who has competed in a civil service examination cannot repeat that examination or take an examination for the same classification within four months from the date of original examination, unless an alternative form of examination is given, or unless other standards are specified in the examination announcement.