



DEPARTMENT OF HUMAN RESOURCES

Civil Service Unit
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ALTERNATE TEST DATE POLICY AND PROCEDURE

This Alternate Test Date Policy applies to all civil service testing, including, but not limited to, written testing, computer based tests, 911 performance tests, typing tests and physical fitness testing.

For Computer Based Continuous Recruitment Examinations and Performance Exams:

All approved candidates must take computer based continuous recruitment exams or performance tests on their scheduled test date. For computer based continuous recruitment exams, candidates are urged to indicate on their application any dates they are not available to test that fall during the two month period following application submission (i.e. vacation, planned medical procedure, or planned event such as graduation etc). Candidates may also confirm their scheduled date approximately two weeks after filing an application by calling (845) 291-2730. If an approved candidate is unable to appear for their scheduled computer based or performance exam date for any reason, he/she shall make a written request prior to the scheduled examination date to be considered for the next available scheduled test date. No candidate shall be permitted a second continuance unless the request is made in accordance with the below procedures.

For all other examinations:

An applicant shall make a written request to the Orange County Department of Human Resources Civil Service Exam Unit for an alternate test date due to compelling circumstances, such as an emergency situation or a conflict between the announced examination date and an event of serious importance, which is beyond the applicant's control. Supporting documentation should accompany the written request.

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. A death in the immediate family, or household, within the week preceding the scheduled examination date or 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, sister, father, mother, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law-sister-in-law, grandchildren, step-children, aunt and 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 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. Having a 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. Vacations for which non-refundable down payments were made before the examination announcement was issued. Supporting documentation which shows the date the reservation was scheduled is required in addition to the written request.
5. Required court appearances. Supporting documentation is required in addition to the written request.
6. 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 that lead to the closing of specific roads, highways or independent transportation services, which prevent an applicant from reaching the test center. (Must be verified by the Orange County Department of Emergency Services). Supporting documentation is required in addition to the written request.
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 Orange County Department of Human Resources 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 other 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.

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

Taking two civil service tests on the same date 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.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE

For circumstances of conflict that are known by an applicant prior to the date the examination is scheduled for administration, the applicant shall notify the Orange County Department of Human Resources Exam Unit ***in writing*** as soon as possible **prior** to the date of test. Such written request should contain a detailed explanation of the circumstances surrounding the need for an alternate test date and **must** be supplemented by appropriate documentation (e.g. for vacation plans attach a copy of the nonrefundable tickets or deposit showing payment prior to the date the examination was announced).

In the case of an emergency (as noted in Items 6 and 7 above), an applicant shall notify the Orange County Department of Human Resources Civil Service Exam Unit ***in writing no later than*** two (2) business days following the scheduled examination date (i.e. if an examination is scheduled for Saturday the 4th, notification must be received by 5:00 PM on Tuesday the 7th). The notification should provide an explanation as to why the individual was unable to appear for the exam as scheduled and be supplemented by appropriate documentation. An alternate test date will not be provided if both written request **and** supporting documentation are received beyond the second business day following the examination.

LIMITATIONS TO THE ALTERNATE TEST DATE POLICY

The Alternate Test Date Policy requires the careful balancing of an individual'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 applicant must take the examination when it is scheduled by the Orange County Department of Human Resources. Alternate test dates and times will be during the normal hours of business for the Orange County Department of Human Resources. No rescheduling of the alternate test date will be permitted.

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

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(rev. 10/10/95) (rev. 10/10/01)
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(rev. 04/30/2012)
(rev. 03/11/2019)