

## **General Documentation Guidelines for Graduate, Professional Entrance and Licensing Exams**

This document is designed to provide students and professionals with guidance to prepare and provide documentation to be used to request reasonable accommodations for graduate, professional, entrance and licensing exams. Each testing and licensing agency develop and uphold unique documentation standards, however there are some common expectations of all the agencies and organizations. The common characteristics of requested documentation include:

- Currency, needs to be less than 3-5 years old
- Typed on letterhead and include the credentials and contact information for the evaluator or treatment provider providing the documentation
- Specific diagnosis(es) that includes the impact of the condition(s) on taking standardized, multiple choice or written exams
- Tests used to determine the condition (Tests used need to be normed for adults.)
- Summary of the complete evaluation and findings
- Rationale for any reasonable accommodations recommended
- History of previous use of testing accommodations

Use the links below to obtain documentation standards and the necessary forms needed to request reasonable testing accommodations for a specific graduate, professional entrance or licensing exam.

### **ASW (Social Work)**

**Overview:** <https://www.aswb.org/exam-candidates/testing-accommodations/>  
<https://www.aswb.org/wp-content/uploads/2013/10/DisabilityAccommodations.pdf>

**Application for Accommodations:**

<https://www.aswb.org/wp-content/uploads/2013/10/DisabilityAccommodationsApp.pdf>

### **CPA (Accounting)**

**Overview:** <https://nasba.org/exams/cpaexam/>

**Form:** <https://nasba.org/app/uploads/2016/03/Testing-Accommodation-Request-Form.pdf>

### **Fundamentals of Engineering (FE)**

**Overview:** <https://paradigmtesting.com/ncees-documentation-guidelines/>

**Instructions:** As a part of the registration process, you will have the opportunity to indicate your need for ADA exam accommodations. After registration is completed, you will receive an email with instructions on how to complete and submit your request for accommodations.

### **GRE**

**Overview:** <https://www.ets.org/disabilities/documentation/>

**Bulletin Supplement Form:**

[https://www.ets.org/s/gre/pdf/bulletin supplement test takers with disabilities health needs 19 20.pdf](https://www.ets.org/s/gre/pdf/bulletin%20supplement%20test%20takers%20with%20disabilities%20health%20needs%2019%2020.pdf)

### **Law Bar Accommodations**

**Overview:**

<https://www.ble.mn.gov/wp-content/uploads/2016/09/SPA-General-Instructions-For-Accommodations-2016.pdf>

**Documentation Guidelines:** Denoted in document links for different disability and accommodation requests

**LSAT Accommodations**

**Overview:** <https://www.lsac.org/lSAT/lSAT-policy-accommodations-test-takers-disabilities>

**Documentation Guidelines:**

<https://www.lsac.org/lSAT/lSAT-policy-accommodations-test-takers-disabilities/documentation-requirements>

**MCAT Accommodations****Overview:**

<https://students-residents.aamc.org/applying-medical-school/article/applying-accommodations/>

**Guidelines for Evaluators:**

[https://aamc-orange.global.ssl.fastly.net/production/media/filer\\_public/52/ea/52ea902d-ab45-4d4c-ae1c-e7ad7b388e2e/evaluation\\_requirements\\_Id\\_adhd\\_psychiatric.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/52/ea/52ea902d-ab45-4d4c-ae1c-e7ad7b388e2e/evaluation_requirements_Id_adhd_psychiatric.pdf)

**MPRE Accommodations**

**Overview:** <http://www.ncbex.org/exams/mpre/ada-accommodations/>

**Documentation Guidelines:**

<http://www.ncbex.org/exams/mpre/ada-accommodations/documentation-guidelines/>

**MTLE Accommodations****Overview:**

[http://www.mtle.nesinc.com/TestView.aspx?f=MNCBT\\_RequestedAlternativeTestingArrangements.html&t=MN020](http://www.mtle.nesinc.com/TestView.aspx?f=MNCBT_RequestedAlternativeTestingArrangements.html&t=MN020)

**Documentation Guidelines:**

[http://www.mtle.nesinc.com/TestView.aspx?f=MNCBT\\_RequiredDocumentationChecklist.html&t=MN020](http://www.mtle.nesinc.com/TestView.aspx?f=MNCBT_RequiredDocumentationChecklist.html&t=MN020)

**NAVLE Accommodations (Veterinary Medicine)****Overview:**

<https://www.icva.net/navle/>

**Application Packet:**

[https://www.icva.net/image/cache/NAVLE\\_Accommodations\\_Request\\_Process\\_Packet\\_2019-2020.pdf](https://www.icva.net/image/cache/NAVLE_Accommodations_Request_Process_Packet_2019-2020.pdf)

**NBCOT (OT)**

**Overview:** [https://www.nbcot.org/-/media/NBCOT/PDFs/TA\\_Handbook.ashx?la=en](https://www.nbcot.org/-/media/NBCOT/PDFs/TA_Handbook.ashx?la=en)

**Documentation to Submit:**

[https://www.nbcot.org/-/media/NBCOT/PDFs/TA\\_Handbook.ashx?la=en](https://www.nbcot.org/-/media/NBCOT/PDFs/TA_Handbook.ashx?la=en)

**NCLEX (Nursing)**

**Overview:** <https://study.com/academy/popular/nclex-test-accommodations.html>

**MN Licensing:** <https://easynclex.com/forms/minnesota.html>

**NDMBE (Dental)**

**Overview:** [https://www.ada.org/~media/JCNDE/pdfs/2019\\_NBDE\\_PartI\\_Guide.pdf?la=en](https://www.ada.org/~media/JCNDE/pdfs/2019_NBDE_PartI_Guide.pdf?la=en)

**Testing Accommodation Request Form:**

[http://www.ada.org/~media/JCNDE/pdfs/nb\\_accommodation\\_request](http://www.ada.org/~media/JCNDE/pdfs/nb_accommodation_request)

**PCAT Accommodations (Pharmacy)**

**Overview:**

[http://pcatweb.info/downloads/Register\\_and\\_Schedule/AccommodationsforCandidatesWithDisabilities.pdf](http://pcatweb.info/downloads/Register_and_Schedule/AccommodationsforCandidatesWithDisabilities.pdf)

**Signed HIPPA form:**

[https://www.pcatweb.info/downloads/Register\\_and\\_Schedule/DocumentationandHIPPA.pdf](https://www.pcatweb.info/downloads/Register_and_Schedule/DocumentationandHIPPA.pdf)

**USMLE Step Accommodations (Medicine)**

**Overview:** <https://www.usmle.org/test-accommodations/>

**Documentation Guidelines:** <https://www.usmle.org/test-accommodations/guidelines.html>