



**Policy & Procedure No. 1.106  
Nunez Community College**

**Title: Special Populations**

**Effective Date: 11-21-2019**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Continuing Education  
Work Ready U**

***Special Populations***

**PURPOSE**

Accommodations for adult learners, who self-disclose a disability documented by a qualified professional and are eligible for accommodations under the provisions of Section 504 of the Americans with Disabilities Act (ADA), may be granted appropriate testing accommodations. Adult Education programs must document that adult learners were given the opportunity to self-disclose any disability during the student orientation process.

Assessments for special populations are administered with appropriate accommodations as specified by the test publisher of the approved assessment.

**BEST Literacy**

Laws such as the Americans with Disabilities Act of 1990 and other related federal, state, and local laws were enacted to guarantee equal opportunity for individuals with disabilities, including those in educational programs. Programs administering BEST Literacy are responsible for providing accessible services and for making sure that requests for accommodation are considered and handled in a manner consistent with applicable laws and regulations.

Program and test administrators may provide or allow accommodation in test administration procedures or in the testing environment for individuals with disabilities, provided that the accommodation does not compromise the purpose of the test as a measure of reading and writing in English. Permissible accommodations related to test administration procedures include the use of eyeglasses or magnifying glasses, earplugs, color overlays, or rulers. Testing environment accommodations might include frequent breaks or individual administration.



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It is not an appropriate accommodation for someone to read the test questions to an examinee with sight impairment, as BEST Literacy is a test of reading (BEST Literacy Test Manual 2008 pgs. 9-10).

Additional information for the BEST Literacy assessment is available at  
<http://www.cal.org/aea/pdfs/Frequently-Asked-Questions-CAL-Adult-ESL-Assessments.pdf>

**BEST Plus 2.0**

Accommodations in test administration procedures for BEST Plus 2.0 include using hearing aids, but do not include allowing students to read prompts from the computer screen. As BEST Plus 2.0 is not a timed test, no accommodation for testing time is needed. Furthermore, as an oral proficiency interview, students need to hear test prompts and respond orally as well as look at picture cue prompts; therefore, no accommodation can be made for students who cannot hear, speak or see (Center for Applied Linguistics 2008).

**Comprehensive Adult Student Assessment System (CASAS)**

Accommodations in test administration procedures for the CASAS Assessment are available at  
<https://www.casas.org/training-and-support/testing-guidelines/accommodations-guidelines>

**Test of Adult Basic Education (TABE)**

Accommodations in test administrations procedures for the TABE Assessment are available on the DRC website: [http://tabetest.com/PDFs/TABE\\_Guidelines\\_to\\_Inclusive\\_Testing\\_2017.pdf](http://tabetest.com/PDFs/TABE_Guidelines_to_Inclusive_Testing_2017.pdf)

**Test for Adult Basic Education-Complete Language Assessment System-English (TABE CLAS-E)**

TABE CLAS-E provides large-print editions to accommodate examinees with special needs:

- Large-Print Edition Locator Test
- Large-Print Edition Language Proficiency Tests, Forms A and B
- Expository Writing Folios are incorporated in Large-Print Edition Test Books. Additional information may be found on the DRC website:

[http://tabetest.com/PDFs/TABE\\_Guidelines\\_to\\_Inclusive\\_Testing\\_2017.pdf](http://tabetest.com/PDFs/TABE_Guidelines_to_Inclusive_Testing_2017.pdf)



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Accommodations for approved assessments may differ from accommodations for an approved high school equivalency test.

A. Contact the current test publisher for the appropriate accommodation process at:

<http://hiset.ets.org/requirements/disabilities/accommodations>

Although a student may receive accommodations for assessments for placement or to measure growth by a local program, this does not guarantee or imply that the same accommodations will be appropriate or provided for the approved high school equivalency test.

**SCOPE**

This policy applies to all adult learners who self-disclose a disability.

*Review Process:* Provide/edit example table below to document review process and all reviewing entities

X	Reviewing Council/Entity	Review Date	Effective Date
X	Continuing Education (WRU)	10-08-2019	11-21-2019
X	College Compliance Committee	10-08-2019	11-21-2019
X	Chancellor’s Council	11-21-2019	11-21-2019

*Policy Referenced:* LCTCS Policy # 1.106

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***Chancellor’s Signature/Approval***

SIGNATURE: 

DATE: 11-22-2019

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Tina M. Tinney, Ed.D.  
Chancellor