



TEXAS EDUCATOR CERTIFICATION
TE_xES | TE_xMaT | TASC/TASC-ASL

2016–17

Updated November 2016

Texas Educator Certification Program

Bulletin Supplement
for **Test Takers** with **Disabilities**
or **Health-Related Needs**

NOTE: This supplement contains procedures and forms for requesting accommodations for **TE_xES™**, **TE_xMaT™**, **TASC™** and **TASC–ASL™** tests.

Use this supplement **together** with the information in the appropriate 2016–17 *Registration Bulletin* (see page 6).

Visit the ETS website at **www.ets.org/disabilities**
for the most up-to-date information.

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GENERAL INFORMATION

NOTE: Test takers requesting accommodations MUST complete a *Testing Accommodations Request Form* (see page 7), the appropriate registration form (see page 7), and have their accommodations approved BEFORE their test can be scheduled. All forms and documentation must be submitted through ETS Disability Services. Online registration is NOT available at this time and accommodations cannot be applied to a test that has already been scheduled. See “How to Request Accommodations” on page 4 for specific steps in the application process and “Deadline for Accommodations Requests” on page 10.

ETS is committed to serving test takers with disabilities or health-related needs by providing services and reasonable accommodations that are appropriate given the purpose of the test. If you have a health-related need that requires you to bring equipment, beverages or snacks into the testing room, or to take extra or extended breaks, you must follow the accommodations request procedures. See “Health-Related Needs and Minor Accommodations” on page 6.

The information provided in this publication and in the 2016–17 *Registration Bulletins* for TExES™, TExMaT™, and TASC™/TASC-ASL™ should answer any questions you may have about requesting accommodations and registering for a test. *Registration Bulletins* are available on the ETS TExES website at www.texas.ets.org/registrationbulletin.

All questions related to accommodations decisions should be sent to ETS Disability Services. See contact information below.

CONTACT INFORMATION

ETS Disability Services
Monday–Friday 8:30 a.m.–5 p.m. Eastern Time (New York)

Phone: 1-866-387-8602 (toll-free in the U.S., U.S. Territories and Canada)
1-609-771-7780 (all other locations)

Email: stassd@ets.org

Mail Inquiries: ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Courier Service: ETS Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426

HOW TO REQUEST ACCOMMODATIONS

If you have received approved accommodations from ETS within the last two years and your documentation is still current, and you are now requesting the same accommodations for any TExES, TExMaT, TASC or TASC–ASL test during the 2016–17 testing year, refer to “Using Previously Approved Accommodations” on page 10.

If you are requesting accommodations for the first time or are changing the test you wish to take or the accommodations for which you have previously been approved, **ETS Disability Services must review and approve your request before your test can be scheduled.** Accommodations cannot be applied to a test that has already been scheduled. To request accommodations, please follow the steps below:

STEP 1: Eligibility.

See “Registration Steps” in the appropriate *Registration Bulletin* to find out how to gain approval to test. See “Step 1: Eligibility” on page 5.

STEP 2: Determine your accommodations.

Look at the list of commonly requested and approved accommodations under “Step 2: Frequently Requested Accommodations” on page 5 and determine the accommodations you need.

STEP 3: Test format.

Check the ETS TExES website to find out the format of the test you want to take so you can determine whether you will be taking a computer-administered (CAT) or paper-based (PBT) test. If you need an alternate format as an accommodation for a disability, see page 5 for a list of some of the most commonly requested and approved alternate test formats.

STEP 4: Read the *Registration Bulletin*.

Review the appropriate *Registration Bulletin* for the test you are planning to take. *Registration Bulletins* are available on the ETS TExES website at www.texas.ets.org/registrationbulletin. See “Step 4: Registration Bulletins” on page 6.

STEP 5: Complete the registration form.

Complete the appropriate registration form in this supplement. To find out which registration form you need, see “Step 5: Registration Form” on page 7.

STEP 6: Complete the Testing Accommodations Request Form.

Complete the *Testing Accommodations Request Form* in this supplement. For instructions, see “Step 6: Testing Accommodations Request Form” on page 7.

STEP 7: Gather your disability documentation.

Gather disability documentation as necessary. Sending documentation that is not needed will delay the review process. See “Step 7: Disability Documentation” on page 8 and review ETS’s “Policy Guidelines for Disability Documentation in Adolescents and Adults” on the ETS website at www.ets.org/disabilities/documentation.

STEP 8: Submit completed forms, documentation and fees.

Submit all completed forms, appropriate documentation, if required, and the proper fee for the test you are taking. **Failure to include all forms, documentation and the appropriate test fee will cause a delay in processing your request.** See “Step 8: How to Submit Your Request to ETS” on page 9.

STEP 1: ELIGIBILITY

If you are fulfilling the requirements in an SBEC-approved Educator Preparation Program (EPP), you must receive approval from your EPP to take a certification test.

If you are certified and hold an acceptable teaching credential from another state, a U.S. Territory or another country and are seeking to be certified in the equivalent field(s), you must have your credentials reviewed by the Texas Education Agency (TEA). See the TEA website at <http://tea.texas.gov>.

STEP 2: FREQUENTLY REQUESTED ACCOMMODATIONS

NOTE: The list below includes some of the most commonly requested and approved accommodations. If you would like to request accommodations **other than those listed below**, you must describe them in Part II of the *Testing Accommodations Request Form* on page 14.

Extended Testing Time (all tests are timed)

- 50 percent (time and one-half)
- 100 percent (double time; documentation required)

Extra Breaks — breaks are not included in testing time (can be used for medication, snacks, trips to the restroom, etc.)

Accommodations for Computer-Administered Tests (CAT) only

- Ergonomic keyboard
- IntelliKeys keyboard
- Keyboard with touchpad
- Screen magnification
- Selectable background and foreground colors
- Trackball

Alternate Test Formats

- Braille*
- Large-print test book
- Large-print answer sheet
- Audiocassette or CD recording

Assistance

- Reader
- Scribe

Assistance for Spoken Directions Only

- Oral interpreter**
- Sign language interpreter**
- Printed copy of spoken directions (for paper-delivered tests only)

Assistance for Note Taking

- Braille slate and stylus*
- Perkins brailler®*

* Only applicants who are blind or have low vision

** Only applicants who are deaf or hard-of-hearing

HEALTH-RELATED NEEDS AND MINOR ACCOMMODATIONS

“Health-related needs” refers to a variety of medical conditions that impact a major life activity, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc. Documented health needs include conditions such as diabetes, epilepsy and chronic pain.

Some documented health needs require **only minor accommodations**. Minor accommodations include, but are not limited to: special lighting; adjustable table or chair; extra breaks for medication or snacks; or a separate room if food, beverages or glucose testing materials are necessary during the test session.

If you require minor accommodations, you must submit:

- the **appropriate registration form** in this supplement (see “Step 5: Registration Form” on page 7)
- **Part I and Part II of the *Testing Accommodations Request Form*** (see “Step 6: Testing Accommodations Request Form” on page 7)
- a **letter of support** from a medical doctor or other qualified professional stating the nature of the condition and the reason for the minor accommodations requested (a note on a prescription pad is not acceptable)
- the **appropriate test fee**

Some medical aids do not require approval for accommodations. These aids include, but are not limited to, those that are necessary for you to ambulate (cane, crutches, wheelchair, walker, prosthetic limb, service animal) or communicate (hearing aid, voice amplifier) or those that are otherwise required for health reasons (heart rate monitor). If you require these types of medical aids, you do not need to request accommodations. If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump that is attached to your body plus the transmitter used to program the pump) or your pump is especially noisy. If the pump cannot be silenced and is likely to disturb other test takers, requesting accommodations is a good idea so you can be scheduled in a separate room. A continuous glucose monitor attached to your pump does not require accommodations; however, if you wish to bring your glucose test kit into the testing room, you must request accommodations.

STEP 3: TEST FORMAT

Most Texas Educator Certification Program tests are computer-administered. If you need an alternate format of a test, see page 5 for a list of some of the most commonly requested and approved alternate test formats.

STEP 4: REGISTRATION BULLETINS

Registration Bulletins for TExES, TExMaT, and TASC/TASC-ASL are free publications that contain program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures and score reporting information. *Bulletins* are available on the ETS TExES website at www.texas.ets.org/registrationbulletin.

STEP 5: REGISTRATION FORM

Complete the appropriate registration form:

- *Computer-Administered Testing (CAT) Registration Form for Testing with Accommodations* on pages 20–22 of this supplement
- *Paper-Based Testing (PBT) Registration Form for Testing with Accommodations* on pages 23–26 of this supplement

STEP 6: TESTING ACCOMMODATIONS REQUEST FORM

The *Testing Accommodations Request Form* is on pages 12–19 of this supplement.

Part I — Applicant Information (pages 12–13)

Complete this section and sign the Applicant’s Verification Statement, even if you are registering for accommodations identical to those that have been approved for you by ETS within the last two years.

Part II — Accommodations Requested (pages 14–15)

Complete this section, even if you are registering for accommodations identical to those that have been approved for you by ETS within the last two years. If you are requesting accommodations other than those listed in Part II, you must describe them under “Other Accommodations.”

Part III — Certification of Eligibility: Accommodations History (COE) (pages 16–19)

All test takers are requested to submit a Certification of Eligibility: Accommodations History as verification of their use of accommodations in employment or post-secondary education within the past three years. (If you have been approved by ETS within the past two years for the same accommodations that you are currently requesting on the same test, you do NOT need to submit a Certification of Eligibility: Accommodations History.)

In some instances, the Certification of Eligibility: Accommodations History is sufficient to document a disability and can be used in place of full documentation. See page 16 for details. The authorized person submitting the Certification of Eligibility: Accommodations History must certify that the documentation on file meets the ETS Documentation Criteria on page 16. ETS reserves the right to request the actual documentation.

STEP 7: DISABILITY DOCUMENTATION

All applicants must submit the Testing Accommodations Request Form. In addition, you must submit disability documentation if:

- you are requesting accommodations other than 50 percent (time and one-half) and/or extra breaks; or
- you indicate in Part I of the *Testing Accommodations Request Form* that you have a physical disability or a psychiatric condition, or you check “Other” under “Nature of your disability;” or
- you were first diagnosed with a disability within the past 12 months; or
- you are requesting accommodations that are different from those that ETS approved for you within the last two years, or you are requesting those same accommodations but for a different test; or
- you have not previously used the accommodations you are now requesting; or
- you have a sensory disability and your accommodations request does NOT match the specifications that follow; or
- you are unable to submit a Certification of Eligibility: Accommodations History.

DO NOT send documentation if you are not required to do so. Once documentation has been submitted and reviewed, all decisions are based on the documentation. If documentation is not needed, submitting it will delay the review process. An Individualized Education Program (IEP) or 504 Plan alone may not be used.

If you are blind or legally blind, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- | | |
|---|--|
| <input type="radio"/> Screen magnification | <input type="radio"/> Scribe |
| <input type="radio"/> Selectable background and foreground colors | <input type="radio"/> Braille slate and stylus |
| <input type="radio"/> Braille | <input type="radio"/> Perkins braille® |
| <input type="radio"/> Large print (test book and/or answer sheet) | <input type="radio"/> 50 percent extended time (time and one-half) |
| <input type="radio"/> Audiocassette or CD recording | <input type="radio"/> Extra breaks |
| <input type="radio"/> Reader | |

If you are blind or legally blind, a request for 100 percent extended time (double time) does not require documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting braille, a reader, or an audiocassette or CD recording.

If you have low vision or some other condition that affects visual functioning, such as an eye coordination disorder, please refer to the “Policy Statement for Documentation of Blindness and Low Vision in Adolescents and Adults” on the ETS website at www.ets.org/disabilities/documentation.

If you are deaf or hard-of-hearing, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- | | |
|--|--|
| <input type="radio"/> 50 percent extended testing time (time and one-half) | <input type="radio"/> Sign language interpreter (for check-in assistance and spoken directions only) |
| <input type="radio"/> Extra break(s) | <input type="radio"/> Oral interpreter (for check-in assistance and spoken directions only) |
| <input type="radio"/> Printed copy of spoken directions (for paper-delivered tests only) | |

STEP 8: HOW TO SUBMIT YOUR REQUEST TO ETS

Requests for testing accommodations may be submitted via mail or email. Be sure to include all of the documents listed below. **An incomplete application will cause a delay in processing your request.**

- **Appropriate registration form** (see “Step 5: Registration Form” on page 7)
- **Testing Accommodations Request Form** (see “Step 6: Testing Accommodations Request Form” on page 7)
- **Disability documentation**, if required, including Parts 1, 2 and 3 of the “Documentation of Blindness and Low Vision in Adolescents and Adults,” if applicable (see “Step 7: Disability Documentation” on page 8)
- **Appropriate test fee**

Submitting Requests by Mail or Courier Service

Mail

ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054 U.S.A.

Courier Service

ETS Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426 U.S.A.

Submitting Requests via Email

Requests for testing accommodations can be emailed to **disability.reg@ets.org**.

Do not submit requests to the Contact Information email listed on page 3. Requests submitted to that email address will not be processed.

IMPORTANT NOTE: If you email your documents, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment.

To email your request:

- Download this supplement and print the Testing Accommodations Request Form (pages 12–19) and the appropriate registration form
- Complete all documents
- Scan all documents
- Attach all documents to email
- Send email to **disability.reg@ets.org**

USING PREVIOUSLY APPROVED ACCOMMODATIONS

If you have received approved accommodations from ETS within the last two years and your documentation is still current, you may request the same accommodations for any TExES, TExMaT, TASC or TASC–ASL test during the 2016–17 testing year. If you are registering for a different test, the accommodations ETS previously approved for you within the last two years will be approved again if they are appropriate for the current test.

To register, submit:

- the **appropriate registration form** from this supplement (see “Step 5: Registration Form” on page 7)
- **Part I and Part II of the *Testing Accommodations Request Form*** (see “Step 6: Testing Accommodations Request Form” on page 7); be sure to indicate the previous test name and test date
- the **appropriate test fee**

IMPORTANT NOTE: If you email your documents, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment.

HOW TO REGISTER ONCE YOUR REQUEST IS APPROVED

ETS will send you an authorization letter confirming the accommodations that have been approved for you.

- **Computer-Administered Testing (CAT)**

The authorization letter will include instructions that you must follow to schedule your test. **Do not schedule a computer-administered test until you receive your authorization letter.** When scheduling your test, be prepared to provide the authorization/voucher number and the information contained in the letter.

- **Paper-Based Testing (PBT)**

When you receive your authorization letter, you are registered. The authorization letter will identify the testing location and test administrator. If the testing center cannot accommodate your request on the scheduled testing date, you will be contacted by the test administrator to arrange an alternate test date.

- **Alternate Test Format**

A representative from ETS Disability Services will contact you to confirm the accommodations approved for you and to schedule your test.

DEADLINE FOR ACCOMMODATIONS REQUESTS

Your request for accommodations should be submitted as early as possible, especially if you are requesting an alternate test format. Documentation review takes approximately six weeks once your request and complete paperwork have been received at ETS. 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.

ETS is committed to producing alternate test formats as quickly as possible; however, production times may vary. Check the appropriate *Registration Bulletin* or ETS TExES website for test dates so you can plan accordingly.

REQUESTS TO CHANGE OR CANCEL TESTS

For program policies regarding requests to change or cancel tests, see the appropriate *Registration Bulletin* for the test you will be taking. Rescheduling is permitted within the same testing year.

If you are scheduled to take a computer-administered test at a Prometric center, you may change or cancel your test by calling Prometric at 1-800-967-1139. For all other computer-administered or paper-based testing questions, contact ETS Disability Services. See page 3 for contact information.

TEST PREPARATION

For test preparation information, go to the Test Preparation Resources section of the ETS TExES website at www.texas.ets.org.

If you need preparation materials in an alternate format, please contact ETS Disability Services. See page 3 for contact information.

Test takers are advised to consult ETS's "Tips for Test Takers with Disabilities," which is available online at www.ets.org/disabilities/tips.

SCORING AND REPORTING

Test takers who are blind can contact ETS Disability Services by phone for their test scores. See page 3 for contact information.

**Computer-Administered Testing (CAT)
 Registration Form for Testing with Accommodations**

If you are requesting testing accommodations for a computer-administered test, you must complete and submit this registration form in addition to the *Testing Accommodations Request Form* (pages 12–19). **Note:** You cannot schedule a test until you receive your authorization letter. Accommodations can only be provided when you follow the instructions in your authorization letter.

All required fields must be completed, or your form will be returned. Required fields are noted with an asterisk (*).

<p>* First Name (as it appears on your photo ID)</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>Middle Name or Initial (as it appears on your photo ID)</p> <input style="width: 100%; height: 20px;" type="text"/>
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*** Last Name** (as it appears on your photo ID)

*** Address Line 1**

Address Line 2

* City	* State or Province	* ZIP/Postal Code
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 60%; height: 20px;" type="text"/> - <input style="width: 30%; height: 20px;" type="text"/>

*** Date of Birth**

<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
Month	Day	Year

*** Gender**

<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
Male	Female

*** Primary Phone Number**
(include area code, country code or city code):

Secondary Phone Number
(include area code, country code or city code):

*** Email Address** (must be the same email address used when obtaining your TEA ID number)

*** TEA ID Number**

* Charter School Code (if applicable)	Charter School Name (if applicable)
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>

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**Paper-Based Testing (PBT)
 Registration Form for Testing with Accommodations**

If you are requesting testing accommodations for a paper-based test, you must complete and submit this registration form in addition to the *Testing Accommodations Request Form* (pages 12–19). A separate registration form is required for each test date.

All required fields must be completed, or your form will be returned. Required fields are noted with an asterisk (*).

<p>* First Name (as it appears on your photo ID)</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>Middle Name or Initial (as it appears on your photo ID)</p> <input style="width: 100%; height: 25px;" type="text"/>
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*** Last Name** (as it appears on your photo ID)

*** Address Line 1**

Address Line 2

<p>* City</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>* State or Province</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>* ZIP/Postal Code</p> <input style="width: 100%; height: 25px;" type="text"/>
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<p>* Date of Birth</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"><input style="width: 20px; height: 20px;" type="text"/></td> </tr> <tr> <td>Month</td> <td>Day</td> <td>Year</td> <td></td> <td></td> <td></td> </tr> </table>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	Month	Day	Year				<p>* Gender</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input style="width: 20px; height: 20px;" type="checkbox"/></td> <td style="width: 50%;"><input style="width: 20px; height: 20px;" type="checkbox"/></td> </tr> <tr> <td>Male</td> <td>Female</td> </tr> </table>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	Male	Female
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Month	Day	Year															
<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>																
Male	Female																

<p>* Primary Phone Number (include area code, country code or city code):</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>Secondary Phone Number (include area code, country code or city code):</p> <input style="width: 100%; height: 25px;" type="text"/>
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*** Email Address** (must be the same email address used when obtaining your TEA ID number)

*** TEA ID Number**

<p>* Charter School Code (if applicable)</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>Charter School Name (if applicable)</p> <input style="width: 100%; height: 25px;" type="text"/> <input style="width: 100%; height: 25px;" type="text"/>
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ETS CONSENT POLICY

Notwithstanding anything to the contrary in any other ETS or ETS affiliate's ("ETS," "we," "us," "our") materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our website, providing survey information or requesting one of our services, or completing order or payment information. You agree that we have the right to obtain, store (only for as long as necessary), use, and transmit your personal information including your full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, audio recordings and video files, your answers to other background information questions, the test you are registering for, test date, payment information, and how you specifically use our website ("Personal Information").

We use your Personal Information to:

- complete any registration, purchases, or other transactions you request online
- improve our products and services, and identify, develop, and offer new or expanded products and services
- improve and personalize your experience on the Website
- notify you about updates, products, services, and/or special offers from ETS, its affiliates, and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

Based upon your specific relationship(s) with us for a particular product or service, we may use your Personal Information in ways described in more detail in one or more other agreements. Health information is used to evaluate accommodation requests and may be used for research purposes. If used in research, all identifying information will be removed.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through www.ets.org. Remember, however, that we may still send email or call you in order to provide a product or service that you request.

Australia requires ETS to provide notification to AU residents. For Australian residents only, please be informed that if you consent to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

By indicating "Accept," you consent to the terms and conditions above and those more fully outlined in the ETS Privacy Policy located at www.ets.org/legal/privacy or attached hereto for paper-based assessments.

GLOSSARY

ADHD: Attention-deficit hyperactivity disorder. A persistent pattern of inattention and/or hyperactivity that is more frequent and severe than is typically observed in individuals with comparable levels of development.

Alternate format: Test format other than the one in which the test is usually delivered; examples include large print, braille and audio recording.

Braille slate and stylus: A device that enables a braille user to manually emboss braille dots onto paper. Only available for applicants who are blind or have low vision.

Certification of Eligibility: Accommodations History: A verification statement signed by an authorized professional who verifies the applicant's accommodations history and certifies that there is documentation on file that meets the ETS Documentation Criteria.

Ergonomic keyboard: A computer keyboard designed to minimize muscle strain and related problems.

Extra breaks: Breaks other than regularly scheduled breaks that are not included in the testing time. Extra breaks can be taken as needed for snacks, beverages, medication, restroom trips, etc.

Extended testing time: Extra time to take the test. The amount of extended testing time is correlated to the test taker's disability or functional limitations. Fifty percent extended testing time is time and one-half; 100 percent extended time is double time (documentation is required for 100 percent extended time or more).

IntelliKeys keyboard: A programmable alternative keyboard that enables users with physical and/or visual disabilities to easily type, enter numbers, navigate on-screen displays and execute menu commands.

Keyboard with touchpad: A standard computer keyboard with a built-in touchpad. The touchpad allows the user the option of either using no external mouse or using a secondary pointing device.

Large-print answer sheet: An answer sheet for multiple-choice questions with large blocks that the test taker can mark with X's, rather than smaller boxes or ovals that must be filled in.

LD: Learning disability.

Minor accommodations: Accommodations that do not affect the test delivery or response, such as a footstool, earplugs, a special chair/desk or a cushion.

Oral interpreter: A trained interpreter who silently mouths speech for a deaf or hard-of-hearing test taker who is able to speech read. An oral interpreter may also use facial expressions and gestures and may paraphrase the language used by the speaker. This accommodation is provided for spoken directions and check-in procedures only and is available only for applicants who are deaf or hard-of-hearing.

Paper-based test: Any test that is ordinarily given on paper rather than on computer, or may be offered as an accommodation for a computer-administered test.

(continued on next page)

Perkins braille: A braille typewriter with a key corresponding to each of the six dots of the braille code. It is permitted for note taking only. Available only for applicants who are blind or have low vision.

Printed copy of spoken directions: For paper-delivered tests only. (All directions are provided on screen for computer-delivered tests.)

Reader: A person who reads the test aloud to the test taker. Typically for an individual with learning disabilities or traumatic brain injury or a test taker who is blind or has low vision. A reader reads the test directions, questions and answer choices to the test taker. A reader does not interpret, reword or explain the test, though the reader may repeat test content at the test taker's request.

Screen magnification: Enlarging the size of everything displayed on the computer screen.

Scribe: A person who writes down, or otherwise records, the test taker's responses. The scribe does not correct spelling, create answers for the test taker or help the test taker identify correct answers. The scribe simply writes the test taker's answers down on the test or answer sheet or types them into a computer.

Selectable background and foreground colors: A feature on computer-delivered tests that permits the test taker to select the colors of the background and the text to improve contrast and minimize eyestrain.

Sign language interpreter: An individual who communicates with the test taker using sign language. Available only for applicants who are deaf or hard-of-hearing, for spoken directions and check-in procedures only.

Trackball: A pointing device consisting of a ball held by a socket containing sensors to detect a rotation of the ball. The user rolls the ball with the thumb, fingers or palm of the hand to move a pointer or cursor on the screen. Used as an alternative to a mouse.

Traumatic brain injury (TBI): Typically results from a violent blow or jolt to the head. The term TBI is often used synonymously with the term "head injury."

