

Wisconsin Human Resources Handbook

Chapter 172

Exam Centers

Sec. 172.010	Introduction	Sec. 172.040	Recruiting
Sec. 172.020	Exam Center Operations	Sec. 172.050	Administrative Information
Sec. 172.030	Establishing the Preliminary Schedule		

Sec. 172.010 Introduction

The purpose of this chapter is to provide details on exam center operations and to give agencies a framework for requesting titles to be scheduled in exam centers. The purpose of exam centers is to administer examinations that require a monitored environment. Space in exam centers is allocated on an availability basis and is allocated in the order exams are administered based on agency need.

Sec. 172.020 Exam Center Operations

Typically DMRS holds exam centers on the second Saturday of each month at multiple locations throughout Wisconsin. Exam center sites are located in Ashland, Eau Claire, Fond du Lac, Green Bay, Kenosha, La Crosse, Madison, Milwaukee, Rice Lake and Wausau. The exams given are multiple-choice and are administered at the request of DMRS or agency staffing specialists. They are referred to as “centered exams.”

Note: Exam centers in Platteville and Superior are held by request.

Examinations are scheduled for 8:30 a.m. at the Saturday exam centers. In most cases, examinees may check in prior to that time. Exam proctors will provide testing instructions when all examinees are seated. Examinees are given four hours to complete the exam(s) from the time the proctor concludes the instructions and instructs them to begin. The cover page of each exam indicates an approximate completion time to help examinees budget their time when testing. Examinees may take more than one exam, but all testing must be completed within the maximum time limit of four hours.

Applicants who are unable to test at the Saturday exam center can register to test at a Monday exam center. The Monday centers are held at 5:00 p.m. in Eau Claire, Green Bay, Madison and Milwaukee on the Monday following the Saturday exam center. Applicants are given information regarding how to register on [Wisc.Jobs](http://wisc.jobs) (<http://wisc.jobs/public/index.asp>.) If an applicant cannot test at the Saturday or Monday exam centers due to military duty, he or she must call the DMRS Exam Administration Unit at (608) 266-1731 to arrange an alternate test date. If an applicant did not register, it is at the discretion of the proctor whether the walk-in applicant will be allowed to test.

Sec. 172.030 Establishing the Preliminary Schedule

Exams are scheduled by agency request based on actual or anticipated need. The Division of Merit Recruitment and Selection will solicit exam requests monthly via e-mail. Agencies submit a request via this online form: <http://bit.ly/WIExamRequest>. A final schedule will be determined three weeks prior to the exam center, and the DMRS Exam Administration Unit will provide agencies and applicants with the updated schedule each month on Wisc.Jobs.

Sec. 172.040 Recruiting

Recruiting is a very important part of the selection process and, if successful, will affect the number of people interested in taking the exam. Therefore, it is important that agencies contact the DMRS Exam Administration Unit when advertising to ensure that any advertisements note the correct apply-by-date and directions to register on Wisc.Jobs. (Registration prior to the exam is required). The following link should be used in any advertisements for vacancies that use centered exams: <http://bit.ly/wimonthlyexams>. This will direct applicants to the page listing the centered exams posted for that month. This link should be posted during the registration “window.”

Applicants do not need to notify DMRS if they have decided not to take an exam after registering. They must notify DMRS if they wish to change a test location or test at a Monday make-up center.

Sec. 172.050 Administrative Information

This chapter was originally issued as Chapter 130 of the Wisconsin Personnel Manual in April 1990.

The chapter was revised and reissued in April 2002 to reflect current exam scheduling procedures and to incorporate the chapter into the *Wisconsin Human Resources Handbook*.

The chapter was renumbered to Chapter 172, the website address for the *Tentative Exam Schedule* changed, and an Administrative Information section added in January 2003.

In June 2003, the chapter was revised to incorporate information from Bulletin MRS-162, dated June 5, 1995, regarding exam center operations. MRS-162 is now obsolete. In addition, the title of the chapter was changed to more accurately reflect the subject matter.

In September 2013, this chapter was updated to incorporate exam administrative changes. Sections were removed and the remaining sections were renumbered.