

School District of Philadelphia
Employment Testing Retake Policy and Procedure

Written Exams: Essays, Multiple Choice, or Performance Tasks

- Application must be complete before being considered for an examination.
- Recruitment and Selection team members will provide a list of candidates who meet minimum requirements to the Testing Team. All candidates must meet the minimum qualifications as listed in the job description to be invited for a written examination.
- If a candidate fails a written exam, they are eligible to re-test 90 days after the initial exam without having to re-apply to the position. As necessary, The Office of Talent may waive the 90-day retest policy.
 - Candidates are not automatically invited to re-test. Candidates must email hrexams@philasd.org within 48 hours of receiving your score notification to request a retest.
- If a candidate fails a written exam on the second try, they will officially be rejected from the position in question and cannot re-test again for a period of six (6) months/180 days.
- Following rejection from a position, candidates are eligible to reapply to the same position after a period of six months/180 days if the position is still open. The candidate cannot be reconsidered for the position before six months.
- If a candidate re-applies to the same position, they will be required to re-complete all steps of the selection process.

Oral Exams:

- Application must be complete before being considered for an oral examination.
- Recruitment and Selection team members will provide a list of candidates that meet minimum requirements to the Testing Team. All candidates must meet the minimum qualifications as listed in the job description to be invited for examinations.
- Candidates must also pass any other examinations prior to an oral examination.
- Candidates who fail the oral examination will officially be rejected from the position in question and cannot re-test again for a period of six (6) months/180 days.
- Following rejection from a position, candidates are eligible to reapply to the same position after a period of six months/180 days if the position is still open. The role must be open and posted and all steps in the selection process must be re-done.
- Any current employee/internal applicant who fails an oral examination on either the first or second try may request an official test review to review the results of the oral examination. The request for a test review must be received at hrexams@philasd.org in writing within thirty (30) calendar days from the exam date.

Practical Examinations:

- All candidates must meet the minimum qualifications as listed in the job description to be invited for a written examination.
- If a candidate passes the written exam for a position, they are then invited to complete a practical exam.

- If a candidate fails a practical exam, they are eligible to re-test six months/180 days after the initial exam without having to re-apply to the position. As necessary, The Talent Office may waive the 180-day retest policy.
 - Candidates are not automatically invited to re-test 180 days after the initial exam. Candidates would need to email hrexams@philasd.org and request a re-test.
 - Candidates interested in a re-test must email hrexams@philasd.org and request a retest within 48 hours of receiving your score notification
- If a candidate fails a practical exam on the second try, they will officially be rejected from the position in question.
- Candidates are eligible to reapply to the position after a period of six months/180 days and will not be reconsidered for the position during that time. If a candidate re-applies to the same position, they will need to go through the selection process again, which includes a review to ensure they meet the minimum qualifications for the position and take any relevant exams again.

Test Reviews:

- Current employees/internal applicants who fail a written/oral/practical examination on either the first or second try may request an official test review to review the results of the exam. The request for a test review must be received from the Union representative and sent to hrexams@philasd.org in writing within thirty (30) calendar days from the exam date.
- When a test review is received, The Office of Talent will review the request and schedule a test review within 48 hours from receipt of request.