

4670.1920 CONDUCT OF EXAMINATIONS.

Subpart 1. **Place; monitors.** Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The supervisor may designate such monitors as may be necessary to conduct examinations under instructions prescribed by the supervisor and may also arrange for the use of public buildings in which to conduct the examinations. The supervisor shall provide for the compensation of monitors in accordance with the approved budget for the purpose.

Subp. 2. **Refusal to score.** The supervisor shall refuse to score the examination of an applicant who copies another applicant's examination paper, or who falsifies his or her identity to gain admittance to the examination, or who otherwise meets the criteria for disqualification as provided in part 4670.1800, subpart 2.

Subp. 3. **Examination modification for applicants with disabilities.** Special examination arrangements shall be made for qualified applicants with disabilities when the usual selection process cannot adequately predict job performance unless the test or selection criteria are shown to be job-related or alternative or equally job-related tests or selection criteria with the same or less adverse impact are not shown to be available. Examination facilities and procedures may be modified to accommodate applicants with disabilities to provide for comparable assessment of essential job skills.

Statutory Authority: *MS s 144.071*

History: *17 SR 1279; 23 SR 82*

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