

FULTON COUNTY PERSONNEL DEPARTMENT

POLICY ON ALTERNATE TEST DATES

P2

Candidates may be rescheduled for an alternate test date where they are unable to take a scheduled examination for one of the following reasons:

1. A death in the immediate family or household within the week preceding the examination. For the purpose of this section, immediate family includes the candidate's spouse, mother, father, grandparent, brother, sister, daughter and son; and the spouse's immediate family providing the spouse currently resides in the candidate's household.
2. Military commitment.
3. Being a member of a wedding party or a member of the immediate family or household of the individual for whom the ceremony is being held.
4. Having a conflicting Federal or educational examination. Educational examination would include SAT, College Boards, Graduate Records and school examinations if the conflict could not be resolved.
5. Required court appearance on the day of the exam.
6. Hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem.
7. A conflict with a previously scheduled vacation, professional conference or retreat for which a non-refundable deposit of at least \$100 (one hundred dollars) was made prior to the date the examination announcement was issued.
8. Reasons not covered by the parameters outlined above, may be satisfactorily explained in writing by the candidate and decided on by the Director of Personnel on a case-by-case basis.
9. Medical emergencies or serious accidents on the day of the exam involving the examination candidate or members of the immediate family or household. (See definition in #1 above.) For the purpose of this section, accident would include traffic accident.
10. Emergency weather conditions that lead to the closing of specific roads, highways or independent transportation services which prevents a candidate from reaching the test center.

Candidates whose situation is described in categories (1) – (8) should complete page 2 and return this form to the Personnel Office as soon as possible before the date of the examination.

Candidates who are unable to take the scheduled examination due to a medical emergency, accident or emergency weather condition must notify this office no later than the Tuesday following the regular examination date.

All requests for admission to an examination on an alternate test date must be accompanied by the appropriate documentation verifying the situation. The determination as to whether or not a candidate meets the requirement for being afforded the opportunity to take an examination on an alternate test date will be made by the Fulton County Director of Personnel. (High security exams will be governed by Local Exam Special Security Procedures.)

Candidates approved to take an examination on an alternate test date will be required to affirm that they have not discussed the examination content with any individual. Alleged violations of examination security will be investigated and, if verified, will result in disqualification.

Candidates will normally be examined no later than the Saturday morning immediately following the scheduled examination date; however, arrangements may be made to administer the examination before that date. In no case shall the examination be given later than the following Saturday, or prior to the New York State scheduled examination test date. Special testing expenses will be paid by the candidate.

ALTERNATE TEST DATE/RELIGIOUS OBSERVER REQUEST

Name: _____

Date: _____

Last 4 Digits of Social Security #: XXX-XX-_____

Exam #: _____

Exam Title: _____

Exam Date: _____

I am requesting an alternate test date for the following reason (see page 1, Policy on Alternate Test Dates): 1 – 8 _____

Please explain:

Signature

Date

FOR CIVIL SERVICE USE ONLY

Approved _____ Alternate Test Date _____

Disapproved _____

Remarks: _____

Director of Personnel

Date

If approved, you will receive an Alternate Test Date Notice to Appear and a sample of the Alternate Test Date/Religious Observer Examination Affirmation, which you will be required to sign at the Alternate Test Date Examination Center.