

Oneida County Alternate Test Date Policy

This policy applies to all examinations.

In recognition of the fact that candidates occasionally encounter personal hardships or compelling conflicts beyond their control, the Oneida County Civil Service agency provides for rescheduling of a test for a candidate under conditions as may be defined by this policy.

It is the policy of the Department of Personnel to provide an alternate test date to those candidates who are unable to appear on the announced scheduled date for a written test due to religious beliefs, an emergency or a scheduling conflict beyond their control. However, with respect to test administration, this policy will be weighted against the overriding need of the department to maintain the security and integrity of the written test. Therefore, candidates are expected to make every effort to take the test on its scheduled date.

A written examination cannot be administered prior to the regularly scheduled date.

Documentation which verifies the circumstances of the request for an alternate test date must be submitted before an alternate test date is approved.

Taking two (2) or more NYS Civil Service tests on the same day is not a basis for an alternate test date.

Alternate test dates may be provided for candidates 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. – Copy of obituary.
2. Religious beliefs which preclude a candidate from taking an examination on the announced date.
3. Military duty – 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. – 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. – 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 (one hundred dollars) was made prior to the date of the examination announcement was issued. – Copy of receipt
7. A conflict with a court ordered appearance. – Copy of court order.
8. Hospital confinement or 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. – 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.

PROCEDURES FOR REQUESTING AN ALTERNATE TEST DATE:

1. For situations known prior to the scheduled examination, the candidate should notify this office, in writing, as soon as possible 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 the appropriate documents.

2. For emergency situations:

Saturday Exam: Candidate must notify this office no later than Monday at 10:00 A.M. following the Saturday exam date (Tuesday, if Monday is a holiday). Written verifiable information of the reason will be requested.

Monday – Friday Exam: Candidate must notify this office no later than 10:00 A.M. the next business day. Written verifiable information of the reason will be requested.

NOTIFICATION OF NEED FOR ALTERNATE TEST DATES FOR CANDIDATES ON MILITARY DUTY:

1. A candidate scheduled for short term military duty (which typically requires a weekend or two-week training commitment) must request an alternate test date prior to the scheduled test date.
2. Any qualified person on military duty may request an alternate test within 60 days of return from active duty, provided the candidate filed an application for the examination during the appropriate filing period (Article 11, §243-b, NYS Military Law).

3. A public employee in New York State (including state and municipal employees, employees of public authorities, public benefit corporations, commissions, or boards, or of any other political or civil division in the state) on military duty who is eligible for a promotion examination may request a comparable examination. The employee must make such request within 60 days after restoration to his or her public position (Article 11, §243.5, NYS Military Law). An employee requesting an alternate written test date under this provision need not have filed an examination application prior to restoration to his/her position.

ALTERNATE TEST DATES:

The alternate test date for a written or performance exam will be scheduled following the exam date. The alternate date will be determined by Oneida County Department of Personnel.

RESPONSIBILITY OF CANDIDATES:

1. You 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. If because of extraordinary circumstances a candidate requests an alternate test for a date occurring after the pre-rating review has been held, every effort will be made to test the candidate prior to the candidate's return to work.
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. When a candidate requests an alternate test date because of an emergency, the candidate will be required to provide documentation proving the emergency nature of the event which precludes him or her from taking the written test on the scheduled date.
4. 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.
5. 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 is being made.