



# 2016–17

**GRE® and TOEFL® Tests,  
the PRAXIS® Tests and  
SCHOOL LEADERSHIP SERIES Assessments**

## Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs

**NOTE:** This supplement contains procedures and forms for requesting accommodations for the tests listed above.

Use this supplement **together** with the information and registration form(s) found in the *Information and Registration Bulletins* and/or provided on each testing program's website (see page 7).

Visit the ETS website at **[www.ets.org/disabilities](http://www.ets.org/disabilities)**  
for the most up-to-date information.

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## GENERAL INFORMATION

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**NOTE: Test takers requesting accommodations MUST complete a *Testing Accommodations Request Form* (see page 9), and the appropriate registration form (see page 8) and have their accommodations approved BEFORE their test can be scheduled.** All forms and documentation must be submitted through ETS Disability Services. Online registration is NOT available at this time and accommodations cannot be applied to a test that has already been scheduled. See “How to Request Accommodations” on page 4 for specific steps in the application process and “Deadline for Accommodations Requests” on page 12.

ETS is committed to serving test takers with disabilities or health-related needs by providing services and reasonable accommodations that are appropriate given the purpose of the test. If you have a health-related need that requires you to bring equipment, beverages or snacks into the testing room, or to take extra or extended breaks, you must follow the accommodations request procedures. See “Health-Related Needs and Minor Accommodations” on page 7.

The information provided in this publication, in each program’s Bulletin and on each program’s website should answer any questions you may have about requesting accommodations and registering for a test.

- GRE Program — [www.ets.org/gre](http://www.ets.org/gre)
- The *Praxis* Program — [www.ets.org/praxis](http://www.ets.org/praxis)
- School Leadership Series Program — [www.ets.org/sls](http://www.ets.org/sls)
- TOEFL Program — [www.ets.org/toefl](http://www.ets.org/toefl)

While many test takers with disabilities successfully take GRE and/or TOEFL tests with appropriate accommodations, some test takers with disabilities may want to ask their prospective institution or fellowship sponsor whether it is willing to waive the test requirement and consider their application based on other information.

All questions related to accommodations decisions should be sent to ETS Disability Services. See contact information below.

## CONTACT INFORMATION

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ETS Disability Services  
Monday – Friday 8:30 a.m. – 5 p.m. U.S. Eastern Time (New York)

**Phone:** 1-866-387-8602 (toll-free in the U.S., U.S. Territories and Canada)  
1-609-771-7780 (all other locations)

### Email

**Inquiries:** [stassd@ets.org](mailto:stassd@ets.org)

**Mail:** ETS Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054 U.S.A.

**Courier Service:** ETS Disability Services  
225 Phillips Boulevard  
Ewing, NJ 08628-1426 U.S.A.

## HOW TO REQUEST ACCOMMODATIONS

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If you have received approved accommodations from ETS within the last two years and your documentation is still current, and you are now requesting the same accommodations for a GRE, *Praxis*, School Leadership Series or TOEFL test during the 2016–17 testing year, refer to “Using Previously Approved Accommodations” on page 11.

For information about requesting accommodations and registering for the ParaPro Assessment, please review the 2016-2017 ParaPro Assessment Information and Registration Bulletin, available at [www.ets.org/parapro/about/downloads](http://www.ets.org/parapro/about/downloads).

If you are requesting accommodations for the first time or are changing either the test you wish to take or the accommodations for which you have previously been approved, **ETS Disability Services must review and approve your request before your test can be scheduled.** Accommodations cannot be applied to a test that has already been scheduled. To request accommodations, follow the steps below:

**STEP 1: Determine your accommodations.**

Look at the list of commonly requested and approved accommodations under “Step 1: Frequently Requested Accommodations” on page 5 and determine the accommodations you need.

**STEP 2: Review the program’s Bulletin and website.**

Review the program’s Bulletin and website for the test you plan to take. See “Step 2: Information and Registration Bulletins” on page 7.

**STEP 3: Choose your test format.**

Check the program’s website for information about which test format is offered in your area (paper-delivered or computer-delivered). See “Step 3: Program Website” on page 8.

**STEP 4: Complete the registration form.**

Complete the appropriate registration form for the test you plan to take. To find out which registration form you need, see “Step 4: Registration Form” on page 8.

**STEP 5: Complete the Testing Accommodations Request Form.**

Complete the *Testing Accommodations Request Form* on pages 14–21. For instructions, see “Step 5: Testing Accommodations Request Form” on page 9.

**STEP 6: Gather your disability documentation.**

Gather disability documentation as necessary. Sending documentation that is not required will delay the review process. See “Step 6: Disability Documentation” on pages 9–10 and review ETS’s “Policy Statements for Disability Documentation in Adolescents and Adults” on the ETS website at [www.ets.org/disabilities/documentation](http://www.ets.org/disabilities/documentation).

**STEP 7: Submit completed forms, documentation and fees.**

Submit all completed forms, appropriate documentation, if required, and the proper fee for the test you are taking. **Failure to include all forms, documentation and the appropriate test fee will cause a delay in processing your request.** See “Step 7: How to Submit Your Request to ETS” on pages 10–11.

## STEP 1: FREQUENTLY REQUESTED ACCOMMODATIONS

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**NOTE:** The list below includes some of the most commonly requested and approved accommodations. If you would like to request accommodations **other than those listed below**, you must describe them in Part II of the *Testing Accommodations Request Form* on pages 16–17.

### **Extended Testing Time** (all tests are timed)

- 50 percent (time and one-half)
- 100 percent (double time; documentation required)

**Extra Breaks** — breaks are not included in testing time (can be used for medication, snacks, trips to the restroom, etc.)

### **Accommodations for Computer-delivered Tests Only**

- Ergonomic keyboard
- IntelliKeys keyboard
- Keyboard with touchpad
- Screen magnification
- Selectable foreground and background colors
- Trackball

### **Assistance**

- Reader
- Scribe

#### *Assistance for Spoken Directions Only*

- Oral interpreter\*
- Sign language interpreter\*

#### *Assistance for Note Taking*

- Braille slate and stylus\*\*
- Perkins braille®\*\*

\*Only applicants who are deaf or hard-of-hearing

\*\*Only applicants who are blind or have low vision

## Alternate Test Formats

- Braille\*
- Large-print test book
- Large-print answer sheet
- Audio recording<sup>1</sup>

### *For GRE® General Test*

- Computer-voiced with tactile figure supplement\*
- Computer-voiced with large-print figure supplement\*

### *For TOEFL iBT® Test only*

- Listening section omitted\*\*
- Speaking section omitted\*\*\*
- Extended time for spoken responses

\* Only applicants who are blind or have low vision

\*\* Only applicants who are deaf or hard-of-hearing

\*\*\* Only applicants who are deaf or hard-of-hearing or have speech disabilities

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<sup>1</sup> Audiocassette is offered for the GRE General Test and TOEFL tests. For recorded audio versions of tests containing graphics, a tactile or large-print figure supplement can be provided.

## HEALTH-RELATED NEEDS AND MINOR ACCOMMODATIONS

“Health-related needs” refers to a variety of medical conditions that impact a major life activity, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc. Documented health needs include conditions such as diabetes, epilepsy and chronic pain.

Some documented health needs require **only minor accommodations**. Minor accommodations include, but are not limited to: special lighting; adjustable table or chair; extra breaks for medication or snacks; or a separate room if food, beverages or glucose testing materials are necessary during the test session.

If you require minor accommodations, you must submit:

- the **appropriate registration form** from the Registration Bulletin and/or program website for the test that you will be taking (see “Step 4: Registration Form” on page 8)
- **Part I and Part II of the *Testing Accommodations Request Form*** (see “Step 5: Testing Accommodations Request Form” on page 9)
- a **letter of support** from a medical doctor or other qualified professional stating the nature of the condition and the reason for the minor accommodation requested (a note on a prescription pad is not acceptable)
- the **appropriate test fee**

**IMPORTANT NOTE ABOUT PAYMENT:** If you prefer to submit your payment online, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment options.

Some medical aids do not require approval for accommodations. These aids include, but are not limited to, those that are necessary for you to ambulate (cane, crutches, wheelchair, walker, prosthetic limb, service animal) or communicate (hearing aid, voice amplifier) or those that are otherwise required for health reasons (heart rate monitor). If you require these types of medical aids, you do not need to request accommodations. If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump that is attached to your body plus the transmitter used to program the pump) or your pump is especially noisy. If the pump cannot be silenced and is likely to disturb other test takers, requesting accommodations is a good idea so you can be scheduled in a separate room. A continuous glucose monitor attached to your pump does not require accommodations; however, if you wish to bring your glucose test kit into the testing room, you must request accommodations.

## STEP 2: INFORMATION AND REGISTRATION BULLETINS

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*Information and Registration Bulletins* are free publications that contain program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures and score reporting information. *Bulletins* are available on each program’s website. Locate and review the *Bulletin* for the test that you will be taking.

- GRE Program — [www.ets.org/gre/bulletinandforms](http://www.ets.org/gre/bulletinandforms)
- The *Praxis* Program — [www.ets.org/praxis/bulletinandforms](http://www.ets.org/praxis/bulletinandforms)
- School Leadership Series Program — [www.ets.org/sls/bulletinandforms](http://www.ets.org/sls/bulletinandforms)
- TOEFL Program — [www.ets.org/toefl/bulletinandforms](http://www.ets.org/toefl/bulletinandforms)

## STEP 3: PROGRAM WEBSITE

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Check the program's website for the test that you will be taking for information about which test format is offered in your area (computer-delivered or paper-delivered).

- GRE Program — [www.ets.org/gre](http://www.ets.org/gre)
- The *Praxis* Program — [www.ets.org/praxis](http://www.ets.org/praxis)
- School Leadership Series Program — [www.ets.org/sls](http://www.ets.org/sls)
- TOEFL Program — [www.ets.org/toefl](http://www.ets.org/toefl)

## STEP 4: REGISTRATION FORM

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Complete the appropriate registration form (see below). Registration forms can be found in the program *Bulletin* and/or on the program website for the test that you will be taking.

### **GRE Tests ([www.ets.org/gre/revise\\_general/register/disabilities](http://www.ets.org/gre/revise_general/register/disabilities))**

- 2016–17 Computer-delivered GRE® General Test Authorization Voucher Request Form for Test Takers with Disabilities or Health-related Needs
- 2016–17 Paper-delivered GRE® General Test Registration Form for Test Takers with Disabilities or Health-related Needs\*
- 2016–17 GRE® Subject Tests Registration Form for Test Takers with Disabilities or Health-related Needs

### **The *Praxis*® Tests ([www.ets.org/praxis](http://www.ets.org/praxis))**

- 2016–17 *The Praxis* Test Authorization Voucher Request Form

### **School Leadership Series Assessments (<http://www.ets.org/sls>)**

- 2016–17 School Leadership Series Test Authorization Voucher Request Form

### **TOEFL Tests ([www.ets.org/toefl](http://www.ets.org/toefl))**

- 2016–17 TOEFL iBT® Registration Form for Test Takers with Disabilities or Health-related Needs
- 2016–17 TOEFL® Paper-delivered Test Registration Form for Test Takers with Disabilities or Health-related Needs\*\*

\* This form is to be used only in parts of the world where the iBT GRE General Test is not available.

\*\* This form is to be used only in parts of the world where the computer-delivered TOEFL iBT Test is not available.



## STEP 5: TESTING ACCOMMODATIONS REQUEST FORM

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The *Testing Accommodations Request Form* is on pages 14–21.

### **Part I — Applicant Information** (pages 14–15)

Complete this section and sign the Applicant’s Verification Statement, even if you are registering for accommodations identical to those that have been approved for you by ETS within the last two years.

### **Part II — Accommodations Requested** (pages 16–17)

Complete this section, even if you are registering for accommodations identical to those that have been approved for you by ETS within the last two years. If you are requesting accommodations other than those listed in Part II, you must describe them under “Other Accommodations.”

### **Part III — Certification of Eligibility: Accommodations History (COE)** (pages 18–21)

All test takers are requested to submit a Certification of Eligibility: Accommodations History as verification of their use of accommodations in employment or post-secondary education within the past three years. (If you have been approved by ETS within the past two years for the same accommodations that you are currently requesting on the same test, you do NOT need to submit a Certification of Eligibility: Accommodations History.)

In some instances, the Certification of Eligibility: Accommodations History is sufficient to document a disability and can be used in place of full documentation. See page 18 for details. The authorized person submitting the Certification of Eligibility: Accommodations History must certify that the documentation on file meets the ETS Documentation Criteria on page 18. ETS reserves the right to request the actual documentation.

## STEP 6: DISABILITY DOCUMENTATION

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*All applicants must submit the Testing Accommodations Request Form. In addition, you must submit disability documentation if:*

- you are requesting accommodations other than 50 percent (time and one-half) and/or extra breaks; or
- you indicate in Part I of the *Testing Accommodations Request Form* that you have a physical disability or a psychiatric condition, or you check “Other” under “Nature of your disability;” or
- you were first diagnosed with a disability within the past 12 months; or
- you are requesting accommodations that are different from those that ETS approved for you within the last two years, or you are requesting those same accommodations but for a different test; or
- you have not previously used the accommodations you are now requesting; or
- you have a sensory disability and your accommodations request does NOT match the specifications that follow; or
- you are unable to submit a Certification of Eligibility: Accommodations History.

**DO NOT send documentation if you are not required to do so. Once documentation has been submitted and reviewed, all decisions are based on the documentation. If documentation is not needed, submitting it will delay the review process. An Individualized Education Program (IEP) or 504 Plan alone may not be used.**

**If you are blind or legally blind**, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- Screen magnification
- Selectable background and foreground colors
- Braille
- Large print (test book and/or answer sheet)
- Computer-voiced (GRE General Test only)
- Audiocassette or CD recording
- Reader
- Scribe
- Braille slate and stylus
- Perkins braille®
- 50 percent extended time (time and one-half)
- Extra breaks

**If you are blind or legally blind**, a request for 100 percent extended time (double time) does not require documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting braille, a reader, audio recording or the computer-voiced GRE General Test.

**If you have low vision or some other condition that affects visual functioning**, such as an eye coordination disorder, please refer to the “Policy Statement for Documentation of Blindness and Low Vision in Adolescents and Adults” on the ETS website at [www.ets.org/disabilities/documentation](http://www.ets.org/disabilities/documentation).

**If you are deaf or hard-of-hearing**, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- Listening section omitted (TOEFL iBT and paper-delivered test)
- Speaking section omitted (TOEFL iBT test only)
- 50 percent extended testing time (time and one-half)
- Extra break(s)
- Sign language interpreter (for check-in assistance and spoken directions only)
- Oral interpreter (for check-in assistance and spoken directions only)

## STEP 7: HOW TO SUBMIT YOUR REQUEST TO ETS

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Requests for testing accommodations may be submitted via mail or email. Be sure to include all of the documents listed below. **An incomplete application will cause a delay in processing your request.**

- **Appropriate registration form** from the *Registration Bulletin* and/or program website for the test that you will be taking (see “Step 4: Registration Form” on page 8)
- **Testing Accommodations Request Form** (see “Step 5: Testing Accommodations Request Form” on page 9)
- **Disability documentation**, if required, including Parts 1, 2 and 3 of the “Documentation of Blindness and Low Vision in Adolescents and Adults,” if applicable (see “Step 6: Disability Documentation” on pages 9–10)
- **Appropriate test fee**

**IMPORTANT NOTE ABOUT PAYMENT:** If you prefer to submit your payment online, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment options.

### Submitting Requests by Mail or Courier Service

**Mail:** ETS Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054 U.S.A.

**Courier Service:** ETS Disability Services  
225 Phillips Boulevard  
Ewing, NJ 08628-1426 U.S.A.

## Submitting Requests via Email

Requests for testing accommodations can be emailed to **disability.reg@ets.org**.

Do not submit requests to the Contact Information email listed on page 3. Requests submitted to that email address will not be processed.

**IMPORTANT NOTE:** If you email your documents, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment.

To email your request:

- Download and print the appropriate registration form for your program
- Download this Bulletin Supplement and print the Testing Accommodations Request Form (pages 14–21)
- Complete all documents
- Scan the registration form, the testing accommodations request form, and disability documentation (if required)
- Attach all documents to email
- Send email to **disability.reg@ets.org**

## USING PREVIOUSLY APPROVED ACCOMMODATIONS

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If you have received approved accommodations from ETS within the last two years and your documentation is still current, you may request the same accommodations for a GRE, TOEFL or *Praxis* test, or School Leadership Series assessment, during the 2016–17 testing year. If you are registering for a different test, the accommodations ETS previously approved for you within the last two years will be approved again if they are appropriate for the current test.

To register, submit:

- the **appropriate registration form** from the *Registration Bulletin* and/or program website for the test that you will be taking (see “Step 4: Registration Form” on page 8)
- **Part I and Part II of the *Testing Accommodations Request Form*** (see “Step 5: Testing Accommodations Request Form” on page 9); be sure to indicate the previous test name and test date
- the **appropriate test fee**

**IMPORTANT NOTE ABOUT PAYMENT:** If you prefer to submit your payment online, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment options.

## HOW TO REGISTER ONCE YOUR REQUEST IS APPROVED

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ETS will send you an authorization letter confirming the accommodations that have been approved.

- **Computer-delivered Testing**  
The authorization letter will include instructions that you must follow to schedule your test. Do not register to take a computer-delivered test until you receive your authorization letter. When scheduling your test, be prepared to provide the authorization/voucher number and the information contained in the letter.
- **Alternate test Formats (GRE General Test, *Praxis* and TOEFL tests and School Leadership Series assessments only)**  
A representative from ETS Disability Services will contact you to confirm the accommodations approved for you and to schedule your test.
- **Paper-delivered Testing (including GRE Subject Tests in alternate test format)**  
When you receive your authorization letter, you are registered. The authorization letter will identify the testing location and test administrator. If the testing center cannot accommodate your request on the scheduled testing date, you will be contacted by the test administrator to arrange an alternate test date.

## DEADLINE FOR ACCOMMODATIONS REQUESTS

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Your request for accommodations should be submitted as early as possible, especially if you are requesting an alternate test format. Documentation review takes approximately six weeks once your request and complete paperwork have been received at ETS. If additional documentation must be submitted, it can be another six weeks from the time the new documentation is received until the review is complete.

ETS is committed to producing alternate test formats as quickly as possible; however, production times may vary. Check the *Information and Registration Bulletin* and/or program website for the test you plan to take and the test dates so you can plan accordingly.

## REQUESTS TO CHANGE OR CANCEL TESTS

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For program policies regarding requests to change or cancel tests, see the *Information and Registration Bulletin* and/or program website for the test you plan to take. Rescheduling is permitted within the same testing year.

If you are scheduled to take a computer-delivered test at a Prometric center, you may change or cancel your test by calling Prometric at 1-800-967-1139. For all other computer-delivered testing, contact ETS Disability Services. See page 3 for contact information.

## TEST PREPARATION

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For test preparation information, go to the testing program’s website for the test that you will be taking and go to “Prepare for the Test.”

- GRE Program — [www.ets.org/gre/prepare](http://www.ets.org/gre/prepare) and [www.ets.org/gre/subject/prepare](http://www.ets.org/gre/subject/prepare)
- The *Praxis* Program — [www.ets.org/praxis/prepare/materials](http://www.ets.org/praxis/prepare/materials)
- School Leadership Series Program — [www.ets.org/sls](http://www.ets.org/sls)
- TOEFL Program — [www.ets.org/toefl](http://www.ets.org/toefl)

If you need preparation materials in an alternate format, contact ETS Disability Services. See page 3 for contact information.

Test takers are advised to consult ETS’s “Tips for Test Takers with Disabilities,” which is available online at [www.ets.org/disabilities/tips](http://www.ets.org/disabilities/tips).

## SCORING AND REPORTING

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Test takers who are blind can contact ETS Disability Services by phone for their test scores. See page 3 for contact information.

### **TOEFL iBT® AND PAPER-DELIVERED TESTS**

If the Listening section is omitted for an applicant who is deaf or hard-of-hearing, no Listening section score or total score will be reported. For the TOEFL iBT test, if the Speaking section is omitted for an applicant who is deaf or hard-of-hearing, or for an applicant with a speech disability, no Speaking section score or total score will be reported. Only scores for the sections that are taken will be reported. The score report will indicate the section or sections not taken by the test taker. No other information will be provided.

# TESTING ACCOMMODATIONS REQUEST FORM

## Part I — Applicant Information

**Instructions:** Complete this page and sign the Applicant's Verification Statement on page 15.

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Applicant's Name** (print your name as it appears on your ID documents — leave one blank box between names)

<b>First Name</b>	<b>M.I.</b>	<b>Last Name</b>

**Address Line 1**

**Address Line 2**

<b>City</b>	<b>State or Province</b>

<b>ZIP or Postal Code</b>	<b>Country</b>

<b>Gender</b>	<b>Date of Birth</b>	<b>U.S. Social Security Number</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Year	(last 4 digits) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Day Phone Number**

**Evening Phone Number**

**Fax Number**

**Email Address**

Test/assessment I am applying for:  GRE®  GRE Subject  Praxis®  School Leadership Series  
 TOEFL® paper-delivered test  TOEFL iBT® test

Nature of your disability (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Blind or legally blind | <input type="checkbox"/> Physical/Medical disability (identify condition; must submit documentation) |
| <input type="checkbox"/> Low vision             | _____  |
| <input type="checkbox"/> Deaf                   | <input type="checkbox"/> Psychological (identify condition; must submit documentation)               |
| <input type="checkbox"/> Hard-of-hearing        | _____  |
| <input type="checkbox"/> ADD/ADHD               | <input type="checkbox"/> Traumatic Brain Injury (must submit documentation)                          |
| <input type="checkbox"/> Learning Disability    | <input type="checkbox"/> Autism Spectrum Disorder (e.g., Asperger; must submit documentation)        |
|   | <input type="checkbox"/> Other (identify condition; must submit documentation)                       |
|   | _____  |

When was your disability first diagnosed? \_\_\_\_\_ / \_\_\_\_\_ Date of professional's most recent evaluation: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Other than testing accommodations, describe what strategies, devices or medications you ordinarily use to manage your condition (Optional):

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*(continued on next page)*















# TESTING ACCOMMODATIONS REQUEST FORM

## Part III — Certification of Eligibility: Accommodations History (*continued*)

Applicant's Name: \_\_\_\_\_  
(please print) First Name M.I. Last Name

**Assistance** (**NOTE:** If the applicant is requesting a reader and/or a scribe, and the applicant's disability is NOT blindness or legal blindness, documentation must be submitted for review.)

- Reader
- Scribe
- Braille slate and stylus
- Perkins braille
- Sign language interpreter
- Oral interpreter

**Extended Testing Time** (**NOTE:** All tests are timed; if applicant is requesting more than 50 percent extended time, documentation must be submitted).

- 50 percent (time and one-half)
- 100 percent (double time)

### Extra Breaks

- Yes

**Other Accommodations.** If the applicant uses accommodations other than those listed above and on the previous page (e.g., separate room or calculator), please describe them below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. During what period of time has the applicant used the above accommodations?

From: \_\_\_\_\_ To: \_\_\_\_\_  
(mm/dd/yy) (mm/dd/yy)

6. Where has the applicant used the accommodations?

- College/university
- Place of employment
- Other (indicate): \_\_\_\_\_

All requests for accommodations are subject to approval by ETS and must meet ETS's Documentation Criteria on page 18. For more detailed information and the policy statements for documentation of learning disabilities (LD); attention-deficit hyperactivity disorder (ADHD); visual impairments; hearing loss; physical and psychiatric disabilities; and autism spectrum disorder, please visit [www.ets.org/disabilities](http://www.ets.org/disabilities).

(continued on next page)



## GLOSSARY

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**ADHD:** Attention-deficit hyperactivity disorder. A persistent pattern of inattention and/or hyperactivity that is more frequent and severe than is typically observed in individuals with comparable levels of development.

**Alternate format:** Test format other than the one in which the test is usually delivered; examples include large print, braille and audio recording.

**Braille slate and stylus:** A device that enables a braille user to manually emboss braille dots onto paper. Only available for applicants who are blind or have low vision.

**Certification of Eligibility: Accommodations History:** A verification statement signed by an authorized professional who verifies the applicant's accommodations history and certifies that there is documentation on file that meets the ETS Documentation Criteria.

**Computer-voiced with tactile figure supplement:** A test taken on computer that provides synthetic speech and keyboard navigation for test takers who are blind or have low vision. A raised-line figure supplement with labeling in braille is provided for graphics. Available only for applicants who are blind or have low vision for the GRE General Test in the U.S. only.

**Computer-voiced with large-print figure supplement:** A test taken on computer that provides synthetic speech and keyboard navigation for test takers who are legally blind or have low vision. A large-print figure supplement is provided. Available only for applicants who are legally blind or have low vision for the GRE General Test in the U.S. only.

**Ergonomic keyboard:** A computer keyboard designed to minimize muscle strain and related problems.

**Extra breaks:** Breaks other than regularly scheduled breaks that are not included in the testing time. Extra breaks can be taken as needed for snacks, beverages, medication, restroom trips, etc.

**Extended testing time:** Extra time to take the test. The amount of extended testing time is correlated to the test taker's disability or functional limitations. Fifty percent extended testing time is time and one-half; 100 percent extended time is double time (documentation is required for 100 percent extended time or more).

**iBT:** Tests delivered via the Internet; a specific ETS test platform used for some ETS tests.

**IntelliKeys keyboard:** A programmable alternative keyboard that enables users with physical and/or visual disabilities to easily type, enter numbers, navigate on-screen displays and execute menu commands.

**Keyboard with touchpad:** A standard computer keyboard with a built-in touchpad. The touchpad allows the user the option of either using no external mouse or using a secondary pointing device.

**Large-print answer sheet:** An answer sheet for multiple-choice questions with large blocks that the test taker can mark with X's, rather than smaller boxes or ovals that need to be filled in.

**Large-print figure supplement:** A set of enlarged figures, primarily for test takers with low vision who are taking the test in an audio format.

**LD:** Learning disability.

**Minor accommodations:** Accommodations that do not affect the test delivery or response, such as a footstool, earplugs, a special chair/desk or a cushion.

**Oral interpreter:** A trained interpreter who silently mouths speech for a deaf or hard-of-hearing test taker who is able to speech read. An oral interpreter may also use facial expressions and gestures and may paraphrase the language used by the speaker. This accommodation is provided for spoken directions and check-in procedures only and is available only for applicants who are deaf or hard-of-hearing.

**Paper-delivered test:** Any test that is ordinarily given on paper rather than on computer, or offered as an accommodation for a computer-delivered test.

**Perkins braille:** A braille typewriter with a key corresponding to each of the six dots of the braille code. It is permitted for note taking only. Available only for applicants who are blind or have low vision.

**Reader:** A person who reads the test aloud to the test taker. Typically for an individual with learning disabilities or traumatic brain injury or a test taker who is blind or has low vision. A reader reads the test directions, questions and answer choices to the test taker. A reader does not interpret, reword or explain the test, though the reader may repeat test content at the test taker's request.

**Screen magnification:** Enlarging the size of everything displayed on the computer screen.

**Scribe:** A person who writes down, or otherwise records, the test taker's responses. The scribe does not correct spelling, create answers for the test taker or help the test taker identify correct answers. The scribe simply writes the test taker's answers down on the test or answer sheet or types them into a computer.

**Selectable background and foreground colors:** A feature on computer-delivered tests that permits the test taker to select the colors of the background and the text to improve contrast and minimize eyestrain.

**Sign language interpreter:** An individual who communicates with the test taker using sign language. Available only for applicants who are deaf or hard-of-hearing, for spoken directions and check-in procedures only.

**Spellchecker:** An ETS-approved spellchecker is a simple hand-held device that is sent prior to the test date to test takers who qualify for this accommodation. It is NOT the standard software spellchecker included in programs such as Microsoft® Word.

**Tactile figure supplement:** A raised-line figure supplement to enable a test taker who is blind or has low vision to feel the figures. The figure supplement is labeled in braille.

**Trackball:** A pointing device consisting of a ball held by a socket containing sensors to detect a rotation of the ball. The user rolls the ball with the thumb, fingers or palm of the hand to move a pointer or cursor on the screen. Used as an alternative to a mouse.

**Traumatic brain injury (TBI):** Typically results from a violent blow or jolt to the head. The term TBI is often used synonymously with the term "head injury."



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