

PROTEST REVIEW SESSION (PRS) ADMISSION NOTICE

Protest Review Session (PRS) for
Promotion to Child Welfare Specialist Supervisor #2548
Appointment Date: **11/29/2021**

Arrival Time: **2:30:00 PM**

Cut-Off Time: **3:30:00 PM**

End Time: **2 Hours**

Location: **CTAC (STATEN ISLAND)**

135 Canal Street 3rd Floor Staten Island, NY 10304

<u>FOR TEST ADMINISTRATION'S USE ONLY</u>	
Do Not Complete This Part Unless Instructed By A DCAS Representative	
Signature Required ⇄ _____	
Last Four SSN # _____	PROFILE ID # _____
SEAT # _____	
<input type="checkbox"/> Check box only if the candidate is a "No Show"	Monitor's Initials: _____

YOU CAN PRINT OR DISPLAY THIS NOTIFICATION ON YOUR PHONE OR PERSONAL DEVICE UPON ENTRY TO THE DCAS SITE

In response to your request, an appointment has been made for you to attend the Protest Review Session (PRS) for the Exam Title listed above. **PRS ATTENDANCE IS OPTIONAL.** However, **ONLY** by attending your test's PRS will you have the opportunity to view the questions and the proposed DCAS answers to which you responded incorrectly. The PRS for your test will be in a computer-based format. You will not be able to view the questions or the proposed DCAS answers to which you responded correctly or provided no answer. Protests to your test's proposed DCAS answers may be prepared and submitted at the PRS and/or by mail, in accordance with the Protest Procedure instructions included on the next page. **It is strongly recommended that you read the Protest Procedure in its entirety.**

If you decide to attend the PRS, you must appear in person, and you may not bring or have any other person present with you. A DCAS representative will be required to assign you a seat, capture your fingerprints, and record that you have received test material. **You will be allotted the length of time listed above for your PRS. Your appointment time is indicated above. No one will be admitted to the PRS one (1) hour after the appointment time.** You may bring reference material with you, but it must be able to fit under your workstation. You may bring a copy (or submit the original) of each page of reference materials and/or supporting documentation that you feel will be helpful in substantiating your protest(s). You may **not** bring any handwritten notes. Additionally, you will not be permitted to remove any test materials or documents, answer keys, or notes that you may have made during the PRS. **COPIES OF YOUR REFERENCE MATERIALS AND/OR SUPPORTING DOCUMENTATION WILL NOT BE MADE BY DCAS DURING THE PRS.** You will need to bring a valid (non-expired) photo identification that bears your signature and the name that you used to apply for the test you took, such as a State issued Driver's License; State issued Identification Card; an Employee ID Card; a Student ID Card; U.S. Government issued Passport, Military ID Card, or Alien Registration Card. Candidates may have their admission notices on their electronic device, or need their electronic device to answer health questionnaire to gain entry into DCAS site, however, once at check-in at the DCAS site all electronic devices **MUST** be turned off.

COVID-19 Requirements: If you have symptoms of COVID-19 that began within ten days before your appointment, you may request an alternate date for attendance at the exam event within one week after the date on this notice. To be admitted to a DCAS Computer-based Testing & Application Center (CTAC), all exam event candidates will be required to respond to a DCAS Health Screening Assessment (HSA). If you are reporting to a DCAS site, you are required to complete the DCAS HSA within 24 hours of your exam event appointment time, or you will be denied entry. **Only candidates with a scheduled appointment and an HSA clearance may enter a DCAS site.** In order to access the DCAS HSA, log into your OASys account www.nyc.gov/examsforjobs and click on "HSA" on the home page. For your safety and the safety of DCAS employees, you must answer the HSA accurately. Upon completion of your HSA, you will receive an e-mail notification either granting or denying your entry to the DCAS site. If you are denied entrance as a result of the answers you provided on the HSA, you will receive instructions for requesting an alternate date to attend your exam event.

At the DCAS site, all exam event candidates will be required to adhere to Personal Protective Equipment (PPE) requirements. All candidates must wear a face covering, which covers the mouth and nose. **FACE COVERINGS AND GLOVES WILL NOT BE PROVIDED FOR YOU.** Candidates will be required to wear their face covering for the entire time they are in the CTAC. Candidates not wearing a face covering or not wearing it properly will not be allowed to pursue the exam event and non-compliance cannot be used as grounds for a make-up exam event. **COVID-19 related guidelines will be in effect, and enforced throughout the length of the test event, and throughout the time that candidates are in the testing area, and the test center building. Please note that our goal is to maintain the safest test site possible within current COVID-19 Guidelines.**

Electronic Devices: You can display your Exam Event Admission Notice and HSA Clearance on your phone or personal device in order to gain entry to your assigned CTAC, but once admitted, all electronic devices must be turned off and stored in the provided receptacles. **YOU ARE NOT PERMITTED TO USE DEVICES ONCE ON THE TEST EVENT FLOOR INCLUDING, BUT NOT LIMITED TO, CELLULAR PHONES, SMART WATCHES, RECORDING DEVICES, BEEPERS, PAGERS, CAMERAS, OR PORTABLE MEDIA PLAYERS.** You are not permitted to use any type of personal headphones or ear buds. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. You are also not permitted to use on site any medical assistive devices, including those that give notifications, alerts or vibrate, during the exam event without the prior express written authorization of DCAS Bureau of Examinations. Calculators are **not** permitted for this exam event. If you use any of these devices anywhere at any CTAC, whether in the testing area, restroom, hallway, or any other location, at any time before, during or after the exam event, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

If you submit protest(s) during the PRS, by mail or email, you will be invited to review the final determination(s) made by the Test Validation Board (TVB) regarding the protests submitted against the DCAS Proposed Answer Key. Appointments to attend the TVB Report Reading Session are scheduled once the eligible list is established or made public. Only candidates who submit protest(s) at the PRS, by mail or email will receive an appointment letter to attend the TVB Report Reading Session.

If you have not received your electronic Certificate of Attendance in your email associated with **your OASys profile/OASys Dashboard** three business days after your exam event, and you need proof that you attended your exam event, please e-mail us at CTACAttendance@dcas.nyc.gov. In your request, you must include the following information: your full name, your unique candidate Profile ID Number and/or the last 4 digits of your Social Security Number, the exam title, the exam number, and the CTAC you attended your PRS.

Sincerely,
DCAS Administration, Customer, and Exam Support

PROTEST PROCEDURE

HOW TO PREPARE YOUR MAIL-IN PROTEST(S)

The Test Validation Board (TVB) will only consider protests that are valid. The TVB does not address general complaints, complaints about the job-relatedness of the test, complaints about the administration of the test, or complaints about the quality of the test booklets. Such complaints are invalid protests. Protests must be submitted in the following format to be considered valid:

For each proposed DCAS answer you wish to submit a protest, you must start a new page. **Each page must be headed by the following:** *Examination Title; Examination Number; Version Number (the four-digit number following the Exam Number); the Question Number; Test Date; Test Session (if applicable); and the last 4-digits of your Social Security Number and/or your unique candidate Profile ID Number.* State the question number you are protesting and the answer you selected. Next, in a statement, explain why the answer you selected is “as good as” or “better than” the DCAS Proposed Answer Key, and specify the action you would like the TVB to take. After you have prepared four (4) copies of your protest and print **and sign your Name on the bottom of the last page of the original ONLY (or on one of the four photocopies).** **DO NOT** include your name on any other copies. You must print **only** the information stated above on the remaining three photocopies.

You may include any reference materials and/or supporting documentation that you feel will be helpful in substantiating your protest. Since your information may be verified, you must make a full citation that includes the title, author, page number, date published (if applicable), edition, and paragraph, if you quote any source. **Each page of your reference materials and/or supporting documentation must be headed by the following:** *Examination Number; Version Number (the four-digit number following the Exam Number); the Question Number; Test Date; Test Session (if applicable); the last 4-digits of your Social Security Number and/or your unique candidate Profile ID Number.* Please have two (2) copies prepared of your reference materials and/or supporting documentation and ensure that the proper heading was written.

You may not modify or add to your protests once it is submitted. However, you may submit additional separate protests using the format described above.

HOW TO SUBMIT PROTEST(S) BY MAIL AND/OR EMAIL

If you wish to submit any protests by mail, you must provide with each question you are protesting four (4) copies of your statement. If you include any reference materials and/or supporting documentation that you feel will be helpful in substantiating your protest, you must provide two (2) copies. Written protest(s) should be mailed to:

PROTEST, DCAS, Bureau of Examinations, 1 Centre Street 14th Floor, New York, NY 10007, Attn: Protest Submissions. Be sure to write the *Exam Title, Exam Number, and Version Number (the four-digit number following the Exam Number)* in the lower left-hand corner of the envelope. **ONLY PROTESTS AGAINST THE DCAS PROPOSED ANSWER KEY SHOULD BE SENT TO THE ADDRESS; NO OTHER COMMUNICATIONS WILL RECEIVE RESPONSES.**

If you wish to submit any protests electronically, you must include with each question you are protesting in the body of the e-mail. If you include any reference materials and/or supporting documentation that you feel will be helpful in substantiating your protest, you must provide a scanned or attached document. Electronic protest(s) should be e-mailed to:

PRSHelpLine@dcas.nyc.gov with “**PRS MAIL-IN**” in the subject line. Be sure to write the *Exam Title, Exam Number, and Version Number (the four-digit number following the Exam Number), the Question Number; Test Date; Test Session (if applicable); the last 4-digits of your Social Security Number and/or your unique candidate Profile ID Number* on the supporting documentation before it is scanned or attached. **ONLY PROTESTS AGAINST THE DCAS PROPOSED ANSWER KEY SHOULD BE SENT TO THE EMAIL ADDRESS; NO OTHER COMMUNICATIONS WILL RECEIVE RESPONSES.**

Protests prepared after the PRS will be accepted by mail and/or email, **and** they must be postmarked/emailed no later than thirty (30) days from the PRS date. Check the PRS date on the previous page to determine your PRS date. If you submit protest(s) during the PRS, or by mail or email, you will be invited to review the final determination(s) made by the Test Validation Board (TVB) regarding protests submitted against the DCAS Proposed Answer Key. Appointments to attend the TVB Report Reading Session are scheduled once the exam’s eligible list is established or made public. **Only candidates submitting protest(s) at the PRS or during the protest period by mail and/or email will receive an appointment letter to attend the TVB Report Reading Session.**

PROTEST PERIOD

The submission of protests for this examination will be accepted for a period of thirty (30) days beginning on the date of your test’s PRS. Check the PRS date on the previous page to determine your test’s PRS date.

CANDIDATE’S CURRENT INFORMATION ON FILE WITH DCAS

Change of Name and/or Social Security Number: Use the Data Correction Form

(<https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>) and follow all instructions noted on the form to change your name and/or social security number with DCAS. You may miss a chance for appointment if we do not have your correct name and/or social security number.

Change of Mailing Address, Email Address, and/or Telephone Number: If you are a City employee who has access to Employee Self Service (ESS) (www.nyc.gov/ESS), you **MUST** change your mailing address, email address and/or phone number through ESS. Change of addresses in ESS will be uploaded to DCAS’ Exams/Certifications/Investigations systems from NYCAPS.

If you are not a City employee or do not have access to ESS, you can update your mailing address, email address and/or phone number on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then to your Profile Tab at www.nyc.gov/examsforjobs. You may also submit a written request by email at OASys@dcas.nyc.gov, by fax 646-500-7190, or by regular mail: DCAS, Applications Processing Unit, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, last 4-digits of your social security number and/or your unique candidate Profile ID number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address along with your Social Security Card and a valid (non-expired) ID.