

CLINTON COUNTY DEPARTMENT OF PERSONNEL ALTERNATE TEST DATE POLICY

A candidate who cannot participate in an examination on the scheduled examination date may qualify for an alternate test date under certain conditions.

Candidates must notify the Department of Personnel in writing prior to the examination date to make arrangements for an alternate examination date if they know they will be unable to participate in the examination on the scheduled date.

If an emergency arises on the examination date, candidates must contact the Department of Personnel not later than 5:00 p.m. of the Monday following the examination date to make arrangements for an alternate examination date.

A candidate may qualify for an alternate test date if he/she meets one of the following and provides sufficient documentation prior to the test date.

1. A death in the family or household prior to the examination date.
2. Military commitment with appropriate documentation.
3. Being a member of a traditional, religious, or civil ceremony party; such as a wedding, baptism, bar mitzvah, or graduation; or being a relative of the individual for whom the ceremony is held.
4. Having a conflicting professional or educational examination. Professional examinations may include CPA, ACSW, and the Bar. Educational examinations may include SAT, College Boards, and GRE.
5. Having a conflicting work-related training seminar.
6. Vacations for which payment was made prior to the examination announcement date. For continuous recruitment exams, vacations for which payment was made two (2) weeks prior to the exam date.
7. Required court appearance.
8. Medical emergencies involving hospitalization or certification from a physician that the candidate is unable to appear for examination due to a specific medical problem of the candidate or an immediate family or household member.
9. Emergency weather conditions verified by the local public safety agency that led to the local closing of specific roads or independent transportation services which prevents a candidate from reaching the test center.
10. The Director has determined an alternate test date is for the good of the service.

**CLINTON COUNTY DEPARTMENT OF PERSONNEL
ALTERNATE TEST DATE POLICY FORM**

Please read the Alternate Test Date Policy before completing this request form

TO: Clinton County Department of Personnel

FROM: _____

RE: Alternate Test Date

DATE: _____

I would like to request an alternate test date for Exam # _____,

Exam Title: _____, which is scheduled to be held on

_____.

I am unable to take the test on the scheduled date because:

I am attaching documentation to substantiate my request.

The alternate test date will be the Monday following the exam date. The Personnel Director may approve a later date in exceptional cases.

SIGNATURE

DATE