

APPENDIX 305

Tests of Adult Basic Education Exemption for Students with Documented Cognitive Disabilities – Check List

Centers should use the following checklist prior to recommending that a student with a cognitive disability be exempt from follow-up Tests of Adult Basic Education (TABE) testing. Eligible students are those who have documentation of cognitive disabilities and who have not shown progress (more than a 10 point increase) in their last 3 TABE exams combined. The completed checklist. And supporting documentation, should accompany the request to the Regional Office for exemption from further TABE Testing.

Review Checklist:

- _____ Student has documentation of a cognitive disability (identified, for example, in a student's most recent IEP, 504 plan, or medical psycho-educational documentation) that could impact his or her learning/testing with or without accommodations. (Copy will be included with the request for TABE testing waiver to the Region)
- _____ Student's case has been reviewed by center's interdisciplinary team (IDT).

Criteria considered are:

- _____ High school diploma earned prior to, or during, stay on the Job Corps center
- _____ Initial TABE scores
- _____ Specific cognitive disability and previous Individualized Education Plans (IEPs), 504s, or medical psycho-educational documentation
- _____ Student's learning style
- _____ Student's attendance and participation in academic classes
- _____ Steps and teaching techniques utilized by instructors
- _____ Test preparation class has been utilized
- _____ Teaching and testing accommodations that have been provided to the student
- _____ Number of TABE tests the student has taken and score improvement (a TABE history report for the student is attached)

The center will prepare a summary statement showing how the criteria above were considered in making the request to waive further TABE testing. This summary will be included with the Disability Waiver Form to be sent to the Regional Office for final approval or disapproval.

**SAMPLE FORM FOR REQUEST OF
A DISABILITY WAIVER FROM TABE TESTING**

[Student's name and I.D. number], has documentation indicating a specific cognitive disability. This student has been provided varied teaching techniques and reasonable accommodations to obtain the required Tests of Adult Education (TABE) score levels. Despite this assistance, the student has been unable to reach the required level after three subsequent TABE tests combined. TABE retesting is causing the student frustration and, at this point, only reinforcing the student's educational inadequacies. The student has requested that no further testing be done in the area(s) of [Reading or Math]. This is supported by the Center Director, Special Education and Academic Instructors and the Career Development Counselor as indicated by the attached document. The attached documentation includes a 1) a copy of the cognitive disability documentation; 2) the TABE Test Exemption Checklist; 3) a TABE test history printout; and 4) a statement indicating how criteria on the Test Exemption checklist were used in making the recommendation that the student be exempt from further TABE testing.

A waiver to exempt this student from further TABE testing is requested.

_____ **Date** _____
Center Director

_____ **Date** _____
Disability Coordinator

APPROVED:

_____ **Date** _____
Regional Project Manager

NOT APPROVED:

_____ **Date** _____
Regional Project Manager

This form will be sent from the center to the Regional Office for approval and returned to the center to be kept in the student's file. Regional Offices will have assistance from the National Office in approving waivers as needed.