



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Request for Testing Accommodations *Testing Services*

Testing accommodations are available to testers with documented disabilities. Testers are responsible for self-identification and must request accommodations before scheduling their exams.

This form is exclusively for test takers seeking accommodations for CLEP, TEAS and TSIA exams administered by Testing Services at Prairie View A&M University. Test accommodations requests for other exams administered by PVAMU Testing Services must be made through the Testing Agency for approval.

Procedures and Submission Information:

Step 1: Complete all sections of this **Test Accommodations Request Form**.

Step 2: Acquire Valid Supporting Documentation

In order to proceed, please gather disability documentation adhering to the following standards:

1. Authentication of Evaluator:
 - Ensure the evaluator's professional credentials (e.g., licensure, certification, specialization) are clearly indicated on official letterhead.
 - The document must be signed by a qualified evaluator, and include their name, title, and contact number.
2. Specific Disability Diagnosis:
 - Clearly state the diagnosed disability or disabilities.
 - Diagnosis should originate from a credentialed professional and be specific.
3. Detailed Description of Disability:
 - Provide a comprehensive overview of the disability, including diagnosis criteria, treatment type and duration.
 - Include relevant educational, developmental, and medical history.
 - Describe the testing methods employed for diagnosis.
 - Specify functional limitations and explain how they impact daily functioning and test participation.
4. Requested Accommodations:
 - Describe the accommodations sought for testing.
 - Include details such as extended time required or maximum testing duration per day, if applicable.
 - Justify the necessity of accommodations based on the disability's impact on standardized testing.
5. Current Documentation:
 - Ensure all evaluations and diagnostic tests are within the last five years.

- For psychiatric disabilities, provide an annual update within one year of the accommodation request.
- Documentation for visual disabilities should be within two years, and for physical/medical disabilities, an update must be within one year.

Note: Acceptable documentation includes current formal plans like an Individualized Education Plan (IEP) or 504 Plan, or a signed statement from a qualified professional meeting the outlined documentation criterion, detailing the disability and confirming the need for testing accommodations.

Step 3: Submit completed request form (pages 3 – 6) & supporting documentation to PVAMU Testing Services via email at aetesting@pvamu.edu with the subject "**Testing Accommodations Request**".

Step 4: Testing Services and Disability Services will review the form(s) and documentation to determine qualification for requested test accommodations. **Do not schedule testing until receiving approval, typically within 7 to 10 business days. Actual test accommodation arrangements may take longer, depending on staff and resource availability.**

Step 5: Testers will be contacted by PVAMU Testing Services to discuss approved test accommodations, testing options, and scheduling a test date and time.

PVAMU Testing Services – Test Accommodations Request Form

Fill out the form below and submit it to PVAMU Testing Services along with the necessary supporting documentation. This information will solely be used to evaluate your request for testing accommodations for the CLEP, TEAS and TSIA exams.

SECTION 1 – PERSONAL INFORMATION

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Phone:	<input type="text"/>		
Email:	<input type="text"/>		
Address:	<input type="text"/>		

SECTION 2 – REQUESTED ACCOMMODATION(S) FOR EXAM

- **CLEP exams** are typically computer-based and timed assessments. However, students with documented disabilities indicating an inability to complete a computer adaptive assessment may be eligible for a paper-based option.
- **TEAS exam** is a computer-based exam. Testers are allotted 209 minutes to complete the following sections on the exam: Reading, Mathematics, Science, English and Language Usage.
- The **TSIA** is an untimed, computer-based exam. Nonetheless, paper-based versions are available for students with documented disabilities stating their inability to complete a computer adaptive assessment.

Exam(s) that you are requesting test accommodations for (check all that apply):

- ☐ CLEP
- ☐ TEAS
- ☐ TSIA

List of Test Accommodations (Test taker should check all that apply for their exam):

- ☐ Extended Time
- ☐ Reader
- ☐ Breaks
- ☐ Scribe
- ☐ Screen Magnification
- ☐ Paper-Based Exam*
- ☐ Other Accommodations – please describe below:

Here are some important reminders regarding test accommodations for exams:

- If additional accommodations are needed beyond what our institution approves, testers may need to submit written requests along with proper documentation to the testing agency for evaluation.
- Readers or interpreters cannot interpret questions for the test-taker, nor can they input answers on behalf of the test-taker, whether on computer or paper-based forms.
- For testers taking a World Language CLEP exam, any time extension granted applies to the response time, not the duration during which the exam questions are presented.

Additionally:

- For the TSIA, paper-based testing options are available in Braille, large-print, and CD formats.

SECTION 3 – PREVIOUS ACCOMMODATION(S)

Please answer the following questions and provide a description of any previous testing accommodations received on a standardized test.

1. Have you previously received test accommodation on any standardized exam?

(Select from this list):

- ☐ ACT
- ☐ Advanced Placement
- ☐ CLEP
- ☐ International Baccalaureate
- ☐ SAT
- ☐ STARR
- ☐ **If other, please describe:**

2. What accommodations have you utilized in the past? Describe:

SECTION 4 – AUTHORIZATION TO RELEASE PROFESSIONAL CONFIDENTIAL INFORMATION

The primary purpose of this release is to facilitate the provision of test accommodations or other ADA-approved accommodations. This release will be effective for a period of one year from the date that this authorization is signed. Please refrain from leaving any documentation with this office that you do not wish to be disclosed to other professionals.

I, _____, give my permission to Testing Services at Prairie View A&M University to receive full medical, educational, or other pertinent information from appropriate professional agencies or sources. Additionally, I authorize the professional staff members of PVAMU Testing Services and/or the Office of Disability Services at Prairie View A&M University to disclose information about me to the following:

- Appropriate test proctors administering the exam on a need-to-know basis only.
- Standardized testing agents as required.
- Other educational agencies of higher learning or virtual proctoring companies as needed.
 - **For TSIA testers:** This includes testers taking the TSI exam with a non-PVAMU test site and /or the online test proctoring company utilized by PVAMU Testing Services to administer exams to testers.

Note: This authorization does not apply to CLEP testing, as the only available option with the institution for testing is in-person with testing staff.

RESTRICTIONS: Similar to our own records, any information you authorize other professionals to release to this facility will be held strictly confidential.

Signature: _____

Date: _____

Signature of Witness: _____

Date: _____

SECTION 5 – APPLICANT AUTHORIZATION

I affirm that all information provided in this application is true and accurate. In the event that this application does not suffice, I agree to furnish PVAMU Testing Services with any additional information or documentation required to assess my request for test accommodations. Furthermore, I authorize the release of any pertinent information necessary to establish the need for the requested accommodation(s).

Should the information provided be deemed insufficient, I grant permission to the PVAMU Testing Services to obtain additional information from the professionals involved in treating or evaluating my disability.

I understand that it is essential for all relevant information to be available to PVAMU Testing Services promptly to allow for thorough evaluation of my request, processing, and arrangement of approved accommodations. I acknowledge that PVAMU Testing Services holds the authority to make the final determination regarding the necessity and suitability of any accommodation.

Additionally, I comprehend that testing accommodations are limited to the United States and its territories, and I may receive limited or no accommodations if I opt to test in an international location.

I am aware that my documentation will undergo review by the Office of Disability Services at Prairie View A&M University, which will offer recommendations for my testing accommodations to PVAMU Testing Services.

By submitting my accommodation request, I consent to PVAMU Testing Services sharing my application and supporting documentation with the Office of Disability Services for review and consideration as deemed necessary by PVAMU Testing Services.

Applicant Signature: _____ **Date:** _____