

N.J.A.C. 4A:4-2.9(a), Make-up Examinations, provides that make-up examinations, except for police, fire and professional level engineering promotional examinations, may be authorized for the following reasons:

1. Error by the Commission or appointing authority;
2. Serious illness or disability of the candidate on the test date, provided the candidate submits a doctor's certificate specifying that the candidate was not able to take the test on that day for medical reasons;
3. Documented serious illness or death in the candidate's immediate family;
4. Natural disaster;
5. Prior vacation or travel plans outside of New Jersey or any contiguous state, which cannot be reasonably changed, as evidenced by a sworn statement and relevant documentation; and
6. Other valid reasons.

Also, *N.J.A.C.* 4A:4-2.8 (Scheduling of examinations) states in pertinent part that candidates shall be at the examination site at the designated time. It is noted that 15 candidates passed the examination and appear on the eligible list, which has been certified once, but no appointments have yet been made.

CONCLUSION

The record establishes that the appellant was scheduled to take the written portion of the subject examination May 21, 2015 and did not do so. The appellant moved but did not provide DAS with a change of address. She had expected that the notification of examination would be forwarded with her other mail, but she did not receive the notification and was not aware that the examination had been held until August 2015, when she made an inquiry regarding another examination. The appellant had a responsibility to notify the Commission of her change of address. She has no expectation that the notice will be forwarded in enough time. However, it is also reasonable that she would expect that a notification would be forwarded by the postal service, and the appellant has provided a signed, sworn affidavit certifying that she did not receive the Notification of Examination in a timely manner. Based on the unique facts of this case, good cause exists to afford the appellant a make-up examination under *N.J.A.C.* 4A:4-2.9(a)6 for prospective appointment only. The appellant is cautioned that, in the future, should she move again, she must provide the Commission with a change of address.¹

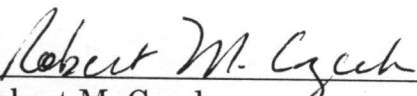
¹ The Commission has a change of address form at: <http://www.state.nj.us/csc/about/publications>.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant be scheduled for a make-up examination as soon as possible.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION
THE 16th DAY OF DECEMBER, 2015



Robert M. Czech
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It is noted that this report is being submitted to the Board of Directors for their consideration and approval. The Board of Directors is requested to take appropriate action on this report.

APPROVED BY THE BOARD OF DIRECTORS

Chairman of the Board

Secretary

Treasurer