

**PORT JERVIS CIVIL SERVICE COMMISSION
20 HAMMOND STREET, PORT JERVIS, NEW YORK 12771
(845) 858-4052**

ALTERNATE TEST DATE POLICY AND PROCEDURE

NAME: _____ SS # _____

EXAM # and TITLE _____ DATE OF EXAM _____

This Alternate Test Date Policy applies to all civil service testing, including, but not limited to, written testing, computer-based tests, typing tests and physical fitness testing.

A test shall be administered only on the announced date (New York State Civil Service Commission President's Regulations §70.4). No candidate can be tested before the scheduled date. This is done to facilitate security of examination materials.

**REASON FOR ALTERNATE TEST DATE REQUEST (check all that apply)
SEE PAGES 2 AND 3 FOR FURTHER DETAILED INFORMATION**

1. ____ A death in the immediate family, or household, within the week preceding the scheduled examination.
2. ____ Being a member of a traditional, religious or civil ceremonial party or being a member of the immediate family or household of the individual for whom such a ceremony is being held.
3. ____ Conflicting professional or education examination.
4. ____ Non-refundable trips scheduled prior to the announcement of the examination.
5. ____ Court appearance.
6. ____ Medical emergency.
7. ____ Emergency weather conditions.
8. ____ Military commitment/training on announced date of examination.
9. ____ Military commitment/active.
10. ____ Member of family participating in this examination.

Candidate must:

1. Provide appropriate documentation verifying the need for an alternate test date.
2. Submit request and supporting documentation no later than two weeks prior to the regularly scheduled test date; except in the case of an emergency.
3. Disclose in writing, all examinations for the test date for which they have filed.
4. Take all local examinations at one test site, on the same day.
5. Disclose if any members of candidate's immediate family/household are taking examinations in the same series.
6. Sign the *Alternate Test Date/Religious Observer Examination Affirmation* (MSD-392) indicating that they have no prior knowledge of the contents of the test booklets or questions and will abide by all appropriate test instructions in the presence of the Test Center Supervisor/Monitor.

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/AFFIRMATION FORM MUST BE BROUGHT WITH YOU ON THE ALTERNATE EXAM DATE.

APPLICANT'S SIGNATURE _____

DATE _____

Applicant Approved: Yes ____ No ____	Reason for Disapproval: _____
Date Approval/Disapproval sent to Candidate: _____	_____
Alternate Exam Date and Time: _____	_____
Approved/Disapproved By: _____	Date: _____

Note:

1. In the case of an emergency, candidates or their designee **must contact the Port Jervis Civil Service Office by 1:00 p.m. on the Tuesday following the date of the examination** to be eligible for an alternate test date.
2. The notification should provide an explanation as to why the candidate was unable to appear for the exam as scheduled and be supplemented by appropriate documentation.
3. An alternate test date will not be provided if both written request **and** supporting documentation are received beyond the 1:00 pm on the Tuesday following the day following the examination.
4. Candidates have the option of obtaining a note documenting their illness and inability to take the test from a medical practitioner.
 - a. This note will be reviewed by the Port Jervis Civil Service Office to determine if it meets the criteria for an alternate test date.
5. Filing/taking multiple examinations on the same day is not grounds for an alternate test date.
6. Cross filers eligible for an alternate test date must take all local examinations for which they are eligible on the alternate date on which the test is administered.
7. All immediate family/household members must take the written test on the same day.
8. Signing the affirmation is a condition of testing and violation of its terms may result in disqualification.
9. Candidates who begin a written test on a scheduled test date and fail to complete it due to illness or an emergency **CANNOT** be granted an alternate test date to complete the test.

Alternate test dates will be scheduled on the next business day following the examination. Any alternate test date administration beyond the next business day must be reviewed and approved by the New York State Department of Civil Service.

An alternate test date cannot be held prior to the scheduled date of the examination.

The following is a list of circumstances that **may** qualify for the granting of an alternate test date, provided appropriate supporting documentation is received:

1. **Death**

A death in the **immediate** family, or household, within the week preceding the scheduled examination date if the funeral of such person is scheduled to occur on the date of the scheduled examination. Immediate family is defined to mean husband, wife, son, daughter, brother, brother, sister, father, mother, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, stepchild, aunt or uncle. Supporting documentation is required in addition to the written request.

2. **Being a member of a traditional, religious or civil ceremonial party**

Such as a wedding, baptism, bar/bat mitzvah or graduation; or being a member of the immediate family or household of the individual for whom such a ceremony is being held. Supporting documentation is required in addition to the written request.

3. **Conflicting professional or educational examination**

Professional examinations would include those for CPA, NTE, and the Bar. Educational examinations would include the SAT, LSAT, GRE, etc. Supporting documentation is required in addition to the written request.

4. **Non-refundable trips**

If the candidate has scheduled a trip **prior to the announcement of the examination**, has paid money toward the trip, and monies are non-refundable upon cancellation. Supporting documentation is required in addition to the written request.

5. **Court appearance**

Supporting documentation is required in addition to the written request.

Applicant's signature and date you have read page 2 of Alternate Test Date Policy

6. **Medical emergency**

Medical emergencies involving the candidate, or a member of the candidate's immediate family, require a certification from a physician attesting the candidate was seen by said physician on the date of the exam or within the week preceding the exam date because of a specific medical problem which prevents the candidate from appearing on the announced examination date. Supporting documentation from the physician is required in addition to a written request.

7. **Emergency Weather Conditions**

Public safety verification by the local public safety agency required to show conditions led to the closing of specific roads or highways which prevented a candidate from reaching the test center.

8. **Military commitment/training on announced date of examination.**

Supporting documentation is required in addition to the written request.

9. **Military commitment/active**

Any member of the Armed Forces of the United States who has duly filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to active military duty, shall be provided with a special military make-up examination so long as the following requirements are met:

- a. Application for examination must be filed with the Port Jervis Civil Service Office, within the time frame noted on the examination announcement.
- b. The applicant must make full disclosure in writing of all NYS and Municipal Civil Service Examinations for which a military make-up test is being, or will be, requested.
- c. The applicant must be able to sign the Alternate Test Date Affirmation.
- d. The applicant must submit a copy of a military order, DD214, or another official military document that substantiates the applicant's active military service at the time of the examination, and any subsequent service.
- e. Military make-up examinations will be scheduled as soon as possible after the original scheduled date of examination but no less than four (4) months before the list in question will expire. Applicants must request a military make-up examination no later than 60 days after release from active duty.
- f. The eligible list resulting from the examination applied for must still be in existence.

Please be advised that your inability to take the test does not stop a test from being scored. Accordingly, those persons who seek any delay in testing date are cautioned to secure a new test date from the Port Jervis Civil Service Office as soon as they are capable of testing. No representations are made that a person who has sought a delay in their test date may be able to make it up in a manner which permits them to be considered for the position they are seeking to test for.

Scenarios not included in the above list will be considered on a case-by-case basis.

LIMITATIONS TO THE ALTERNATE TEST DATE POLICY

The Alternate Test Date Policy requires careful balancing of a candidate's needs with the credibility of the Civil Service examinations program. In order to maintain the integrity of the exam program while accommodating unexpected life circumstances, certain limitations must exist in applying this policy. An applicant who is granted the opportunity to take an examination after the scheduled examination date has a solemn responsibility to avoid exposure to any of the test material. This risk is increased after the pre-rating review, which usually occurs one (1) week following the examination date. It is for this reason that an alternate test date must be scheduled no later than the day before the date of the pre-rating review.

The candidate must take the examination when it is scheduled by the Port Jervis Civil Service Office. Alternate test dates and times will be during the normal hours of business for the Port Jervis Civil Service Office. **No rescheduling of the alternate test date will be permitted.**

On the date of the alternate test date administration, candidates must sign an Affirmation swearing that they have not discussed the examination content with any other individual. If the Affirmation proves untrue, disqualification will follow.

Applicant's signature and date you have read page 3 of Alternate Test Date Policy