



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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ALTERNATE TEST DATE REQUEST FORM

NAME: _____ SS # _____

EXAM # and TITLE: _____ DATE of EXAM _____

ADDITIONAL EXAM # and TITLE: _____

Please review the Chautauqua County Civil Service Alternate Test Date Policy, on the reverse side of this form, prior to completing this form to verify your eligibility for an alternate test date. If you are requesting an alternate for more than one exam date, a separate form must be completed.

REASON FOR ALTERNATE TEST DATE: (circle all that apply):

1. A death in the immediate family or household within the week preceding the examination.
2. Religious beliefs
3. Military duty
4. Being a member of a traditional, religious or civil ceremonial party.
5. Professional or Educational Examination
6. Vacations for which non-refundable down payments were made before the examination announcement was issued.
7. Required court ordered appearances.
8. Medical emergencies
9. Emergency weather conditions (Public safety verification required)
10. Previously scheduled Employer mandated training
11. Vehicle breakdown or traffic accident on the day of the exam

Other circumstances may be considered on an individual basis. If you feel that your situation is unique please explain:

CHAUTAUQUA COUNTY CIVIL SERVICE reserves the right to make the final decision in granting permission to obtain an alternate test date. Fax copies will be accepted, but the original form must be returned to this office.

PLEASE ATTACH THE APPROPRIATE DOCUMENTATION VERIFYING THE NEED FOR AN ALTERNATE TEST DATE. IF APPROVED AN ALTERNATE TEST DATE ACKNOWLEDGEMENT LETTER WILL BE SENT TO YOU WHICH YOU MUST BRING WITH YOU ON THE ALTERNATE EXAM DATE.

 APPLICANT'S SIGNATURE _____
DATE

FOR CIVIL SERVICE USE ONLY:

APPLICANT APPROVED: Yes _____ No _____ If disapproved State Reason: _____ _____ _____ DATE APPROVAL/DISAPPROVAL SENT TO CANDIDATE: _____
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**CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
ALTERNATE TEST DATE POLICY
ADOPTED OCTOBER 30, 2017**

It is the policy of the Chautauqua County Department of Human Resources 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 each written test administration, this policy will be weighted against the overriding need of the Department to maintain the security and integrity of the written test. The written test represents considerable planning, preparation and expense. Therefore, candidates are expected to make every effort to take the test on its scheduled date.

BASIS AND PARAMETERS FOR ALTERNATE TEST DATE

Alternate written 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 within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs which preclude a candidate from taking an examination on the announced date.
3. Military duty.
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.
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.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
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.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.
10. Previously scheduled employer mandated training, if documented by the employer.
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. Other reasons not listed above will be considered on an individual basis.

PROCEDURES FOR REQUESTING ALTERNATE TEST DATE

1. When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Chautauqua County Department of Human Resources in writing as soon as possible. The request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled date and be supported by appropriate documentation. It is essential that such requests be received before the date of the written test. Requests received on the date of the written test or thereafter will not be considered.
2. For emergency situations which occur on the scheduled written test date, the candidate must notify the Chautauqua County Department of Human Resources no later than the Tuesday following the Saturday on which the written test was held. In the case of a death in the immediate family or the household in which the candidate resides, or serious illness of the candidate, the request may be made by a member of the immediate family or household of the candidate or by a person in an agency, rather than the candidate. In the event a serious illness or injury renders a candidate physically unable to take a test for a lengthy period of time, that candidate may still request an alternate test date provided the candidate is tested prior to returning to the workplace and before the examination results are released by the New York State Department of Civil Service.
3. Candidates on short term military duty, which is typically a weekend or a two week training commitment, must request an alternate test date prior to the scheduled test date. Candidates on long term military duty will be allowed 60 days after their return from active duty to request an alternate test date, provided such candidate filed an examination application during the appropriate filing period and the eligible list is still in existence.

LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY

1. A candidate who takes a test on an alternate date has a responsibility to avoid exposure to any of the test content. The risk of such exposure is increased after the pre-rating review, which is usually held the Saturday following the written test, and for that reason, alternate test dates will generally not be granted later than the date of the pre-rating review. No candidate will be tested, under any circumstances, after the candidate has been in contact with other candidates after 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. When a candidate requests an alternate test date because of an emergency, the candidate will be required to provide documentation proving the emergent nature of the event which prevented him or her from taking the written test.
4. Current employees of the jurisdiction where the position resides must report to Civil Service to take the examination prior to returning to work in order to be eligible to take the examination.
5. Examinations cannot be administered prior to the scheduled date.
6. If two or more members of a household are candidates for the same examination and 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.
7. 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 unless there is a compelling reason to waive the fee. Candidates will be advised of the approximate cost at the time arrangements for an alternate date are being made.