



CHECKLIST FOR COMPLETING TESTING ACCOMMODATIONS REQUEST FORM(S)

GED TESTING CENTER - GED@CWIDAHO.CC - 208.562.2068 PHONE -
208.562.2185 FAX

THIS CHECKLIST CAN BE USED TO ASSIST YOU WITH PROPERLY COMPLETING THE ACCOMMODATIONS REQUEST FORM(S). IF YOUR APPLICATION IS INCOMPLETE, THE CHIEF EXAMINER WILL RETURN IT TO YOU FOR FURTHER INFORMATION BEFORE IT CAN BE FORWARDED ONTO THE GED ADMINISTRATOR. YOU DO NOT NEED TO SUBMIT THIS FORM WITH YOUR REQUEST, IT IS ONLY TO ASSIST YOU IN THE PROCESS.

OBTAIN APPROPRIATE DISABILITY FORM FROM THE WEBSITE OR FROM THE TEST CENTER STAFF.

BE SURE THE GED CANDIDATE SECTION AT THE TOP OF THE REQUEST FOR ACCOMMODATION FORM(S) IS COMPLETE AND ACCURATE.

BE SURE TO SIGN THE SIGNATURE LINE OF THE REQUEST FOR ACCOMMODATION FORM(S). IF YOU ARE UNDER THE AGE OF 18, A PARENT OR GUARDIAN MUST SIGN ALSO.

BE SURE THE PROFESSIONAL DIAGNOSTICIAN HAS COMPLETED ALL OF THE APPROPRIATE SECTIONS. YOUR ADVOCATE MAY ASSIST YOU BY COPYING INFORMATION FROM YOUR MEDICAL AND/OR EDUCATIONAL RECORDS ONTO YOUR REQUEST FOR ACCOMMODATIONS FORM(S).

RETURN YOUR COMPLETED REQUEST FOR ACCOMMODATIONS FORM(S) AND ALL SUPPORTING DOCUMENTATION TO THE GED CHIEF EXAMINER AT THE TESTING CENTER WHERE YOU WILL TAKE YOUR TEST.

THE GED CHIEF EXAMINER WILL REVIEW YOUR FORMS TO BE SURE ALL INFORMATION IS COMPLETE AND RELEVANT SUPPORTING DOCUMENTATION IS ATTACHED.

IF ALL DOCUMENTATION IS COMPLETE, THE GED CHIEF EXAMINER WILL FORWARD ALL FORMS AND DOCUMENTATION TO THE GED ADMINISTRATOR.

ONCE THE ACCOMMODATION FORMS HAVE BEEN REVIEWED BY THE GED ADMINISTRATOR, THE CANDIDATE WILL BE NOTIFIED OF THE RESULTS OF THE REQUEST IN WRITING.

IF THE REQUEST IS INCOMPLETE FOR ANY REASON, THE CANDIDATE WILL BE NOTIFIED THAT FURTHER INFORMATION IS NEEDED.

THE REQUEST CAN TAKE UP TO FOUR WEEKS TO PROCESS, SO PLAN ACCORDINGLY.

IF THE REQUEST IS REJECTED, THE CANDIDATE HAS THE RIGHT TO SUBMIT FURTHER DOCUMENTATION REQUESTING TO APPEAL THE DECISION.

CONTACT THE GED CHIEF EXAMINER AT THE CENTER IF YOU HAVE QUESTIONS.

ADDITIONAL INFORMATION:

READ AND UNDERSTAND THE REQUIREMENTS FOR OBTAINING ACCOMMODATIONS ON THE GED TESTS. KEEP IN MIND THAT YOUR DOCUMENTATION MUST PROVIDE SUFFICIENT RATIONALE FOR ANY DISABILITY-RELATED ACCOMMODATIONS.

- PROVIDE AS MUCH PAST HISTORY AS POSSIBLE, SUCH AS EDUCATIONAL, MEDICAL, AND DEVELOPMENTAL HISTORIES.
- IF YOUR DISABILITY HAS AN IMPACT ON A SPECIFIC TEST FORMAT OR INTERFERES WITH HOW INFORMATION CAN BE DELIVERED (AUDITORY VS. VISUAL) OR WITH HOW YOU EXPRESS YOUR ANSWER, CONTACT GEDTS TO SEE WHAT ACCOMMODATIONS MAY BE AVAILABLE.
- ACCOMMODATIONS FOR TAKING THE GED TESTS MUST BE TIED TO THE FUNCTIONAL LIMITATIONS OF YOUR DISABILITY. IF YOU HAVE A DOCUMENTED DISABILITY THAT LIMITS YOUR ABILITY TO PROCESS INFORMATION, THEN EXTRA TIME ON THE GED TESTS MAY BE A REASONABLE ACCOMMODATION FOR YOU; HOWEVER, A READER FOR THE TESTS OR AUDIOCASSETTE VERSION MAY NOT BE.
- IF YOU THINK YOU HAVE A DISABILITY AND NEED GUIDANCE ON WHAT TO DO, TALK WITH THE GED EXAMINER OR OTHER PROFESSIONALS WHO CAN PROVIDE YOU WITH ANSWERS AND ASSISTANCE.
- REQUESTING ACCOMMODATIONS FOR THE GED TESTS CAN BE A LENGTHY PROCESS. YOU MAY NEED TO GET UPDATED DOCUMENTATION FROM A LICENSED PROFESSIONAL OR REQUEST RECORDS FROM A PREVIOUS SCHOOL. BE SURE TO RETURN YOUR COMPLETED FORM TO THE CHIEF EXAMINER AT LEAST ONE MONTH BEFORE THE SCHEDULED TESTING DATE TO ALLOW TIME FOR YOUR REQUEST TO BE REVIEWED.
- STAY POSITIVE AND FOCUSED ON GATHERING ALL THE INFORMATION YOU MAY NEED. THIS WILL HELP YOU AS YOU WORK THROUGH THE ACCOMMODATIONS REQUEST PROCESS.

Once You Hear from the GED Administrator:

- DOUBLE-CHECK THE ACCOMMODATIONS LETTER TO BE SURE YOU UNDERSTAND WHAT ACCOMMODATIONS WILL BE PROVIDED. YOU DON'T WANT ANY SURPRISES ON THE DAY OF THE TEST.
- MANY ACCOMMODATIONS REQUIRE PRACTICE IF YOU HAVE NEVER USED THEM BEFORE. MAKE SURE YOU ARE FAMILIAR WITH THE APPROVED ACCOMMODATION AND ASK YOUR PROFESSIONAL DIAGNOSTICIAN OR COUNSELOR TO EXPLAIN HOW AN ACCOMMODATION MIGHT WORK FOR YOU.
- IF YOU HAVE ANY QUESTIONS, CONTACT THE CHIEF EXAMINER AT YOUR TESTING CENTER.