

WISCONSIN CIVIL SERVICE REQUEST FOR EXAMINATION ACCOMMODATIONS

Please read the following information before completing this form.

Classified Civil Service positions require an objective and reliable assessment of job qualifications, and the State of Wisconsin uses several different evaluation methods for civil service positions. For example, in a multiple-choice exam, applicants record their answers by blackening circles on a computer-scanned answer sheet. In an essay or short-answer test, applicants normally write out their responses longhand. In an oral exam, an applicant appears before a panel of raters and responds orally to questions.

Persons with physical or mental disabilities may need a special accommodation to take an exam. A person with a visual impairment may need a reader and writer or a tape recorder and tapes to provide recorded responses to an essay item. Someone who is deaf or hard of hearing may need a sign language interpreter. Certain types of orthopedic impairments may require an accommodation such as a table or chair for the person's physical comfort.

Examination waivers may be granted for a person with a disability, such as a developmental or cognitive disability, where the person's job qualifications cannot be measured adequately by a particular test. A special evaluation of past training and experience plus the opinion of a disability consultant as to the nature, degree and extent of the disability are required. Waiver requests should be submitted four to six weeks prior to the scheduled test date to allow sufficient time for processing.

IMPORTANT: If you think you need an accommodation to take an examination, submit this form, OSER-DMRS-40, to:

Office of State Employment Relations
Division of Merit Recruitment and Selection
101 E. Wilson St., 4th Floor
P.O. Box 7855; Madison, WI 53707-7855
E-mail: ESC@Wisconsin.gov

Be sure to completely and accurately provide all information requested. Specific questions can be directed to (608) 266-9603.

This form may be used to request only exam accommodations, not for disabled expanded certification. Disabled expanded certification can be requested with the *Disabled Expanded Certification Verification* form (OSER-DMRS-159), located on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1200> or obtained by calling (608) 266-1731.

Note: This request will be valid for one year. DMRS will not change any information on this form until you tell us to do so. If you need the same accommodation for future examinations of the same type during the year, you do not need to fill out another request form, but you do need to notify us that you will need an accommodation. Please call (608) 266-9603 at least a week prior to the exam to reactivate your request.

If you feel that you will need a different accommodation from what we provided earlier, you are required to submit a new *Request for Examination Accommodations* form.

