

## **OTSEGO COUNTY CIVIL SERVICE ALTERNATE TEST DATE POLICY**

Candidates may be rescheduled for an alternate test date where they are unable to take a scheduled examination for one of the following reasons ONLY:

1. A death in the immediate family or household within the week preceding the examination. For the purpose of this section, immediate family would include spouse, mother, father, grandparent, brother, sister, daughter and son of candidate or his/her spouse.
2. Military commitment.
3. Religious beliefs which preclude a candidate from taking an examination on the scheduled test date.
4. Being a member of a traditional, religious or civil ceremonial party (i.e. wedding, baptism, bar mitzvah or graduation) or a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflicting professional, Federal or educational examination. Professional examinations would include those for CPA, ACSW, and the Bar. Educational examinations would include SAT, College Boards, and Graduate Records Examination. College Course examinations will only be considered under this policy if the school verifies that conflict cannot be resolved.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a non-refundable deposit was made prior to the date the examination announcement was issued for a written test, or in the case of performance examinations, the date the admittance notice was issued.
7. Required court appearances.
8. Previously scheduled employer mandated training, if documented by the employer.
9. Medical emergencies involving a hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem of the candidate or member of the immediate family or household.
10. Emergency weather conditions, verified by the local public safety agency, that lead to the closing of specific roads, highways or independent transportation services which prevents a candidate from reaching the test center.
11. A vehicle breakdown or traffic accident that prevents the candidate from reaching the test center, if documented by a police official or vehicle towing or repair station.
12. When a candidate's family member or a member of the candidate's household has been approved to take the same examination on an alternate test date, thereby, making it mandatory that all candidates from the family or household participate in the examination on the alternate date.

Candidates whose situation is described in categories 1-8 should notify the Otsego County Personnel Department as soon as possible before the date of the examination. Candidates who are unable to take the scheduled examination due to a medical emergency, an accident, or emergency weather conditions must notify this office no later than the Monday morning following the regular examination date.

All requests for admission to an examination on an alternate test date must be accompanied by the appropriate documentation verifying the situation. The determination as to whether or not a candidate meets the requirement for being afforded the opportunity to take an examination on an alternate test date rests with the Personnel Officer.

Candidates approved to take an examination on an alternate test date will be required to affirm in writing that they have not discussed the examination content with any individual. Alleged violations of examination security will be investigated and, if verified, will result in disqualification.

Candidates will normally be examined on the following Monday morning. However, arrangements may be made to administer the examination on another date.

**IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY**

Phone: 607-547-4239

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