

Memorandum

Effective Date: 7/2009

The purpose of this memorandum is to outline the **SCORE TRANSFER Policies of Morrow & Associates**. Please be sure you read each policy listed below. If you are unsure of the application of the policy as it applies to you, contact Morrow & Associates for further clarification.

POLICY I: Unlimited Score Transfer Policy- (TABE exam only)

Once a candidate receives a passing score on the TABE exam, the scores are submitted by Morrow & Associates to the Nebraska Law Enforcement Training Center for their records. When the score becomes a part of the record with NLETC, the candidate meets the passing equivalency standard and will no longer need to take this exam with Morrow in the future. This means that the candidate will no longer be required to take this portion of the written exam with Morrow. A Morrow & Associates staff representative will excuse the candidate when it is time for this exam. This transfer will be done automatically by Morrow, and does not require a separate 'score release form'.

POLICY II: Twelve (12) Month Score Transfer- (POST exam only)

Candidates who have successfully passed all sections of the POST exam with Morrow may request that their scores be transferred to future exams administered by Morrow, within a 12 month period. This means that the candidate will not be required to take this portion of the written exam. (*NOTE: Iowa Agency Candidates- POST score transfer request are only eligible per Iowa Code requirements.) The requirements for this policy are listed in the following:

1. Morrow must have a passing equivalency record of a candidate's POST exam prior to requesting a transfer.
2. Scores must have originated from a previous Morrow exam.
3. The candidate must solicit Morrow to transfer this score to the applicable exam date. This requires a score transfer form, and is NOT an automatic transfer. (*See Score Transfer Form).
4. The score transfer form must be submitted on or before the closing date of the registration period for the applicable exam.
5. Candidates will still be required to take the TABE exam, if applicable, and the physical agility exam on the test date.

POLICY III: Thirty (30) day score transfer- (POST exam, TABE exam, Physical Agility exam)

Candidates who have successfully met the passing equivalency standard for all three portions of the exam process may request that their scores be transferred to the next exam process to occur within a 30 day period. This means that the candidate will NOT be required to attend the exam event. Scores for each exam will be posted on the agency hiring list as requested. The requirements for this policy are listed in the following:

1. Morrow must have a passing equivalency record from all three exams prior to requesting a transfer. This includes passing score for the POST exam, TABE exam, AND the Physical Agility exam.
2. The candidate must solicit Morrow to transfer this score to the applicable exam date. This requires a score transfer form, and is NOT an automatic transfer. (*See Score Transfer Form).
3. The score transfer form must be submitted on or before the closing date of the registration period for the applicable exam.

POLICY IV: REGULATIONS

- Candidates may only elect to transfer the most recent score taken as applicable, and cannot elect to use previous exam scores once they have tested again.
- A completed registration packet and the non-refundable registration fee is still applicable even if a candidate chooses to transfer their scores. The completed packet and payment must be received by the registration closing date in order to register for the upcoming exam, and for their score transfer request to take effect.
- A Score Transfer Form must accompany all transfer requests as outlined above.
- The Score Transfer Process will not be complete without acknowledgement from Morrow & Associates that your Score Transfer Form has been processed, all applicable scores have been confirmed to be on record, and Morrow notifies you that you are excused from attending that portion(s) of the exam event.