

WASHBURN TECH -- SPRING 2010 -- PRE-ADMISSIONS TEST SCHEDULE

General Entrance Testing Check List:

REQUIRED: Must register and pay in advance for testing: **STUDENT SERVICES (785-228-6325)**

REQUIRED: Photo ID & Social Security number to test/re-test

- **NO CELL PHONES**, pagers, wrist watches with alarm, etc. are allowed. Examinees will be asked to leave, their test voided, and they must reschedule and pay again to test another time, if these devices go off during the assessment. Testing fee will not be refunded.
- **NO FOOD OR DRINK** may be brought into the testing center.
- Calculators and No.2 pencils are provided.

Contact Testing Coordinator for accommodation Testing Dates and Procedures

GENERAL ENTRANCE EXAM		
\$20.00 fee for General Entrance test (must pay in advance)		
Allow 3 – 3½ hours for testing		
Report to the Basement Testing Center on your pre-scheduled testing date		
DOORS LOCK 30 MINUTES AFTER REPORT TIME		
DATE	TIME	LOCATION
January 12, 2010	12:00	Basement Testing Center
January 26, 2010	12:00	Basement Testing Center
February 9, 2010	12:00	Basement Testing Center
February 9, 2010	6:00 PM	Basement Testing Center
February 23, 2010	12:00	Basement Testing Center
March 9, 2010	12:00	Basement Testing Center
March 9, 2010	6:00 PM	Basement Testing Center
March 24, 2010	6:00 PM	Basement Testing Center
April 10, 2010	8:00 AM	Basement Testing Center
April 13, 2010	12:00	Basement Testing Center
April 27, 2010	12:00	Basement Testing Center
May 11, 2010	12:00	Basement Testing Center
June 8, 2010	12:00	Basement Testing Center
July 5, 2010	12:00	Basement Testing Center
July 7, 2010	6:00 PM	Basement Testing Center
July 12, 2010	12:00	Basement Testing Center

RETEST			
\$5.00 fee for each section of the Entrance re-test. (must pay in advance)			
Allow 1 ½ hours per test			
Examinee must wait 30 days if no intervention/training has occurred.			
• Re-testing is not recommended without tutoring			
Report to the Basement Testing Center on your pre-scheduled testing date.			
DOORS LOCK 30 MINUTES AFTER REPORT TIME (Reading start may vary)			
DATE	Math TIME	Reading TIME	LOCATION
January 19, 2010	12:00	1:00	Basement Testing Center
February 16, 2010	8:10	9:10	Basement Testing Center
March 23, 2010	12:00	1:00	Basement Testing Center
April 20, 2010	8:10	9:10	Basement Testing Center
May 18, 2010	12:00	1:00	Basement Testing Center
June 9, 2010	12:00	1:00	Basement Testing Center
July 13, 2010	12:00	1:00	Basement Testing Center

Aug 24, 2010	12:00	1:00	Basement Testing Center
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Washburn Tech uses WORKKEYS as its entrance assessment for measuring skills related to success in the workplace. The administration of all assessments must be in accordance with WORKKEYS' administration policies. To see **WorkKeys sample questions** or **purchase sample tests**, access the internet at: www.act.org/workkeys 1) Click on Assessments, 2) Click on Reading for Information or Applied Mathematics, 3) Click on desired level (3, 4, 5, etc.) for sample questions.

General Entrance testing with accommodations guidelines:

Examinee must request accommodations in advance of the test, (usually 4-8 weeks) allowing time to make arrangements and **schedule** appropriate testing dates for necessary accommodations. Contact **Marceda Nelson, Testing Coordinator (785-228-6356)**. Documentation from an appropriate professional **MUST** be on file with the Testing Coordinator prior to consideration of requested accommodations. Documentation must be on official stationery.

Disability Documentation -- ACT Guidelines for Testing Accommodations

What Diagnostic Information Will I Need? Students requesting accommodations or services because of a physical, learning or psychiatric disability are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA). A diagnosis of a disorder/condition/syndrome in and of itself does not automatically qualify an individual for accommodations under the law. To establish that a student is covered under these laws, the documentation must indicate that the disability **substantially** limits some major life activity, including learning.

Accommodations on the Entrance Testing: Examinees with physical, learning or psychological disabilities who cannot complete the ACT WorkKeys assessments in the standard time limits, using standard materials, and under standard conditions, may, at the discretion of the test coordinator, following review of disability documentation, be tested under special conditions and/or using special testing materials available from ACT. Written documentation of evaluation and diagnosis of disability must be on file with Special Support Services Coordinator to receive testing accommodations. Contact **Washburn Tech Special Support Services** to register and request further information about documentation. All documentation is kept confidential.

Documentation must include:

- **Clearly stated diagnosis of the disability by a qualified diagnostician.** Professional whose credentials are appropriate to the disability. (name, title, degree, license or certification and area of specialization must be clearly stated in the documentation.) Documentation should clearly identify the disability for which the accommodation is to be given, i.e. the basis of the claim.
- **Describe functional limitations** – There should be a clear statement of the functional limitations emanating from that disability which are known to impact the person's ability to perform tasks in the assessment. A statement such as "Examinee has ADHD and therefore requires additional time" is not adequate. The statement identifies the diagnosis but fails to indicate any limitation.
- **Link between disability, the limitation and the tasks required** for this particular testing situation. A learning disability in math does not imply difficulty with reading or written expression. Individual with reading difficulties often have difficulty with written expression, but not always, and many individuals who have difficulty with written expression have no trouble with reading (either decoding or reading comprehension).
- **Currency of Documentation** -- The disability must have been diagnosed or reconfirmed by a qualified professional, usually within 3-5 years prior to the date of the request. Although accommodations provided in secondary school does not necessarily imply the same accommodations are available for standardized testing at postsecondary level, a **current** Individualized Educational Plan (IEP) prepared by appropriate psychological staff for a student will be considered in evaluating the justification for accommodation; further documentation may be needed. (**NOTE: a.** within the last 6 months for psychiatric disabilities. **b.** 3 year requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature).
- **Complete educational, developmental, and medical history** relevant to the disability for which testing accommodations are being requested
- **All test instruments** used for the evaluation report, include relevant subtest scores used to document the stated disability are helpful in determining the relevancy of the accommodation(s). These requirements do not apply to physical or sensory disabilities of a permanent or unchanging nature)
- **Description of the specific accommodation (s) being requested.** Documentation must sufficiently support each of the requested accommodation (s). Accommodations must be directly related to the disability that is documented.

List of possible accommodations:

- **Large-print Assessment Materials** ---ACT offers large-print WorkKeys assessment booklets and answer documents -- arrangements for materials need to be made in time to obtain materials
- **Braille Assessment Materials** --- Braille assessment booklets are available for both the Reading for Information and the Applied Mathematics assessments -- arrangements for materials need to be made in time to obtain materials
- **Reader/Signer** --- arrangements need to be made in time to obtain materials. ACT cautions that using a reader or signer to assist visually impaired examinees with the Reading for Information assessment substantially changes the skill being measured.
- **Assistance in Recording Responses** --- When an examinee is unable to mark responses on the regular WorkKeys answer document the examinee must schedule in advance of test date.

- **English as a Second Language** --- 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.