

WARREN COUNTY CIVIL SERVICE
ALTERNATE TEST DATE POLICY

It is the policy of Warren County Civil Service to provide an alternate test date to those candidates who are unable to appear on the date of a scheduled examination due to religious beliefs, an emergency or a scheduling conflict beyond their control, and who meet the requirements set forth in this policy. However, each request will be weighed against the overriding need to maintain security and integrity of the examination process and materials, and the need to make timely permanent appointments for the eligible list established as a result of the examination.

BASIS FOR ALTERNATE TEST DATE:

Candidates may be rescheduled for an Alternate Test Date when they are unable to take a scheduled examination for one of the following reasons, and submit appropriate documentation:

1. A death in the candidate's immediate family or household in which candidate resides within the week preceding the scheduled examination, or for the day of the funeral. Immediate family includes spouse, children, siblings, parents and grandparents of the applicant and of his/her spouse;
2. Military commitment;
3. Conflict with a previously scheduled commitment to participate in a traditional, religious or civil ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household for whom the ceremony is being held;
4. Religious beliefs which preclude candidate from taking exam on the scheduled date;
5. Conflict with a previously scheduled professional or educational examination (Professional exams may include CPA, Professional Engineer or Bar exam; educational exams may include SAT, College Boards, GRE etc.). *Note:* College course examinations will only be considered under this policy if the school verifies that conflict cannot be resolved;
6. Vacations, conferences or retreats which non-refundable down payments were made before the exam announcement was issued;
7. Previously scheduled employer mandated training, if documented by employer;
8. Required court appearances;
9. Medical emergency, hospital confinement or health problem of the candidate or a member of the candidate's immediate family or of the household in which the candidate resides, if documented by a medical professional;
10. Emergency weather conditions verified by the local public safety agency that result in the closing of specific roads, highways or independent transportation services, which prevent the candidate from reaching the test center;
11. Emergency transportation problems that prevent the candidate from reaching the test center, if documented by a police official, vehicle towing or repair station;
12. If a candidate's family member or a member of his/her household has been approved to take the same exam on an alternate test date;
13. Other requests are considered on an individual basis, and may be approved when the Personnel Officer has determined that an Alternate Test Date is for the good of the service. *Note:* (E.g.: Conflicting work schedules and school classes are not allowed). (Describe)_____.

PROCEDURE FOR REQUESTING AN ALTERNATE TEST DATE:

1. Candidates who are aware of a scheduling conflict prior to the exam date must submit an Alternate Test Date Request Form (with supporting documentation) to the Civil Service Office as early as possible before the scheduled date of the exam.
2. For emergency requests, candidates must contact the Civil Service office at civilservice@warrencountyny.gov or by phone not later than Noon of the Monday (or first business day) following the exam date to arrange for an alternate test date.
3. In the event of a serious illness, injury or other circumstance which renders the candidate unable to take an exam for a lengthy period of time, that candidate may still request an Alternate Test Date provided that candidate is tested prior to returning to the workplace and before the exam results are released by the New York State Department of Civil Service.
4. Candidates on short term military duty, which is typically a weekend or a two-week training commitment, should request an Alternate Test Date prior to the scheduled exam date. All candidates on military duty will be provided all opportunities allowed under federal, state and local law and rules.

LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY

1. *Examinations cannot be administered prior to the scheduled date.*
2. *Alternate Test Dates are normally scheduled for the Monday morning (or first business date) following the scheduled examination date. However, arrangements may be made to administer the examination on another date, if appropriate.*
3. *The determination as to whether or not an applicant meets the requirements for approval to take an examination on an Alternate Test Date rests solely with the Personnel Officer.*
4. When a candidate requests an alternate test date because of an emergency, the candidate will be required to provide documentation proving the emergent nature of the event which prevented him or her from taking the written test.
5. Candidates approved to take the test on the alternate date will be required to sign an affirmation that they have not discussed the test content with any individual. If the affirmation is found to be false, the candidate will be disqualified.
6. Current employees of the jurisdiction where the position resides must report to Civil Service to take the examination prior to returning to work in order to be eligible to take the examination.

7. If two or more members of a household are candidates for the same examination and one member requests an alternate test date, all members of the household participating in the examination will be required to take the written test on the alternate date. If any member of the household has taken the test on the scheduled date, no other member of the household will be permitted to take the test on an alternate date.

8. Where an alternate test date request can only be accommodated by administering a test on an individual basis, the candidate may be assessed the cost of the monitoring services unless there is a compelling reason to waive the fee. Candidates will be advised of the approximate cost at the time arrangements for an alternate date are being made.