

DOCUMENTATION GUIDELINES FOR CANDIDATES

For Pearson VUE Test Accommodations

All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their disability and show how it is expected to impact their ability to take the test under standard conditions.

In order for us to process your request for accommodations, the following documentation is required:

1. A completed **Accommodations Request Form** (available from www.pearsonvue.com/accommodations). This **Form** has sections for both you (the candidate) and your evaluator (i.e., doctor or psychologist) to complete.
2. **A detailed letter or written report from your evaluator.** Be sure you provide your evaluator with a copy of the **Documentation Guidelines for Evaluators** before you meet with him/her. The *Documentation Guidelines for Evaluators* includes more specific, technical requirements that your evaluator must follow. You or your evaluator can get a copy of the *Documentation Guidelines for Evaluators* from www.pearsonvue.com/accommodations. Briefly, the documentation from your evaluator must meet these general criteria:
 - a. The report must be on the evaluator's letterhead
 - b. The evaluator must be qualified (see NOTE #1 below)
 - c. The evaluation must be **current**:
 - i. Learning Disabilities: <5 years old
 - ii. ADHD: <3 years old
 - iii. Psychiatric/psychological: <1 year old
 - iv. Physical/chronic health conditions: Generally < 1 year old, depending on the condition and its expected duration
 - d. The report must contain relevant information about the history of your condition, its impact on your functioning, what treatments you are using, and your prognosis (how long your condition is expected to continue)
 - e. The report must include all scores, subtest scores, and Index scores for any tests that were administered to you
 - f. The report must include a specific diagnosis
 - g. The report must include specific recommendations for testing accommodations, with a rationale for each recommended accommodation (see NOTE # 2 below)
 - h. The report must be signed by the evaluator

The following additional supporting documentation is not required, but may be helpful to us in making the accommodations decision:

Relevant medical or academic records. Because some disabilities are most commonly first apparent during childhood (such as learning disabilities and ADHD), you may be able to provide us with academic records that show difficulties in elementary, secondary and post-secondary education. These records could include grade reports, Individual Education Plans, 504 Plans, standardized test scores, and teachers' comments.

Keep in mind the following critical points:

1. All documentation must be submitted together. Do not ask your doctor to send documentation separately to Pearson VUE.
2. It is in your best interest to submit documentation as early as possible before you plan to take the test. That way, if your request is incomplete or we need additional documentation from you, there will be enough time for you to gather the additional materials and have your request processed before your preferred test date.
3. Your request and documentation will not be returned to you. Be sure to make copies of everything you submit.
4. Again, be sure you provide your evaluator with a copy of the *Documentation Guidelines for Evaluators*. It is in your best interest to provide your evaluator with these Guidelines before you meet with him/her.

NOTES:

1. A qualified professional must administer the tests in the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if s/he has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the examiner should have a Ph.D., Psy.D., or M.D. degree, although master's- level school psychologists may also be qualified (LD evaluations only). However, simply having a particular degree or license does not automatically mean that the evaluator has had sufficient formal training and expertise in assessing adults. The name, title, and professional credentials of the evaluator must be clearly stated in the documentation. Pearson VUE reserves the right to request evidence from an evaluator of their professional qualifications.
2. Examples of specific recommendations for accommodations may include "50% extra time," or "Have a scribe record her answers since she does not have use of her hands." Non-specific recommendations such as "extra time" or "unlimited time" or "the maximum allowable time" are not acceptable.

Steps to Take

1. Read this form, *Documentation Guidelines for Candidates*. Make sure your documentation of your disability meets our guidelines. You may want to review your documentation with your evaluator.
2. Print a copy of the *Accommodations Request Form* for your disability and complete the sections for candidates. You can get a copy of this form at www.pearsonvue.com/accommodations
3. If you haven't already done so, give your evaluator (doctor, psychologist) a copy of the *Documentation Guidelines for Evaluators*. Your evaluator should make sure that the documentation they provided to you meets our guidelines. [In most cases, your evaluator will be a psychologist or doctor who administered a series of psychological, educational, or medical tests with you, and provided you with a copy of a diagnostic report of that testing or a detailed letter.]
4. Give this *Accommodations Request Form* to your evaluator and have him/her complete the relevant sections.
5. It would be helpful (but is not required) for you to provide additional supporting documentation, such as:
 - The report of psychoeducational testing you did with your evaluator
 - School records showing your participation in special education services in school
 - Individualized Education Plans (IEPs)
 - Transcripts from middle school or high school
 - Other records showing a history of academic difficulties due to your learning disability
6. When both you and your evaluator have completed the *Accommodations Request Form*, and you have all of your supporting documentation, FAX all of your documentation to 610-617-9397.

What happens after I submit my documentation for review?

Depending on the complexity of your situation, the review process may take up to 30 days to complete. Therefore, it is critical that you submit your request as far in advance of your preferred test date as possible.

After we have made an accommodations decision, you will be notified by e-mail of our decision, and you will receive further instructions with what steps to take next.

1. You will be notified by e-mail, usually within 30 days, of the accommodations decision. At that time, you will be given further instructions.
 - a. If your request is approved, you will receive further instructions for how to schedule your accommodated testing appointment.
 - b. If your request is found to be incomplete, you will get information about what additional documentation would be needed in order to make an accommodations decision.
 - c. If your request is denied, you will get information about why that decision was made, and you will get information about how to *appeal* that decision.
2. If you have waited more than 30 days and have not received an e-mail from us, you may call to inquire about the status of your request: 800-466-0450.