

West Virginia University at Parkersburg

Disability Accommodations for WorkKeys

Steps to Receiving Disability Accommodations

- Examinees with documented physical or learning disabilities who cannot complete the WorkKeys assessments in the standard time limits, using standard materials, and under standard conditions, may, at the discretion of the test administrator, following review of disability documentation, be tested under special conditions and/or special testing materials available from ACT.
- Disability related reasonable accommodations are provided under appropriate circumstances on an individual basis based upon appropriate documentation of a disability and significant impairment to functioning and adherence to ACT and WVU at Parkersburg policies and procedures.
- All examinees requesting disability related accommodations must complete an Application for Accommodations for the WorkKeys Assessment. Applications are available online, from or from Michele Wilson (Training Coordinator, Corporate and Community Education) or from the Office of Disability Services.
- The completed application should be faxed or mailed to the Office of Disability Services along with appropriate documentation. Applications or documentation will not be accepted via e-mail.
- Documentation criteria for specific disabilities is available online at <http://www.wvup.edu/ADA/documentation.htm> , or from the WVUP Office of Disability Services.
- A Counselor from the WVUP Office of Disability Services will review your documentation and determine the appropriateness of the documentation you submit. The Counselor will notify you by mail if additional documentation is required.
- A letter authorizing specific accommodations will be sent by a Counselor from the WVUP Office of Disability Services to you and to Michele Wilson, Training Coordinator, Corporate and Community Education.
- Once you have received notification that accommodations have been authorized for the WorkKeys assessment, contact Michele Wilson (Training Coordinator, Corporate and Community Education) to schedule your WorkKeys assessment.

Documentation

- WVU at Parkersburg authorizes disability related reasonable accommodation based upon appropriate documentation of a disability and significant impairment to functioning.
- You are responsible for providing appropriate documentation of your disability and functional limitations prior to receiving accommodations.
- It is important to plan for accommodations ahead of time since the process of documentation review and approval can take time.
- Your documentation must include current test date from a comprehensive evaluation by a qualified professional that establishes a significant impairment and below normal functioning.
- Documentation of your disability must clearly state the current diagnosis and your specific functional limitations substantiated by test data.
- A diagnosis of a disorder, condition or syndrome in and of itself does not automatically qualify you for accommodations.
- Documentation criteria for specific disabilities are available online at <http://www.wvup.edu/ADA/documentation.htm> or from the WVUP Office of Disability Services.

Accommodations

- Examinees are personally responsible for applying in a timely manner to the WVU at Parkersburg Office of Disability Services regarding their need for accommodations for the WorkKeys assessments
- WVU at Parkersburg authorizes disability related reasonable accommodation based upon appropriate documentation of a disability and significant impairment to functioning. Authorized accommodations are specific to both the examinee's needs and appropriate documentation.
- Planning and implementation of accommodations may take time; therefore, you should contact the WVU at Parkersburg Office of Disability Services or Michele Wilson (Training Coordinator, Corporate and Community Education) as soon as possible.
- If you experience problems with receiving accommodations, you should first discuss it with your test administrator or Michele Wilson (Training Coordinator, Corporate and Community Education).
- If you feel that you are not being appropriately accommodated, you may file a complaint with the Executive Assistant to the President for Policy and Social Justice at (304) 424-8201.

Confidentiality

Information provided to the Office of Disability Services is considered CONFIDENTIAL and is not disclosed to a third party without the written permission of the student.

Office of Disability Services

Room 1211

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Fax: 304-424-8372

<http://www.wvup.edu/ADA/INDEX.HTM>

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1-800-WVA-WVUP, ext. 355

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http://www.wvup.edu/cce/act_center.htm

Alternative formats available upon request. West Virginia University at Parkersburg is an

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