

WATERVLIET CIVIL SERVICE COMMISSION  
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 Civil Service Commission 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 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 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) 270-3800, Ext. 114. Candidates will be expected to take the examination on the Monday following the examination, beginning at 8:30 AM in the Watervliet Civil Service Commission 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.