

## 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 psychological or psychiatric disorder are generally expected to provide current documentation of their condition.

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, for example psychosocial history, medical history, summary of psychological test results (if any), etc.
3. Include information about 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).

## \*Notes:

1. A qualified professional should evaluate the person who is requesting accommodations. In general, an individual is deemed to be qualified to assess an individual for a psychological or psychiatric disability if they have had extensive graduate-level training in the area of psychiatric or psychological assessment of adults and is appropriately credentialed. Formal assessment by family members, even if otherwise qualified, will not be accepted.

If a graduate-trainee is conducting some or all of the evaluation, for example as part of a university-based assessment practicum, this fact should be noted whenever possible. We will consider the results if both the clinician and the faculty supervisor sign the written report.

2. Currency: Psychological or psychiatric disorders are conditions that may change significantly over a short time, both in terms of treatment as well as functional impact. Because reasonable accommodations are 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. In some cases, more recent documentation (i.e., less than one year prior to the anticipated test date) may be needed.