

Requests for Praxis Accommodations

Educational Testing Services (ETS) requires the certifying party to review diagnostic records related to your disability and ensure the documentation meets the ETS criteria. The criteria may be reviewed on page 18 in the *Bulletin Supplement for Test Takers with Disabilities or Health Related Needs*, located at https://www.ets.org/s/disabilities/pdf/bulletin_supplement_test_takers_with_disabilities_health_needs.pdf.

Before submitting your request to Disability Services (DS), please complete the following checklist items:

1. Review the Bulletin and the ETS website.
2. Determine your accommodations. A list of Frequently Requested Accommodations may be found on page 5 in the Bulletin.
3. Complete the *Testing Accommodations Request Form* (Bulletin pp. 14-17).
4. Submit your completed request forms along with any required documentation to DS. ETS often requires a higher level of documentation than Arkansas Tech University with regard to eligibility for accommodations. Refer to page 9 in the Bulletin, *Step 6: Disability Documentation*, for detailed information regarding documentation requirements.

The Office of DS requires 10 business days to review and process your application. Incomplete applications will not be accepted. The Office of DS *will not* certify any request that does not meet the guidelines as set forth by ETS.

Upon completion of your request packet, the Office of DS will contact you so that you may pick up your request forms.

