

Disability Documentation must include...

- The name, title and credentials of the qualified diagnostician/professional.
- Documentation should be current. Diagnosed/reconfirmed, within three (3) years prior to the date of the request. For psychiatric disabilities, within six (6) months. For physical/sensory disabilities of a permanent or unchanging nature, the three (3) year requirement does not apply.
- Substantiation of the diagnosis. The documentation must provide a comprehensive evaluation with objective evidence of a substantial functional limitation, and the impact of the functional limitation on 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. This identifies the diagnosis, but fails to indicate any limitation.
- Include specific recommendations for accommodations and an explanation of why they are recommended, and how it alleviates the impact of the impairment when taking standardized tests. A current Individualized Education Plan (IEP) prepared by appropriate psychological staff for a student will be considered in evaluating the justification for accommodation; however, further documentation may be needed.

**Please contact the Testing/ADA Coordinator's Office
at 785-228-6356, for any questions or to make
arrangements for accommodations testing.**

It is the policy of Washburn Institute of Technology/Washburn Tech to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin or sexual orientation/gender identity.

Contact: Carol Vogel, Morgan Hall, Room 380A/Room 202, Washburn University (785-670-1509) carol.vogel@washburn.edu



Admissions Assessment



Washburn Institute of Technology

5724 SW Huntoon St.

Topeka, KS, 66604

washburntech.edu

1-877-588-7140

785-273-7140

STEPS Office: 785-228-6325

The Final Piece to Your Future

What is the Test For?

- Washburn Institute of Technology uses the ACT WorkKeys® as its admissions assessment for measuring skills related to success in the workplace.
- Examinees will take three (3) tests; Applied Mathematics, Reading for Information and Locating Information.
- Each program has a standard (minimum) score required from each test for admission; please see an advisor for specific score requirements.
- Please Note: The administration of all assessments must be in accordance with WorkKeys® administration policies.

How to Register

- Call the STEPS Office at (785) 228-6325 for available test dates and times.
- Pre-pay fees for testing to reserve a spot. Fees are non-refundable.

Testing Resources

- Preparation books for each WorkKeys® test; Applied Mathematics, Reading for Information, and Locating Information are available for purchase in the STEPS Office for \$5.00 each.
- Sample questions (at no cost) or practice tests (for a small fee) are also available on ACT's web-site at: www.act.org/workkeys

What to Expect on Test Day

- You are required to have a Photo ID to check-in to any test session.
- Know your Social Security Number.
- Pencils and calculators are provided.
- Doors lock 15 minutes after the posted start time. Examinees arriving late will need to re-schedule and re-pay.

What Not to Bring With You

- Cell Phones and other electronic devices are prohibited in the test room. Any cell phone or electronic device brought to testing will be collected for the duration of the test session.
- Food and/or drink may not be brought into the testing room.

Test Accommodation Information

Examinees with 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 the Testing/ADA Coordinator's office to receive testing accommodations. All documentation sent to/or received by the Testing/ADA Coordinator's office is kept confidential. Depending on the requested accommodation, 3 to 8 weeks may be needed to arrange for an accommodation test session. Washburn Institute of Technology (Washburn Tech) is committed to providing equal opportunities in higher education to qualified students. As such, Washburn Tech guidelines for responding to requests for test accommodations have been adopted following ACT principles.

- Requirements for testing accommodations must ensure fairness for all candidates, both those seeking accommodations and those testing under standard conditions.
- Accommodations must be consistent with ADA requirements and be appropriate and reasonable for the documented disability.
- Accommodations must not result in an undue burden, as that term is used under the ADA, or fundamentally alter that which the test is designed to measure.
- Documentation of the disability must meet guidelines that are considered to be appropriate, by qualified professionals, and must provide evidence that the disability substantially limits one or more major life activity.
- A diagnosis of a disorder/condition/syndrome in and of itself does not automatically qualify an individual for accommodations under the law.
- For those examinees for whom English is a second language (E.S.L.) examinees may use a Word-to-Word Foreign language dictionary. The examinee must supply his or her own foreign language dictionary and the test administrator must check the dictionary before and after testing. E.S.L. in and of itself, does not warrant extra time.

