



Request for Test Rescheduling

Cuyahoga County Personnel Review Commission
9830 Lorain Avenue • Cleveland, Ohio 44102 • P: (216) 698-2290 • F: (216) 443-3694
PRCEmploymentTesting@cuyahogacounty.us

If you are unable to attend your scheduled test administration, please download, complete, and submit the following form according to the instructions described below, along with the required documentation. Please submit the form to the above email address.

Name: _____

Email Address: _____

Job Title of Test: _____

Date and Time of Original Administration: _____

Reason for Requested Rescheduling (check all that apply):

Non-Emergency:

- Previously scheduled military commitment
- Previously scheduled vacation
- Previously scheduled in-patient medical procedure
- Previously scheduled jury duty or other court appearance
- Mandatory assignment for County business (current County employees only)

Emergency:

- Death in immediate family (immediate family includes spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, a legal guardian or other person who has an *in loco parentis* relationship with you, or any other relative residing with you)
- Emergency medical situation
- Public safety/emergency worker called in for duty
- Personnel Review Commission (PRC) error or mistake in the approval, notification, or scheduling process

Briefly describe the reason for requested rescheduling:

Instructions for submission:

For **non-emergency** reasons listed above, you must submit this form along with adequate supporting documentation within five (5) calendar days after receiving your original exam notification. This form and supporting documentation may be submitted via email (preferred), standard mail, fax, or in person between the hours of 8:30 a.m. and 4:30 p.m., M-F, at the contact information located at the top of this form.

For **emergency** reasons listed above, you must submit this form along with adequate supporting documentation within one (1) calendar day following your original exam administration date. This form and supporting documentation may be submitted via email (preferred), standard mail, fax, or in person between the hours of 8:30 a.m. and 4:30 p.m., M-F, at the contact information located at the top of this form.

The PRC will evaluate each request for rescheduling. If the PRC determines that procedures were not followed or inadequate information was provided as part of a request, the PRC shall reject the request. If you wish to participate in the testing process, you must attend the administration as detailed in your original exam notification. If it is determined that untruthful or fraudulent information was provided as part of a request, the PRC shall reject the request, and you will no longer be eligible to take the test.

In order to avoid unnecessarily long delays in establishing an eligibility list, only one additional exam administration will be scheduled for all candidates with scheduled, non-emergency conflicts, and only one additional exam administration will be scheduled for all candidates with emergency conflicts. This assumes these candidates submit acceptable, verifiable requests for rescheduling. Whenever possible, these additional administrations shall be scheduled within one week of the original administration period. No further attempts shall be made for candidates who cannot attend these administrations.

Additional information on the test rescheduling process, including what is considered adequate supporting documentation, is available at <http://prc.cuyahogacounty.us/en-US/Requests-Test-Rescheduling.aspx>.

Candidate Acknowledgement

By signing, entering, typing, or otherwise providing my name below, I acknowledge that I must submit this request for test rescheduling to the Personnel Review Commission (PRC) as soon as I am aware an accommodation is necessary, and no later than the above-stated deadline for my reason for this request. I attest that the above statements and submitted supporting documentation are truthful and accurate. Furthermore, I acknowledge that if it is determined that I have attempted to deceive the PRC or any other examiner by making statements or submitting documentation that are untrue or fraudulent, I shall be prohibited from taking this or any other examination for the purpose of employment with Cuyahoga County for a period of two (2) years. I acknowledge that if I am a current Cuyahoga County employee and have been determined to have deceived the PRC and/or any other examiner in any way, my conduct shall be grounds for disciplinary action. (See Cuyahoga County Code Section 303.03(D).)

Candidate

Date