

**9.03 - SECURITY OF TESTS AND COMPETITORS' IDENTITIES.**

**9.031 - IDENTIFICATION SHEETS.** Before proceeding to answer the questions in a non-continuous written examination, each competitor shall be required to complete and sign a numbered identification sheet, providing full name and address and such other information as may be required by the Director. Except as provided for in the subsections of this regulation, the identification of competitors shall not be revealed until the minimum passing score has been determined and the scoring of the test has been completed. In continuous written examinations, where the minimum passing score has already been established, the identification sheet procedure shall be the same as for non-continuous written examinations.

- A. An examination scored by an entity contracted to develop and/or administer the examination may be scored at the facilities of and under the security conditions determined by that entity. Under no circumstances shall the entity contracted to develop and/or administer the examination reveal the identity of any candidate to any employee of the City prior to the determination of the minimum passing score.

**9.032 - DISCLOSURE OF IDENTITY.** Any competitor who, prior to the establishment of the eligible list, directly or indirectly discloses his or her identity and identification number to any employee of the City, or who writes his or her name or makes any other mark which discloses or is intended to disclose his or her identity on his or her answer sheet or any other paper, except the identification sheet that bears his or her identification number in connection with the examination, shall be subject to the penalties prescribed in this Regulation.

Specific announcement of the foregoing provision shall be made at the commencement of every test in which an identification sheet is required. When the work to be submitted is in the nature of an exhibit of plans or other work previously done by the competitor, and it is impracticable for the competitor to conceal his or her name, such work may, in the discretion of the Director, be accepted.

**9.033 - SECURITY OF WRITTEN TEST MATERIAL.** Before proceeding to answer the questions in a written test, every competitor must complete a binding agreement that:

- the exam material is the property of the City of Philadelphia that must be returned to the monitor at the end of the examination or test review,
- no competitor is permitted to remove questions or any part of the examination to have in their possession at any time,
- no copies of questions are to be made, taken, shared or redistributed before, during or following the examination process.

Any competitor who violates this undertaking shall be subject to the penalties prescribed in this Regulation.

**9.034 - SECURITY OF OTHER PARTS.** Before competing in an oral, performance, or other test in which it is not possible to conceal the identity of competitors, each competitor shall be required to sign an undertaking in which he or she agrees that, as a condition of being permitted to compete, the competitor agrees to not discuss the questions, problems or other instructions that make up the part with anyone, either another candidate or any other person, at any time during or following the completion of the test. Any competitor who violates this undertaking shall be subject to the penalties prescribed in this Regulation.