



## SECTION 2: REQUESTED ADJUSTMENTS

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Please indicate the name(s) of the exam(s) for which you are requesting reasonable adjustments (please be specific):

Exam name(s): \_\_\_\_\_  
\_\_\_\_\_

Please indicate what reasonable adjustments you are requesting, and provide a rationale for each:

Extended Time: Standard time + 100%

Other (specify) \_\_\_\_\_

**Rationale for each requested adjustment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WHAT IS YOUR DISABILITY? (Check all that apply)

- Learning or other Cognitive Disorders (i.e., dyslexia)
- Attention-Deficit/Hyperactivity Disorder (ADD/ADHD)
- Psychological and Psychiatric Disorder (i.e., depression, bipolar disorder)
- Physical Disorders and Chronic Health Conditions (i.e., a vision disorder, mobility impairment)

### Notes:

1. We reserve the right to request evidence as to the qualifications of the professional or doctor whose documentation is submitted.
2. If Pearson VUE has additional questions about the candidate's access needs, candidate agrees to participate in an interactive process to determine how his/her needs can be met.

**This Request Form and supporting documentation must be faxed to 801-492-4160.**

QUESTIONS? EMAIL US: [ACCOMMODATIONSCERTIPORT@PEARSON.COM](mailto:ACCOMMODATIONSCERTIPORT@PEARSON.COM)

## **SECTION 3: GUIDELINES FOR REASONABLE ADJUSTMENTS—BRIEF VERSION**

### **INTRODUCTION**

Pearson VUE is committed to ensuring access to testing programs for all individuals with disabilities. Pearson VUE provides reasonable adjustments to individuals with documented disabilities who demonstrate a need for such. For example, applicants with documented medical, sensory, motor, psychiatric or learning conditions may request someone to record answers, a separate testing room, extra testing time, or presentation of the material in large print. It is essential that the documentation provide a clear explanation of the current functional limitation and a rationale for the requested adjustments.

### **DETAILED DOCUMENTATION GUIDELINES**

All candidates who are requesting reasonable adjustments must provide current documentation stating their disability and rationale for the requested adjustments.

#### **How old is your supporting documentation?**

<b>DISABILITY CATEGORY .....</b>	<b>MAXIMUM AGE OF DOCUMENTATION</b>
Learning and other Cognitive Disorders (dyslexia).....	5 Years
Attention-Deficit/Hyperactivity Disorder (ADD/ADHD).....	5 Years
Psychological and Psychiatric Disorders.....	1 Year
Physical Disorders and Chronic Health Conditions.....	1 Year

**One or more of the following documents must be submitted with the applicant's request form:**

- Educational or psychological report
- Current or recent school-based special education plan
- Detailed letter from a qualified professional that describes the disabling condition, functional limitations, and rationale for the requested adjustments

**Any documentation that is submitted must:**

- Include a clear diagnosis
- Be printed on the evaluator's or school's official letterhead
- Be signed and dated by the evaluator, doctor, or school official
- Provide information on current functional limitations that are likely to affect the candidate's ability to take the exam under standard conditions
- Provide a specific rationale for each requested adjustment

Effective 10/1/17