



REQUESTING ALTERNATE TEST DATE:

- For situations known prior to when the examination is scheduled for administration, the candidate should fill out and submit form **no later than two (2) weeks before the test date.**
- For **emergency situations**, you must notify this office **no later than** the TUESDAY following the SATURDAY of the scheduled test date.
- Any alternate test date administration **beyond the Saturday following the scheduled Saturday test date** **must be reviewed with the New York State** Department of Civil Service.
- We **cannot** administer any written test **prior** to the **scheduled date**.
- **Fill out the form below in its entirety.** Be sure to include documentation to substantiate the reason for your request and inability to take the exam on the scheduled date.
- Mail, fax, or email this form with any accompanying documentation to the Wyoming County Human Resource and Civil Service Office by the deadline (two weeks prior to test date).

Wyoming County Civil Service
Attn: Bethany Merica
338 N. Main Street
Warsaw, NY 14569

FAX: 585-786-1293
EMAIL: bmerica@wyomingcountyny.gov

Please note: completing and submitting this form does not guarantee that your request will be granted. You will be contacted by our Department upon our receiving your request to discuss the topic further.

TO: Wyoming County Civil Service

FROM: _____

RE: Alternate Test Date Request

TODAY'S DATE: _____

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

Exam Title: _____

Date of Scheduled Exam: _____.

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

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I am attaching documentation to substantiate my request, and I acknowledge that I have read and understand the Alternate Test Date procedure as defined on page one.

SIGNATURE

DATE _____