

**701—103.2(441) Examinations.**

**103.2(1) Examination questions.** Examination questions and answers shall not be made available to persons other than employees of the department authorized by the director to have access to them. Persons who take the examination shall not discuss with anyone the specific questions contained in the examination, nor shall they reveal any specific examination question to another person. This shall not restrict persons who have taken the examination from discussing the general subject matter of the examination.

**103.2(2) Materials and supplies.** All examination materials shall be furnished by the department and must be returned to the monitor prior to the applicants' leaving the examination room site. During the examination, applicants may be permitted to use their own slide rules or electronic calculators as long as their use does not disturb other applicants. Applicants shall not be permitted to bring any other materials into the examination room, nor shall they be permitted to take any materials from the examination room except their own slide rules or electronic calculators.

**103.2(3) Personal conduct during examination.** To preserve the integrity of the examinations and the assessing profession, each person taking an examination shall exhibit behavior which is not disruptive to other applicants and no person shall cheat or attempt to cheat on an examination in any manner.

**103.2(4) Monitors.** The director shall, prior to the examination, provide all applicants with a copy of subrules 103.2(1), 103.2(2), and 103.2(3). Examination monitors shall have the authority to enforce these rules in accordance with subrule 103.2(5).

**103.2(5) Violations.** Any person who intentionally violates any of the provisions of subrule 103.2(1), 103.2(2), or 103.2(3) shall be subject to the penalties specified in this subrule. If an infraction of subrule 103.2(1), 103.2(2), or 103.2(3) occurs and is detected and confirmed during the examination, the examination of the person committing the infraction shall be confiscated by the monitor and shall not be scored. If the infraction is detected and confirmed after the examination of the person committing the infraction has been scored, the score resulting from that examination shall be reduced to a failing grade and, if necessary, the list of candidates eligible for the position of city or county assessor or deputy assessor shall be adjusted accordingly.

**103.2(6)** Reserved.

**103.2(7) Assessor examination scores.** The scores of persons who take the assessor or deputy assessor examination shall be considered public records pursuant to Iowa Code chapter 22.

**103.2(8)** Reserved.

**103.2(9) Length of examination.** The director shall determine the appropriate amount of time in which persons may take the examination. Any person who arrives at the examination site after the examination has begun shall not be permitted to complete the examination after the time scheduled for its completion.

**103.2(10) Retaking examination.** A person who takes the examination for the position of city or county assessor shall not be eligible to take the examination again for a period of at least 30 days following the date the examination was taken, subject also to the restrictions contained in subrule 103.2(5).

**103.2(11) Frequency of examination.** At the discretion of the director, statewide examinations for the positions of assessor or deputy assessor may be held more than twice a year in Des Moines.

**103.2(12) Make-up examination prohibited.** Special make-up examinations shall not be held for persons who applied to take the examination for the position of assessor or deputy assessor but who did not for any reason appear at the scheduled examination site.

This rule is intended to implement Iowa Code section 441.5.

[ARC 7726B, IAB 4/22/09, effective 5/27/09; ARC 3313C, IAB 9/13/17, effective 10/18/17; Editorial change: IAC Supplement 11/2/22; Editorial change: IAC Supplement 10/18/23]