



TESTING ACCOMMODATION REQUEST FORM

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The CAE Program is committed to ensuring equal opportunity to the CAE exam for all candidates with disabilities and supports the intention of the Americans with Disabilities Act as Amended (ADAAA). The CAE Commission will make reasonable efforts to accommodate eligible candidates who provide documented evidence of their disability or need for special arrangements that do not present an undue burden to the CAE Program and do not fundamentally alter the measurement of the knowledge the assessment is intended to test.

The purpose of test accommodations is to provide candidates sitting for the CAE exam with full access to the exam. Candidates will need to provide evidence that their impairment is substantially limiting, not just the symptoms of a disorder or condition. Test accommodations do not guarantee improved performance or test completion. Requests for testing accommodation will be considered on a case-by-case basis as no single type of accommodation will be appropriate for all individuals with disabilities. Simply demonstrating that a candidate meets diagnostic criteria for a medical condition or disorder does not mean that the candidate is automatically entitled to testing accommodations.

To request testing accommodations, candidates and a qualified evaluator must complete the following form and return it to the CAE department along with the required supporting documentation by the application deadline.

REQUIRED DOCUMENTATION

A copy of a current evaluation report from the appropriate healthcare professional must be submitted along with this form. The document must be on official letterhead and should include the diagnosing professional's credentials, address, telephone number, and signature.

The report should include the following items:

- A clear and specific diagnosis with evidence that all diagnostic criteria for the disorder have been met.
 - *Please note that meeting the diagnostic criteria for a particular disorder does not necessarily mean that the candidate will be found to be disabled as defined by the ADAAA. In order to be found to be disabled, an individual must be substantially limited in a major life activity as compared with most people in the general population.*
- Date of most recent evaluation.
- History of the candidate's impairment, including the age that the symptoms of the disability/condition first appeared, the age of the first diagnosis, and a history of the impact of the disability/condition.
- The current impact of the disability/condition of the candidate's employment, academic, and/or other daily living activities.
- The current functional limitations that are likely to affect the candidate to take the CAE exam under standard conditions.
- Specific recommendation(s) for testing accommodations, with a specific rationale, for each requested accommodation.

Currency requirements for evaluation:

- No more than one year prior to the anticipated CAE exam date for physical disabilities, chronic health conditions, psychological and psychiatric disorders.
- No more than five years prior to the anticipated CAE exam date for attention-deficit/hyperactivity disorder, learning, and other cognitive disorders.

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APPLICANT INFORMATION

APPLICANT NAME: _____

ASAE MEMBER ID#: _____

ANTICIPATED EXAM DATE: _____

ACCOMMODATION REQUESTED

- Extended Time: Standard Time + 50% (Total: 6 hours)
- Extended Time: Standard Time + 100% (Total: 8 hours)
- Reader
- Private room
- Other

LICENSED/QUALIFIED PROFESSIONAL INFORMATION

LICENSED/QUALIFIED PROFESSIONAL'S NAME: _____

TITLE: _____

LICENSE NUMBER AND EXPIRATION DATE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

