

Career Technical Education (CTE) Accommodations and Accessibility Exams Guidance

USBE in partnership with YouScience is committed to assisting Local Education Agencies to provide access for all students to skills certification exams by providing reasonable accommodations appropriate to each student's conditions and needs as outlined in the student's educational plan (i.e., IEP, 504 Plan, Plan for Student Learning English). LEAs should request accommodations directly from YouScience and follow steps outlined. For special accommodations not available through YouScience, please refer to the guidance documents below for information on special requests and USBE contact information. Test accommodations are individualized and handled on a case-by-case basis. Test accommodations should align with instructional accommodations that the student receives on a routine basis.

Accommodations Support for YouScience

Please visit the [YouScience Accommodations Support](#) for information on available accommodations and how to set-up accommodations.

For live support, please contact YouScience directly at 801-653-9356 or 800-470-1215. Or by email at support@youscience.com. Most accommodations inquiries will need to be directed to YouScience for support.

Accommodations that Require a Formal Request

USBE can assist with certain accommodations not available through YouScience but do require prior approval. For all braille requests, a minimum of two months prior to the student's exam date is when the request should be submitted. This process can take a long time and last-minute requests may not be fulfilled. For other special requests, please allow up to four weeks.

How to request special accommodations

For special requests not outlined on YouScience, LEAs will need to access the accommodations request form located on the [USBE Skills Certificate](#) Test Administration page at the bottom of the page. This is only for special requests that cannot be requested directly through YouScience.

Fill out the accommodation request form and follow instructions for submission. The accommodation team will reach out to the LEA to follow-up with requests. The intent of accommodation requests is to be sure all students can access the YouScience exams with appropriate accommodations and accessibility as outlined in student IEPs, 504 plans and EL plans. You can also reach out directly to:

- Jessica Wilhelm, Special Education Secondary Assessment Specialist,
(Jessica.Wilhelm@schools.utah.gov)

Confidentiality

All documentation submitted is kept confidential and is used only to determine eligibility for test accommodations.