

## Rules for Disqualification

Any person may be disqualified from further consideration if the application was not received by the filing deadline; the applicant fails to meet the minimum qualifications specified in the announcement; the candidate fails to appear at the announced time and place for testing and/or the candidate is found to be cheating. Cheating involves any attempt by an individual or group to enhance test scores by means other than actual knowledge or ability, including but not limited to efforts to give or receive information about the test content or correct responses before, after or during the test. Examples of cheating during a test would be:

- Attempting to gain access to the test under false pretenses;
- Failing to follow instructions;
- Talking to another candidate during the test;
- Removing or attempting to remove test materials from the test site;
- Leaving the testing room, holding room or other location without permission from the Test Administrator;
- Attempting to use notes, hand held computers or calculators when instructed not to;
- Looking at another's test paper or answer sheet;
- Working on a test section after time has been called; and
- Giving or receiving test information from another person.

The Personnel Department may not exercise discretion in waiving these requirements for qualifications, except as may be required by law in connection with military personnel called to active duty. The Personnel Department will provide written notification of the disqualification and the reason for disqualification to the applicant or candidate within five (5) days from the determination of the disqualifying circumstance.