

# BROOME COUNTY DEPARTMENT OF PERSONNEL

## ALTERNATE TEST DATE POLICY

Candidates may be rescheduled for an alternate test date when 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 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.
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 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 Personnel Officer reserves the right to make the final decision in granting permission to obtain an alternate test date. (Conflicting work schedules and educational classes are not allowed).

## 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 two weeks before the test date. Two week 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.
2. For emergency situations, the candidate must notify this office as soon as possible, but no later than Tuesday following the Saturday scheduled 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. This risk is increased after the pre-rating review, which usually falls on the Saturday following the exam. For that reason, alternate test dates will be granted no later than the date of the pre-rating review. We cannot test any candidate, no matter how justified the case, once the candidate has been in contact with other candidates after the pre-rating review.

- 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 must affirm in writing that they have not discussed the examination content with any individual. If the affirmation proves untrue, the candidate will be disqualified.

No individual who will be taking a promotional examination on an alternate test date, can report to work, or speak to others who took the examination as scheduled, prior to speaking with this Department.

BROOME COUNTY DEPARTMENT OF PERSONNEL  
BROOME COUNTY OFFICE BUILDING, PO BOX 1766  
BINGHAMTON, NY 13902  
PHONE: 607-778-2185 FAX: 607-778-6117  
REGULAR HOURS: MONDAY THROUGH FRIDAY 8:30 A.M. – 5:00 P.M.  
www.gobroomecounty.com  
bcpersonnel@co.broome.ny.us