

CLAST INFORMATION GUIDE FOR STUDENTS WITH DISABILITIES

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CLAST INFORMATION GUIDE FOR STUDENTS WITH DISABILITIES

ABOUT THE CLAST

The CLAST exam is a State of Florida achievement test that measures communications and mathematics skills. The CLAST is divided into four sections; the four sections are: Essay, English Language Skills, Reading, and Mathematics. Three sections are multiple-choice questions; the essay section is a written composition. On the essay sections, two topics are given and the student must choose one.

Students must demonstrate that they have mastered basic college level communications and mathematics skills in order to be awarded an associate in arts degree from a community college or be admitted to upper division status in a state university or be awarded a bachelor's degree from a state university.

As of January 1, 1996, 240.107, F.S. provides alternative ways for students to demonstrate the attainment of required mathematics and communications skills. Alternative methods to demonstrate basic college communication and mathematical skills are as follows

- 1) Any student who can present scores from Scholastic Aptitude Tests (SAT I) with a 500 or above in the quantitative section will be exempt for the mathematics section.
- 2) Any student who has obtained a verbal score of 500 or above on the SAT I shall be exempt from the English Language skills, Reading, and Essay sections of the CLAST exam.
- 3) Any student who has obtained 21 or above on the EACT Math shall be exempt from the mathematics section.
- 4) Any student who has obtained a score of twenty-one or above on the EACT english shall be exempt from the English Language skills section of CLAST.
- 5) Any student who has obtained a score of twenty-two or above on the EACT reading shall be exempt from the reading section of CLAST, any student who has earned a combined grade point average of 2.5 or above on a 4.0 grade scale in ENC 1101 and ENC 1102 shall be exempt from the English Language skills, Reading, and Essay sections of the CLAST.
- 6) Any student who has earned two courses from a minimum of six semester hours of credit in mathematics (approved classes are: College Algebra, Liberal Arts Mathematics I or II, Topics in College Mathematics I or II, Statistic, or any mathematics class above MGF X102) shall be exempt from taking the mathematics section of the CLAST. CLAST alternatives do not apply to Education majors.

Students who have not demonstrated that they have mastered basic college level communications and mathematics skills by one of the above-mentioned methods must take the CLAST exam.

TAKING THE CLAST EXAM

The paper pencil CLAST exam is given three times a year. In the Fall semester the exam is given on the 1st Saturday in October; in the Spring semester the 3rd Saturday in February, and in the Summer semester the 1st Saturday in June. The Student must register on or before the registration deadline dates. Students must register for the CLAST by using the regular registration process. The CLAST course abbreviation is CLS 2222. Passing scores are 6 on the essay and 295 for all other subtest. There is no charge for the CLAST exam. There is a fee of \$30 for the CAT CLAST. The CAT CLAST is computer administered CLAST exam. The Biscayne Bay Campus gives the CAT CLAST on Wednesday and Fridays. The University Park Campus gives the CAT CLAST two days in the week. For more information on CAT CLAST, students can contact the Testing Center. Students who are unable to take the CLAST on Saturday due to health, religious issues, special accommodation, duty assignment in the military, administrative error or participation in authorized school activities will be scheduled to take the exam on the Tuesday following the regular administration of the exam. Request to take the CLAST on a make-up date must be made in advance, with proper documentation prior to the deadline date to register for the exam.

The allowed time for the paper and pencil CLAST for each subtests is as follows: Essay subtest is 60 minutes, English language skills 30 minutes and Reading subtests are 50 minutes, and the Mathematics subtest is 90 minutes.

Students must register for the CLAST on or before the deadline date. Late registrations, stand-by registrations, and walk-ins are not permitted. For detailed information on registration, please see <http://www.fiu.edu/~testing/>.

In order to be admitted into the Testing room, students must have an admissions ticket, two forms of identification with at least one showing a picture.

STUDENTS WITH DISABILITIES AND THE CLAST

Students with disabilities who are eligible for special accommodations for the CLAST must request accommodations from the Disability Resources Center fifteen (15) working days before the CLAST registration deadline date.

To register with the Disability Resource Center the student must make an appointment with a professional staff member, complete an Intake form and provide appropriate documentation of disability.

The diagnosis of the disability must be clearly stated, explained, and specific. The documentation should include symptoms, medication, and possible side effects. The documentation should include information specifying the effects of the functional limitations within the academic setting and recommendations for auxiliary aids and/or services.

The documentation should be on letterhead paper and include the professional's name, title, date(s), signature, license number and/or certification number. Doctor's prescriptions notepad are not acceptable.

The practitioner providing the documentation has the necessary qualifications to diagnose and treat the student for that specific disability, and has experience in working with an adult population.

SPECIAL ACCOMMODATIONS AVAILABLE

- 1) Flexible seating: The CLAST may be administered individually or in a small group setting;
- 2) Flexible scheduling: A student whose disability requires additional time for one or more subtests shall be allowed additional time;
- 3) Revised format: The subtests, English Language skills, Reading and Mathematics are available in Braille, large print and audio tape;
- 4) Test Assistance: Students with disabilities that require readers or recorders will be provided such assistance. Sign language interpreters may be provided for the hearing impaired;
- 5) Other accommodations may be provided if deemed necessary by the Disability Resource Center and Undergraduate Studies.

CLAST WAIVERS FOR STUDENTS WITH LEARNING DISABILITIES

Section 240.107 (5) Florida Statutes, and State Board of Education Rule 6A-10.311 (6), FAC, provide special consideration for students who have documented specific learning disabilities such that they cannot complete one or more CLAST sub-tests.

DOCUMENTATION OF LEARNING DISABILITY

It is unacceptable to administer just one test for the purpose of diagnosis. Minimally, the domains to be addressed should include (but not be limited to) the following test measures.

A. Aptitude: Current standardized aptitude test using adult intelligence scales

B. Achievement: Current levels of academic functioning in all aspects of reading, mathematics, and written language are required.

C. Information Processing and Communication Assessments: Information processing should be addressed for example: verbal expression and memory, receptive language, sequential memory, auditory and visual perception processing and processing speed, and fine motor functioning.

D. Psychological Assessment and Neuropsychological Assessment: Although not required, may be done in addition to the domains already mentioned.

Also: Documentation should be a psycho-educational or neuropsychological report which includes relevant test scores (percentile and standard), interpretation, and a summary of background information regarding the student's educational, relevant medical, and family history. The diagnosis of a specific learning disability must be written and clearly

explained. The documentation should also include specific functional limitations and recommendations for auxiliary aids and services.

APPLYING FOR CLAST WAIVER BASED ON LEARNING DISABILITY

Students with learning disabilities who have been unable to complete one or more subtests of the CLAST may apply for a waiver of the subtest. A student can only be waived from one or more subtests if their learning disability affects their ability to successfully complete the subtest. The procedure to apply for a waiver is as follows:

- 1) The student must be registered with the Disability Resource Center.
- 2) The student's documentation of disability must meet the above-mentioned criteria.
- 3) The student must have taken the CLAST exam at least twice.
- 4) The student must show proof of tutoring before each exam administration.
- 5) The student must complete a CLAST questionnaire. The student must submit all necessary paperwork for CLAST subtest waiver by the deadline date. The deadline dates are as follows:
Fall Term: First Friday in October
Spring Term: First Friday in February
Summer Term: First Friday in June
- 6) The student must provide a current unofficial FIU transcript and a current SASS report.
- 7) The student must provide proof of tutoring.
- 8) Student must provide a signed and have a witnessed Release of Information form.
- 9) The student must write a letter to the CLAST Committee for students with disabilities.
- 10) The student must have the Dean or Dean's representative completes the appropriate section on the CLAST questionnaire. It must be signed and have the department stamp.
- 11) The student must provide a minimum of one written letter of recommendation from a faculty member. It is preferable to submit two written letters of recommendation from faculty members.

TUTORING

Students requesting a waiver are required to have tutoring before each administration of the CLAST exam or sub-sections. The University provides tutoring at the University Learning Center.

¹University Learning Center tutorial program:

The University Learning Center tutorial program provides on-going assistance for CLAST. Appointments can be made by calling the Center in advance:

CAMPUS	ROOM #	PHONE #
University Park	PC 248	(305) 348-2180
North Campus	ACI 160	(305) 919-5927

CLAST Preparation Workshops:

CLAST preparation workshops are offered three times a year at the beginning of each semester. Workshop participants learn test-taking skills, receive in-depth treatment of the required sub-test competencies, and practice the skills needed to be successful in each of the subject areas. Students may register for workshops in their respective Testing Office (PC 248 or ACI-160).

CLAST skills analysis report:

After each CLAST Administration, the University Learning Center will have a CLAST skills analysis report for each student who has not successfully completed the following sub-tests of the CLAST: Reading, English Language Skills, and Mathematics. An analysis report can only be generated on those tests taken at FIU on the regularly scheduled dates in October, February, and June of each year.

Other Institutions:

MIAMI-DADE COMMUNITY COLLEGE and BROWARD COMMUNITY COLLEGE also offer day, evening, and weekend courses and intensive review for anyone needing additional assistance in preparation for the CLAST exam.

Private Tutoring

Students may choose to have private tutoring.

¹ <http://www.fiu.edu/~testing/clast.htm#5>

PROOF OF TUTORING

Students are required to provide proof of tutoring. Students who utilized the University Learning Center can request a record of the tutoring sessions provided by the Learning Center. The Learning Center's statement of tutoring is considered to be appropriate proof of tutoring.

Students who receive tutoring from a private tutor must submit a letter from his/her tutor. The letter must meet the following criteria:

- 1) The tutor cannot be a relative of the student.
- 2) The letter must contain the material covered and number of hours tutored.
- 3) A statement of the tutor's credential. The statement must include tutor's training and experience.
- 4) The tutor must sign the letter.

Official Transcripts

Students must submit an official transcript. To obtain an official transcript, students must complete a Transcript Request form. Transcript Request forms is available in the Registrar's office. All transcripts are \$5 dollars each for the first five (5) and \$3 dollars each for additional copies. Transcripts must be paid for at the cashier's office by either cash, check, or money order. It takes five (5) working days for transcript requests to be processed. On the Transcript Request form, students must list panther ID number, first name, last name, middle initial, address, and the form must be signed and dated. Also, on the Transcript Request form the student must request when the transcript should be processed. The student should check the box for now. The student may either have the transcript sent to them or the student may pick up the transcript.

SASS

Students must submit a SASS report. SASS reports are available online at <http://sis.fiu.edu/>

PERSONAL LETTER TO THE COMMITTEE

The student must write a personal letter to the committee. For your convenience, please see the sample letter.

SAMPLE LETTER TO THE CLAST APPEALS COMMITTEE

/_____/04

To the members of the CLAST Appeals Committee,

My name is John Doe, and I'm a junior at FIU studying Architecture. I intend to graduate from FIU after the Spring term of 2005. I currently have a GPA of 2.0.

I have taken the Reading section of the CLAST four times now. I have been committed to passing it. My highest score has been a 265. To improve my score, I have attended CLAST workshops at the Learning Center. I have also studied on my own and with a tutor. In spite of my efforts, I have been unable to pass this section.

I am a client of the Disability Resource Center, because I have a learning disability. My learning disability involves reading. Although I want to pass the Reading section, I feel my disability is preventing my success. I am otherwise successful in my course work, and I believe I will be successful in my career when I do graduate.

I hope you consider my request for a CLAST waiver. If you have any questions, I can be reached at (305) 282-9467. Thank you for your consideration.

Sincerely,

John Doe

Note: This letter is just a sample. You may use it to borrow ideas for writing to the committee. A good idea is to introduce yourself and to explain your academic status at FIU. Also, please review your efforts to pass the CLAST. Discuss the subtest on the CLAST for which you seek a waiver. Explain why you feel you deserve a waiver, and how your disability prevents you from meeting your goal.

If you have any questions regarding writing a letter, kindly telephone the Disability Resource Center at (305) 348-3532 or (305) 919-5345.
Thank you.

DOCUMENTATION OF PREVIOUS ACCOMMODATIONS DURING CLAST

Students who have received CLAST accommodations must submit documentation of the accommodation(s) received. Documentation of previous accommodations may be obtained at the Disability Resource Center.

COPY OF CLAST APPEAL DOCUMENTS

Students must submit one (1) complete packet of all the documents listed above to a professional staff member of the Disability Resource Center on or before the above-mentioned deadline dates.

ORDER OF CLAST APPEAL PACKET

1. Personal Letter to the Committee
2. CLAST questionnaire
3. Release of Information
4. Proof of Tutoring
5. Unofficial Transcript
6. SASS report
7. A minimum of one letter of recommendation from a faculty member

CLAST WAIVER REQUEST QUESTIONNAIRE

Part 1. To be completed by the student. Please either type or print

Date _____
Social Security # _____
Panther ID # _____
Name _____
School/College _____ (Please indicated if undecided)
Address _____
City _____ Zip _____
Home Phone (_____) _____
Cell Phone (_____) _____
Email Address _____
Major _____
Advisor Name: _____

1. Which section of the CLAST are you appealing for a waiver?
(Circle)
Math Reading English Language Skills Essay
2. How many times have you taken the following sections? (Circle)
Math 3 4 5 6 7 8 other _____
Reading 3 4 5 6 7 8 other _____
ELS 3 4 5 6 7 8 other _____
Essay 3 4 5 6 7 8 other _____
3. Describe any accommodations you've received on previous CLAST attempts. _____

4. What was your highest score in each section?

Math _____
Reading _____
ELS _____
Essay _____

5. Does the CLAST section you're requesting to have waived measure information you should know for your major? Yes/No

6. Is English your first language? _____ Yes _____ No

After you failed the test one or more times, your preparation included:

When do you plan to graduate? _____ Term _____ Year

How many classes must you complete to graduate? _____

How many credits have you earned so far? _____

If you are requesting a math waiver, please record below the math classes you have taken:

Course #	Course Name	Grade	Institution
MAC X102/1105	College Algebra (or any other MAC course with the last 3 digits greater than 102)		
MGF X202/1106	Finite Mathematics (or another MGF course with the last 3 digits greater than 202)		
STA X014	Statistical Methods (or another STA course)		
MGF X113	Topics in Mathematics I		
MGF X114	Topics in Mathematics II		
MGF X118	Mathematics CLAST Review		

MGF X113	Topics in College Mathematics I		
MGF 1107	Math for Social Choice and Decision Making		
(other)			
(other)			

If your Math classes were waived, please list which classes were substituted, and which institution substituted them.

Substituted Course	Institution

If you are requesting a waiver in Essay, English Language Skills, or Reading, please list below the English courses you have taken:

<i>Course #</i>	<i>Course Name</i>	<i>Grade</i>	<i>Institution</i>
ENC 1101	English (or other equivalent college level Eng. course)		
ENC 1102	English II (or other equivalent college level Eng. course)		
(other)			
(other)			

If your English classes were waived, please list which classes were substituted, and which institution substituted them.

<i>Substituted Course</i>	<i>Institution</i>

Part 2: To be completed by the Dean or the Dean's representative. Also this section must have the department stamp.

This student has a C or better grade in the required courses in the subject area for which the waiver is being requested and is in good academic standing.

_____ YES _____ NO

The Department supports the student's effort to pursue a waiver for the CLAST subtest(s) not passed:

_____ YES _____ NO

OTHER RECOMMENDATIONS:

Signature: _____ Department: _____

*Please attach additional page if necessary

* Departments stamp

Florida International University

Release of Information

I, _____ give the CLAST Wavier Appeals Committee for Students with Disabilities permission to meet and review my appeal for a CLAST wavier. I also give the Committee permission to review and discuss any paperwork requested for this meeting, such as verification of disability, transcripts, letters of recommendations, and proof of attempts to pass the CLAST. I understand that each member of the Committee will receive either a written or electronic copy of my paperwork before the meeting date to review my appeal. I've been informed that each copy, with the exception of the Chairpersons copy, will be destroyed after the meeting. I may void this release by written notice to the Disability Resource Center.

Student's Signature

Panther ID Number

_____ _____
Social Security Number Date

Student's Printed Name

_____ _____
Witness's Signature Date

Witness's Printed Name

Appeal Check List

Yes No

1. ___ ___ Your own personal letter to the CLAST Appeals Committee.
2. ___ ___ Completed CLAST Questionnaire.
3. ___ ___ Signed & witnessed release of information form.
4. ___ ___ Paperwork of CLAST workshop participation and/or
5. ___ ___ Letter from tutor detailing study sessions.
6. ___ ___ A current unofficial FIU transcript
7. ___ ___ A current SASS report
8. ___ ___ Written recommendation from an academic professional.

PSYCHO-EDUCATIONAL DOCUMENTATION:

9. ___ ___ Administered by qualified professional using adult scales.
10. ___ ___ Includes measures of intelligence, academic skills, and learning abilities.
11. ___ ___ Shows how LD affects performance on CLAST section(s).
12. ___ ___ Shows that a CLAST waiver is warranted.