



DOCUMENTATION GUIDELINES

For GED Testing Service® Test Accommodations
(Reasonable Adjustments)

All candidates who are requesting accommodations because of a disability are generally expected to 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, please provide the following documentation:

1. A completed **Accommodations Request Form** (available from www.gedtesting.com/accommodations).
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 will assist you and your evaluator. You or your evaluator can get a copy of the *Documentation Guidelines for Evaluators* from www.gedtesting.com/accommodations. Briefly, the documentation from your evaluator should:
 - a. Be on the evaluator's letterhead
 - b. Be performed by a qualified evaluator (see NOTE #1 below)
 - c. 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. 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. Include all scores, subtest scores, and Index scores for any tests that were administered to you
 - f. Include a specific diagnosis
 - g. Include specific recommendations for testing accommodations, with a rationale for each recommended accommodation (see NOTE # 2 below)
 - h. Be signed and dated by the evaluator

The following additional supporting documentation is not required, but may be helpful 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 (IEPs), 504 Plans, standardized test scores, and teachers' comments.

Keep in mind the following points:

1. All documentation should 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.
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 should 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 should 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 "25% 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 and complete the *Accommodations Request Form* for your disability. You can get a copy of this form at www.gedtestingservice.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. In addition to the evaluation from your doctor or psychologist, it may be helpful to submit:
 - 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
5. FAX your completed accommodation request form, with all of your supporting documentation to 1-202-464-4894.

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 important 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 receive an email notification.

- If your request is approved, you will receive further instructions for how to schedule your accommodated testing appointment.
- If your request is found to be incomplete, you will receive information about what additional documentation would be needed in order to make an accommodations decision.
- If your request is not approved, you will receive information about why that decision was made, and you will get information about how to *appeal* that decision.

If you have waited more than 10 business days and have not received an e-mail from us, you may email the accommodations department to inquire about the status of your request:
accommodations@gedtestingservice.com.