



Nonstandard Testing Arrangements Handbook

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Part 1: Understanding nonstandard testing arrangements

Standard testing arrangements

Some needs can be met without the need to request approval for nonstandard testing arrangements. Here are some commonly requested items that do not require approval.

- **Drinks** A drink in a spill-proof container may be accessed from the locker or locker bag and consumed in the waiting area.
- **Food** A snack may be stored in the locker or locker bag. Candidates may access the snack and consume it in the waiting area.
- **Layered indoor clothing** The following are examples of permitted items: sweaters, sweatshirts, blazers, suit coats, and saris.
- **Breaks** You may take short breaks during the four-hour exam at your discretion. The clock does not stop for breaks for any test-taker. You may leave the testing room during breaks to use the closest restroom and to access a drink and snack from your locker or locker bag.
- **Comfort aids** Some items may be brought in and used at your desk without approval. Read the [complete PSI comfort aids list](#). The list includes:
 - Medical monitoring device attached to your body that does not make noise
 - Glucose tablets, unwrapped and not in a bottle/container
 - Cough drops, unwrapped and not in a bottle/container
 - Pillow/lumbar support
- **Writing utensil** Test center staff will supply you with an erasable note board and marker.
- **Vision aids** Color contrast settings can be adjusted to white font with black background. You can highlight text and use the *answer eliminator* feature located under the *Tools* menu to strike out answer options you think are incorrect. The software also allows users to zoom in and make text appear larger. Finally, the brightness can be adjusted on the monitor. The standard ASWB exam font can be increased up to 200%.

Learn more about the overall examination process and [what to expect on exam day](#).

If you have needs that prevent you from taking your exam under standard testing conditions, if you have a disability or other health condition, or if English is not your primary language, you may be eligible to receive nonstandard testing arrangements.



Overview: Types of nonstandard testing arrangements

- Documented disabilities and other health conditions
- Lactation
- English as a second language

Nonstandard Testing Arrangements basics

ASWB complies with applicable laws related to the development, administration, scoring, and maintenance of its examination program. The association strives to balance the legal requirements of examination administration with discretionary arrangements. ASWB ensures that all candidates are provided with an opportunity to demonstrate the knowledge, skills, and abilities intended to be tested.

Candidates with a documented disability, health condition, or other need, or who use English as a second language may be eligible to receive nonstandard testing arrangements.

Requests for nonstandard testing arrangements must be submitted and approved before the test-taker registers and pays for the exam with ASWB. Arrangements cannot be added to a testing appointment after the appointment has been scheduled.

Approvals are valid for one year with the exception of the following:

- Approvals will expire for temporary conditions, such as an injury with expected recovery date or pregnancy with documented due date.
- Approvals for English as a second language arrangements do not expire unless revoked by your state/province/jurisdiction or ASWB

Documented disabilities and other health conditions

Documented disabilities generally apply to a person who has a physical or mental impairment that substantially limits a major life activity. ASWB will make a necessary determination under all applicable federal, state, provincial, and local legislation, including but not limited to the Americans with Disabilities Act. Other needs that require you to request nonstandard testing arrangements may include:

- Monitoring device for conditions such as diabetes, if device cannot be silenced, cannot be placed on vibrate mode, or is not attached to your body
- Additional breaks because of pregnancy
- American Sign Language interpreter

ASWB will work with candidates with other health conditions to reach an agreement on relevant arrangements. ASWB does not provide a list of available arrangements but closely considers the request submitted by the candidate and the practitioner. Unless otherwise required by law, ASWB reserves the right to deny nonstandard testing arrangements under this category if, at the sole discretion of ASWB, such arrangements unfairly advantage or disadvantage any candidate or if the security and/or validity of the examination is at issue.

Lactation

Lactating individuals who need to pump or express milk may request approval for these arrangements:

- Use of a breast pump by a lactating individual
- Sixty minutes of extra time for pumping or expressing
- Access to a designated space for pumping or expressing
- Bottled water in a transparent, spill proof, sports-type bottle with a spout at the testing desk

For individuals who are approved to pump or express milk, PSI test centers in the United States and Canada will provide a private space. The space varies at each test center, but all have a chair, table, electrical outlet, and door. The private space is available to individuals approved for this nonstandard arrangement and may be used only for pumping or expressing milk. PSI will disable camera views and block viewing windows as needed in the designated private space.

Lactating individuals are expected to provide their own storage and refrigeration. PSI provides lockers at most test centers, and candidates may store these items in the secure locker until needed. If your testing location provides secure locker bags, you will need to leave your cooler/storage bag with the onsite test center administrator. They will store the item and return it upon request.

English as a second language

The ASWB social work licensing exams are administered only in English, but qualified candidates who use English as a second language may submit a Request for Nonstandard Testing Arrangements. Qualified ESL candidates will receive additional time (up to two extra hours) and may request permission to use up to two dictionaries, one bilingual word-to-word translation dictionary and/or one general English dictionary.

Not all states and provinces allow the use of nonstandard testing arrangements for ESL, and some states do not accept a score transfer from candidates tested using ESL arrangements. Candidates are encouraged to check with their licensing board for details. As of the date of this publication, the following applies:

- California test-takers must request and receive preliminary ESL approval from the California Board of Behavioral Sciences before requesting ESL arrangements for extra time from ASWB. California does not permit the use of an English or bilingual dictionary.
- Michigan and New York do not permit ESL arrangements nor accept score transfers for test-takers who tested with ESL arrangements in another jurisdiction.

Because individual states and provinces determine whether to allow and recognize test scores using nonstandard testing arrangements, recognition of these scores is subject to change. Under any circumstances, ASWB will provide the scores to the state or province selected by the candidate. Licensing boards may decide whether or not to accept these scores as part of licensure requirements for their jurisdictions.

Test-takers approved for dictionary use as a nonstandard testing arrangement must provide their own dictionary/ies. The personally supplied dictionary/ies chosen by the test-taker must:

- Be a print version
- In the case of a bilingual dictionary, include only word-to-word translation
- Contain no additional notes or markings added to the preprinted text

Translation dictionaries must be word-to-word dictionaries and may not contain definitions. General English language dictionaries must include only common definitions in English; no social work or other specialized dictionaries are allowed.

All dictionaries will be inspected by test center staff before and after the examination. Dictionaries should not be enclosed in packaging. Test center staff reserve the right to disallow the use of a dictionary that does not conform to this policy.

If notes are found in a dictionary during the check-in process, the test-taker will not be permitted to bring the item into the testing room.

- If notes are found in a dictionary during the check-out process, the test-taker's dictionary(ies) will be confiscated, and the candidate's score will be held and investigated.

You must be approved for ESL arrangements by ASWB before you register to take an examination. If you make a testing appointment before obtaining approval, you will be required to cancel your testing appointment because arrangements cannot be added to an existing testing appointment. Send questions to specialarrangements@aswb.org.

Disclaimer: ASWB is not responsible for any inaccuracies of translations related to personally supplied dictionaries. Candidates who accept nonstandard testing arrangements for dictionary use are responsible for the accuracy and usefulness of this option.

Part 2: Requesting nonstandard testing arrangements

You must request and be approved for arrangements **before registering for and scheduling your ASWB exam** so the necessary resources — including, for example, appropriate space and extra time — can be secured at the test center. If you register and schedule an appointment before being approved for nonstandard testing arrangements, the testing appointment must be canceled before your registration can be updated.

The details of the process for requesting nonstandard testing arrangements depend on the reason for the request. ASWB follows different protocols for the different types of requests.

Documented disabilities and other health conditions

To request **arrangements for a documented disability or health condition**, you and your practitioner must complete and mail the [Request for Nonstandard Testing Arrangements](#) forms and request arrangements that are reasonable for the documented diagnosis(es). You and your practitioner must provide a sufficient explanation to support the need for the requested arrangements. If the documentation does not include adequate information regarding your functional limitations in the testing environment, specific to the diagnosis reported by the practitioner, the request cannot be approved.

Lactation

To request **lactation arrangements**, you must provide your name and email address on the [lactation arrangements form](#). You will then receive an email with a secure link to the DocuSign form.

English as a second language

To request **English as a second language arrangements**, provide your name, email address, and state/province on the [request for English as a second language form](#). You will then receive an email with a secure link to the DocuSign form.

Review process

All requests are processed in the order received. Requests typically take three weeks to process. If reviewers need more information during the review process, they will communicate with you by email.

ASWB will notify you by email with a determination letter attached. The determination letter states whether or not the request for arrangements is approved. If approved, the letter will include a list of the specific approved arrangements. The letter will also include your next steps.

Part 3: Taking your ASWB exam with nonstandard testing arrangements



Overview: Taking an ASWB exam with nonstandard testing arrangements

1. **Apply for a license** with your state or provincial social work board or college.
2. **Request nonstandard testing arrangements** from ASWB.
3. **Register for your exam** with ASWB.
4. **Schedule your testing appointment** with PSI.

Registering for an exam

You may register for the ASWB exam beginning on the day you receive your determination letter.

During the registration process, you must answer “YES” to the questions that ask whether you have been approved for nonstandard testing arrangements for a disability, health condition, or English as a second language.

After you have registered, you will receive an Authorization to Test email from ASWB within two business days. The email includes your approved arrangements and scheduling instructions.

When you receive a valid Authorization to Test email, you must verify that the arrangements listed in the determination letter are also listed on your Authorization to Test email. If they do not match, you must contact ASWB at specialarrangements@aswb.org immediately and must not schedule a testing appointment until corrections are made.

Because of the importance of providing a secure testing environment for its high-stakes licensing exams, ASWB contracts with PSI to test its candidates. PSI administers a wide variety of exams for various purposes. Some of the rules that those taking the social work licensing exams must follow may not match the rules for those taking other exams.

Special circumstances

Under some circumstances, you will need to complete extra steps before you can receive your Authorization to Test email.

If ASWB has not received your board approval, you must first apply for a social work license and be approved to take the licensing exam. Obtain license application instructions by selecting your state or province, under Step 1 at [Getting Ready for the Exam](#). When ASWB receives the board approval, you can register for the ASWB exam under Step 2 on the same web page.

If you are already registered, but not scheduled, you will receive an email from ASWB with the subject line “IMPORTANT: ASWB registration changes” within two business days.

If you are already registered and scheduled, you must contact us at specialarrangements@aswb.org to confirm that the appointment cancellation process can be completed. Once completed, you will receive

an email from ASWB with the subject line “IMPORTANT: ASWB registration changes” within two business days.

Scheduling the testing appointment

If the testing arrangements are listed correctly in the Authorization to Test email, follow the instructions in the email to schedule your testing appointment. The test vendor will have a record of your approved arrangements.

Test-takers with nonstandard testing arrangements must call PSI per the instructions in the Authorization to Test email received after registering for the exam.

Note: The PSI booking email you receive after scheduling does not list these arrangements, but you may confirm with the PSI agent while scheduling.

Canceling and rescheduling the testing appointment

If you need to cancel and reschedule your testing appointment, follow the steps listed in the Authorization to Test email you receive when you register for the exam. ASWB does not offer nonstandard testing arrangements that would allow canceling or rescheduling a testing appointment in case of illness or an episode related to an ongoing health condition.

If you miss your examination appointment or do not cancel your appointment within the guidelines, ASWB may excuse your absence. To be considered for an excused absence for illness or an unexpected circumstance, you will need to complete the [Excused Absence Form](#) within 30 days of your missed appointment.

Please review the cancellation policy and details about excused absences in the [ASWB Examination Guidebook](#).

Retesting

Arrangements are valid toward any exam registration until the approval expires. If you register for the exam before your approval expires, the approval will be valid until you take the exam or until your board approval or ASWB registration expires, whichever comes first.

When your approval expires, you may submit a new request for arrangements. Extensions are not offered.

English as a second language arrangements do not expire unless revoked by ASWB or your state or province. Therefore, submitting a new request is not necessary unless you are requesting changes to your ESL arrangements.

If you are retesting to be licensed in a different state or province, you must contact us about next steps to become approved for your nonstandard testing arrangements for a new state or province.

Part 4: Useful resources

ASWB Nonstandard Testing Arrangements

- Call us at 888.579.3926, ext. 3250
- Email us at specialarrangements@aswb.org
- Find us online at [Nonstandard testing arrangements - ASWB](#)

Request forms for nonstandard testing arrangements

- [Disability or other health condition arrangements](#)
- [Lactation arrangements](#)
- [ESL arrangements](#)

To learn more about the overall examination process and what to expect while taking your social work licensing exam. Check out some of these valuable resources:

- [ASWB Examination Guidebook](#)
- [On Exam Day](#)
- [ASWB Candidate Rules Agreement](#)