

## General Entrance Testing Accommodations Information

Examinees with documented physical or mental disabilities may apply for special testing accommodations before scheduling the test. (**Please note that the Accuplacer test is untimed**). The accommodation process usually takes 4-6 weeks.

In order to provide accommodations, we need to establish that an individual has a permanent disability which would have an impact on the person's ability to pursue an academic program.

A disability is defined as an impairment substantially limiting a major life activity.

The Examinee must self-identify as a person with a disability (complete an application) and must provide current medical documentation from a licensed medical or other professional (psychologist, psychiatrist, counselor or therapist) within the past 3 years (within 6 months for psychiatric disabilities). Please note that a diagnosis of a disorder, condition, or syndrome, does not automatically qualify an individual for accommodations under the law. In addition, while an Individual Education Program (IEP) may be used for High School Students for the Accuplacer Testing, it will not be the only document accepted for classroom accommodations once a student starts a program. Documentation from a licensed medical professional, psychologist, counselor or therapist must be provided.

After submitting the application and Student Disability and Impairment documentation, the Testing/ADA Coordinator will contact you to schedule an accommodations interview and review disability documentation. Using the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and Accuplacer guidelines, the coordinator will determine if accommodations are necessary and, if so, what accommodations will be provided.

Current, written documentation is required for all accommodation requests. High school students may use **IEPs as documentation for testing only**. For your convenience, the Student Disability and Impairment Form is online and can be completed by your licensed provider. If you prefer, your provider may provide documentation in a signed and dated letter on professional letterhead which gives the following information:

For physical and/or mental impairments including ADHD: 1.) The diagnosis (e.g., medical, DSM-5, etc.) list all that apply. 2.) The date of original diagnosis 3.) Date of patient's last evaluation 4.) What major life activities are affected as a result of the impairment? Please indicate functional limitation on the major life activity. 5.) What limitation(s) is interfering with academic performance or accessing a benefit of education or on campus housing? 6.) What academic function(s) or benefits of education is the student having trouble performing or accessing because of the limitation(s)? 7.) How does the student's limitation(s) interfere with his/her ability to perform the academic function(s)? 8.) What accommodations do you recommend AND how will these accommodations improve the student's academic performance? 9) Additional information that will assist Washburn Tech in determining appropriate reasonable accommodations

**Examples of Possible Accommodations: Testing accommodations must be scheduled in a timely manner prior to the test date to assure availability of resources and personnel to assist.**

- Extended testing time (**Please note that the Accuplacer test is untimed**)
- 24 inch computer monitor with large font
- Braille assessment booklets are available for the Accuplacer reading and math. Extra scheduling time is needed to obtain the booklets.
- Reader/Signer:

Readers read the assessment exactly as printed, with no interpretation. Assessments are administered in a separate room.

Sign language interpreters provide information as presented and do not supply any additional information.

English as a Second Language is not a disability. Examinees for whom English is a second language may use a word-to-word foreign language dictionary. The examinee must supply their own foreign language dictionary and the test administrator must check the dictionary before and after testing. ESL, in and of itself, does not warrant extra time.

**Contact Information:**

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