

When can I retake an exam?

In general, the Commission does not offer retakes at the request of a candidate. If you want to retest, you most likely need to wait until the Commission offers the test again; this may be a two-year wait. However, there are some exceptions outlined below. To retake an exam, the Civil Service Commission (CSC) *must first decide to readminister* the exam. Additionally, CSC Rules indicate you may retake an exam that you took within the last six (6) months only if one of the following reasons applies:

A New Test for a Job has been Created and will Replace the Previous Results

There are times when the CSC determines a new test needs to be administered because changes to the previously administered exam were necessary to ensure the most valid, up-to-date exam is used in the assessment process. In these instances, the results of the new exam will replace the results of the “old” one.

Performance Exams

The test is a performance test such as a typing test, data-entry test, or physical test for Police Officer or Firefighter for which it’s been determined it is practical to retest. In these cases, the retest date or dates are made available to all candidates currently approved to take the performance test who may have missed the exam or failed it in an earlier attempt. Many performance tests, such as Equipment Operator, Automotive Mechanic, Sewer Maintenance Worker, are not available for retests.

There are other instances in which additional testing opportunities may be made available to applicants. These include the following:

Police Officer and Firefighter Written Exams

The CSC may offer individuals interested in the jobs of police officer and firefighter opportunities to pre-qualify on the written portions of these exams.

Exams Requested by City Departments

City department representatives may request that the CSC offer additional test opportunities to individuals when there is an eligibility list currently in place. This is commonly referred to as Rule VI requests to test. A couple of the reasons these requests are made include: the hiring department wants to add recruited and qualified applicants to the eligibility list for consideration or to allow laid off employees to become eligible for other city jobs.

Please keep in mind, applicants who have taken a test within the last six (6) months may not retake that test under either of the two preceding circumstances. Additionally, for a variety of reasons (e.g. the complexity of the test, availability of needed space/resources/staffing, etc.), Rule VI/retests are not offered for many of the CSC exams.

How will a retest affect my current score?

If you take a second examination (or retest) for a classification while your name is on a competitive eligible list for that classification, your grade and score band will be based on the second examination. You do not have the option of choosing the best examination score! If you fail the retest while your name is on the current eligible list, your name will be removed from the eligible list.

Still have questions?

We’re here to help! Just call us at (614) 645-8301 or email us at columbus.gov/civilservice.