



TEST
ASSESSING
SECONDARY
COMPLETION™

DATA RECOGNITION
DRC
CORPORATION

Examinee Guidelines for Requesting TASC Special Testing Accommodations

TASC – Test Assessing Secondary Completion™

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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. Special 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 Special Testing 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 special 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 special testing accommodations.

TASC Special Testing Accommodations Request Form

The *TASC Special Testing 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.

Section	Is Completed by the . . .
1	Examinee (with support from an Advocate, if desired)
2	Evaluator, a licensed professional who can diagnose the examinee’s disability and recommend appropriate accommodations 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 the examinee or examinee’s Advocate may complete Section 2 in lieu of an Evaluator.
3	Evaluator (Note: If the examinee is submitting an IEP or 504 plan, or if the examinee is submitting proof of prior approval to use the requested accommodation, then this section may be left blank.)

4	TASC Test Coordinator at the examinee’s local testing center
5	DRC Accommodations Administrator

Section 1 is completed by the examinee—or the examinee’s Advocate—who provides his or her name, birthdate, 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.

If applicable, the examinee’s Advocate fills out Section 1.3. If the examinee is submitting alternate documentation—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—then the examinee or examinee’s Advocate follows instructions in Section 1.4. If not applicable, Section 1.3 and/or Section 1.4 may be left blank.

Section 2 is completed by 1) the examinee or examinee’s Advocate 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 or 2) if these documents are not being submitted, then Section 2 is completed by a licensed or certified professional Evaluator.

Section 2 requests information about the examinee’s disability category with categories as follows:

Disability¹ Category of Examinee

- Attention Deficit Hyperactivity Disorder
- Emotional, Psychological, or Psychiatric Disorder
- Learning, Cognitive, or Intellectual Disability
- Physical Disability or Chronic Health Disability
- Sensory Disability

Section 2 also contains a table in Section 2.4 where the specific accommodations being requested must be indicated; Section 2.2 requires that each of these accommodations be justified and Section 2.3 requests that any accommodations requested in the “Other” category (i.e., accommodations that are not explicitly listed in the table in Section 2.4) be described.

Section 3 is completed by a licensed or certified professional Evaluator unless the examinee has submitted alternate documentation as described in Section 1.4 of the request form. The Evaluator provides several areas of documentation:

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.

- **3.1 Professional Evaluator Information:** Information about the Evaluator, including his or her credentials, contact information, and a signature attesting to the need for the requested accommodations.
- **3.2 Documentation Regarding the Examinee’s Need for Accommodations:** A description of how the recommended testing accommodation(s) mitigate the effects of the examinee’s disability.
- **Diagnosis:** Including the specific diagnostic classification.
- **Date:** The date of the diagnostic evaluation.
- **Measures, Level, and Effect:** Objective measures used in the evaluation as well as the level, or severity, of the disability and the effect of the disability as it relates to the examinee’s performance on a paper-based or computer-based test are described.

Section 4 is completed by the Test Coordinator at the testing center. After confirming that Sections 1 through 3 have been appropriately completed, the Test Coordinator completes Section 4.

Section 5 is completed by the DRC TASC Test Accommodations Administrator after he or she has reviewed the completed request using the TASC *Special Testing Accommodations Approval Criteria*. This review is documented in Section 5 and the decision is recorded as Approved, Not Approved, or Approval Is Pending. The TASC Special Testing Accommodations Approval Criteria are available on the TASC Test website at www.TASCTest.com.

Submission Directions: Requesting Special Testing Accommodations

Examinees seeking TASC special testing accommodations should complete and submit the TASC *Special Testing 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 6:00 a.m. and 7:00 p.m. Central Standard Time Monday through Friday.

Preparation of the TASC Special Testing Accommodations Request Form

- Read these *Examinee Guidelines* carefully.
- Print a copy of the TASC *Special Testing Accommodations Request Form* from www.TASCTest.com, or request a copy from your local testing center.
- Complete Section 1 of the TASC *Special Testing Accommodations Request Form*.
- Complete all information requested (e.g., name, date of birth).
- If alternate documentation is being submitted, complete Section 2 of the request form according to the instructions on the form. Acceptable alternate documentation, as described in Section 1.4 of the request form, includes the examinee’s most recent IEP or 504 Plan (or private school equivalent) or proof of prior approval to use the requested accommodation in an academic or standardized testing environment.

If alternate documentation is *not* being submitted, then a licensed professional Evaluator will need to complete Sections 2 and 3 of the form. Provide the Evaluator with the TASC *Special Testing Accommodations Request Form* (with Section 1 complete) and a copy of the *Evaluator Guidelines for Requesting TASC Special Testing Accommodations* (available at www.TASCTest.com and your local testing center).

- If available, provide your Evaluator with current diagnostic evaluations and relevant documentation such as materials submitted for previous accommodations requests on other high school equivalency tests.,
- The Evaluator must then complete Sections 2 and 3 of the request form.
- The Evaluator 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 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.
- After completing Sections 2 and 3, the Evaluator should return the TASC *Special Testing Accommodations Request Form* to the examinee.

Submission of the TASC Special Testing Accommodations Request Form

- The examinee submits the request form (with Sections 1 through 3 completed) to the Test Coordinator at the examinee's local TASC testing center.
- The Test Coordinator reviews the examinee's request for completeness and, upon approval, completes Section 4.
- The Test Coordinator returns to the examinee the request form (with Sections 1 through 4 completed).
- The examinee emails, faxes or mails the request form to the DRC TASC Accommodations Administrator at:

Data Recognition Corporation
Attn: TASC Test Accommodations Administrator
c/o Customer Service Department
2800 Northwest Boulevard
Plymouth, MN 55441

Email: tasctesthelpdesk@datarecognitioncorp.com
Toll-free Telephone: 888-282-0589
FAX: 877-800-9389

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 5 of the request form.
- The Accommodations Administrator will send a decision letter to the examinee and the examinee's Test Coordinator. The decision letter will be sent within 30 working days after receipt of the TASC Special Testing Accommodations Request Form.
- 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 Evaluator 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 *Special Testing 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.

For quick reference, keep a copy of the following contact information:

Evaluator

Name:

Address:

Phone Number:

Email:

Local Testing Center

Name:

Address:

Phone Number:

Name of Test Coordinator:

Test Coordinator's Email:

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 an Evaluator complete Sections 2 and 3 of the TASC *Special Testing 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 Section 1.4 of 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.