

CHSPE Accommodation Information

Accommodations are supports that alter the test format, environment, or how a test taker responds. They allow the test taker to participate in the test but do not fundamentally alter what the test measures or what a test taker scores.

How to Request an Accommodation

1. Select Yes to the question “Do you require accommodations?” during registration.
2. Review the Supporting Documentation section below to determine what documentation needs to be submitted along with the registration.
3. Submit proper support documentation during the registration process.

Please note: All accommodation requests MUST be approved before your test. Any accommodation requests not supported by your documentation will be denied.

Commonly Requested Accommodations

Commonly approved accommodations, but are not limited to:

- Testing in a small group
- Testing in a hospital or other institutional setting
- Use of noise buffers or headphones (brought by the examinee) to minimize distraction
- Frequent supervised breaks (Testing time does not stop)
- Mark responses in the test booklet
- Use of a scribe for multiple-choice questions
- Use of a computer (provided at the test site) to type essay
- Extended time (up to 5 hours and 15 minutes)
- For Designated English Learners Only: Use of an English-to-primary-language and/or primary language-to-English translation glossary or word list (brought by the examinee) that does not include definitions or formulas

Accommodations not on this list can be requested by emailing CHSPE@scoe.net.

Additional Details

The following situations require accommodations to be selected during registration: use of a wheelchair or crutches, temporary cast, special seating or access needs, need to maintain your blood sugar.

Supporting Documentation

Documentation must be dated within 36 months prior to the testing date for which you wish to register and must be one of the approved types of documentation:

Individualized Educational Program (IEP) or Section 504 Plan: A copy of your complete current IEP or Section 504 plan that lists your accommodation(s).

Community College Educational Plan: A copy of an educational plan developed by a community college that documents your need for the accommodation(s) being requested.

College Board Eligibility Letter: A copy of a College Board letter granting you the accommodation(s) on a College Board test (e.g., SAT, PSAT).

Professional Letter: A letter from a qualified professional whose license or credentials are appropriate to diagnose your disability or to make appropriate recommendations for accommodations. The letter may not be written by a family member. The letter must be on official letterhead and must clearly specify: the disability(ies) for which an accommodation is being requested, the accommodation(s) requested, and the professional's type of license or certification.

Who can write my letter?

Disability Type	Licensed or Certificated Professional
Learning Disability	Psychologist, educational specialist with advanced training
Attention Deficit or Hyperactivity Disorder	Psychiatrist, psychologist, physician
Physical or Chronic Health Disability	Physician, specialist in a particular appropriate area such as audiologist, ophthalmologist
Emotional or Mental Disability	Psychiatrist, psychologist, school psychologist, licensed professional counselor, marriage and family therapist, licensed clinical social worker

School Accommodation Letter: Must be on school letterhead and your name must appear on the letter. The letter must list the requested accommodations you receive regularly in the classroom during instruction and/or testing. The letter must be signed by one of the following: principal, vice principal, counselor, school psychologist, or site administrator. The school official may not be a relative unless your school has a current R-4 or statement in lieu of the Affidavit.

Please note the school letter is not valid for the following accommodations: testing in a hospital or institutional setting, braille or large-print, test questions and answer choices read aloud to the examinee, mark responses in the test booklet, use of a scribe for multiple-choice questions, use of a scribe for the writing task, use of a computer (provided at the test site) to type essay.