

**MASSACHUSETTS HUMAN RESOURCES DIVISION
EMPLOYMENT OR EXPERIENCE CREDIT INFORMATION SHEET
EXAMINATION TITLE: Correction Officer I/Head Cook
EXAMINATION DATE: March 24, 2012**

ATTENTION APPLICANTS: In order to receive Employment/Experience Credit for this examination (pursuant to MGL C31, §22), please follow the steps listed below. Credit will be given only for employment/experience in the following position title: **Correction Officer I/Head Cook**. In other words, since you are taking the examination for Correction Officer I/Head Cook, you can claim any employment/experience you have had performing work ONLY in the title listed above.

A. Procedure to Receive Proper Credit for Employment/Experience

1. Collect the appropriate supporting documentation. Qualifying employment/experience is limited to work in the title: Correction Officer I/Head Cook.
 - Fill in the information requested on page 2 of this document.
 - Make sure that you include all employment/experience for which you can claim credit.
 - Include with this document, a dated letter, signed by the appointing authority or employer, identifying the position title, type of job responsibilities, dates of employment/experience, whether the employment/experience was full or part-time and other pertinent information concerning your employment/experience. Letters of verification must be on original, official letterhead or stationery, with an original signature.
 - Include any other supporting documentation with this document.
 - Sign and date this document.
2. Bring the documentation with you to the examination site and submit the documentation. If you do not bring the completed employment/experience form with you to the examination site, (the one with the original signature on it), you only have 7 days after the examination to submit this form to: *The Massachusetts Human Resources Division, One Ashburton Place, Room 301, Boston, MA 02108-1552, Attention: Test Administration*

B. Scoring of Employment/Experience Credit

1. You will receive 0.2 points for each month of credible employment/experience/service as a Correction Officer I/Head Cook. One month equals 16 or more workdays or 172 work hours. Part-time work employment/experience will be prorated on the basis of a 40-hour workweek.
2. If you receive Employment/Experience Credit, as described in the preceding paragraph, your Employment/Experience Credit will be added to your Written Exam Score to get your Employment/Experience Score. Your Employment/Experience Score will count as 10% of your overall mark, and your Written Exam Score will count as 90% of your overall mark. If you do not qualify for the Employment/Experience Score, your overall score will be based on your Written Exam Score plus applicable statutory preferences.

EXAMPLE: A candidate, with an Written Exam Score of 80 (on a scale of 0 – 100 points or percent), has five years (60 months) of creditable employment/experience in the examination title. The Employment/Experience Credit is calculated by multiplying the number of months times 0.2 points per month (60 months x 0.2 points = 12.0). The Employment/Experience Credit of 12.0 points is then added to the Written Exam Score of 80 to get the Employment/Experience Score of 92. The Employment/Experience Score of 92 counts as 10% of the overall mark, and the Written Exam Score counts as 90% of the overall mark. In this case, the overall mark is calculated as follows:

A. Multiply the Written Exam Score by 90% (.90):	$80 \times .90 = 72.0$
B. Multiply the Employment/Experience Score by 10% (.10):	$92 \times .10 = 9.2$
C. Add the results from A. and B. to get the overall mark:	81.2
D. Round the overall mark from D. to the nearest whole number:	81%

C. Employment/Experience Score Appeals

1. Employment/Experience Scores will only be calculated for individuals who achieve a passing score on the written exam.
2. Employment/Experience Credit cannot be added to a failing Written Exam Score in an attempt to achieve an overall passing score.
3. If you believe that your Employment/Experience Score has been calculated incorrectly, you have the opportunity to appeal the Employment/Experience Score only. All appeals must be filed in writing, within 17 days of the mailing of your exam score; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information relative to the employment/experience you originally claimed can be considered during the appeal process.

PLEASE ADDRESS ANY QUESTIONS IN WRITING TO: The Massachusetts Human Resources Division, One Ashburton Place, Room 301, Boston, MA 02108-1552; Attention: Test Administration