

## **ALTERNATE TEST DATE GUIDELINES**

- Requests for alternate test dates due to non-emergency situations must be submitted to the Civil Service Commission. The request shall contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documentation, if available.
- For emergency situations, the candidate must notify the Civil Service Commission of the need for an alternate test date no later than 4:30 p.m. on the next business day following the test.
- **Returning to Work:** Any employee of the City of Yonkers, Board of Education, Yonkers Parking Authority, Yonkers Public Library or Municipal Housing Authority approved in advance of the exam date for an alternate test date must not report for work until the examination for the alternate test date has been administered. Every effort will be taken to test the employee expeditiously.
- The Civil Service Commission will notify candidates about the decision made on their request, and provide approved candidates of the date, time and location of an alternate test administration. Where applicable, candidates will be advised also of the restriction on returning to work described above.

### **Alternate Test Dates shall be provided for the following situations:**

1. Candidates unable to attend a test because of religious observance or military duty shall be permitted to take tests on another date designated by the Civil Service Commission.
2. When necessary to accommodate special testing arrangements, a candidate with a disability shall be scheduled to take tests, as arranged by the Civil Service Commission.

### **For Open-Competitive and Promotional Examinations, alternate test dates may be granted for the following circumstances:**

1. Death in the immediate family or household within the week preceding an examination. Proof of the death must be submitted.
2. 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 to the individual for whom the ceremony is being held.
3. Having a conflicting professional or educational examination; professional examination would include Certified Public Accountant, Bar Examination (lawyers), etc. Educational exams would include SAT, College Boards and Graduate Records.
4. Vacations for which non-refundable down payments were made before the examination announcement was issued.
5. Required court appearance.
6. Medical emergencies involving a hospital confinement or certification from a physician that the candidate is unable to appear for examination due to a specific medical problem of the candidate or member of the immediate family or household.
7. Other circumstances which may warrant alternate test dates will be considered on an individual case basis.

### **Alternate test dates will not be provided for the following situations:**

1. Multiple civil service tests scheduled for the same date is not grounds for granting an alternate test date.
2. No candidate who began a written test on a scheduled test date and failed to complete it due to illness or an emergency can be granted an alternate test date to complete the test.