Examinee Guidelines for Requesting TASC Testing Accommodations

TASC – Test Assessing Secondary Completion™
Examinee Guidelines

Introduction

Data Recognition Corporation supports the intent of the ADA Amendments Act of 2008 and is committed to supporting access to the TASC Test Assessing Secondary Completion™ for individuals with disabilities. Testing accommodations are practices and procedures associated with test presentation, response, materials and equipment, setting, and timing or scheduling that are intended to support equitable access to the test for all examinees. Testing accommodations are intended to account for the effects of a person’s disability on assessment results. Implemented appropriately, accommodations should not lower expectations, nor should they give an examinee an unfair advantage over his or her peers. Testing accommodations are only provided to examinees with appropriate documentation diagnosing their disability or disorder and supporting the need for recommended accommodations. This document is provided to guide TASC Test examinees with the completion of the TASC Test Accommodations Request Form.

Test Accessibility and Allowable Resources

TASC Test was developed to be accessible to most examinees under standard test administration conditions. Standard TASC Test administrations allow the use of some resources that are not considered accommodations. Allowable resources are tools, procedures, and materials that may support individual examinees during testing but do not provide an undue advantage or affect the interpretation of test results. For example, all examinees may use a magnifying glass to help view test directions or items. Allowable resources may help examinees maintain focus, support examinees’ physical comfort, or facilitate interacting with test materials. A list of allowable resources is available at your local testing center and on the TASC Test website at www.TASCTest.com. TASC Test examinees are encouraged to review the list of allowable resources prior to requesting testing accommodations.

TASC Test Accommodations Request Form

The TASC Test Accommodations Request Form has five sections, as shown in the following table. Each section of the request form must be completed by the indicated party.
<table>
<thead>
<tr>
<th>Section</th>
<th>Is Completed by the . . .</th>
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<tbody>
<tr>
<td>1</td>
<td>Examinee (with support from an Advocate, if desired)</td>
</tr>
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</table>
| 2       | Professional Diagnostician (a licensed professional who can diagnose the examinee’s disability and recommend appropriate accommodations) or Advocate (someone other than the professional diagnostician who is assisting the examinee requesting testing accommodations)  
Note: If the examinee is submitting an IEP or 504 plan (or private school equivalent), or if the examinee is submitting proof of prior approval to use the requested accommodation, then this section may be left blank. |
| 3A      | Professional Diagnostician or Advocate |
| 3B      | Examinee, Professional Diagnostician, or Advocate |
| Appendix One | Examinee, Professional Diagnostician, or Advocate |

**Section 1** is completed by the examinee—or the examinee’s Advocate—who provides his or her name, birthdate, age, and contact information. It also authorizes a *Release of Information* for education, medical, or psychological records that may be part of the information considered in making a determination to approve or not to approve the accommodations request.

**Section 2** is completed by 1) a Professional Diagnostician or 2) the examinee’s Advocate.

Section 2 requests information about the examinee’s medical condition or diagnosed learning disability with categories as follows:

Medical Condition or Disability\(^1\) Category of Examinee:

- [ ] Visual Impairment
- [ ] Hearing Impairment
- [ ] Mobility Impairment
- [ ] Other Impairment
- [ ] Reading Disability
- [ ] Writing Language Disability
- [ ] Mathematics Disability
- [ ] Science and Social Studies Disability
- [ ] Other Cognitive Disabilities

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\(^1\) In situations where an individual is thought to have two or more diagnoses, such as a learning disability and a visual impairment or a psychiatric disorder and Attention Deficit Hyperactivity Disorder, the Evaluator’s recommendations or alternate documentation must clearly describe the unique impact of each condition and documentation requirements for each diagnosis must be met.
Section 2 requires that each of the selected conditions be described and justified. Supporting documentation must be attached, including a letter, on official letterhead, signed by a certified professional diagnostician.

Note: If the examinee is submitting an IEP and/or 504 Plan (or private school equivalent) or proof of prior approval to use the requested accommodation(s) in an academic or standardized testing environment, this section does NOT need to be completed.

Section 3A is completed by a licensed or certified Professional Diagnostician. Alternatively, the examinee’s Advocate may complete this section from the professional diagnostician’s report, if the professional is unavailable or documentation is on file with an examinee’s school district. Information required in this section includes the name of the professional or advocate making the diagnosis, his or her phone number, and the date of the diagnostic assessment. In the case of an Advocate, his or her relationship to the examinee must be provided. The examinee must also sign and date this section.

Section 3B is completed by the examinee or by his or her Professional Diagnostician or Advocate. This section allows for any additional information to be provided that should be considered when the request for accommodations is reviewed.

Section 3B, “For office use only” is completed by the DRC TASC Test Accommodations Administrator after he or she has reviewed the completed request using the TASC Testing Accommodations Approval Criteria. This review is documented in Section 3B. The TASC Testing Accommodations Approval Criteria are available on the TASC Test website at www.TASCTest.com.

Appendix One must be completed by all applicants and match the submitted IEP/504 Plan or Diagnostic Plan. Specific accommodations being requested must be indicated in the provided table for each subject-area test.

Submission Directions: Requesting Testing Accommodations

Examinees seeking TASC testing accommodations should complete and submit the TASC Test Accommodations Request Form as described below. For additional support, examinees should contact the Test Coordinator at the testing center or a TASC Test Customer Care agent by email at tasctesthelpdesk@datarecognitioncorp.com, or by telephone at 888-282-0589 between 7:00 a.m. and 7:00 p.m. Central Standard Time Monday through Friday.
Preparation of the TASC Test Accommodations Request Form

- Read these Examinee Guidelines carefully.

- Print a copy of the TASC Test Accommodations Request Form from www.TASCTest.com, or request a copy from your local testing center.

- Complete Section 1 of the TASC Test Accommodations Request Form.

- Complete all information requested (e.g., name, date of birth, etc.).

- Section 2 of the request form must be completed ONLY IF you are not submitting an IEP or 504 Plan. If you are not submitting an IEP or 504 Plan, then a licensed Professional Diagnostician or your Advocate will need to complete Section 2 of the form. Provide the Professional Diagnostician or your Advocate with the TASC Test Accommodations Request Form (with Section 1 complete) and a copy of the Evaluator Guidelines for Requesting TASC Testing Accommodations (available at www.TASCTest.com and your local testing center).

- If available, provide your Professional Diagnostician or your Advocate with current diagnostic evaluations and relevant documentation such as materials submitted for previous accommodations requests on other high school equivalency tests.

- The Professional Diagnostician or your Advocate must then complete Sections 2 and 3 of the request form.

- The Professional Diagnostician may be a psychologist or doctor who administered a series of psychological, educational, or medical tests. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if he or she has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the Professional Diagnostician should have a Ph.D., Psy.D., or M.D. degree, although master’s-level school psychologists are also qualified for learning disabilities evaluations.

- Finally, after Sections 2 and 3 are completed, Appendix One of the request form must be completed. You, your Professional Diagnostician, and/or your Advocate can complete Appendix One.

Submission of the TASC Test Accommodations Request Form

- The examinee submits the completed request form to DRC’s TASC Test Administrator via email at forms@datarecognitioncorp.com.
After Submission of the Request

- The TASC Test Accommodations Administrator will review the request and then approve, request additional information, or not approve the request.

- The Accommodations Administrator’s decision is documented in Section 3B of the request form.

- The Accommodations Administrator will send a decision letter to the examinee. The decision letter will be sent within 30 working days after receipt of the TASC Test Accommodations Request Form. You are responsible for sharing the decision letter with your Test Coordinator.

- If the decision letter indicates that the request is approved, then the examinee should contact the Test Coordinator at the testing center to schedule testing with the approved accommodations. It is the examinee’s responsibility to verify with the test center that requested accommodations are in place prior to the scheduled testing date, especially as some state policies may vary.

- If the decision letter indicates that approval is pending, then additional information is required. In this case, the decision letter will describe the additional information that must be provided and how to submit it.

- If the decision letter indicates that the request is not approved, then the decision letter will provide information about options with respect to resubmitting the request. It is the examinee’s responsibility to arrange for the requested accommodations with the local testing center prior to scheduling the testing.

Tips for Completing and Submitting the Request Form

- Be sure to provide your Professional Diagnostician or Advocate with a copy of the Evaluator Guidelines, preferably before you meet so that he or she is familiar with the requirements.

- All documentation must be submitted together. It is the examinee’s responsibility to make sure each section has been completed as specified and to include supporting documentation with the request form.

- Submit the completed TASC Test Accommodations Request Form as early as possible prior to the expected testing date. This will allow sufficient time for follow-up should the TASC Test Accommodations Administrator request additional information.

- Make copies of everything submitted for your personal records and/or for your Diagnostician or Advocate.
Frequently Asked Questions

**Who can conduct the evaluation?**

If the examinee is not submitting an IEP, 504 Plan, or proof of prior approval to use the requested accommodation in an academic or standardized testing environment, then a qualified professional must complete the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if he or she has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the Evaluator should have a Ph.D., Psy.D., or M.D. degree, although master’s-level school psychologists are also qualified for learning disabilities evaluations.

**I have an IEP/504 Plan. Can I request accommodations based on that documentation?**

An examinee with a special education evaluation or Individualized Education Program/Plan (IEP) or 504 Plan can provide documents associated with these plans without having to have a Professional Diagnostician complete Section 2 of the *TASC Test Accommodations Request Form* if it is attached to the request form and clearly references the accommodations being requested.

**What if I want a testing accommodation that was not identified on my most recent IEP, 504 or prior approval for accommodations?**

In this case, you may submit proof of prior approval to use the requested accommodation in an academic or standardized testing environment. If you have not previously been approved to receive the accommodation by your educational institution or in a standardized testing situation, you will need to be evaluated by a qualified professional.
I was previously approved for accommodations for another high school equivalency test. Can I request accommodations based on that approval?

An examinee approved for accommodations for another high school equivalency test may provide copies of documentation serving as proof of the prior approval and may submit the application as described in the request form.

What if my request for accommodations is not approved?

Your request may not be approved upon initial submission. You will receive a decision letter from DRC that will indicate one of three decisions:

- **Yes**, the request meets the required standards and accommodation recommendations are approved.

- **Approval is pending**. Additional information is required.
  - If the decision letter indicates that approval is pending, then additional information is required. In this case, the decision letter will describe the additional information that must be provided and how to submit it.

- **No**, the request does not meet required standards and is not approved. See comments for details that must be addressed prior to resubmission.
  - If the decision letter indicates that the request is not approved, then the decision letter will provide information about options with respect to resubmitting the application.