



ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 State St., Room 900 – Albany, NY 12207

Phone (518) 447-7770 Fax (518) 447-5586

Website: www.albanycounty.com

ALTERNATE TEST DATE APPLICATION

Name (Last, First, I)	SSN	Exam #(s) and Title	Date of Exam(s)

Please review the Albany County Department of Civil Service Alternate Test Date Policy (on reverse) prior to completing this form to verify your eligibility for an alternate test date.

Reason for Alternate Test Date Request (circle all that apply):

1. A death in the immediate family or household within the week preceding the examination (10 day advance notice will be waived).
2. Military commitment.
3. Being a member of a traditional, religious or civil ceremonial party.
4. Religious accommodations. Please elaborate on a separate sheet of paper.
5. Professional or Educational Examination
6. Vacations for which non-refundable down payments were made before the examination announcement was issued.
7. Required court appearances.
8. Medical emergencies.
9. Emergency weather conditions (Public Safety verification required).
10. Other (list) _____

Please attach appropriate documentation verifying the need for the alternate test date.

The Director or Deputy Personnel Officer reserve the right to make the final decision in granting permission to obtain an alternate test date.

Applicant Signature

Date

For Civil Service Use Only:

Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> If Disapproved State Reason:
Date Disposition Sent to Applicant:
Date and Time of Alternate Exam:
Approver's Name:

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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, mother, mother-in-law, father, father-in-law, grandparent, spouse's grandparent, 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. Employees 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.
6. Vacations for which non-refundable down payments were made before the examination announcement was issued.
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 member of the immediate family or household.
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)

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE

1. For situations known prior to when the examination is scheduled 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 Department of Civil Service 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) 447-7770. Candidates will be expected to take the examination on the Monday following the examination, beginning at 8:30 AM in the Albany 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.