

## **ALTERNATE TEST DATE POLICY**

*Columbia County Civil Service Commission*

**If the following circumstances exist, a candidate may request an alternate exam date PRIOR to the scheduled test date:**

1. A municipality has adopted an Alternate Test Date Policy comparable and consistent with the policy guidelines recommended by NYS Civil Service.
2. A candidate requesting accommodation is able to provide sufficient documentation demonstrating circumstances that would place significant fiscal, emotional or physical conflicts if the candidate were required to take the examination on the scheduled date and time.
3. The accommodation provided does not compromise the security and integrity of the examination.

**This commission will use the following as a guide in determining approval for an alternate test date:**

- A death in the immediate family or household within the week preceding the examination.
- Military commitment.
- Being a member of a traditional, religious or civil ceremonial party, such as a wedding, baptism, bar mitvah or graduation; or a member of the immediate family or household of the individual for whom the ceremony is being held.
- Having a conflicting professional or educational examination. Professional examinations would include those for CPA, ACSW, and the Bar. Educational examinations would include SAT, College Boards, and Graduate Records.
- Vacations for which nonrefundable down payments were made before the examination announcement was issued.
- Required court appearances.
- 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 a member of the immediate family or household.
- 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.

**If it is determined that a candidate qualifies for an alternate test date this commission will:**

- Send a letter to the candidate confirming it's decision and outline the terms and conditions for which the alternate test date is given.
  - Advise the candidate that they will be required to sign a security agreement stating they have no prior knowledge of the exam.
  - If the title in which the candidate is being tested for is utilized in an agency where the candidate is employed, the candidate will not be allowed to return to work until the exam has been administered.
  - Candidates may not have immediate family participating in the exam on the regularly scheduled exam date.
  - A copy of the letter sent to candidates will be forwarded to NYS Local Examinations for their files.
- 
- Approved & Adopted by the Columbia County Civil Service Commission 10/13/01
  - Amended & Adopted by the Columbia County Civil Service Commission 12/08/09