

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****INSPECTION OF EXAMINATION PAPERS AND PRESERVATION  
OF PAPERS BY COMMISSION****PURPOSE**

To establish a procedure for the preservation of examination papers and allow candidates access to their examination papers.

**PROCEDURE**

## 1.0 COMMISSION PROPERTY

- 1.1 All applications, selection devices, and examination papers are the property of the Merit Commission and shall be treated as private or protected records to the maximum extent of the law.
- 1.2 Examination papers and related documents shall be preserved until the expiration of the eligible register.

## 2.0 SCORING

- 2.1 The scoring by the examiners shall be deemed prima facie correct.
- 2.2 Examination papers, or any other records created as part of the examination, cannot be altered by the candidate.

2.3 If a candidate discovers an error while reviewing his/her exam papers, the candidate will notify the Merit Commission staff during the candidate's test inspection period.

## 3.0 INSPECTION PERIODS

- 3.1 The candidate may inspect his/her own examination papers and related documents in the Commission Staff Office within thirty (30) days after the mailing of his/her grade.
- 3.2 Inspection of examination papers after the thirty (30) day limit (see 3.1) by candidates will not be allowed unless approved by the Merit Commission for good cause.
- 3.3 Applicants intending to inspect their own examination papers for the purpose of filing a complaint should arrange for the inspection prior to the fifteen (15) day time limit for requesting an administrative review in accordance with Merit Commission Policy 4750

## 5.0 INSPECTION LIMITATION

- 5.1 Candidates will not be permitted to inspect examination papers or related documents where:

- 5.1.1 The integrity of future examinations could be compromised.
- 5.1.2 The inspection could reduce the validity of future examinations.
- 5.1.3 The inspection would violate a test security agreement between the test publishers and Merit Commission.

6.0 EXAMINATION REGISTERS

- 6.1 Examination registers are public documents.

7.0 ACCESS TO CANDIDATES EXAMINATION RECORDS

- 7.1 The Merit Commission, Commission staff, and the Sheriff/designee will be allowed to review the candidate's examination papers.
- 7.2 Examination papers and related documents, including but not limited to, the content of the examination, the actual test, scoring guides, evaluator orientation manuals, or statistical summaries of test data, may not be released, unless ordered by the court.

APPROVED AND PASSED THIS 26 DAY OF May, 2016.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
Kenneth Wallentine, Chair