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 (more than a 10-point increase) 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 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 Individualized Education Plans (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 Education (TABE) score 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 RAC 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.

Center Director

Disability Coordinator

REGIONAL OFFICE REVIEW:

Regional Project Manager
APPROVED

Regional Project Manager
NOT APPROVED
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.