

2.6 TESTING ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

INTRODUCTION:

The Association 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 applicable law related to individuals with disabilities in the United States and of human rights legislation in Canada, by the Association and by Member Boards is of primary importance.
2. The Association will cooperate with and aid Member Boards in complying with any and all applicable federal, state, provincial, and local legislation, including but not limited to applicable law related to individuals with disabilities in the United States and human rights legislation in Canada.
3. Through its test contractor, the Association 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 applicable law related to individuals with disabilities in the United States and human rights legislation in Canada. No extraordinary accommodations shall be made by Member Boards without approval of the Association.
6. The Association 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 (e.g., walking, seeing, hearing, breathing, etc.) The candidate must submit written verification of the disabling condition signed by an approved professional service provider who has expertise in the area of the disability and who has evaluated the candidate and is familiar with the candidate's condition. The professional service provider must have no other relationship with the candidate, such as a family, direct supervision or teacher-student connection. 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

II. The Examinations

- 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 shall a diagnosis of unspecified anxiety disorder (as listed in the current edition of the DSM or ICD) related to examination administrations be accepted as a valid reason for testing accommodations.

7. The Association must receive from the Member Board recommendations of accommodations that are deemed reasonable after qualification of the candidate and investigation of the disability. In consultation with the Member Board, the Association must be assured that such accommodations do not adversely affect the integrity, validity, and/or security of the examination. The Association reserves the right to reject the administration of an examination in a manner that, in the sole opinion of the Association, would jeopardize the integrity, validity, and/or security of the examination.
8. In the event that an accommodation is deemed by the Association to be inappropriate or not reasonable because of security or validity issues, and should the matter be contested by the candidate, the Association shall provide professional advice and legal consultation in support of the decision.
9. The examinations must be maintained and administered under secure conditions. Accommodations cannot breach security or alter the validity of the examination to test minimum competencies. Member Boards and the Association shall consult one another in determining reasonable accommodations.
10. Expenses related to accommodations provided to persons with disabilities, including those under applicable law related to individuals with disabilities in the United States and human rights legislation in Canada will be monitored by staff and made available to the Treasurer of the Association when necessary.
11. The Disability Accommodations Form shall be valid for one year from date of approval.

Confirmed by the Executive Committee April 1995. Revised by the Board of Directors 1998, April 2001, November 2001, October 2004, April 2012, August 2012, January 2016, January 2017.

2.7 CANDIDATES WITH VISION IMPAIRMENTS

INTRODUCTION:

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

POLICY:

- I. Candidates with visual impairments may choose from among the following accommodations available for the social work licensure examination administration:
 - A. Paper and pencil test booklet, either standard print (12 pt.) or enlarged print (18 or 24 pt.) font (CCTV or other enlargement technology approved to meet examination security requirements available for additional enlargement)
 - B. Braille version of the examination
 - C. Extra time, up to a total of eight hours (double the time allowed for the regular examination administration)
 - D. A private room
 - E. A qualified reader, audio recording, or currently approved and available technology provided by the Association or its testing contractor
 - F. 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 vision 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 aloud test materials accurately and intelligibly for up to eight hours
 3. Have studied the written instructions that will be provided to readers (“ASWB Information for Readers and Signers”), and familiarized themselves with the terminology in the sample test questions before reading for the examination
 4. Be willing to meet with the candidate before the examination
 - B. To ensure a good working relationship between the candidate and the reader, the Association shall adhere to the following procedures:
 1. Upon request from the candidate, a pre-examination telephone conference and/or face-to-face meeting to allow for practice reading will be arranged.
 2. Specific written instructions for readers, including instructions regarding appropriate interaction with candidates and how to read the examination, will be provided.
 3. If after communication with the reader proposed by the Association or its testing contractor the candidate concludes that the reader will not be able to effectively communicate with him/her during the course of the examination, the candidate must notify the Association of the problems in order to reschedule his/her examination with another reader.
 4. Upon request from the candidate and when available, the Association may provide the candidate with a description of the assigned reader’s previous reading experience.

II. The Examinations

5. A meeting will be held with 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 Test Center personnel will clarify that the candidate is permitted to ask the reader to write notes, especially if the candidate has no tools or equipment for taking notes or is unable to do so.
- C. The following methods shall be used for monitoring and evaluating the experience:
1. A proctor shall monitor activities during the examination administration.
 2. The reader shall 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 the Association.

Accepted by the Board of Directors 2000; confirmed April 2001; revised August 2011, August 2012, January 2016, January 2017.