



Franklin County Personnel/Civil Service Department
 355 West Main Street, Suite 311, Malone, NY 12953
 Phone: (518) 481-1677

Monday-Friday, 8 A.M.- 4 P.M.

ALTERNATE TEST DATE APPLICATION

<u>Name (Last, First, MI)</u>	
<u>Social Security Number</u>	
<u>Date of Scheduled Exam</u>	
<u>Exam #(s) and Title(s)</u>	<hr/>

Please review the Franklin County Personnel/Civil Service Alternate Test Date Policy on the reverse to verify your eligibility for an alternate test date. **Documentation is required to support the respective scenario, i.e. military orders, obituary, copy of airfare purchase, etc.**

Circle the reason for an Alternate Test Date request:

1. A death in the immediate family or household within the week preceding the exam (10 day advance notice will be waived). State Relationship: _____
2. Military commitment.
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.
7. Required court appearances.
8. Medical emergencies.
9. Emergency weather conditions (Public Safety verification required).
10. Other: _____

Are any immediate family/household members taking examinations in the same exam series you have listed above?

Yes No If yes, please provide name of other(s): _____

Signature

Date

The Personnel Officer reserves the right to make the final decision in granting permission to obtain an alternate test 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:

FRANKLIN COUNTY PERSONNEL/CIVIL SERVICE DEPARTMENT
355 W. MAIN STREET, STATE 311, MALONE, NY 12953
PHONE: (518) 481-1677

ALTERNATE TEST DATE POLICY

Candidates who are unable to take an examination on the announced test date may be eligible to apply for an alternate test date. Eligible candidates who meet one or more of the following criteria will be informed in writing of their alternate test date.

1. A death in the **immediate** family or household within the week preceding the examination. For the purpose of this section, immediate family would include spouse, domestic partner, mother, mother-in-law, father, father-in-law, grandparent, spouse's grandparent, grandchildren, brother, brother-in-law, sister, sister-in-law, daughter, daughter-in-law, son, son-in-law, as well as other relatives currently living with the family. Other family members may be considered, especially if funeral is the day of the exam.
2. Military commitment.
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. Must give a statement of the religious accommodations.
5. Having a conflicting professional or educational examination. Professional examinations would include those for CPA, the Bar, etc. Education examinations would include SAT, College Boards, Graduate Records.
6. Vacations for which non-refundable down payments were made **before** the examination announcement was posted.
7. Required 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 immediate family/household member (see #2 below).
9. 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.
10. Other reasons not listed will be considered on an individual basis. Generally these circumstances would be beyond the candidate's control. The Personnel Officer reserves the right to make the final decision in granting permission to obtain an alternate test date. (**Conflicting work schedules and educational classes do not qualify for alternate test dates.**)

PROCEDURES FOR REQUESTING AN ALTERNATE TEST DATE

1. For situations known **prior to** when the examination is scheduled for administration, **the candidate must notify this office in writing using the Alternate Test Date Application, ten (10) days before the test date.** Ten day notice is required, but an exception may be made if circumstances beyond the candidate's control are prohibitive. **The request must contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be substantiated with documents.** For non-emergency situations, candidates who do not receive confirmation of their alternate test date in writing prior to the date of the regularly scheduled exam must notify the Franklin County Personnel/Civil Service Department prior to the regularly scheduled exam date in order to remain eligible for an alternate test date.
2. For emergency situations, the candidate must notify this office as soon as possible by leaving a voicemail message at (518) 481-1677. Candidate will need to submit documentation and an **Alternate Test Date Application** to the Franklin County Personnel/Civil Service Department concerning the emergency and its duration, as soon as medically possible. Documentation will be reviewed and candidate will be notified of the decision if an alternate test date has been granted with new date and time to appear.

LIMITATIONS IN APPLYING FOR AN ALTERNATE TEST DATE

The individual who takes the examination after the scheduled date has a responsibility to avoid exposure to any of the test material. For that reason, **alternate test dates will be granted no later than the first work date following the scheduled examination, or, in the case of an approved vacation, the first work date after the vacation has ended.** Current employees of the jurisdiction where the position resides must report to the Franklin County Personnel/Civil Service to take the examination prior to returning to work in order to be eligible to take the examination. (Special accommodations for appearance at work may be made in the event the employee is required to work on the Sunday preceding the Monday after the exam was held).

- This policy applies to **all** examinations.
- Taking two civil service tests on the same day is not a basis for an alternate test date for one, as long as both are provided by the New York State Department of Civil Service.
- Examinations cannot be administered prior to the scheduled date.
- All requests for admission to an examination on an alternate test date **must** be accompanied by the appropriate documentation verifying the situation.
- The alternate test date candidate will be required to affirm in writing that he or she has not discussed the examination content with any individual. If the affirmation proves untrue, the candidate will be disqualified.
- Candidates must disclose if any members of their immediate family/household are taking examinations in the same series. All immediate family/household members must take the written test on the same date.