

TONAWANDA CIVIL SERVICE ALTERNATE TEST DATE POLICY

It is the policy of the Tonawanda Civil Service Commission to provide an Alternate Test Date to those candidates who are unable to appear on the date scheduled for a written or a performance test due to religious beliefs, and emergency, or a scheduling conflict beyond their control when the candidate meets the requirements of the Tonawanda Civil Service Commission Alternate Test Date Policy. However, each request for an alternate test date will be weighed against the overriding need to maintain the security and integrity of examination materials, and the need to make timely permanent appointments from the eligible list established as a result of the examination. As written and performance tests represent considerable planning, preparation and expense, candidates are expected to make every effort to take a test on its scheduled date. Reasons that warrant the granting of an alternate test date when supported by appropriate documentation, and the procedures for requesting an alternate test date are set forth below.

BASIS FOR ALTERNATE TEST DATE

Alternate test dates will be provided for candidates who can establish one of the following:

1. A death in the immediate family, or in the household in which the candidate resides within the week immediately preceding the scheduled test date. For purposes of administering this policy immediate family will be defined as: the spouse, children, siblings, parents and grandparents of the candidate or of his/her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the scheduled test date.
3. Military duty.
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. Examples of professional examinations include the Certified Public Accountant, Professional Engineer and Bar examinations. Examples of educational examinations include the Scholastic Aptitude Test, College Boards and Graduate Record Examination. College Course examinations will only be considered under this policy if the school verifies that conflict cannot be resolved.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a non-refundable deposit was made prior to the date the examination announcement was issued for a written test, or in the case of performance examinations, the date the admittance notice was issued.
7. Previously scheduled employer mandated training, if documented by the employer.
8. A conflict with a court ordered appearance.
9. Hospital confinement, medical emergency or health problem of the candidate or a member of the candidate's immediate family or of a member of the household in which the candidate resides, if documented by the attending physician.
10. A vehicle breakdown or traffic accident that prevents the candidate from reaching the test center, if documented by a police official or vehicle towing or repair station.
11. Emergency weather conditions verified by the local public safety agency that result in the closing of specific roads, highways or independent transportation services, which prevent a candidate from reaching the test center.
12. When a candidate's family member or a member of the candidate's household has been approved to take the same examination on an alternate test date, thereby, making it mandatory that all candidates from the family or household participate in the examination on the alternate date.

PROCEDURES FOR REQUESTING AN ALTERNATE TEST DATE

1. Candidates who are unable to take an examination because of a situation that is known prior to the scheduled exam date should notify Tonawanda Civil Service Commission in writing as soon as possible before the test date. The written request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled date and be supported by appropriate documentation verifying the situation. Alternate test date request forms may be obtained from the Tonawanda Civil Service Commission.
2. Candidates who are unable to take an examination because of an emergency situation that occurs just prior to or on the date of the scheduled examination must notify this office at (716) 695-8626 no later than 1:00 p.m. on the first business date following the scheduled test date. In the case of a death in the immediate family or the household in which the candidate resides, or serious illness or injury of the candidate, the request may be made by a member of the immediate family or household of the candidate, rather than the candidate. Upon review of verifiable documentation, a determination will be made as to whether a candidate will qualify for an alternate test date.
3. The determination as to whether or not a candidate meets the requirements for being afforded the opportunity to take an examination on an alternate test date shall be made by the Tonawanda Civil Service Commission.
4. Candidates approved for an alternate written test date will usually be tested on the Monday following the Saturday scheduled test date. Requests for a later alternate test date will be considered, but an alternate test date for a written examination will not normally be scheduled later than the Saturday following the announced test date.

In the event a serious illness or injury renders a candidate physically unable to take a written test for an extended period of time, the candidate may request consideration for an alternate test date. A candidate who is a City employee must be tested prior to returning to the workplace. Additionally, no candidate may be tested after the Tonawanda Civil Service Commission has scored the written examination or after the Tonawanda Civil Service Commission has received the examination scores from the State Civil Service Department. Also, the date and time scheduled for alternate testing will be contingent upon the availability of space and examination monitors and will rest solely with the Tonawanda Civil Service Commission.

LIMITATIONS OF AN ALTERNATE TEST DATE

1. A candidate who takes a test on an alternate date has a responsibility to avoid exposure to any of the test content. Candidates approved to take a test on an 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.
2. If two or more members of a household or family are candidates for the same examination, and one member of the household or family requests an alternate test date, all members of the household or family will be required to take the test on the alternate date. If any member of the household or family takes the test on the scheduled date, no other member of the household or family will be permitted to take the test on an alternate date.
3. Where an alternate test date request can only be accommodated by administering a test on an individualized basis, the candidate may be assessed the cost of the monitoring services. Candidates assessed monitoring service costs will be advised of the approximate cost at the time arrangement for an alternate test date are being made.

ALTERNATE TEST DATE REQUEST FORM

Please read the attached copy of the Tonawanda Civil Service Alternate Test Date Policy. If your reason for requesting an alternate test date is in compliance with this policy, complete Part 1 of this form and return it to the Tonawanda Civil Service Office prior to the scheduled test date.

ALL REQUESTS MUST BE ACCOMPANIED BY DOCUMENTATION THAT VERIFIES YOUR NEED FOR AN ALTERANATE TEST DATE.

Part 1 – to be completed by the candidate

Name: _____

Exam Title: _____

Exam Number: _____

Scheduled Test Date: _____

Names of all other persons residing in your household who have applied for this examination:

The reason I am unable to appear on the scheduled test date is: _____

I have read the Tonawanda Civil Service Alternate Test Date Policy and I understand that the Tonawanda Civil Service Commission will make the final determination as to the granting of an alternate test date

I further understand that the alternate test dates are normally scheduled for the Monday following the Saturday scheduled test date, and that the granting of any other day for an alternate test date will be at the sole discretion of the State Civil Service Department or the Tonawanda Civil Service Commission.

The soonest I would be able to take the examination after the scheduled Saturday test date would be _____. If the date you have indicated is not the Monday following the Saturday (preferably Monday) scheduled test date, please define below the exact reason(s) for your inability to take the examination on that Monday.

I further understand that if granted an alternate test date, at the time of examination, I will be required to sign an affirmation under penalties of perjury that I have not discussed the test or its content with any individual.

_____ Date _____ Candidate's Signature

Part II – to be completed by the Civil Service Office:

() Approved () Disapproved _____

Alternate Test Date: _____ Time of Rescheduled Exam: _____

Location of the Exam: _____

Candidates approved for an alternate test date must bring their admittance notice and photo identification with them to the examination.

_____ Date _____ Commission Chairperson/Designee

