

***Documentation Guidelines for Candidates***  
For GED® Test Accommodations

All GED candidates requesting accommodations because of a disability must provide appropriate documentation of their disability and how it is expected to impact their ability to take the GED test under standard conditions.

In order process a request for accommodations, the following documentation is required:

1. A completed ***Accommodations Request Form*** (available from <http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=322378>) that pertains to the disability. This ***Form*** has sections that must be completed by the GED candidate and the professional evaluator (i.e., doctor or psychologist).
2. **A detailed letter or written report from the evaluator.** Be sure to provide the evaluator with a copy of the ***Documentation Guidelines for Evaluators*** that pertains to the specific disability. The ***Documentation Guidelines for Evaluators*** includes more specific, technical requirements that the evaluator must follow. Briefly, the documentation from your evaluator must meet these general criteria:
  - a. The report must be on the evaluator’s letterhead.
  - b. The evaluator must be qualified (see NOTE #1 below).
  - c. The evaluation must be current:
    - i. Learning Disabilities: less than 5 years old.
    - ii. ADHD: less than 3 years old.
    - iii. Psychiatric/psychological: less than 1 year old.
    - iv. Physical/chronic health conditions: Generally less than 1 year old, depending on the condition and its expected duration.
  - d. The report must contain relevant information about the history of your condition, its impact on your functioning, what treatments you are using, and your prognosis (how long your condition is expected to continue).
  - e. The report must include all scores, subtest scores, and Index scores for any tests that were administered to you.
  - f. The report must include a specific diagnosis.
  - g. The report must include specific recommendations for testing accommodations, with a rationale for each recommended accommodation (see NOTE # 2 below).
  - h. The report must be signed by the evaluator.

*The following additional supporting documentation is not required for initial requests, but may be helpful in making the accommodations decision:*

**Relevant medical or academic records.** Because some disabilities are most commonly first apparent during childhood (such as learning disabilities and ADHD), you may be able to provide us with academic records that show difficulties in elementary, secondary and post-secondary education. These records could include grade reports, Individual Education Plans, 504 Plans, standardized test scores and teachers’ comments.

## NOTES:

1. A qualified professional must administer the tests in the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if s/he has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the examiner should have a Ph.D., Psy.D., or M.D. degree, although master's level school psychologists may also be qualified (LD evaluations only). However, simply having a particular degree or license does not automatically mean that the evaluator has had sufficient formal training and expertise in assessing adults. If you are not sure about whether or not your evaluator meets GED Testing Service qualifications, check with the GED Administrator.

The name, title, and professional credentials of the evaluator must be clearly stated in the documentation. GED Testing Service reserves the right to request evidence from an evaluator of their professional qualifications.

2. Examples of specific recommendations for accommodations may include "25% extra time," or "Have a scribe record her answers since she does not have use of her right hand." Non-specific recommendations such as "extra time" or "unlimited time" or "the maximum allowable time" are not acceptable.