

II. Policies - The Examinations

2.6 TESTING ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

INTRODUCTION:

ASWB is committed to providing all qualified candidates with an equal opportunity to successfully complete the examinations, while assuring the validity and security of the exams.

POLICY:

1. Uniformity of the provisions of accommodations to persons with disabilities, including the application of the provisions of the ADA and human rights legislation in Canada by the association and member boards is of primary importance.
2. The association will cooperate with and aid the member boards to comply with any and all applicable federal, state, provincial and local legislation, including but not limited to the Americans with Disabilities Act.
3. Through its test contractor, ASWB will assure that accommodations such as extra time, special proctoring, separate rooms, if needed, readers or writers, or large print versions of the examinations, will be provided at no cost to member boards or candidates.
4. In consultation with the member board and the test contractor, other requests for accommodations that may arise under unique circumstances will be addressed on a case-by-case basis.
5. Member boards and the association will cooperate in making all necessary determinations of reasonable and appropriate accommodations, including those provided under the ADA and human rights legislation in Canada. No extraordinary accommodations will be made by member boards without notification of the association.
6. ASWB must be assured by member boards of the qualification of a candidate requesting special accommodations. The candidate must substantiate in writing any disability that limits one or more of life's major activities, i.e., walking, seeing, hearing, breathing, etc. The

candidate must submit written verification of the disabling condition signed by a health care provider who has expertise in the area of the disability and who has evaluated the candidate and is familiar with the candidate's condition. This written verification must include the following information:

- Formal medical or mental health diagnosis made or confirmed within the previous three years
- Date of onset
- Limitations caused by the disabling condition
- Circumstances under which accommodations were previously granted and dates of these occurrences
- Requested accommodations in the testing situation
- If the accommodations requested were not provided before, the reason that the accommodations are being requested now

If the disability is related to a learning or psychiatric disorder, the candidate must also submit written verification of the accommodations provided through student disability services at the educational institutions attended.

In no circumstances will a diagnosis of anxiety disorder not otherwise specified (as listed in the current editions of the DSM and ICD) related to an examination situation be accepted as a valid reason for accommodations.

7. ASWB must receive from the member board recommendations of accommodations which are deemed reasonable after qualification of the candidate and investigation of the disability. In consultation with the member board, ASWB must be assured that such accommodations do not adversely affect the integrity, validity and/or security of the examination. ASWB reserves the right to reject the administration of an examination in a manner that, in the sole opinion of association, would jeopardize the integrity, validity and/or security of the examination.
8. In the event that an accommodation is deemed by ASWB to be inappropriate or not reasonable because of security or validity issues, and should the matter be contested by the candidate, ASWB shall provide professional advice and legal consultation in support of the decision.
9. The examinations must be maintained and administered under secure conditions. Accommodations may not breach security or alter the validity of the examination to test minimum competencies. Member boards and ASWB will consult one another in determining reasonable accommodations.

10. Expenses related to accommodations provided to persons with disabilities, including those under the ADA and human rights legislation in Canada will be monitored by staff and reported to the treasurer of the association.

11. The Disability Accommodations Form will be valid for one year.

Confirmed by the Executive Committee, April 1995. Revised by the Board of Directors, 1998, April 2001, November 2001, October 2004.

II. Policies - The Examinations

2.7 CANDIDATES WITH SIGHT IMPAIRMENTS

INTRODUCTION:

ASWB is committed to ensuring that accommodations, including readers, provided for candidates with sight impairments give them an equal opportunity to successfully complete the examinations, while assuring the validity and security of the exams.

POLICY:

- I. Candidates with sight impairments may choose from among the following accommodations available for the social work licensure examination administration:
 - A. A standard cassette taped version of the examination
 - B. Large print (18 pt.) test book
 - C. Braille version of the examination
 - D. Extra time, up to a total of eight hours (double the time allowed for the regular examination administration)
 - E. A private room
 - F. A qualified reader provided by the association or its testing contactor
 - G. A flexible starting time for the examination, if necessary to allow for a pre-examination meeting between the candidate and the reader

- II. For candidates with sight impairments who choose readers, the following policies apply.
 - A. Readers must have the following qualifications:

1. Hold at least a high school diploma and be at least 18 years old
 2. Be able to read test materials accurately and intelligibly for up to eight hours
 3. Have studied the written instructions that will be provided to readers (“ASWB Examination Program: Information for Readers for Candidates with Sight Impairments”), and familiarized him/herself with the terminology in the test materials before reading for the examination
 4. Have successful previous experience in reading to persons with sight impairments. Reader must provide ASWB a statement describing that experience (for example, reading to help a student with homework, reading for a professional in the workplace, or reading for an examination)
 5. Be willing to meet with the candidate (on the telephone or personally) before the examination for up to three hours
- B. To ensure a good working relationship between the candidate and the reader, ASWB will adhere to the following procedures:
1. The reader will be identified to the testing candidate at least seven days prior to the examination
 2. Upon request from the candidate, a pre-examination telephone conference and/or face-to-face meeting, up to three hours, to allow for practice reading will be arranged
 3. Specific written instructions for readers, including instructions regarding appropriate interaction with candidates, and how to read the examination, will be provided
 4. If after communication with the reader proposed by ASWB the candidate concludes that the reader will not be able to effectively communicate with him/her during the course of the examination, the candidate may notify ASWB of the problems. If ASWB is notified of the problems prior to three days before the scheduled administration of the examination, it will provide a substitute reader. If ASWB is notified of the problems three days or less before the scheduled administration of the examination, it will make reasonable

efforts to accommodate the candidate by providing a substitute reader

5. Upon request from the candidate, ASWB will provide the candidate with a description of the assigned reader's previous reading experience
 6. A meeting will be held between the candidate, the reader, and Test Center personnel prior to the examination to clarify the procedures, including the time parameters of the test administration. The meeting will also clarify the procedure for handling any mathematical calculations, charts or graphs that appear in the examination. The Test Center personnel will clarify that the candidate is permitted to ask the reader to write notes and to assist with intermediate steps in computing mathematics problems, especially if the candidate has no tools or equipment for taking notes or is unable to do so. For example, in the multiplication of numbers (for example, 17×521 , the candidate may say seven times one is seven. Put down the seven. Seven twos are 14. Put down the four and carry the one. Seven fives are 35, and one is 36. Put down the 36.)
- C. The following methods will be used for monitoring and evaluating the experience:
1. Proctor will monitor activities during the examination administration
 2. Candidate will have an opportunity to rate the tape, Braille examination, or reader at the end of the examination.
 3. Reader will have an opportunity to evaluate the reading experience
 3. To ensure the security of the ASWB examination, the reader must agree to follow procedures for secure test administration approved by ASWB