



PROCEDURES Verification of a Candidate's Score

Revised 7/1/15

When a job requires a test score, the applicant's test score will auto-populate into the written exam evaluation step in the Exam Plan.

Applicants who apply and don't have a test score before the posting closes, should be failed at the written exam evaluation step with a reject reason of **"applicant does not have a test score."** Applicants who test in Baton Rouge are usually placed on the eligible list on the following business day. Applicants who test in the Saturday centers are usually placed on the eligible list the following Wednesday.

In order to check an applicant's test score for counseling purposes, you can follow the instructions on the [Test Score Inquiry Quick Sheet](#).