

STEUBEN COUNTY



DEPARTMENT OF PERSONNEL & CIVIL SERVICE
3 EAST PULTENEY SQUARE
BATH, NY 14810
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PERSONNEL@STEUBENCOUNTYNY.GOV

NATHAN A. ALDERMAN
PERSONNEL OFFICER

JENNIFER M. DEMONSTOY
DEPUTY PERSONNEL OFFICER

Alternate Test Date Policy

A test shall be administered only on the announced date (New York State Civil Service Commission President's Regulations §70.4). No candidate can be tested before the scheduled date. This is done to facilitate security of examination materials.

Candidates must:

- Provide appropriate documentation verifying the need for an alternate test date.
- Submit request and supporting documentation no later than two weeks prior to the regularly scheduled test date; except in the case of an emergency.
- Disclose in writing, all examinations for the test date for which they have filed.
- Take all local examinations at one test site, on the same day.
- Disclose if any members of their immediate family/household are taking examinations in the same series.
- Sign the *Alternate Test Date/Religious Observer Examination Affirmation* (MSD-392) indicating that they have no prior knowledge of the contents of the test booklets or questions and will abide by all appropriate test instructions in the presence of the Test Center Supervisor/Monitor.

Note:

- In the case of an emergency, candidates or their designee must contact the Steuben County Personnel Office by 5:00 p.m. on the next business day following the date of the examination to be eligible for an alternate test date.
 - Candidates have the option of obtaining a note documenting their illness and inability to take the test from a medical practitioner.
 - This note will be reviewed by the Steuben County Department of Personnel & Civil Service to determine if it meets the criteria for an alternate test date.
- Filing for multiple examinations on the same day is not grounds for an alternate test date.
- Cross filers eligible for an alternate test date must take all local examinations for which they are eligible on the alternate date on which the test is administered.
- All immediate family/household members must take the written test on the same day.
- Signing the affirmation is a condition of testing and violation of its terms may result in disqualification.

Candidates who:

- Begin a written test on a scheduled test date and fail to complete it due to illness or an emergency **CANNOT** be granted an alternate test date to complete the test.

Alternate test dates will be scheduled on the next business day following the examination. Any alternate test date administration beyond the next business day must be reviewed and approved by the New York State Department of Civil Service.

Mandated Alternate Test Dates

Alternate test dates are mandated in two instances:

- **Religious Observance** – New York State Civil Service Law (§50.9)
- **Military Personnel on Active Duty** – New York State Military Law (§243-b)

The following are reasons that may warrant granting an alternate test date:

1. Medical emergency

If the applicant or a member of their immediate family or household is involved in a hospital confinement or has received an attending doctor's certification that the candidate is unable to appear for the examination due to a specific medical emergency.

2. Death

If there is a death in the applicant's immediate family or household within the week preceding the examination (i.e. parent, spouse, child, sibling, grandparent or member of the household).

3. Traditional, religious, or civil ceremonial event

If the applicant is a direct participant in a traditional, religious or civil ceremonial event, such as a baptism, bar mitzvah, graduation or other similar event or a member of the immediate family or household of the individual for whom the ceremony is being held.

4. Conflicting professional or educational examination

Examples of professional examinations include those for CPA, ACSE and the Bar. Educational examinations include SAT, College Boards and Graduate Record Exam. (*This section does not allow an alternate test date for conflicting examinations offered by the New York State Department of Civil Service.*)

5. Non-refundable trips

If the applicant has scheduled a trip *prior* to the announcement of the examination, has paid money toward the trip, and monies are non-refundable upon cancellation.

6. Conflicting work schedule

If the applicants scheduled work shift conflicts with the time, date, and length of the examination and they cannot change their work schedule.

7. Court appearance

If the applicant is a plaintiff or defendant in a court case which is scheduled for court proceedings on the date of the examination or has been subpoenaed to appear in court on the date of the scheduled examination.

8. Conflicting State exam

If the New York State Department of Civil Service is holding an exam on the same day and cannot accommodate local cross filing candidates due to the high security procedures surrounding their exam.

9. Other

Applicant requests outside of the otherwise stated reasons will be reviewed on an individual basis.

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Request for Alternate Test Date

If you cannot take the test on the announced test date, it MAY be possible for arrangements to be made for you to take the test on an alternate test date. In the case of an emergency, please notify this office on the next business day following the exam date. You will be required to submit documentation of your emergency.

Civil Service Office Use
[] Approved [] Disapproved
By: _____ Date: _____
Alternate Test Date: _____

Please review the Steuben County Alternate Test Date Policy prior to completing this form.

Please check all that apply:

- [] Religious accommodations - Submit statement of accommodation.
[] Military commitment - Submit copy of military orders.
[] Medical emergency - Submit documentation from physician.
[] Death in the immediate family of household - State relationship and submit documentation.
[] Traditional, religious, or civil ceremonial event - State occasion and submit documentation of participation.
[] Conflicting professional or educational exam - State type of examination and submit documentation.
[] Non-refundable travel arrangements - Submit documentation of non-refundable down payment made prior to the date the exam was issued.
[] Conflicting work schedule - Submit proof of scheduled shift.
[] Court appearance - Submit a copy of court appearance order.
[] Conflicting State exam - Submit documentation of approval for State exam
[] Other - Explain and provide supporting documentation: _____

Applicant Name - please print

Social Security Number

Mailing Address

E-mail Address

Phone Number

Exam Title & Number

Applicant Signature

Date