Date: January 2014

To: Interested Parties

From: Beth Lewis
GED/HSED Administrator

Re: Accommodations Process for GED Test Takers

As you may know, with the conversion to computer based testing (CBT) the process to apply for and approve accommodations for GED test takers has changed significantly. I would like to offer the following numbered steps to help all interested parties assist students to apply for and receive the accommodations that they may need to guarantee equitable access to the GED test. At the end of this document (#9) you will find sources for additional information.

1. Accessing Paperwork
   All forms for accommodations for GED Testing Service are available here: http://www.gedtestingservice.com/testers/computer-accommodations#Accommodations4 The forms are broken out for students with the following:
   - Intellectual Disabilities
   - Learning and Other Cognitive Disabilities
   - Attention Deficit Hyperactivity Disorder
   - Psychological and Psychiatric Disorders
   - Physical Disorders and Chronic Health Conditions

   Students who only need personal items and minor modifications (i.e., medication, cast, wheelchair) may submit a detailed letter and the Personal Items form: http://www.gedtestingservice.com/uploads/files/eb61d129ac7f205a4e481c84d278b20.pdf That form is submitted using the same process as number 5, below.

2. Documentation
   Each application must have attached supporting documentation that is current (1 year or 5 years depending on the disability) and contain a signed report from a qualified diagnostician that includes all of the following:
   - □ Clear Diagnosis
   - □ Results from assessment or required diagnostic tests
   - □ History of the impairment
   - □ Current functional limitations that affect the student’s ability to test under standard conditions
   - □ Specific rationale for each requested accommodations

   In general, a qualified diagnostician is a medical doctor, psychiatrist or a school psychologist (in the case of learning disabilities).
3. **Documentation Guidelines**
Specific guidance is available that can be printed out and provided to the student and/or doctor or psychologist: [http://www.gedtestingservice.com/testers/computer-accommodations#Accommodations4](http://www.gedtestingservice.com/testers/computer-accommodations#Accommodations4)

4. **Technical Assistance for Students**
At the technical colleges the best resource for students will be the disability/accommodation specialists (ADAAA) at each campus. Referring students for their expertise will allow students to align their documentation for both the GED/HSED and future college plans. Education staff at the prisons will be the best resource for acquiring documentation. See below for a discussion of high school students.

5. **Submitting paperwork**
When paperwork is complete the student, or ADAAA, may submit all paperwork by fax to 202/464-4894 or by email at accommodations@gedtestingservice.com. Accommodations requests are no longer signed by the chief examiner and are no longer submitted to the state administrator for review or approval.

6. **Notification**
GED Testing Service will notify the student in writing of the accommodation decision, usually within 30 days. If approved, test takers will be given specific instructions for how to schedule their accommodated GED Tests with the scheduling team. The Pearson Vue scheduling team will make arrangements with the testing center. GED Testing Service will maintain all documentation.

7. **High School Students**
Because the GED test is for adults the requirements for accommodations are based on the American’s with Disabilities Act (ADA), not special education law (IDEA). As a result, test modifications documented in a student’s IEP does not guarantee the same accommodations on the GED Test. High school age students must comply with the same documentation requirements listed above. In many cases, an underlying diagnosis and documentation may be necessary for documentation for a student whose documented disability for K-12 purposes is emotional behavioral disorder (EBD), since this is not a recognized diagnosis under ADA. For students with learning disabilities (LD), IQ and specific achievement testing must have occurred within the last 5 years. Please see the LD form or guidance document for the required tests.

8. **2002 Series Accommodations**
Students may request a one year extension on previously approved accommodations (if the documentation is still current by submitting their previous documentation with the extension form to GED Testing Service as indicated in #5 above. The form is available here: [http://www.gedtestingservice.com/uploads/files/50295308ecad7f0ce26e073f7043dafa.pdf](http://www.gedtestingservice.com/uploads/files/50295308ecad7f0ce26e073f7043dafa.pdf)
9. **Additional Resources**
GED Testing Service has the following available on their website:
http://www.gedtestingservice.com/testers/computer-accommodations
   - Frequently asked questions document
   - Accommodations for Disabilities Brochure
GED Testing Service also has information available at
They may be reached by email at: accommodations@gedtestingservice.com

10. **Appeals**
Appeals may be made by submitting the appeals form and additional documentation by fax to 202/464-4894 or by email to: accommodations@gedtestingservice.com

Any new system will take some adjustment. If the test taker is unable to resolve problems with GED Testing Service, please let me know and I will document the concerns and help the student work with GED Testing Service. I can be reached by email at: beth.lewis@dpi.wi.gov or by phone at 608/267-1062.