

BLINN COLLEGE
REGISTERING TO TAKE ALTERNATIVE/PLACEMENT TEST WITH
ACCOMMODATIONS (HOBET; NET; ACCUPLACER; COMPASS)**

Please note: requests to take the State administered THEA, the ACT, SAT or GED with accommodations must be arranged with the appropriate testing agency. See the specific testing application booklets for information on that test's procedure. No special testing accommodations are offered at Blinn for the QT. Accommodations are provided for the ACCUPLACER.

Arrangements to test on the **ACCUPLACER, COMPASS, HOBET and NET** with accommodations may be provided for examinees who would not be able to take the test under standard conditions due to:

- physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, chronic illness)
- disabilities other than physical (e.g., learning disabilities, ADHD, seizure disorder)

DOCUMENTATION REQUIREMENTS AND REVIEW OF REQUESTS

In all cases, examinees requesting accommodations for testing must submit **together (a)** a completed accommodations request form and **(b)** any required documentation supporting the accommodation request(s). The **Alternative Testing Arrangements Request Form** is available in print by mail and is also available to download as a PDF document by selecting "Testing Dates" from the quick links section on Blinn College's homepage (www.blinn.edu) and clicking on the link provided. Write your social security number and telephone number (s) on each piece of correspondence you provide.

Requests and accompanying documentation are reviewed on a case-by-case basis upon receipt. In some cases, the documentation submitted may not be sufficient to make a determination with regard to the requested accommodations(s) or may not support the requested accommodations (s). Additional information or test results may be needed.

Submit all the documents the **first time** you request alternative testing arrangements. Blinn College Office of Disability Services will maintain your documentation on file for **12 months**. If you register for subsequent test dates within that period, you only need to submit your completed **Alternative Testing Arrangements Request Form** as long as your disability and the requested accommodations have not changed. Blinn Office of Disability Services acknowledges the confidential nature of documentation submitted by individuals regarding their disabilities. These documents will be kept confidential to the extent required by law.

****All instructions and forms are available in alternate formats upon request by calling (979) 830-4157**

The deadline for submission of requests and all necessary documentation for alternative testing arrangements is **thirty (30) days prior to the desired testing date**. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

All timely and complete requests for alternative testing arrangements will be considered on an individual basis. Some alternative testing arrangements may be available only on certain testing dates (see table below). In some cases, you may be contacted directly to discuss suitable testing arrangements. Before the test date, you will receive information regarding your request. You should contact the Blinn College Office of Disability Services at (979) 830-4157 when you receive this information if you have any questions or concerns about it.

DOCUMENTATION CHECKLIST

Before mailing your Alternative Testing Arrangements Request form and any required documentation, use the checklist below to confirm that your documentation is complete.

<p>My documentation must:</p> <p><input type="checkbox"/> include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability;</p> <p><input type="checkbox"/> include a diagnosis of the disability or disabilities;</p> <p><input type="checkbox"/> include the name, date, and actual results of diagnostic test(s) designed for purposes other than screening, where documentation of test(s) or evaluations(s) is required;</p> <p><input type="checkbox"/> include recommended test administration modifications that are specifically related to the disability and that are reasonable within the context of this test;</p> <p><input type="checkbox"/> be current, i.e., completed within the past five years for learning disabilities and ADHD <i>without</i> medication; within one year for chronic medical conditions and ADHD <i>with</i> medications; and within six (6) to twelve (12) months for psychiatric diagnoses.</p> <p>Documentation, in itself, does not automatically support the granting of alternative testing arrangements.</p>
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Requests for additional time. If you feel that due to a disability you need extra time for testing, please keep in mind that the **ACCUPLACER is a computerized, untimed test** administered every Tuesday, Wednesday and Thursday on both the Bryan and Brenham campuses (with the exception of Martin Luther King Day, Spring Break, Easter, Thanksgiving Break, Christmas Break and between

semester breaks, unless otherwise specified). The **ACCUPLACER** allows you to decide how much time you want to set aside for each section. You may use the time to work on any one or all of the three sections of the test. No test will be started after 1:00 p.m. You may elect to complete just one section of the test at any testing. You do not need to retake any section you have already passed.

Testing must be completed within one test administration day. All requests for additional time must meet the time limitations (no test may be started past 1:00 p.m.), and all registration requirements, including appropriate documentation.

The **NET (required for the Licensed Vocational Nurse Certificate program)** on the **Brenham Campus** is administered as a paper/pencil test and is scheduled twice in the month of April of each year. **Accommodation requests for the NET test scheduled for the Brenham Campus must be received no later than March 1 to be considered for any April testing.** Please check the Blinn College website (Quick Links under “Testing Dates”) for more information on **NET** testing dates.

Registering for Alternative Testing Arrangements Because of a Physical Disability

The following alternative testing arrangements may be requested because of a disability (e.g., visual impairment, motor disability, chronic medical condition, injury) and can be provided at all campuses:

- Wheelchair-accessible facilities
- Frequent breaks (e.g., for those with hypoglycemia or diabetes)
- Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with visual impairment)
- Use of a pen for a written assignment (e.g., for those with a motor impairment)
- Written copy of the oral directions (e.g., for those with a hearing impairment)

To request an alternative testing arrangement listed above, you must submit:

A completed Alternative Testing Arrangements Request Form indicating the nature of and reason for the request.

If you require arrangements other than those listed above and the alternative testing arrangements are being requested due to a physical disability (e.g., visual or hearing impairment), you must submit **all** of the following:

1. A completed Alternative Testing Arrangements Request Form Identifying the disability and the specific arrangements requested
2. A signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment or psychiatrist/licensed psychologist for a psychiatric diagnosis). The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested
 - b. the recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this test.

Registering for Alternative Testing Arrangements Because of a Learning Disability, ADHD, or Other Cognitive Disability

If you are requesting alternative testing arrangements due to a disability other than physical (e.g., as noted above), you must submit **all** of the following:

1. A completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested
2. A signed statement by a professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested, with supporting documentation in the form of the following, which must be included as part of the statement or attached as separate documentation:
 - A full educational history with complete documentation of special education services, including other disability-related testing modifications, **received within the last five years for learning disabilities/other cognitive disorders and for ADHD *without* medications**; and within **the last 12 months for ADHD *with* medications**, along with the name, date, and results of

the diagnostic test(s) or evaluations(s), administered within the time limits noted above used to document the disability

AND

- The results of a psychological, neuropsychological, or psychoeducational diagnostic test battery administered within the past **five years for learning disabilities/other cognitive disorders** and for **ADHD without medications**, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition

OR

- The results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years.

b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this test.

ALTERNATIVE TESTING ACCOMMODATIONS AVAILABLE BY DATE

Test Date	Location	Accommodation
1 st and 3 rd Wednesday of each month (mid-August – November 31 & January 2 – mid-May. Closed for Martin Luther King Day, Thanksgiving Break, Christmas Break, Spring Break, Easter & between semesters)	Bryan	Reader/Scribe/Proctor
2 nd Wednesday of each month (mid-August – November 31 & January 2 – mid-May. Closed for Martin Luther King Day, Thanksgiving Break, Christmas Break, Spring Break, & Easter)	Brenham	Reader/Scribe/Proctor
June, July & December by appointment only	Brenham & Bryan	Reader/Scribe/Proctor