

PROCEDURES FOR APPLICATIONS FOR ACCOMMODATIONS AND EXEMPTIONS

3.1 Schools must keep copies of all applications.

3.2 The average processing time for an application is 12 weeks after receipt by the IEB. This excludes peak periods.

3.3 Accommodation and exemption applications require a holistic profile of the candidate.

To ensure processing of the application, please refer to the table below and submit all of the required documentation. The purpose of the documentation is to provide evidence to support the accommodation/exemption application.

Documentation required for Accommodation and Exemption applications: BARRIER/DISORDER

DOCUMENTATION REQUIRED FOR ACCOMMODATION/EXEMPTION

Psycho-educational assessment	Medical report	Supporting historical evidence	Educator comments	School report	School samples	Speech and language therapy language assessment
Visual barriers/ impaired vision/ colour blindness/ blindness	May be requested	✓	✓	✓		✓
Deafness/Hearing impairment	May be requested	✓	✓	✓	✓	✓
Physical barriers	May be requested	✓	✓	✓	✓	✓
Learning difficulty	✓	✓	✓	✓	✓	May be requested
Attention deficit disorder (ADHD/ insufficient attention span)	✓	✓	✓	✓	✓	✓
Psychological conditions	✓	✓	✓	✓	✓	✓
Medical conditions	May be requested	✓	✓	✓	✓	May be requested
Language exemption	✓	✓	✓	✓	✓	May be requested
Mathematics / Mathematical Literacy exemption	✓	✓	✓	✓	✓	✓

Psycho-educational Assessment

A full psycho-educational assessment that thoroughly assesses the barrier to learning and a comprehensive clinical history is required.

The battery of tests must include:

3.4.1 Cognitive Assessment

A full psycho-educational report is required. Individual subtest-scaled scores must be included. As scores will be distributed beyond the assessing psychologist, please include the attached Consent Form E from the parents/legal guardian.

The cognitive assessment must be administered by a registered psychologist or psychometrist and the application submitted before the end of October of the Grade 11 year.

If the cognitive assessment is conducted in the Grade 7 year, it is valid for an application made in the following 24 months. However, the educational assessment will need to be re-done.

A cognitive assessment conducted during high school will be accepted for the duration of the candidate's high school career. However, the IEB Accommodations/Exemptions Panel reserves the right to require further tests in individual cases if necessary.

Cognitive Assessment Requirements:

The psychologist may choose from:

SSAIS-R

Please note the SSAIS-R is available in English, Afrikaans, isiXhosa, isiZulu and Setswana. If the SSAIS is used the additional subtests (Coding and Memory for Digits) must be included.

WISC-IV/V

WAIS IV

Please note that although recommendations will be made by the psychologist, it is the IEB Accommodations/Exemptions Panel that makes the decision regarding the application, based on all information presented.

3.4.2 Educational Assessment

An educational assessment report completed within 1 year of the application must be submitted.

Standardised scores must be provided. Applications will be deemed incomplete should these scores not be included with the application.

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Reading, spelling, decoding and writing skills need to be assessed. Please provide examples of errors made by the candidate.

The educational testing may be conducted by a suitably qualified teacher.

The academic and cognitive results must be presented in an integrated format.

The required tests may be supplemented with additional tests should it be felt that this will assist in identifying a specific difficulty. Chronologically age-appropriate tests and updated tests must be used.