



GUIDING MARION COUNTY'S WORKFORCE

POLICY OF EMPLOYINDY

Policy Name	Testing Accommodations
Policy Number	2018-005
Program Funding Stream	WIOA Adult, Dislocated Worker, Out-of-School Youth, In-School Youth

REV	Description of Change	Author	Effective Date	Review Date
	Initial Release	K. Duffy	8/2/2018	8/2/2019

1. Purpose

To provide guidelines on the availability and administration of testing accommodations for individuals with disabilities.

2. Scope

This policy applies to EmployIndy, WIOA-funded Service Providers, and training vendors administering assessments to individuals with disabilities.

3. Summary of the Law, Rules, and Governing Policies

Regulations requiring accommodations for basic skills assessments for youth who are individuals with disabilities can be found at [20 C.F.R. § 681.290](https://www.law.cornell.edu/cfr/text/20/681.290)¹.

Regulations for testing accommodations for individuals with disabilities can be found at [28 C.F.R. § 36.309](https://www.law.cornell.edu/cfr/text/28/36.309)². See also

Additional guidance for providing testing accommodations to individuals with disabilities can be found in [ADA Technical Assistance Document: Testing Accommodations](https://www.ada.gov/regs2014/testing_accommodations.html)³.

¹ <https://www.law.cornell.edu/cfr/text/20/681.290>

² <https://www.law.cornell.edu/cfr/text/28/36.309>

³ https://www.ada.gov/regs2014/testing_accommodations.html

4. Responsibilities

EmployIndy Career Service and Youth Departments are responsible for the oversight of this policy.

EmployIndy Service Providers are responsible for the training of staff and implementation of this policy.

5. Policy Statement

Reasonable testing accommodations shall be made available for individuals with disabilities to ensure that their test scores accurately reflect the individual's true aptitude in whatever skill the test is intended to measure.⁴ Participants shall be made aware of available testing accommodations.

Available accommodations shall include but are not limited to:

- Accessible, or alternative, testing sites
- Auxiliary aids
- Technology or materials to assist those with visual impairments
- Transcribers
- Extended testing time.

6. Exceptions

An individual may be denied an accommodation if it would fundamentally alter the measurement of the skills or knowledge the examination is intended to test or would result in an undue burden on the provider.⁵

7. Definitions

None.

8. Related Policies and Documents

Policies

[EmployIndy Client Assessments Policy](#)⁶

⁴ https://www.ada.gov/regs2014/testing_accommodations.html

⁵ https://www.ada.gov/regs2014/testing_accommodations.html

⁶ <https://employindy.org/wp-content/uploads/2017/08/1-2-2-Client-Assessments.pdf>