

Frequently Asked Question	Proposed Answer
<p>I need to reschedule my exam. How can I do this?</p>	<p>Whenever possible, we will work to reschedule you for an exam. If you would like to reschedule, please email hrexams@philasd.org. Please include your name, the position you are interested in, and the exam you wish to take. Please note that exams are scheduled based on the needs of our schools, and we generally work with a very high volume of candidates. As such, in some cases we will not be able to send you an alternate date immediately. We will, however, be sure to notify you when more testing dates are added to our agenda.</p>
<p>Where can I go to study for my exam?</p>	<p>At this time, there are no formal study guides for exams. Please check our website in the future for updated study materials. In the meantime, please see the exam requirements by position to view topics to review for each test.</p>
<p>How long will it take for me to get my results?</p>	<p>You should expect your results within a week of taking your examination. For exams that require more time to score (essay exams, central office exams, etc.), please allow up to 2 weeks for your results to come back.</p>
<p>How will I get my results?</p>	<p>The results will be sent to the email address you listed on your original application in our application tracking system. If this email isn't your most current email address, please make sure to correct it on the examination sign-in sheet on testing day.</p>
<p>I failed my exam. Can I take it again?</p>	<p>Yes. When you get your results, you can reply to that email stating that you would like to retest. Please be sure to send this email to hrexams@philasd.org. Please include your name and the examination you wish to retake. There is a 90 day waiting period to re-test for any exam. Please note that exams are scheduled based on the needs of our schools, and we generally work with a very high volume of candidates. As such, in</p>

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<p>I passed my exam. What happens next?</p>	<p>What happens after your examination depends on what position you are working towards. Most of the time, you can expect a recruiter to reach out to you within 48 hours of you being notified of your eligibility. If your position requires further testing, the Testing Coordinator will reach out to you for the next steps. Please see this detailed list which explains what to expect regarding testing for each position.</p>
<p>Who can I speak with about testing accommodations?</p>	<p>The School District of Philadelphia is an equal opportunity employer. If you have special needs and require special accommodations, please complete our Justification for Testing Accommodation and return it to hrexams@philasd.org, preferably within 24 hours of receiving your exam invitation. From there, our Testing Coordinator will forward your request to the Labor Relations department for review. If your request is approved, you will be provided with your required accommodation on test day. If your request is denied, you will be notified as such.</p>
<p>I failed my exam and would like to review my answers. How can I do this?</p>	<p>Examination reviews are open to current union members on an as needed basis. If you would like to review your exam, please email hrexams@philasd.org within 30 days of taking the exam. Be sure to include your full name, the exam you have taken, and the date of your test. The Testing Coordinator will respond with the next available exam review date. You also have the right to union representation at the time of the exam review. Please note, the responsibility of coordinating with a union rep for exam review accompaniment lies solely with the candidate.</p>