

What you need to do for Accommodations for the FORT

Click here to register:

(http://www.wi.nesinc.com/TestView.aspx?f=SACBT_RequestedAlternativeTestingArrangements.html&t=SA090)

Procedure for Requesting Alternative Testing Arrangements

First requests for alternative testing arrangements.

Candidates requesting alternative testing arrangements must:

(a) **Register as early as possible in advance of their desired test date. It may take three weeks or more before you are contacted regarding approval status.**

(b) Complete a test registration and submit correct payment

(c) Mail or fax a completed Alternative Testing Arrangements Request Form

(d) Mail or fax any required documentation. See

http://www.wi.nesinc.com/TestView.aspx?f=SACBT_RequiredDocumentationChecklist.html&t=SA090 for required documentation of disability.

(e) Write your name and telephone number on each piece of correspondence you provide.

(f) You will be contacted regarding the resolution and given important information about scheduling your test appointment

Once your accommodation request is approved:

It may take up to three additional weeks to make the testing arrangements.

(a) **You must schedule your test appointment by phone.** Test appointments scheduled online will not reflect any approved alternative testing arrangements.

(b) Schedule your test appointment as soon as possible after your request has been resolved to avoid a potential delay in your test date.

(c) You must identify yourself as a candidate who needs to schedule a test appointment with alternative testing arrangements.

(d) You also must identify your preferred test date and test center.

(e) You will be required to cancel and reschedule your test appointment if you schedule your test before you receive your approved accommodations.

FORT Retakes

(a) Evaluation Systems will keep your documentation on file for one year. If you register for subsequent test dates within that year, you only need to submit your completed registration, correct payment, and a completed Alternative Testing Arrangements Request Form.

Mail

Evaluation Systems Pearson

P.O. Box 660 Amherst, MA 01004

Phone: (413) 256-7010 or (800) 215-0901

Fax: (413) 256-7075

What you need to do for Accommodations for Praxis Core or Praxis II

Click here to register: (www.ets.org/praxis/register/disabilities)

- **You must register by mail through ETS and have your accommodations approved prior to testing.**
- **Submit your application as early as possible to ensure that your scores are received by COEHS on time.** Documentation review takes approximately six weeks once your request and complete paperwork have been received. If additional documentation must be submitted, it can be another six weeks from the time the new documentation is received until the review is complete.

How to Register (www.ets.org/praxis/register/disabilities)

- Review *The Praxis Series® Information Bulletin* (PDF) for testing procedures and dates.
- Complete the [Test Authorization Voucher Request Form](#) (PDF).
- Review the [Bulletin Supplement for Test Takers with Disabilities or Health-related Needs](#) (PDF), complete the required forms and assemble the required eligibility documentation.
- Submit all forms, documentation and test fees. See <https://www.ets.org/disabilities/documentation/> for required documentation of disability.
- Wait for your authorization letter, which will include important scheduling information.
- Once you receive your authorization letter, schedule your test. Be prepared to provide the authorization/voucher number and the information contained in the letter.
- Though you must register by mail, you should still create a [My Praxis account](#) to view scores online and order additional score reports.

If You Have Questions

Contact ETS Disability Services:

Hours:

Monday–Friday, 8:30 a.m.–5 p.m. ET

Phone:

1-609-771-7780

1-866-387-8602 (Toll free for test takers in the United States)

Fax:

1-609-771-7165

Email:

stassd@ets.org

Mail:

ETS Disability Services

P.O. Box 6054

Princeton, NJ 08541-6054 USA