



Title(s) of Decentralized Test or Test Program:	Performance Test Manager (PTM)
Agency Test Coordinator Name & Title:	
Agency Test Coordinator Civil Service User ID:	
Agency Name & Mailing Address:	
Test Coordinator Email:	
Test Coordinator Phone:	

In requesting New York State Department of Civil Service authorization to administer this test, this agency, the agency's human resource office, and the Test Coordinator named above agree to comply with all related New York State Civil Service Laws, Rules, and Regulations; to follow the Department's examination security, confidentiality and test administration policies and procedures; and to supervise test administration staff to also ensure their compliance.

- Neither I, nor any test administration staff, will be a candidate for the decentralized test or have any member of the family or immediate household who is a candidate.
- As the NYS Department of Civil Service provides information on its security and confidentiality requirements and test administration policies and procedures, I will familiarize myself with and instruct all staff who serve as test administrators to become familiar with and follow all such requirements, policies, and procedures.
- I will immediately report all possible violations of test security to the NYS Department of Civil Service.
- I will only order and use test materials consistent with their intended purpose, to complete the examination process required for civil service appointment to the title tested.
- Neither I, nor any test administration staff, will read or study the test content other than to the extent needed to administer the test. Neither I, nor any test administration staff, will disclose or transmit test questions or answers, or remove, reproduce, reconstruct, transcribe, sell, offer to sell, furnish, or otherwise disseminate any information about the test or test content.
- Neither I, nor any test administration staff, will misrepresent or falsify test results or provide false information on test results to the NYS Department of Civil Service.
- I will store test materials in a secure area and protect the confidentiality of test materials and candidate information. Access to these materials will be limited to authorized personnel.
- All candidates will be treated fairly. Requests for special accommodations will be honored in accordance with NYS Department of Civil Service policies and procedures for accommodated testing.
- I will uphold and direct test administration staff to uphold applicable sections of New York State Civil Service Law pertaining to examinations, especially Sections 50.11 and 106 (see page 2).
- I will notify my agency and the NYS Department of Civil Service if I can no longer serve as Test Coordinator.

Test Coordinator Affirmation: I have read and agree to the above conditions to coordinate my agency's administration of this test. I acknowledge the right of the New York State Department of Civil Service to cancel this agreement or the test at any time.

Test Coordinator Signature: _____ Date: _____

Approved by:

Human Resource Officer Signature: _____ Date: _____

New York State Civil Service Law Section 50.11

§ 50. Examinations generally.

11. Unlawful acts in respect to examinations administered pursuant to this chapter. A person who shall:
- a) Impersonate, or attempt to or offer to impersonate, another person in taking an examination held pursuant to this chapter; or
 - b) Take, or attempt to take or offer to take such an examination in the name of any other person; or
 - c) Procure or attempt to procure any other person to falsely impersonate him or her or to take, or attempt to take or offer to take, any such examination in his or her name; or
 - d) Have in his or her possession any questions or answers relating to any such examination, or copies of such questions or answers, unless such possession is duly authorized by the appropriate authorities; or
 - e) Sell or offer to sell questions or answers prepared for use in any such examination; or
 - f) Use in any such examination any questions or answers secured prior to the administration of the examination or secure the questions or secure or prepare the answers to the examination questions prior to the administration of the examination, unless duly authorized to do so by the appropriate authorities; or
 - g) Disclose or transmit to any person the questions or answers to such examination prior to its administration, or destroy, falsify or conceal the records or results of such examination from the appropriate authorities to whom such records are required to be transmitted in accordance with this chapter, unless duly authorized to do so by the appropriate authorities; shall be guilty of a class A misdemeanor punishable by a sentence of imprisonment of six months or a fine of one thousand dollars, or both. Additionally, a person who is found by the state civil service department or municipal commission to have violated this section shall be disqualified from appointment to the position for which the examination is being held and may be disqualified from being a candidate for any civil service examination for a period of five years.

New York State Civil Service Law Section 106

§ 106. Misdemeanor to obstruct civil service rights; false representation; impersonation.

Any commissioner, or examiner, or any other person who shall willfully, alone or in cooperation with other persons, defeat, deceive or obstruct any person in respect of his or her right of examination, registration, certification, appointment, promotion or reinstatement, pursuant to the provisions of this chapter or the rules or regulations established thereunder or who shall willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of this chapter, or aid in so doing, or who shall willfully make any false representations concerning the same, or concerning the person examined, or who shall willfully furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall impersonate any other person, or permit or aid in any manner any other person to impersonate him, in connection with any registration or application or request to be registered, shall for each offense be deemed guilty of a misdemeanor.