

**APPENDIX 303**  
**CHECKLIST FOR EXEMPTION FROM TESTS OF ADULT BASIC EDUCATION**  
**FOR STUDENTS WITH DOCUMENTED COGNITIVE DISABILITIES**  
**AND**  
**FORM FOR REQUEST FOR A DISABILITY WAIVER FROM TABE TESTING**

Centers must use the following checklist prior to recommending that a student with a cognitive disability be exempt from follow-up Tests of Adult Basic Education (TABE) testing. Eligible students are those who have documentation of cognitive disabilities and who have not shown progress (at least one Educational Functioning Level (EFL) gain) in their last three TABE exams combined. The completed checklist and supporting documentation must accompany the request to the Regional Office (RO) for exemption from further TABE testing.

Review checklist:

- Student has documentation of a cognitive disability (identified, for example, in a student's most recent Individualized Education Plan (IEP), 504 Plan, or medical psycho-educational documentation) that could impact his or her learning/testing with or without accommodations.
- Student's case has been reviewed by center's Reasonable Accommodation Committee (RAC).

Criteria considered:

- High school diploma earned prior to, or during, stay on the Job Corps center
- TABE history including patterns of score improvement, if applicable
- Previous IEPs, 504 Plans, or medical/psycho-educational documentation reviewed and included accommodations/strategies used, as appropriate
- General and testing accommodations that have been provided to the student while in Job Corps (i.e., review of effectiveness of accommodations, changes to accommodation plan, etc.)
- Instruction and support provided in consideration of student's learning style (as one component of instructional delivery)
- Teaching techniques and strategy use utilized by instructors
- Student's attendance and participation in academic classes
- Test preparation class completed

*The center will prepare a summary statement showing how the criteria above were considered in making the request to waive further TABE testing. This summary will be included with the Disability Waiver Form to be sent to the Regional Office (RO) for final approval or disapproval.*

**FORM FOR REQUEST FOR A DISABILITY WAIVER FROM TABE TESTING**

[*Student's name and I.D. number*], has documentation indicating a specific cognitive disability. This student has been provided varied teaching techniques and reasonable accommodations to obtain the required Tests of Adult Basic Education (TABE) Educational Functioning Levels. Despite this assistance, the student has been unable to reach the required level after three subsequent TABE tests combined. TABE retesting is causing the student frustration and the student has requested that no further testing be done in the area(s) of [*Reading or Math*]. This is supported by the Center Director, Disability Coordinator(s), Academic Instructors, and the Career Development Counselor as indicated by the attached document. The attached documentation includes:

1. a copy of the cognitive disability documentation,
2. a copy of the accommodation plan,
3. minutes of the Reasonable Accommodation Committee meeting along with documentation of ongoing accommodation effectiveness monitoring,
4. the TABE Exemption for Students with Documented Cognitive Abilities Checklist (e.g., TABE Exemption Checklist),
5. a TABE test history printout, and
6. a statement indicating how criteria on the TABE Exemption Checklist were used in making the recommendation that the student be exempt from further TABE testing.

A waiver to exempt this student from further TABE testing is requested.

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**Center Director** **Date**

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**Disability Coordinator** **Date**

**REGIONAL OFFICE REVIEW:**

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**Regional Director or Designee** **Date**  
**APPROVED**

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**Regional Director or Designee** **Date**  
**NOT APPROVED**

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*This form will be sent from the center to the Regional Office (RO) for approval and returned to the center to be kept in the student's file. Regional Offices (ROs) will have assistance from the National Office in approving waivers as needed.*