



TSI Assessment Registering for Testing Accommodations

Testing accommodations that are supported by documentation may be provided for the following examinees who would not be able to take the computer based test under standard conditions:

- Examinees with physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, illness, injury)
- Examinees with disabilities other than physical (e.g., learning disabilities)

All timely and complete testing accommodations requests and accompanying documentation are reviewed on a case-by-case basis upon receipt. In some cases, the submitted documentation may not be sufficient to make a determination regarding the requested accommodation(s) or may not support the requested accommodation(s). Additional information or test results may be needed.

The documentation will be kept confidential to the extent required by law.

Procedure for Requesting Testing Accommodations

Initial requests for testing accommodations. In all cases, examinees requesting testing accommodations must complete the Testing Accommodations Request Form and provide any required documentation. Please write your name and telephone number on each piece of correspondence you provide.

Subsequent requests for testing accommodation. The Testing Accommodations Request Form must be submitted each time you wish to test. The first time that you request testing accommodations, you will need to submit all of the required documentation to support your request for accommodations. We will keep the documentation on file for one year. If you register for subsequent test dates with that year, you only need to submit a request form as long as your condition and the requested accommodations have not changed.

Deadlines for requests. The deadline for submission of requests and all necessary documentation for alternative testing arrangements **one month** prior to the test date.

Notification of resolution. Before the test date, you will receive information regarding your request. You will be notified by telephone or email. If you have submitted a request for testing accommodations and have not received confirmation of your resolution one week prior to the test date, you should contact the Testing Center at 903-675-6385.

Requests for additional time. If you feel that due to a disability you need extra time for testing, please keep in mind that the TSI Assessment is untimed. You may use the time to work on any or all of the three sections of the test. You can decide how much time you want to set aside for each section. You do not need to retake any section you have already passed. If you need extra time beyond the testing center hours due to a disability, please note that you may request to take one or two test sections and return on another test date for the remaining section(s). Please be sure to inform the test proctor of your decision to complete testing at a later date. Once you have begun a section of the test (Mathematics, Reading or Writing) you must complete the test that day. Otherwise you will be responsible for paying the test fee again.



Documentation Requirements and Review of Requests

The following testing accommodations may be requested because of a disability (i.e., visual impairment, hearing impairment, motor impairment, illness, injury) and can be accommodated.

- Allowance of a medical device (e.g., inhaler) in the testing room.
- Wheelchair-accessible facilities
- Frequent breaks (e.g., for those with hypoglycemia or diabetes)
- Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with visual impairment)
- Use of a pen for a written assignment (e.g., for those with a motor impairment)
- A written copy of the oral directions (e.g., for those with a hearing impairment)

To request any of the testing accommodations listed above, you must submit a completed Testing Accommodations Request form indicating the nature of and reason for the request.

If you wish to request accommodations other than those listed above, please review the instructions that follow:

Registering for testing accommodations because of a physical disability. If you require accommodations other than those listed above and the testing accommodations are being requested due to a physical disability (e.g., visual impairment), you must:

1. Submit a completed Testing Accommodations Request Form identifying the disability and the specific arrangements requested; and
2. Submit a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability (e.g., ophthalmologist for visual impairment). The statement must indicate the following:
 - a. The disability for which testing accommodations are being requested
 - b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this test

Registering for testing accommodations because of a disability other than physical. If you are requesting testing accommodations due to a disability other than physical (e.g., learning disability), you must:

1. Submit a completed Testing Accommodations Request Form identifying the disability and the specific modifications requested; and
2. Submit a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:
 - a. The disability for which testing accommodations are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or attached as separate documentation:
 - A full educational history with complete documentation of special education services, including other disability-related testing modifications, received within the past five years, along with name, date, and results of the diagnostic test(s) or evaluation(s), designed for purposes other than screening,



administered within the past five years, used to document the disability (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

Or

- Results of a psychological, neuropsychological, or psycho-educational diagnostic test battery, designed for purposes other than screening, administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

Or

- Results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years

And

- b. The recommended test administration accommodations that are specifically related to the disability and are reasonable in the context of this test

Please note: If your test(s) or evaluation(s) were administered prior to the past five years, a full battery of testing may not be required. Instead, you may wish to consult with a qualified professional to determine which diagnostic test(s) related to your disability would indicate the current functional impact of your disability.

Documentation Checklist

Before submitting your Testing Accommodations Request Form and any documentation, use the checklist below and the information above to confirm that your documentation is complete.

You may wish to share this information with the qualified professional with whom you have consulted.

All documentation must meet all of the following requirements:

- It must include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability.
- It must include a diagnosis of the disability or disabilities.
- It must include recommended test administration modifications that are specifically related to the disability and that are reasonable within the context of this test.



Additionally, if you are requesting testing accommodations because of a disability other than physical, your documentation must meet the following requirements:

It must include the name and date of diagnostic test(s), including the diagnostic test scores, designed for purposes other than screening. The diagnostic test(s) should:

- Be current, i.e., completed within the past five years;
- Demonstrate a significant discrepancy in your performance and your expected capability level;
- Demonstrate the current functional impact of your disability.

Any THEA Quick test accommodations will be given on the TVCC Athens campus only. Documentation, in itself, does not automatically support the granting of testing accommodations.