

## Testing Accommodation – ADA Step 2 (Accommodation Request)

To submit an Americans with Disabilities Act (ADA) request for a test accommodation, complete and **return this form to the Civil Service Commission (CSC) as soon as possible before your test date**. Mail this to the address above or email it to [CivilService@columbus.gov](mailto:CivilService@columbus.gov).

Step 1 in granting an ADA test accommodation is to determine if you are eligible for accommodation under the ADA. **You must have your service provider complete the *Testing Accommodation – ADA Step 1 form* and either submit it at the same time, or before submitting this form.** You do not need to provide a Step 1 form if you have previously submitted one with the CSC. Step 2 in the accommodation process is to determine whether an accommodation is appropriate for the current test.

CSC determines test accommodations on a case-by-case basis. Several factors the CSC considers are the reasonableness of the request, the characteristics of the test, and the job’s essential functions.

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Test Title: \_\_\_\_\_

What test accommodation(s) are you requesting (e.g., additional time, non-distracting test room)? You may wish to discuss an appropriate accommodation with your primary care provider.

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The CSC may provide the accommodation you request, an alternative accommodation, or no accommodation at all. If you have questions, call 614.645.8301 or email [CivilService@columbus.gov](mailto:CivilService@columbus.gov).

Despite receiving a test accommodation, there is no assurance that accommodations in City employment can be made. If the City of Columbus offers you employment, the hiring authority will determine the acceptability of an accommodation. The hiring authority will attempt to accommodate your disability so that essential job functions can be performed. Even with accommodation, if you cannot perform the essential job functions, you cannot be hired.

### FOR CIVIL SERVICE COMMISSION USE ONLY

Action Taken: \_\_\_\_\_

This form outlines the procedures used by the Civil Service Commission (CSC) to comply with the Americans with Disabilities Act (ADA). In accommodating applicants with a disability, the CSC follows a two-step process of evaluating requests.

## **1. Determination of disability according to the law.**

The first step in accommodating an individual under the ADA is to determine whether the person is affected by a medical or psychological condition that substantially limits a major life activity. Accordingly, the CSC requires the applicant to obtain a statement from a physician or psychologist that there is a disability and to identify the major life activity affected by the disability.

Once an individual establishes a disability, the CSC maintains a record of the disability, and there will be no need to reestablish the disability with the CSC.

## **2. Determination of testing accommodation.**

Individuals who established coverage under the ADA may request an accommodation for specific CSC tests. The candidate may suggest appropriate accommodation or enlist the assistance of their physician or psychologist. The CSC's response to the accommodation request is determined on a case-by-case basis. It depends upon several factors, including the accommodation the candidate requests, the employment test characteristics, and the job's essential functions.

### **Determination of employment accommodation.**

If the individual with a disability is considered for hire to a City job, there will need to be additional evaluation by the hiring authority.

Individuals given a test accommodation are not guaranteed accommodation on the job. Individuals who are certified for City employment will meet with representatives of the hiring department to determine whether the individual can perform essential job functions. The applicant and hiring authority representatives may discuss accommodations at this time. Even with accommodation, when individuals cannot perform the job's essential functions, they cannot be hired.