

Military Make-Up Examinations

If you are or were unable to participate in a scheduled civil service exam due to active military duty, you may request a military make-up exam. Military make-up exams are available to:

- Members of the armed forces who apply for an examination during the application filing period but are unable to participate in the exam due to active military service.
- Members of the armed forces who missed the application filing period due to active military duty other than for training purposes.

Candidates should request a military make-up exam as soon as possible, and no later than 60 days following release from active duty. A candidate eligible for a military make-up exam does not have to wait until discharge from active duty to take the exam. Completing the examination at the earliest possible opportunity is advisable, since candidates who pass a military make-up examination can only have their scores added to the existing eligible list for the examination in which the individual was originally unable to participate.

Candidates should also be aware that:

- Candidates need to schedule their military make-up exams with advance notice. Three weeks advance notice is generally sufficient in order for us to obtain the necessary exam materials.
- An applicant is not entitled to a military make-up examination unless he or she meets the announced qualifications for the missed examination.
- In order for a military make-up examination to be administered, the eligible list resulting from the original examination must still be in existence.

Prior to the administration of a military make-up exam, candidates will be required to:

- Submit a copy of their military orders, DD-214, or other official military document that substantiates their active military status at the time of the examination and any subsequent service prior to the administration of the military make-up exam.
- Fully disclose in writing all New York State and municipal civil service examinations for which the candidate is or will be requesting a military make-up exam.

Please feel free to contact the City of Ithaca Human Resources Department at hrdept@cityofithaca.org or (607) 274-6539 for further information.