



ACCOMMODATIONS REQUEST FORM

The deadline for submission of this form and all necessary documentation is the regular registration deadline. You will be notified by mail of the accommodations that have been approved.

Legal Name: Last Name	First Name	Middle Initial	CHSPE Test Date
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(check) I have previously taken the CHSPE with accommodations for which my supporting documentation is on file and dated within 36 months prior to the testing date for which I am registering, and I want the same accommodations provided previously (checked below).

PERSONAL CONTACT INFORMATION: It may be necessary to contact you (registrant) for further information. Please include any information that will expedite communications with either you or a parent/guardian.

Contact Name and Relationship	Preferred Method of Contact: Daytime Phone Number(s) OR E-mail (If available)
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Place a check mark (✓) in the row for each accommodation you are requesting under the type of supporting documentation you are submitting. See pages 8-11. Note that a school accommodation letter cannot be used to support some accommodations.

Accommodation		Required Supporting Documentation (must be dated within 36 months)	
		School Accommodation Letter	IEP or Section 504 Plan Community College Educational Plan College Board Eligibility Letter Professional Letter
Setting	Testing in a small group		
	Testing in a hospital or other institutional setting*		
	Use of noise buffers or headphones (brought by the examinee) to minimize distraction		
	Frequent supervised breaks (Testing time does not stop.)	(English learner only)	
Presentation	Braille or large print (18-point font) test materials		
	Sign language interpreter to present directions (Does not apply to test questions.)*		
	Use of audio amplification or visual magnification equipment (brought by the examinee)*		
	Use of colored overlay, mask, or other means (brought by the examinee) to maintain visual attention		
	Test questions and answer choices read aloud to the examinee (available for the Mathematics section and the Language subtest only)*		
Response	Mark responses in the test booklet		
	Use of a scribe for multiple-choice questions*		
	Use of a scribe for the writing task*		
	Use of a computer (provided at the test site) to type essay		
Timing	Extended time (up to 5 hours and 15 minutes)		
	Double time (up to 7 hours)		
Other	Use of an English-to-primary language and/or primary language-to-English translation glossary or word list (brought by the examinee) that does not include definitions or formulas	(English learner only)	(English learner only)
	An accommodation not listed above, but supported by documentation. Specify in the column to the right.		

* Examinees who are provided certain accommodations are not allowed to change their test date after the emergency registration deadline.