

B-20 CSC



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Toni Francis,  
Recreation Assistant (S0158S)

CSC Docket No. 2015-1284

Examination Appeal

ISSUED: FEB 05 2015 (BS)

Toni Francis appeals the decision of the Division of Selection Services denying her request for a make-up for the open-competitive examination for Recreation Assistant (S0158S).

By way of background, the appellant was initially scheduled to take the subject test on September 11, 2014. However, the appellant had an anxiety attack and was unable to participate in the examination. The appellant requested a make-up examination which the Division of Selection Services (DSS) denied, because she failed to submit the appropriate medical documentation.

On appeal, the appellant submitted medical documentation that she was under the care of Dr. Lily Babayev of the Bricktown Medical Group for anxiety. Dr. Babayev indicated that the appellant would be able to return to normal activities on September 17, 2014. The appellant requests that a make-up examination be granted under these circumstances.

CONCLUSION

*N.J.A.C.* 4A:4-2.9(a) 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 Civil Service 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.

A review of the record finds that the appellant received notice on August 21, 2014 to appear for the Recreation Assistant (S0158S) examination on September 11, 2014. The appellant suffered from an anxiety attack at the time of the examination and, therefore, did not appear for the examination. Although she requested a make-up examination, she failed to provide the required medical documentation. As a result, DSS denied her request.

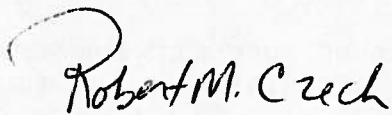
On appeal, the appellant provided a doctor's note that she was under the medical care of Dr. Lily Babayev of the Bricktown Medical Group for anxiety. Dr. Babayev indicated that the appellant would be able to return to normal activities on September 17, 2014. Under these circumstances, the Commission finds that the appellant should be granted a make-up examination.

### ORDER

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

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 ON  
THE 4TH DAY OF FEBRUARY, 2015




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