AAFCS Pre-PAC Guidelines Regarding
Testing Accommodations and Modifications

Candidates with special needs may receive formally prescribed testing accommodations provided that the accommodations fit the scope of the online exam and do not compromise assessment security.   The accommodations must be documented through the test site through Individual Education Plans (IEPs) or other similar, valid documentation.

When the test site submits the Test Site Approval Agreement, the Test Site Administrator is signing and indicating that they will abide by any documented modifications/accommodations. Thus, the test site administrator is taking responsibility for ensuring that those modifications are provided and do fit within the testing parameters.

A list of commonly used accommodations/modifications and their use on the AAFCS Pre-PAC assessments are outlined in the chart on Page 2 of this document.

Test sites do not need to notify AAFCS of any modifications and accommodations. If questions arise, please contact the AAFCS Pre-PAC Program (pre-pac@aafcs.org) or 703-636-7641.

Common Accommodations/Modifications and their Use
on the AAFCS Pre-PAC Assessments

Accommodation/Modification	Acceptable (Fits within Scope of Exam)	Not Acceptable (Does not fit within scope of exam)	Information
Provision of additional or extended testing time	X		Pre-PAC assessments are NOT timed; therefore, additional time requested is not a problem. Network security should be set to allow an "open" and inactive internet connection for the test duration. The assessment must be completed in one session.
Large print	X		No paper administration is available. The online administration allows for the size of the print/font or screen size to be adjusted using the computer's display resolution properties or adjusting the font size in the web browser.
Use of a reader	X		The reader would serve as the proctor and must meet all proctor requirements and follow proctor instructions.
Use of a non-programmable calculator	X		Non-programmable calculators are permissible on all AAFCS Pre-PAC assessments.
Assistive devices and/or software (i.e., text-to-speech, etc)	X		These may be used as long as the technology is available at the test site and is compatible with the testing software platform. The testing software does NOT have this capability or option.
Distraction-free testing location	X		If available at the test site, a separate testing room, creating a distraction-free environment, may be used; however, a proctor must still be in the room. The exam can be administered individually in a separate room as long as the proctor remains and supervises.
Preferential seating	X		If the testing environment at the test site allows, candidates may be seated in the front of the room near the proctor or facing the proctor.
Administration over several sessions		X	At this time, Pre-PAC assessments must be completed in one sitting/session.
Reducing the number of items on the assessment		X	All Pre-PAC assessments have 80 items (70 scored, 10 non-scored).
2 or 3 choice responses on multiple choice items		X	All Pre-PAC multiple-choice items have 4 choice responses.