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MEMORANDUM

TO: Career and Technical Education Directors
Technical Center Directors
Adult Education Directors
Exceptional Student Education Directors
Student Services Directors
Florida College Occupational Deans

FROM: Loretta Costin, Chancellor
Division of Career and Adult Education

Bambi J. Lockman, Chief
Bureau of Exceptional Education and Student Services

Willis N. Holcombe, Chancellor
Division of Florida Colleges

DATE: July 16, 2010

SUBJECT: Technical Assistance Paper: Basic Skills Tests,
Academic Skills Tests for Adults, General Educational
Development (GED) Tests, Licensure Examinations, and
Accommodations and Exemptions for Students with Disabilities

The Division of Career and Adult Education, Bureau of Exceptional Education and Student Services, and Division of Florida Colleges are committed to increasing opportunities for students with disabilities to prepare for, enter, and succeed in the workforce. Assessment is a critical component of this process. Therefore, it is essential for career and technical education, adult education, exceptional student education, student services, and agency staff to ensure that students with disabilities access allowable accommodations if needed on an individual basis.

Technical Assistance Paper: Basic Skills Test

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Attached for your information is the updated technical assistance paper (TAP), *Basic Skills Tests, Academic Skills Tests for Adults, General Educational Development (GED) Tests, Licensure Examinations, and Accommodations and Exemptions for Students with Disabilities*. The purposes of this TAP, originally disseminated January 28, 2000, are to: (1) clarify requirements for basic skills Testing, (2) describe requirements for accommodations for students with disabilities, (3) recommend examples of testing accommodations that may be needed by some students with disabilities, and (4) describe allowable exemptions for students with disabilities.

We hope this information will assist staff as they address testing requirements while meeting the special needs of students with disabilities.

For further information or assistance, please do not hesitate to contact Jane Silveria, Division of Career and Adult Education, by phone at (850) 245-9022 or by electronic mail at Jane.Silveria@fldoe.org; Janet Adams, Student Support Services Project, by phone at (850) 245-7851 or by electronic mail at janetadams@usf.edu; or Sheila Gritz, Bureau of Exceptional Education and Student Services, by phone at (850) 245-0478 or by electronic mail at Sheila.Gritz@fldoe.org.

LC:BJL:WNH:ja

cc: Dr. Judith Bilsky
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