

**GREENE COUNTY CIVIL SERVICE COMMISSION
ALTERNATE TEST DATE APPLICATION**

NAME: _____ SS # _____

EXAM # and TITLE: _____ DATE of EXAM _____

Please review the Greene County Civil Service Alternate Test Date Policy 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 and/or exam date, a separate form must be completed.**

REASON FOR ALTERNATE TEST DATE: (circle all that apply): **SEE REVERSE FOR FURTHER DETAILED INFORMATION**

1. A death in the immediate family or household within the week preceding the examination. (10 advanced notice will be waived)
2. Military commitment
3. Being a member of a traditional religious or ceremonial party or graduation
4. Religious beliefs and/or accommodations (candidate must specify the need for accommodations on a separate sheet)
5. Professional or Educational Examination.
6. Vacations, conferences or retreats which non-refundable down payments were made before the exam announcement was issued or previously scheduled mandated employer training.
7. Required court appearances.
8. Medical emergencies or hospital confinements
9. Emergency weather conditions (Public safety verification required)
10. If a candidate's family member or a member of his/her household has been approved to take the same exam on an alternate test date
11. Other (list) _____

_____ must be specified in order for Civil Service to make an accurate determination

GREENE COUNTY CIVIL SERVICE COMMISSION 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 ADMISSION LETTER/AFFIRMATION FORM WILL BE SENT TO YOU. THIS LETTER MUST BE BROUGHT 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: _____		_____
DATE AND TIME OF ALTERNATE EXAM: _____		_____
APPROVED BY: _____	DATE _____	

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 purposes of administering this policy immediate family will be defined as: the spouse, children/step children, siblings, parents, grandparents and in-laws, 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 or participant in a traditional, religious or 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. Candidates must complete a form confirming the need for religious accommodations.
5. Having a conflicting professional or educational examination. Professional examinations would include those for CPA, ACSW and the Bar. Education examinations would include SAT, College Boards and Graduate Records. College course exams will only be considered if the school verifies the conflict cannot be resolved
6. Verifiable proof for vacations, conferences or retreats for which non-refundable down payments were made before the examination announcement was issued. Previously scheduled employer mandated trainings will only be considered when documented by employer. **(Conflicting normal work schedules and educational classes do not qualify for alternate test dates)**
7. Required court appearances.
8. Provided documentation of a medical emergency or 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 member or relative currently living with the family.
9. When a candidate's family member or a member of the candidate's household has been approved to take the same exam on an alternate test date, thereby, making it mandatory that all candidates from the family or household participate in the exam on the same alternate date.
10. Emergency weather conditions, verified by the local public safety agency, that lead to the closing of specific roads or highways which prevents a candidate from reaching the test center.
11. Other reasons not listed will be considered on an individual basis; generally these circumstances would be beyond the candidate's control. The Civil Service Commissioners reserve 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)

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE

- For situations known prior to when the examination is schedule for administration, the candidate must notify this office in writing ten days before the test date. Ten day notice is required, but an exception may be made if circumstances beyond the candidate's control prohibit it. The request must contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents, if available. 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 Greene County Department of Civil Service prior to the regularly scheduled exam date in order to remain eligible for an alternate test date.
- For emergency situations, the candidate must notify this office as soon as possible by leaving a voicemail message at (518) 719-3253. Candidates will be expected to take the examination on the Monday following the examination, which will begin at 8:30 AM in the Greene County Department of Civil Service or 8:30 AM on the first work day (Monday-Friday) after the emergency has ended. In order to be eligible to take the exam, candidates when they appear must provide documentation concerning the emergency and its length, or they will not be permitted to take the examination.

LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY

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 approved vacation, the first work date after the vacation has ended. 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 (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 appropriated 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.