

## Section 4 – Preparing Register Information and Notice of Examination Score

**4.2 NOTICE OF EXAMINATION SCORE PREPARATION**

The Notice of Examination Score shall be prepared at the same time as the register card and issued to the applicant/candidate by the Employer.

All Notices of Examination Score sent to applicants/candidates and returned to the System Office by the US Postal Service will be sent to the appropriate place of employment by the System Office.

See *Example 4.2a* for properly completed register card and Notice of Examination Score for a fully qualified applicant. The System requests that all register cards and Notices of Examination Scores be prepared in accordance with the examples which follow:

**EXAMINATION SCORE**

Use a pen and indicate the passing or failing score by drawing a circle around or marking the box letter P (passing) or F (failing). Write the numerical score on the appropriate line. The score shall be carried out two digits (78.00). Score before rounding also shall be written on the register card as shown. Score on applicant's/candidate's notice shall reflect only the rounded score.

*Register Card*

Register  
Score  
 P 78.00  
(77.50)  
 F \_\_\_\_\_

*Notice of Examination Score*

Score  
 P 78.00  
 F \_\_\_\_\_

**BREAKDOWN OF SCORES**

For examinations consisting of more than one part, such as Written tests and T/E, record the scores for each part. Indicate the basic score received on each part before a percentage score is computed.

If the examination is composed of several aptitude tests, indicate the raw and converted score for each aptitude test, including each element score for the Job Element Examination. The title of each test with its respective score shall be written on these lines.

SCORES	75
STENO	TRANS
TYPING	T/E 75

SCORES	
Observation 22 =	70
Computation 44 =	94
STENO Reasoning	TRANS 25=85
TYPING	T/E

## Section 4 – Preparing Register Information and Notice of Examination Score

BREAKDOWN OF CLERICAL SCORES

- a. **WRITTEN:** Indicate number of correct answers, the converted score in parentheses if applicable, and the percentage score.
- b. **TYPING:** Indicate WPM score on the typing skills test.
- c. **STENO:** Indicate effective WPM score on the stenographic proficiency test.

Indicate specific test forms used (A, B, C, or D) for b. and c. above.

SCORES	40 (80) = 48.0
STENO	50 TRANS
TYPING	26 T/E

CLERICAL CLASSES FAILED

Use this space for clerical examination only. Indicate the failing portion(s) of a clerical examination by making a check mark in the corresponding space of the register card and a circle on the Notice of Examination Score.

*Register Card*

CLERICAL CLASSES <u>Failed</u>	
WRITTEN _____	TYPING _____
STENO. <input checked="" type="checkbox"/>	TRANS _____
DATE OF APPLICATION	
11/30/98	

*Notice of Examination Score*

FOR CLERICAL CLASSES ONLY: FAILED

TYPING \_\_\_\_\_ STENO \_\_\_\_\_ TRANS \_\_\_\_\_ WRITTEN \_\_\_\_\_

DATE OF APPLICATION

The date of application shall be the date on which the applicant makes the request for examination in the class. The date shall be recorded as shown in the example. NOTE: A new date of application shall be used each time an applicant rewrites an examination. The applicant shall place his/her initials beside the date of application on the register card.

DATE OF APPLICATION
12-8-98 MIS

## Section 4 – Preparing Register Information and Notice of Examination Score

EXAM

Check the box and the word that represents the type of examination (OE-Original Entry, PROM-Promotional) for which the applicant has applied. Indicate a rewrite examination by checking the box and the word REWRITE in addition to marking OE or PROM.

Register Card

Exam
<input checked="" type="checkbox"/> OE
<input type="checkbox"/> PROM
<input type="checkbox"/> REWRITE

EXAMINATION CLASS

Type the title of the examination class for which the applicant will be tested. There are three lines provided on the register card for the class title, and it shall be typed as it is shown in the example. Type the class specification title. Do **NOT** type the class title as given in the alphabetical listing. EXAMPLE: Financial Aid Adviser I, **NOT** Adviser I, Financial Aid. Abbreviate class title only when lack of space will not permit the full title to be typed. There is only one line for the class title on the Notice of Examination Score. With care, there is sufficient space to type two lines.

Register Card

EXAM CLASS
Financial Aid
Adviser I

Notice of Examination Score

CLASS
Financial Aid Adviser I

## Section 4 – Preparing Register Information and Notice of Examination Score

NAME, ADDRESS, CITY, STATE, ZIP

On the register card, type the applicant's entire name (last name, first), street address, city, state, and zip code.

On the Notice of Examination Score, type the same name (first name, first) and the address at which the applicant wishes to be notified of score.

Register Card

NAME
Smith, Mary Jane
ADDRESS
2000 North Main Street
CITY STATE ZIP
Urbana, IL 61802

Notice of Examination Score

NAME
Mary Jane Smith
ADDRESS
2000 North Main Street
CITY STATE ZIP
Urbana, IL 61802

TELEPHONE

Type the applicant's telephone number (include area code) or the number of a telephone at which the applicant can be reached.

Register Card

TEL
217/333-3150

FOR REGISTER AT

Type the code number for the place of employment at which the applicant is seeking employment. In most cases, this is the place of employment where the examination is taken. Also designate the place of employment by typing the appropriate abbreviation in the small box located by the Register Score. Code letters and numbers for each place of employment are listed in the chapter on Administering and Scoring Examinations.

Register Card

FOR REGISTER AT
900

Register Card

REGISTER SCORE
<input type="checkbox"/> P _____
<input type="checkbox"/> F _____

SUCSS

## Section 4 – Preparing Register Information and Notice of Examination Score

**LACKS EXPERIENCE AND/OR EDUCATION**

To be used with Compensatory Qualification(s) for Examination form.

The Original Entry or Promotional register card with **one stripe** must be used for all examinations requiring a Request for Prior Approval of Compensatory Qualification(s) for Examination form. Note special wording on the reverse side of the register card pertaining to certification by the Employer. See *Example 4.2b*.

**WAIVER EXPERIENCE OR WAIVER EDUCATION**

To be used with Waiver of Qualification(s) for Examination form.

The Original Entry or Promotional register card with **two stripes** must be used for all examinations requiring a Request for Prior Approval of Waiver of Qualification(s) for Examination form. Note special wording on the reverse side of register card pertaining to certification by Employer. See *Example 4.2c*.

**DISABLED APPLICANTS**

For applicants who require special examining procedures, prepare a register card (no stripes, unless applicable) and type "DISABLED APPLICANT" on the upper left-hand corner of the register card.

Register Card

**DISABLED  
APPLICANT**

REGISTER  
SCORE

P \_\_\_\_\_

F \_\_\_\_\_

**OUT-OF-STATE APPLICANTS**

Prepare a register card (no stripes, unless applicable) and type "OUT-OF-STATE" on the upper left-hand corner of the register card.

Register Card

**OUT-OF-STATE**

REGISTER  
SCORE

P \_\_\_\_\_

F \_\_\_\_\_

Section 4 – Preparing Register Information and Notice of Examination Score

VETERANS PREFERENCE (VP)

The letters **VP** (veterans preference) shall be written beside the examination score on the register card and Notice of Examination Score. If an applicant/candidate is eligible to have points added after the Original Entry examination has been graded, but no later than ten working days from the date of application for the examination, the date of certification is entered in the specified space on the reverse side of the card and the score is changed to the effective date of certification.

Register Card

REGISTER SCORE

P 78.00 vp

F \_\_\_\_\_

Notice of Examination Score

SCORE

PASSING 78.00 vp

FAILING \_\_\_\_\_

FOR CLERICAL CLASSES ONLY: FAILED

TYPING STENO. TRANS. WRITTEN

SOCIAL SECURITY NUMBER (SSN)

In the space provided, type the nine-digit Social Security Number of the applicant. It shall be recorded in the following manner: 123-45-6789.

Register Card

SSN
123-45-6789

EDUCATIONAL LEVEL

Indicate the applicant's educational level by drawing a circle around the HIGHEST GRADE COMPLETED (numbers 1-16). Only one of the numbers in this block should be circled. If the applicant COMPLETED 12<sup>th</sup> grade and did not graduate from high school or received a General Education Diploma (GED), circle 12. If the applicant has graduated from high school or received a GED, circle **only** H.S. Grad.

Register Card

EDUCATION LEVEL - CIRCLE ONE (HIGHEST GRADE COMPLETED)													H.S. GRAD	GED	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Register Card

EDUCATION LEVEL - CIRCLE ONE (HIGHEST GRADE COMPLETED)													H.S. GRAD	GED	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Section 4 – Preparing Register Information and Notice of Examination Score

EXCEPTION: Pre-graduation Policy

The DER must indicate on the reverse side of the register card in the section in which he/she certifies that the applicant meets the minimum qualifications for the class: Pre-graduation Policy. The educational level on the front of the register card shall be marked to indicate the anticipated level to be completed. See Section 2.2 on Admission of Applicants.

I CERTIFY THAT THERE IS ON FILE IN THE OFFICE OF THE EMPLOYER AN APPLICATION FOR EMPLOYMENT DULY SIGNED BY THE APPLICANT AND/OR A RECORD OF HIS/HER EMPLOYMENT IN THIS SYSTEM, WHICH VERIFIES THAT THE AGE, PHYSICAL, EDUCATIONAL, AND EXPERIENCE QUALIFICATIONS AS WELL AS THE CITIZENSHIP OR RESIDENCE REQUIREMENTS IN THE STATE OF ILLINOIS FOR THE CLASS INDICATED HEREON ARE MET BY THIS APPLICANT AND ON BEHALF OF THE DIRECTOR, I ADMIT HIM/HER TO EXAMINATION.

\_\_\_\_\_  
 Date of Application  
DATE

\_\_\_\_\_  
 Signature of DER  
EMPLOYER

I CERTIFY THAT THIS APPLICANT IS ENTITLED TO VETERANS PREFERENCE.

\_\_\_\_\_  
DATE

DEGREE

If applicant has earned a college degree, circle that letter which represents the highest degree earned. Circle B (Bachelor’s), M (Master’s), or D (Doctoral). It is not necessary to designate the particular branch of learning in which the degree was earned.

Register Card

DEGREE - (CIRCLE HIGHEST)

B (M) D

*NOTE: If applicant has earned a degree, it is necessary that "16" is circled for the Educational Level as well as indicating the degree.*

EXCEPTION: Pre-graduation Policy

The degree on the front of the register card shall indicate the anticipated degree to be completed. See Section 2.2 on Admissions of Applicants.

EDUCATION LEVEL - CIRCLE ONE (HIGHEST GRADE COMPLETED)														H.S. GRAD	GED	DEGREE - (CIRCLE HIGHEST)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			(B)	M	D

EXAMINATION NUMBER

On the register card and on the Notice of Examination Score, write the examination number which has been assigned.

Register Card

EXAM NUMBER 900-99-0022
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## Section 4 – Preparing Register Information and Notice of Examination Score

EXAMINATION DATE

On the register card and on the Notice of Examination Score, write the date on which the applicant was examined.

Register Card

EXAM DATE 12/8/98
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If any part of an examination is administered at a time other than the date the examining process was begun, that date shall be placed in parentheses above the date of the examination.

Register Card

EXAM DATE (12/22/98) 12/8/98
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INSTRUCTIONS FOR PREPARING THE REVERSE SIDE OF THE REGISTER CARD

THE CERTIFICATION OF APPLICATION must be checked by the DER or his/her designee in which case initials must be included. The DER shall indicate by his/her signature (DER's signature stamp may be approved for use) on the reverse side of the register card in the section in which he/she certifies, that the applicant meets the minimum qualifications of the class.

The DER shall date the register card on the date of certification; this date must be the date of application or thereafter but shall not be after the date of examination.

This must also be done for register cards prepared for other places of employment.

I CERTIFY THAT THERE IS ON FILE IN THE OFFICE OF THE EMPLOYER AN APPLICATION FOR EMPLOYMENT DULY SIGNED BY THE APPLICANT AND/OR A RECORD OF HIS/HER EMPLOYMENT IN THIS SYSTEM, WHICH VERIFIES THAT THE AGE, PHYSICAL, EDUCATIONAL, AND EXPERIENCE QUALIFICATIONS AS WELL AS THE CITIZENSHIP OR RESIDENCE REQUIREMENTS IN THE STATE OF ILLINOIS FOR THE CLASS INDICATED HEREON ARE MET BY THIS APPLICANT AND ON BEHALF OF THE DIRECTOR, I ADMIT HIM/HER TO EXAMINATION.

Date of Application

DATE

Signature of DER

EMPLOYER

I CERTIFY THAT THIS APPLICANT IS ENTITLED TO VETERANS PREFERENCE.

DATE

REWRITE EXAMINATIONS

Fill in the score of the individual's most recent examination for the class for which he/she is writing. Write the score on the corresponding line (P-Passed) (F-Failed).

Write the date and examination number of the most recent examination.

## Section 4 – Preparing Register Information and Notice of Examination Score

Indicate, by placing a circle around 1, 2, 3, or 4, the number of rewrites the current examination represents.

FILL IN BLANKS BELOW FOR ALL REWRITE EXAMINATIONS.

THIS EXAMINATION IS REWRITE NO. 1 2 3 4  
(PLEASE CIRCLE)

MOST RECENT EXAM.:

SCORE: P \_\_\_\_\_ F 58.00

DATE OF EXAM.: 11/6/1998

EXAM. NUMBER: 900-99-0005

CERTIFICATION OF ELIGIBILITY FOR VETERANS PREFERENCE

The DER or his/her designee certifies, by making an "X" in the box provided, that the applicant is eligible for veterans preference points.

The DER shall sign and date the register card on the date of certification of eligibility for veterans preference.

The DER's signature stamp may be approved for use in which case the initials of the designee shall be used.

I CERTIFY THAT THIS APPLICANT IS ENTITLED  
TO VETERANS PREFERENCE.

12/8/1998

DATE

Signature of DER

EMPLOYER

DIRECTOR'S SIGNATURE

On the Notice of Examination Score, the individual responsible for releasing the examination score shall place his/her initials on behalf of the Director of the System.

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Richard Lyman*

DIRECTOR

BY:

JD

## Section 4 – Preparing Register Information and Notice of Examination Score

APPLICANT'S SIGNATURE

On the completed register card. The applicant shall sign his/her name in ink. The applicant shall NOT sign a blank register card.

In case an applicant cannot read or write (only mark "X"), the monitor or witness shall write in the space by the "X" (unable to sign name). Monitor initials card.

APPLICANT'S SIGNATURE <i>John W Doe</i>
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LIFTED SCORES

All scores may be lifted as applicable. On the corresponding blank, write the examination number, score (indicate P or F), and the date of the examination from which portions are lifted.

If more than one examination is used for lifting scores, identify and explain each portion of examinations lifted.

Reverse Side of Register Card

FILL IN BLANKS BELOW FOR LIFTED SCORES

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CHECK PORTIONS LIFTED

WRITTEN \_\_\_\_\_ TYPING 

STENO. \_\_\_\_\_ TRANS. \_\_\_\_\_

SCORE LIFTED FROM:

EXAM. CLASS Clk-Typist IIIEXAM. NUMBER 000-99-1695EXAM. SCORE P 88.00EXAM. DATE 1/15/1998

## Section 4 – Preparing Register Information and Notice of Examination Score

**PLEASE CHECK ( 3 ) THE STATEMENTS BELOW AND SIGN**

The applicant shall be requested to designate the type of employment he/she is willing to accept by providing a check mark and the applicant shall sign his/her name. It is for the convenience and information to the Employer.

After the examination has been scored, the right-hand portion of the register card shall be detached and mailed to the applicant/candidate within **seven working days** after the date of the examination.

The left-hand portion of the card remains at the place of employment and becomes its register card.

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PLEASE CHECK (✓) THE STATEMENTS BELOW AND SIGN.

I WILL NOT ACCEPT TEMPORARY WORK.

I WILL NOT ACCEPT PART-TIME WORK.

I WILL NOT ACCEPT NIGHT WORK.

I WILL NOT ACCEPT WORK OUTSIDE THE DEPARTMENT IN WHICH I AM EMPLOYED.

I WILL NOT ACCEPT EMPLOYMENT UNTIL ON OR AFTER \_\_\_\_\_ (DATE)

\_\_\_\_\_ *John W Doe* (SIGNATURE)