

101.205 Seneca County Alternative Civil Service Test Dates

Policy: Candidates approved to participate in an examination may be rescheduled for an alternate test date when they are unable to take a scheduled examination for an acceptable reason.

Guidelines: The following are acceptable reasons involving the individual requesting approval:

1. A Saturday Sabbath observer;
2. A death in the immediate family or household within the week preceding the examination. Immediate family would include spouse, mother, father, grandparent, brother, sister, daughter, and son, as well as other relatives currently living with the family;
3. Military commitment;
4. Being a member of a traditional, religious or civil ceremony 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;
5. Having a conflicting professional or educational examination. Educational examinations may include the SAT, College Boards, Graduate Records, and school examinations, if conflicts could not be resolved. Professional examinations would include those for CPA, ACSW and the Bar;
6. Vacations for which non-refundable down payments were made before the examination announcement was issued;
7. Required court appearances;
8. Emergency weather conditions that lead to the closing of specific roads, highways or independent transportation services which prevent a candidate from reaching the test center;
9. 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;
10. Required appearance at work after a request for time off has been denied and/or appearance are necessary due to nature/circumstances of job.

Procedures:

Candidates with a situation noted above should notify the Personnel Office as soon as possible before the date of the examination;

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1. Candidates who are unable to take the scheduled examination due to an emergency situation must notify the Personnel Office no later than the Tuesday following the regular examination date.

2. Candidates may be examined on the Saturday following the regularly scheduled test date or during the preceding week. The examination should not be administered later than the following Saturday after the scheduled test date unless extenuating circumstances exist;

3. The determination as to whether or not a candidate meets the requirement for being afforded an opportunity to take an examination on an alternate test date will be made by the Personnel Officer;

4. Candidates requesting approval for an alternate test date will receive notification regarding approval/disapproval.

Forms required:

All requests for admission to an examination on an alternate test date must be in writing and accompanied by the appropriate documentation verifying the situation; Candidates approved to take the examination on an alternate test date will be required to complete an affirmation form stating that they have not discussed the examination content with any individual. Alleged violations of examination security will be investigated and, if verified, will result in disqualification.