



TACC Exam Accommodation FAQs

Testing Accommodations

1. Do I need accommodations for testing?

If you believe you have a disability or medical condition that may require alternative testing conditions other than the standard testing conditions, we encourage you to apply for accommodations. Additionally, you should review all the available testing materials and [TACC's Policy and Procedures for Individuals with Disabilities Seeking Examination Accommodations](#) for further guidance.

2. What types of conditions or impairments would be considered disabilities requiring accommodations?

According to the ADA an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, or thinking) or major bodily function (such as neurological, endocrine, or digestive system). Disabilities requiring accommodations may be temporary or permanent conditions which may require alternative testing conditions.

Examples of long term or permanent conditions that may qualify for accommodations include, but are not limited to:

- Learning disabilities
- ADHD
- Chronic health conditions
- Psychiatric (e.g., depression, anxiety, etc.)
- Sensory impairments (i.e., vision, hearing impairment, or autism)
- Physical impairments (e.g., cerebral palsy, epilepsy, pain due to a physical condition or injury, etc.)

Examples of short-term conditions that may qualify for accommodations include, but are not limited to:

- Injuries such as broken arms or legs
- Pregnant or nursing mothers
- Temporary physical limitations from an injury or surgery

Each request for accommodations requires a complete examination, assessment, and documentation by a qualified professional, a comprehensive review of all available documentation, including evidence of diagnosis, current impairment and associated functional limitations, particularly as they relate to applicant's current ability to take the exam.

3. What accommodations are available for individuals with disabilities?

Each examinee may need different accommodations depending on their particular disability. These accommodations can include, but are not limited to:

- extended testing time or additional breaks
- providing an adjustable-height workstation or an adaptive mouse,
- acquiring or modifying equipment or devices,
- providing examination materials in an alternative format.

This list is not exhaustive and do not represent all of the accommodations that may be available for the exam so there may be other options available depending on the applicant's circumstances.

Accommodations are considered on an individual basis so each applicant should submit their own request for the accommodation(s) that the individual and qualified professional believe are necessary to reduce or eliminate the impact disability has on the applicant's ability to take the exam.

4. Is there a fee for requesting an accommodation?

No. There isn't a fee for requesting an accommodation, but each applicant is responsible for the costs associated with getting an evaluation for an accommodation.

5. Who is considered a qualified professional for the purposes of performing the evaluations required for documenting a disability?

Examinations and assessments for accommodations must be made by a qualified professional in the area of the disability or impairment for which you are seeking accommodations. Qualified professionals are licensed or have other credentials and possess expertise in the disability for which the accommodations are sought. The qualified professional/evaluator should be impartial independent (i.e., not relatives or employers of the applicant, even if other otherwise qualified) and should have personally evaluated you.

Application Process

6. What information do I have to submit to request accommodations?

You must provide a detailed report on the official letterhead from a qualified professional that is qualified to evaluate your disability. For disabilities in which the condition can change or evolve over time, the evaluation should be no more than three years old. The report should include:

- A specific diagnosis from a qualified professional;
- The qualified professional's specific findings in support of the diagnosis;
- The individual's current condition;
- A description of the individual's functional limitations resulting from the disability;
- Specific recommendations for test accommodations including a detailed explanation of why the accommodations are needed; and
- The credentials of each professional evaluator that qualify him/her to make the specific diagnosis, including information about license or certification and specialization in the area of the diagnosis. The treating physician or evaluator must also provide a CV or some other similar type of documentation.

If you received accommodations in the past and were given accommodations, the qualified professional should explain why accommodations were requested or given in the past.

7. **What's the deadline for submitting my documentation for an accommodation request?**

We require all examinees requesting accommodations to submit all required documentation 90 days prior to the scheduled exam.

8. **Is my disability and information received from my request for accommodations kept confidential?**

Yes. All information received during the accommodation review process is treated as confidential and no information will be disclosed or discussed with third parties without your written permission.

9. **How do I get reconsidered if my accommodation request is denied?**

After we complete our review, you will receive written notification of the decision regarding your request. If your request was denied, you may submit a written request for reconsideration within 30 days. Your request must be signed and dated, and it must contain any new substantive supporting documentation that will be of assistance in reconsidering your request for accommodations (Note: This is not the same as the "Appeals Process" discussed in the [TACC Oral Exam Information](#) document).

10. **How are my test results scored?**

Your test scores will be reported the same way as the test scores are reported for all other test takers. We will not annotate or otherwise report your test scores in a manner that would indicate that your exam was taken with accommodations.

Eligibility for Accommodations

11. **How is eligibility for exam accommodations determined?**

The TACC uses the guidelines provided by the ADA, as amended, to provide reasonable test accommodations to individuals with documented disabilities. According to the ADA, a disability is a physical or mental impairment that substantially limits your ability to perform one or more major life activities in comparison with most people in the general population. However, not all diagnosed conditions are considered disabilities. Consequently, we must review all your supporting documentation to evaluate the reasonableness of the accommodations requested as it relates to your ability to take the examination without compromising the examination's ability to test the skills and knowledge the examination is designed to measure.

12. **How do I prove that I have a disability as defined by the ADA?**

You must have documented evidence from a qualified professional to show that you have an ADA approved disability. The documentation may include, but is not limited to, clinical observations, your own self report, teacher/professor comments, reports from learning specialists, educational transcripts, diagnostic testing, and previous evidence of accommodations on prior standardized exams. The documentation you submit should show that your disability is a substantial limitation relative to most people from the general population. Please review the guidelines in the [TACC's](#)

[Policy and Procedures for Individuals with Disabilities Seeking Examination Accommodations](#) for further guidance.

13. If I have a lifelong disability, am I required to resubmit current information when requesting accommodations?

Yes. Although you may have a lifelong condition, your condition may change and could vary over time and across settings. To verify the current impact your condition has on your daily life and how that functional limitation may affect your ability to take the exam, we must have the most recent documentation possible.

The TACC reserves the right to make changes to the rules and procedures for its certification at any time and without prior notice.