

OTSEGO COUNTY CIVIL SERVICE
DECENTRALIZED TESTING POLICIES

RETEST POLICY: Candidates may re-apply to retake the written test no sooner than three (3) months after the date of their last written test. However, candidates may only take the written test twice in any twelve (12) month period. **THE FILING FEE WILL BE REQUIRED FOR EACH RE-TEST OF THE EXAMINATION.**

ALTERNATE TEST DATE: Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 4:30 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at www.otsegocounty.com, or by calling the Personnel/Civil Service Department at 607-547-4239. ***IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN ONE (1) WEEK AFTER THE SCHEDULED EXAM DATE.***

Candidates who do not qualify for an alternate test date and are unable to attend the scheduled exam date may have their applications held over to the next scheduled exam date if requested in writing to the Personnel Department. Applications will only be held over once. If a candidate is unable to attend the next scheduled exam date they will need to re-apply for any future examinations.