

Wisconsin Department of Safety and Professional Services

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OFFICE OF EDUCATION AND EXAMINATIONS

REQUESTS FOR MODIFICATION OF EXAMINATIONS FOR PERSONS WITH DISABILITIES

The Wisconsin Department of Safety and Professional Services provides reasonable and appropriate modifications for examinees with documented disabilities. Exam modifications are adjustments to the testing activity for an individual with a disability in order to ease the effect of the disability on the testing process. Modifications will be made on an individual basis and depend on the nature and extent of the disability, documentation provided, and the requirements of the examination. The Department will provide qualified examinees who have documented disabilities with appropriate auxiliary aids and services that do not fundamentally alter the measurement of the skills or knowledge the examination is intended to measure and that would not result in an undue burden to the state.

DOCUMENTATION REQUIRED

Applicants requesting reasonable modifications because of disabilities must provide appropriate documentation of the disability and specify the extent to which the standard testing procedures need to be modified.

The following documentation should be submitted to support a request for modifications:

1. A completed form #1907, Disability Modification Request Form for Examinations.
2. A completed form #2350, Professional Verification Form, or detailed report from a qualified professional appropriate for evaluating the disability describing the applicant's condition and its severity. Given that the manifestations of a disability may vary over time, the evaluation should be no more than five years old. The documentation should include:
 - a) a specific diagnosis;
 - b) specific findings in support of the diagnosis (relevant history, tests administered, test results and interpretation of those test results);
 - c) a description of the individual's functional limitations due to the stated disabilities;
 - d) specific recommendations for test modifications including an explanation of why the modifications are needed;
 - e) name, address, telephone number and qualifications of each professional expert who provides documentation;
 - f) applicant's **signed permission** authorizing exam staff to contact the professional expert. See page two of for #2350, Professional Verification Form.
3. Documentation of history of prior modifications provided by schools or other test providers.
4. If no prior modifications have been provided for examinations, the qualified expert should include a detailed explanation as to why no modifications were given in the past and why modifications are needed now.

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MENTAL DISORDERS/DISABILITIES

Applicants claiming mental or psychological disorders or disabilities should provide clinical documentation appropriate to the diagnosis. The diagnosis should identify a specific disability, including the DSM IV classification and codes.

For those applicants claiming a learning disability, documentation should be provided by a diagnostician with formal training in written and oral language and should consist of:

- relevant psychoeducational testing
- an educational history
- a demonstrated impact on academic functioning

Since learning disabilities are most commonly manifested during childhood, historical information of learning difficulties in elementary, secondary and post-secondary education is usually available, as well as records of previous classroom and/or test modifications. Therefore, as much historical information as possible, including any previous psychoeducational testing, should be included in the request for modification.

The diagnostic information provided should include scores on individually administered measures of cognitive ability, academic achievement and information processing such as the Wechsler Adult Intelligence Scale (WAIS-R), the Woodcock-Johnson Psychoeducational Battery - Revised and the Detroit Tests of Learning Aptitude (DTLA-A). In addition, recognized tests of reading-related processes including comprehension and word attack, as well as measures of language, memory, attention and concentration, and auditory and perceptual functioning should be included to determine if there are any deficits in the information processing systems undergirding the learning process.

TYPES OF MODIFICATIONS

Test modifications include but are not limited to the following:

- assistance in completing answer sheets (scribe/writer)
- audio tape
- extended testing time
- extra or extended breaks (without extended testing time for the examination)
- individual testing room (for those whose disability necessitates separation from all other examinees)
- large print examination
- printed copy of verbal instructions read by the proctor
- reader

Other modifications will be considered upon request.

TIMEFRAME

A completed form #1907, Disability Modification Request Form for Examinations must be submitted by the standard registration deadline to be assured of consideration for the next examination. To accelerate the review process, applicants are urged to submit their request and supporting documentation as early in the application process as possible.

If there is a need for further verification of the disability from the applicant or the professional verifying the disability, or if there is need for further verification regarding the need for modification of the examination, it is possible that the decision on granting the modification will be delayed.

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After the Department has received a request, it will be considered and a decision made on a case by case basis. An applicant can expect to receive written notification of the Department's decision. A Modification Agreement will be drawn up which states the modification arrangements that can be expected. Applicants will be asked to approve the agreement or call the Department suggesting any changes that need to be made. Finally, applicants will be asked to sign one copy of the agreement and return it to the Department, and bring another copy of the agreement to present to the proctor on the day of the examination.

COST

The Wisconsin Department of Safety and Professional Services will not pay costs that a candidate may incur in obtaining the required documentation to support a request for testing modifications; however, it will pay for any reasonable modifications that are made which allow the candidate to participate in the examination.

DEPARTMENT CONTACT

If you have any questions regarding your modification, please call the Office of Examinations at (608) 267-3280 or via email at DSPSExaminationsOffice@wisconsin.gov.

Please send your completed form #1907, Disability Modification Request Form and supporting documentation in an envelope marked 'confidential' to the following address:

Department of Safety and Professional Services
Office of Education and Examinations
P.O. Box 8366
Madison, WI 53708-8366

Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by contacting the Office of Education and Examinations at (608) 267-3280.