



Cortland County Administrative Policy Manual

Alternate Test Date Policy

Policy/Procedure Number: 01.018

Modified Date (s): 7/21/99,

Effective Date: 1/14/1986

7/27/99, 4/7/15

Resolution No.: N/A

Next Review: As needed

Objective: To establish a policy for alternate test dates for Civil Service exams.

Reference (All applicable federal, state, and local laws):

New York State Civil Service Commissioner President's Regulations §70.4

New York State Civil Service Law §50.9

New York State Military Law §243-b

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information:

I. Definitions:

II. 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.

Mandated Alternate Test Dates

Alternate test dates are mandated in two instances:

- Sabbath Observers – New York State Civil Service Law (§50.9)
- Military Personnel on Active Duty – New York State Military Law (§243-b)

Candidates must disclose, in writing, all examinations for which they have filed for the test date and take all examinations at one test site. Filing for multiple examinations is not grounds for an alternate test date. Cross filers eligible for an alternate test date must take all examinations for which they are eligible on the alternate date on which the test is administered.

Candidates must disclose, in writing, if any members of their immediate family/household are taking examination in the same series. All immediate family/household members must take the written test on the same date.



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Candidates approved to take a test on an alternate date will be required to sign an affirmation that they have no prior knowledge of the contents of the test booklets or questions used in the examination. Prior to taking the test, each candidate must sign the *Alternate Test Date/Sabbath Observer Examination Affirmations (T-70S)* in the presence of the Site Supervisor or Monitor. The candidate should be made aware that signing the affirmation is a condition of testing and that violation of its terms may result in disqualification.

No candidate who began a written test on a scheduled test date and failed to complete it due to illness or an emergency can be granted an alternate test date to complete the test. A candidate who appears at a test site and complains of illness should be advised of this before they begin the test. They 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 Cortland County Personnel/Civil Service Office to determine if it meets the criteria for an alternate test date.

In no case shall the examination be given later than the following Saturday. Any alternate test date administration beyond the Saturday following the scheduled Saturday test date must be reviewed with the New York State Department of Civil Service.

The following are other reasons that warrant granting an alternate test date. Other reasons not listed below will be considered on an individual case basis:

1. A death in the immediate family or household within the week preceding the examination.
2. Military commitment. (Submit copy of military orders.)
3. Being a member of a traditional, religious or civil ceremonial party such as a 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.
4. Religious accommodations
5. Having a conflicting professional or educational examination. Examples of professional examinations would include those for CPA, ACSW and the Bar. Educational examinations would include SAT, College Boards and Graduate Records.
6. Vacations for which nonrefundable down payments were made before the examination announcement was issued. (Submit written proof.)
7. Non voluntary court appearances.
8. 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.
9. Emergency weather conditions, verified by the Cortland County Sheriff's Department, that lead to the closing of specific roads, highways or independent transportation services which prevents a candidate from reaching the test center.



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III. Procedure for Requesting Alternate Test Date:

1. For situations known prior to when the examination is scheduled for administration, the candidate should notify the Cortland County Personnel/Civil Service Office in writing as soon as possible but not later than 3 calendar days before the test date. The request should contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents.
2. For emergency situations, the candidate must notify the Cortland County Personnel/Civil Service Office in writing with the appropriate documents attached no later than the Tuesday following the Saturday scheduled test date.
3. The Personnel Officer will make the determination as to whether or not a candidate qualifies for an alternate test date.

IV. Limitations in Applying Alternate Test Date Policy

Our alternate test date policy requires a balancing of the individual's needs and the credibility of the examinations program. The individual who takes the examination after the scheduled date has a responsibility to avoid exposure to any of the test material.

Candidates will normally be examined on the first Monday following the exam date, no later than the following Saturday morning. In no case shall the examination be given later than the following Saturday unless reviewed with the NYS Department of Civil Service.



Cortland County Personnel/Civil Service Department
 60 Central Ave, Cortland, NY 13045
 Ph: 607-753-5076 Fax: 607-758-5517

Office Hours: Monday through Friday 8:30 a.m. – 4:30 p.m.

ALTERNATE TEST DATE APPLICATION

Name (Last, First, MI):	
Social Security Number:	
Date of Scheduled Exam(s):	
Exam #(s) and Titles (s):	

Please review the Cortland County Personnel/Civil Service Alternate Test Date Policy prior to completing this form to verify your eligibility for an alternate test date.

Reasons for Alternate Test Date Request (check all that apply):

A death in the **immediate** family or household within the week preceding the exam.
State Relationship: _____

2. Military commitment. (**Provide copy of orders, etc.**)

3. Being a member of a traditional, religious or civil ceremonial party. **State Occasion:** _____

4. Religious accommodations. **State Accommodations:** _____

5. Professional or Educational Examination. **State Type of Examination:** _____

6. Vacations for which non-refundable down payments were made **before** the exam announcement was posted. (**Provide documentation of reservations, etc.**)

7. Required court appearances. (**Provide copy of court appearance order.**)

8. Medical emergencies (**Provide documentation of proof.**)

9. Emergency weather conditions (Public Safety verification required.)

The Personnel Officer reserves the right to make the final decision in granting permission to obtain an alternate test date. Please attach appropriate documentation verifying the need for the alternate test date.

Applicant Signature

Date

FOR CIVIL SERVICE USE ONLY:

Application Approval: <input type="checkbox"/> Yes <input type="checkbox"/> NO	Reviewer's Name:
If Disapproved State Reason:	
Date Letter Sent to Candidate:	Date & Time of Alternate Test Date