



## Oneida County Civil Service Alternate Test Date Policy

In recognition of the fact that candidates occasionally encounter personal hardships or compelling conflicts beyond their control, Oneida County Civil Service provides for rescheduling of a test for a candidate who can establish one of the following:

1. A death in the immediate family or the household in which the candidate resides. Immediate family shall include the spouse, domestic partner, children, grandchildren, siblings, parents and grandparents of the candidate or of his or her spouse. – Provide copy of obituary.
2. Religious beliefs which preclude a candidate from taking an examination on the announced date.
3. Military duty – Provide copy of military orders.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held. – Provide copy of invitation.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination. – Provide copy of notice letter for exam.
6. A conflict with a previously scheduled vacation, professional conference, or retreat for which a non-refundable deposit of at least \$100.00 was made prior to the examination announcement being issued. – Provide copy of receipt.
7. A conflict with a court ordered appearance. – Provide copy of court order.
8. Hospital confinement, medical emergency, or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician. – Provide copy of statement from physician.
9. Emergency weather conditions, verified by local public safety agency that led to the closing of specific roads and highways or transportation services which prevent a candidate from reaching the test center. – Provide documentation of closing.

All alternate test date requests must be made in writing, and supporting documentation, listed above, must be attached. Candidates must request an alternate test date prior to the scheduled date of the examination. For emergency situations, candidates must call (315) 798-5725 and leave a message detailing the emergency no later than 10:00AM of the first business day following the examination date. A written request must also be submitted for emergency situations and it must be received no later than 5 business days following the exam date. All alternate test dates will be scheduled at the convenience of Oneida County Civil Service. No written examination may be administered prior to the regularly scheduled date.

Exception: Alternate test date requests due to active military duty will be administered in accordance with Article 11, §243 of NYS Military Law.

Additional Information:

1. Candidates have the responsibility to avoid exposure to the test material or visiting with those who have already taken the test. The risk of exposure is increased after the pre-rating review, which is usually held the Saturday following the written test. For that reason, an alternate test date will generally not be granted later than the date of the pre-rating review.
2. 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.
3. If two or more members of a household are candidates for the same examination and the 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.
4. 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. Candidates will be advised of the approximate cost at the time arrangements for an alternate date are being made.

Revised: 7/17; 5/08; 3/07; 9/03; 5/93

Initials: 