

**CITY OF TORRANCE - CIVIL SERVICE COMMISSION**  
**INSTRUCTIONS FOR FILING A WRITING EXERCISE, ESSAY, ORAL INTERVIEW, OR**  
**PERFORMANCE EXAMINATION PROTEST**

If you have questions, you may call (310) 618-2956 or (310) 618-2967.

**Filing period: All protests must be made in writing within close of the following work day (business day) of the date of the portion of the examination being protested.**

**SECTION I: Purpose of Protest**

If the purpose of your protest form is only to improve the test for the next exam, please check the "feedback" box. No official action will be taken for this administration, but your comment will be provided for consideration on future exams.

If you want an official review of your protest prior to scoring the examination, you must check the box which requests an official review.

**SECTION II: Type of Exam Protested**

Check the appropriate box for the type of examination you are protesting.

**SECTION III: Reason/Explanation**

In this section, describe and support your objection.

1. Explain your objections with specifics.
2. All protests must clearly state specific and substantial reasons for the protest.
3. Please indicate what remedy you are requesting.
4. Incomplete protests will not be considered.

Submit protests to:

City of Torrance  
Civil Service Commission  
Brienne Cohen, Civil Service Manager  
3231 Torrance Blvd, Torrance CA 90503.  
E-mail: [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov)  
Fax: (310) 618-2726

**CITY OF TORRANCE – CIVIL SERVICE COMMISSION**  
**WRITING EXERCISE, ESSAY, ORAL INTERVIEW, OR PERFORMANCE**  
**EXAMINATION PROTEST FORM**

(Instructions for completing this form are on the other side of this sheet)

**Filing period: All protests must be made in writing within close of the following work day (business day) of the date of the portion of the examination being protested.**

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First Name

Middle Name

Last Name

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Address, City, State, Zip

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E-mail address

Phone Number

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Position Title

Exam Date

I. Purpose of objection

To provide feedback or comments for consideration prior to next exam (i.e. no official action)

Request official review prior to the grading of this exam or establishing an eligible list.

II. What type of test are you protesting?

Essay

Writing Exercise

Other

Oral (Interview)

Performance

II. What is your reason for the protest?

Qualifications of a rater

Prejudice of a rater

Fraud

Improper conduct of the exam

Job relatedness

Other

Clearly state specific and substantial reasons for the protest. What remedy or action are you requesting? You may submit additional sheets if necessary.

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Signature

Date

**For Office Use Only**

Date/Time Received:

Approved:

Not Approved: