

## Documentation Guidelines for Evaluators

For Pearson VUE Test Accommodations (Reasonable Adjustments)

### Introduction

Pearson VUE is committed to ensuring access to the test for all individuals with disabilities. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

### Purpose of Accommodations

Requests for test accommodations are considered on a case-by-case basis. No single type of accommodation (i.e., extra time) would necessarily be appropriate for all individuals with disabilities. Simply demonstrating that an individual meets diagnostic criteria for a disorder does not mean that the person needs accommodations.

The purpose of accommodations is to ensure that candidates can take the test in an accessible manner. However, accommodations are not a guarantee of improved performance or test completion.

### Detailed Documentation Requirements

Candidates who are requesting accommodations based on a diagnosis of a physical disability or chronic health condition are generally expected to provide a report from a current, comprehensive medical evaluation.

It is essential that the documentation be provided by a qualified evaluator within the last one (1) year\* and provide:

- a clear diagnosis
- discussion of the current functional limitation(s)
- specific recommendation for accommodations
- a rationale for the requested accommodations

### Specific components of the letter or report should generally include:

1. Identifying information: Examinee's name, date of birth, testing dates, evaluator's name and credentials.
2. A comprehensive history of the condition for example, relevant medical history, history of the impact of the condition, etc.
3. Include a detailed discussion of the current treatments (e.g., medications) and their effectiveness, current test results, and the current impact of the disorder on academic performance, employment (if relevant), and other relevant activities.
4. Include a diagnosis using globally recognized standards (e.g., DSM, ICD).

5. Include a discussion of the expected duration and prognosis of the condition.

**\*Notes:**

1. A qualified professional should evaluate the person who is requesting accommodations. In general, an individual is deemed to be qualified to assess for a physical or health-related disability if they have had extensive graduate-level training in the area of medical assessment of adults and is appropriately credentialed. Formal assessment by family members, even if otherwise qualified, will not be accepted.
2. Currency: Because reasonable accommodations is based on assessment of the current impact and current functional limitations caused by the applicant's disability the documentation provided should be no older than one (1) year. The exceptions for permanent disabilities will be considered on a case-by-case basis.