

Example 9.3a

YOUR STATE UNIVERSITY 1200 MAIN STREET, YOUR CITY, IL 60123

Date

Applicant's/Candidate's Name
Address

Re: Police Corporal Examination

Dear _____:

Successful completion of the Police Corporal examination has a **SCREEN-OUT** and is contingent upon passing **both** Stages 1 and 2 of the Police Corporal examination.

Stage 1 – Police Corporal Knowledge Test equals 40% of total examination score. There are 50 multiple choice questions. **You must achieve a score of 70 (35 correct answers) or above to pass this stage** and to be eligible to take Stage 2 (Structured Oral Board).

Stage 2 – Police Corporal Structured Oral Board Examination equals 60% of total examination score. There are 3 exercises. **You must achieve a score of 70 (score of 42) or above to pass this stage and to pass the examination.** Your total final ratings from the 3 exercises are converted to a score which must be a score of 70 or above.

Scores from Stages 1 and 2 are totaled to achieve your final examination/register score. Failure to receive a passing score of 70 for **both** stages of the Police Corporal examination will result in a failing examination score. Therefore, it is possible for an applicant to receive a final examination score of 70 or above and fail the examination due to an applicant not receiving a passing score of 70 for either part of the examination, Stage 1 and/or 2. You failed the Structured Oral Board.

We hope that this information will assist you in rewriting this examination.

Sincerely,

University HR Testing Coordinator

CC: State Universities Civil Service System