

## **Manitoba College of Social Workers Exam Use Policy**

The Association of Social Work Boards (ASWB) Associate level examination is one part of the assessment for applicants applying for registration under Section 10(1)(a)(iii) of the *Social Work Profession Act (Substantial Equivalency)*.

As part of the application, individuals must demonstrate a combination of social work practice hours (completion of Part II) and social work education (Part III) which must be assessed and approved by the College prior to receiving authorization to write the ASWB exam. The exam is the final stage of the application, used to evaluate the applicants' theoretical knowledge of social work.

### **Exam Information**

Approved applicants will be informed in writing by MCSW of their eligibility to write the exam.

Applicants will be instructed to contact ASWB directly to register for the exam and to access testing instructions and preparation tools, including study guides/practice tests. ASWB will communicate directly with the applicant prior to the exam and will inform MCSW of any issues that require further review throughout the process.

The exam will be administered electronically at approved ASWB test sites.

Applicants are responsible for paying for all costs associated with preparing for and writing the ASWB exam.

Applicants are responsible for advising MCSW of their exam date(s).

### **Exam Evaluation**

The results of the exam shall be reported as a pass or fail. MCSW will accept the ASWB score report as the official result of the examination for each applicant.

An applicant who fails the examination may apply to retake the examination a maximum of two times. A waiting period of 90 days is required between rewrites. The applicant is responsible for communicating directly with ASWB to retake the examination and for payment of all examination fees.

If an applicant has previously written the ASWB Associate Exam in another jurisdiction, MCSW will accept previous examination results in assessing an application for registration.

**Disability Accommodations**

Applicants with disabilities may be eligible to receive testing accommodations. To arrange for special accommodations, applicants must request and receive advance approval from ASWB.

**English as a Second Language (ESL) accommodations**

Arrangements for test candidates whose first language is not English may be possible with advance planning with ASWB.

Applicants are responsible for timely submission of requests for accommodation in accordance with ASWB policies.

Approved by the Board of Directors – February 22, 2018.