

Admission Testing Guidelines for Accommodation of Applicants with Special Needs

Rationale

In keeping with the vision of developing and fostering persons for others, there is an increasing need to accommodate applicants in the graduate programs who may have specific special needs. The principles and laws applicable in reinforcing this mandate include the following:

1. UN General Assembly, Convention on the Rights of Persons with Disabilities
2. Magna Carta for Disabled Persons (Republic Act 7277)
Section 12 – Access to Quality Education
“The State shall ensure that persons with disability are provided with adequate access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all persons with disability. It shall be unlawful for any learning institutions to deny a person with disability admission to any course it offers by reason of handicap or disability.
3. CHED Manual of Regulations for Private Higher Education
Section 83 – Right to Enroll until Graduation
“In recognition of the constitutional guarantee of institutional academic freedom, admission to any higher education institution is open to all students not otherwise disqualified by law or by the policies and rules of the Commission or the higher education institution.
4. Data Privacy Act of 2012 (Republic Act 10173)

Definition of Terms

Quoting the UN Convention on the Rights of Persons with Disabilities, the Department of Health website (<https://www.doh.gov.ph/persons-with-disabilities>) defined persons with disabilities to “include those who have long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.” The Organization for Pinoys with Disabilities, Inc., also known as PWDPhil, further clarified that persons with disabilities include those who may have the following: visual impairment, hearing loss, orthopedic disability, learning disability, psychosocial disability, chronic illness, and mental disability (<http://pwdphil.com/2017/11/16/qualifies-pwd-id/>). For the purpose of this document, the following definitions are used:

1. **Disability** – “Disability shall mean (1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment.” (RA 7277 Sec. 4(c), as amended)
2. **Impairment** – “Impairment is any loss, diminution or aberration of psychological, physiological, or anatomical structure of function.” (RA 7277 Sec. 4(b), as amended by RA 9442)
3. **Reasonable Accommodation** – “Reasonable accommodation means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the

enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.”¹

Guidelines

The current guidelines aim to address the need to accommodate persons with disabilities as they apply for admission to the various graduate programs at the Loyola Schools of the Ateneo de Manila University. This document is limited to the admission testing requirements and procedures.

Requirements

Consent of the applicant to divulge his/her specific special needs or PWD status for the benefit of the admission testing accommodations outlined below.

Procedures

1. Upon application, the student informs the OADGP his/her disability and requests for accommodations for admission testing.
2. The OADGP then refers the student to the official Email and telephone extension of the graduate admission testing service of the Bulatao Center to submit documentation of their special needs and coordinate the accommodations. The student is informed of the required documentation from an appropriate healthcare professional which establishes:
 - a. the disability;
 - b. how declared disability may impact on his/her admission testing; and
 - c. possible accommodations for the applicant during the administration of his/her admission test.
3. The OADGP communicates this information to the admission testing service.
4. Student submits the required document(s) and coordinates practical arrangements (e.g., date of testing, specific accommodations, etc.) with the psychometrician through Email and/or telephone.
5. The psychometrician of the graduate testing service communicates with the applicant and reasonable accommodations are proposed, which may include one or more of the following:
 - a. Offering a special testing schedule for the applicant;
 - b. Special test administration procedures, such as:
 - i. Changing the test venue for better access;
 - ii. Individual testing;
 - iii. Reading the items to the client;
 - iv. Offering intermittent breaks within and between tests; and
 - v. Giving extra time beyond the prescribed limits.
6. A reasonable accommodation is agreed upon with each specific applicant, and duly executed thereafter.
7. An incident report shall be written and attached to the test results to inform the Office of the Associate Dean for Graduate Programs (OADGP) and the concerned department where the application has been made regarding the accommodations made for the said client and behaviors noted during the testing period.

¹ UN General Assembly, *Convention on the Rights of Persons with Disabilities*, Article 2: resolution / adopted by the General Assembly, 24 January 2007, A/RES/61/106, available at: <http://www.refworld.org/docid/45f973632.html> [accessed 15 February 2018]