

Practical Examination — Excuse Policy

It is very important that you appear on the date and time you are scheduled. Seating availability is limited; therefore, when an exam candidate does not appear for their examination, a seat is taken away from another candidate.

If you are unable to attend the examination for which you are scheduled, you **MUST** submit a request, in writing, to be excused, including the necessary supporting documentation, to the address above within fourteen (14) days after the original examination date. Please be advised that we will only consider excuses for the following reasons:

☞ **Physical Illness:**

Documentation to be original copy from a Doctor's Office/Hospital and should be dated and include a telephone number. (doctor's letter or note or hospital release form)

☞ **Death in Family:**

Documentation to be original copy and should include name of deceased and date they passed away. You must include a description of your relationship to the deceased. (obituary from the newspaper or memory card)

☞ **Disabling Traffic Accident:**

Documentation to be original copy and should include name of applicant. (doctor's letter/note or hospital release form)

☞ **Travel Arrangements/Plans:**

Documentation may be a copy and must include the name of the applicant. The request for excuse **must** be submitted **prior** to the scheduled examination date and explain the reason for travel. (copy of plane, train, bus ticket, copy of hotel confirmation; for work related travel, a letter from employer, including their phone number, explaining the reason for travel.)

☞ **Military Leave or Court Appearance:**

Documentation may be a copy and must include the name of the applicant. (copy of military leave, jury duty or court hearing papers)

Please note: If your request to be excused and supporting documentation are not received within the time period specified above or your excuse is not accepted, your file will be closed and you will be sent a Practical Exam Reapply Application **AFTER** your exam date has passed. You will be required to complete this application and send it back to the Department of State along with the appropriate fee before being scheduled for future examinations.

Any questions regarding this policy should be directed to the Examination Administration Unit at 518-473-2740.