

GENESEE COUNTY HUMAN RESOURCES

ANITA CLEVELAND
Human Resources Director



COUNTY BUILDING 1
15 Main Street
Batavia, New York 14020-3199
Phone #: [585] 344-2550 ext.
2221
Fax #: [585] 345-3093
Web Page:
www.geneseeny.gov

POLICY ON ALTERNATE TEST DATES

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

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

1. A death in the immediate family or household within the week preceding the examination.
2. Military commitment.
3. Religious beliefs which preclude a candidate from taking an examination on the announced date.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. 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 the Graduate Record Examination.
6. Vacations for which a minimum of \$100 non-refundable down payment was 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.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE

1. For situations known prior to when the examination is scheduled for administration, the candidate should notify Genesee County Human Resources by submitting an Alternate Test Date Application 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.
2. For emergency situations, the candidate must notify Genesee County Human Resources in writing with the appropriate documents attached no later than the Tuesday following the Saturday scheduled test date.
3. The Human Resources Director will make the determination as to whether or not a candidate qualifies for an alternate test date.

LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY

Our alternate test date policy requires a balancing of the individual's 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.

Candidates will normally be examined on the first Monday following the exam date, no later than the following Saturday morning. In no case shall the examination be given later than the following Saturday unless reviewed with the New York State Department of Civil Service.

Candidates approved to take the test on the alternate date will be required to sign an affirmation that they have not discussed the test content with any individual. If the affirmation is found to be false, the candidate will be disqualified.