

AUBURN MUNICIPAL CIVIL SERVICE COMMISSION
MEMORIAL CITY HALL
AUBURN, NEW YORK 13021

A L T E R N A T E T E S T D A T E P O L I C Y

The following are reasons which will warrant granting an alternate test date. Other reasons not listed below will be considered on an individual basis.

1. A death in the immediate family or household within the week preceding the examination.
2. Military commitment.
3. Being a member of a traditional, religious or civil ceremonial party, such as 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. Having a conflicting professional or educational examination. Professional examinations would include those for CPA, ACSW, and the Bar. Educational examinations would include SAT, College Boards, and Graduate Records.
5. Vacations for which nonrefundable down payments were made before the examination announcement was issued.
6. Required court appearances.
7. 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.
8. 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.

Procedures for Requesting Alternate Test Date:

1. For situations known prior to when the examination is scheduled for administration (categories 1 to 7), the candidates should notify this office in writing as soon as possible before the test date. The request should contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents, if available.
2. For emergency situations, (categories 7 to 8), the candidate must notify this office no later than Tuesday following the Saturday scheduled test date.


cont'd.....

Limitations in Applying Alternate Test Date Policy:

Our alternate test date policy requires a balancing of the individual's needs and the needs and the credibility of the examinations program. The individual who takes the examination after the scheduled date has a responsibility to avoid exposure to any of the test material. This risk is increased after the pre-rating review which usually falls on the Saturday following the exam. For that reason, alternate test dates generally will be granted no later than the date of the pre-rating review. We cannot test any candidate, no matter how justified is the case, once the candidate has been in contact with other candidates after the pre-rating review.

Alternate Test Date Guidelines:

1. This policy will apply to all examinations.
2. 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 N. Y. S. Department of Civil Service.
3. The written test will not be administered prior to the scheduled test date.
4. Requests for alternate testing beyond the following Saturday must be approved by the Deputy Director of the Testing Services Bureau of the N. Y. S. Department of Civil Service.
5. The Candidates must submit evidence to support their requests and this Commission will carefully document any approvals granted.
6. The alternate test date candidates must affirm in writing that they have not discussed the examination content with any individual. If the affirmation proves untrue, disqualification will follow.


John J. Madden Sr., Secretary

February 8, 1986