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## ADA TEST ACCOMMODATION(S) GUIDELINES

Division of the State Architect (DSA) examination candidates with disabilities interested in obtaining test accommodation(s) must submit the required information postmarked by the examination registration deadline. All efforts will be made to provide the applicant with appropriate reasonable accommodation(s). Test accommodation(s) which fundamentally alter the nature or security of the exam will not be considered reasonable. All information regarding requests for test accommodation(s) will be treated confidentially in compliance with state and federal law.

### Documentation Required

The following items are examples of what will be considered as documentation that demonstrates a candidate's need for a testing accommodation:

- Recommendations of qualified professionals
- Proof of past testing accommodations
- Observations by educators
- Results of psycho-educational or other professional evaluations
- A history of diagnosis
- A personal statement of his or her history regarding testing accommodations.

Depending on the particular testing accommodation request and the nature of the disability, DSA may require more than one item of documentation, except if the candidate provides documentation that is a recommendation from a qualified professional.

### Guidelines for the Report by the Qualified Professional

A report from a qualified professional may be provided to DSA as required documentation. The appropriate qualified professional will depend on the disability and the type of functional limitation the disability imposes. Qualified professionals include, but are not limited to, doctors, psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals. The qualified professional should define the nature and severity of the disability, the candidate's functional limitation due to the diagnosed disability, and explain how the disability affects the applicant's ability to take the examination under standard testing conditions. The report should describe: (1) the recommended test accommodation(s) and/or assistive devices, (2) why each accommodation or device is needed, and (3) how it will reduce the impact of the identified functional limitations. Professional reports should include the date of original evaluation, and should be dated and signed by the professional that provided the evaluation. Details about the appropriate professional's credentials and area(s) of specialization, including certification/licensure, should be provided. All professional reports should be on professional letterhead, typed and legible.

The granting of reasonable test accommodation(s) is based on assessment of the current impact of the candidate's disability on the testing activity. Since the manifestations of a disability may vary over time and in different settings, professional reports should reflect the applicant's current condition. The qualified professional may indicate on the report if the condition is not anticipated to change over time, and that the report is valid indefinitely.

### Notification of Offered Accommodation

DSA will notify the candidate via email of its decision regarding the requested accommodation. If the requested reasonable test accommodation(s) cannot be provided, the candidate may recommend alternative reasonable accommodation(s), or alternative accommodation(s) will be offered by DSA. Once arranged, the reasonable accommodation(s) may not be modified or altered prior to or during the examination.