



TOEIC

Listening. Learning. Leading.

TOEIC®

TOEIC Bridge™

Test de français international™

Guide for Test Takers with Disabilities



*The TOEIC® Test —
Know English. Know Success.*

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This publication contains instructions for requesting nonstandard testing accommodations for the following test brands: TOEIC[®], TOEIC *Bridge*[™], and *Test de français international*, (TFI[™]). It should be used in conjunction with the information provided in the appropriate *Examinee Handbook*.

Customer Service

The information provided in this publication and in the program's *Examinee Handbook* should answer any questions you may have about the TOEIC, TOEIC *Bridge*, or TFI test brands. The policies regarding testing accommodations can be found by clicking on the "Disabilities" tab on each program's website.

Examinee handbooks can be obtained from your local ETS Preferred Vendor (EPV) or by visiting the program's website. A list of EPVs can be found on the web at www.ets.org/toEIC, www.ets.org/toEICbridge, or www.ets.org/tfi.

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Registration Information

ETS and its ETS Preferred Vendors (EPVs) are committed to serving test takers with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the test. Nonstandard testing accommodations are available for test takers who meet the requirements.

All requests for accommodations must be approved in accordance with ETS and/or EPV policies and procedures, and must be made on the *Request for Nonstandard Testing Accommodations* form (pages 4–8).

Because your local EPV and ETS must review documentation in order to provide appropriate accommodations, all test takers requesting any accommodations must register through the EPV. Documentation review takes approximately six weeks once all necessary documentation has been submitted.

Braille, audio, reader, or large-print formats:

Requests for these formats may require up to eight weeks for production after accommodation approval.

We urge you to send in your request for testing accommodations well in advance of your planned test date.

Note: If a test section is omitted for an applicant who is deaf, hard-of-hearing, or visually impaired, no score for that section and no total score will be reported. Only the scores for the sections that are taken will be reported.

Standby registration is not available for test takers requesting accommodations.

How to Request Accommodations and Register

You must submit your request for accommodations to your local ETS Preferred Vendor (EPV) by the registration deadline provided by the EPV.

Note: All requests for testing accommodations must be reviewed and approved before your test can be scheduled. All materials must be submitted together or your registration will be returned to you unprocessed, which may cause your test to be delayed.

What to Include in Your Request

1. Include the appropriate registration form(s) and the proper fee for the test you are taking. Registration forms and fee information are available from your local EPV.

AND

2. Include a completed *Request for Nonstandard Testing Accommodations* form (pages 4–8).

- You must complete *Part I—Applicant Information* and sign the Verification Statement.
- You must complete *Part II—Testing Accommodations Requested*.
- You must submit your disability documentation, **UNLESS** you are registering for testing accommodations identical to those that an EPV or ETS has approved for you within the last two years.

How to Register Using Previously Approved Accommodations

If your request for accommodations has been approved by an EPV or ETS within the last two years, and your documentation is still current, you may request the same testing accommodation(s) for any TOEIC, TOEIC *Bridge*, or TFI test. If you are registering for a different test than before, the accommodation(s) 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, appropriate fees, and Parts I and II of the *Request for Nonstandard Testing Accommodations* form. Be sure to indicate the previous test name and test date.

Minor Accommodations

Some test takers require **only** minor accommodations to the standard testing environment due to documented medical needs. Minor accommodations include, but are not limited to, special lighting, an adjustable table or chair, and/or rest breaks for medication or snacks. Examples of documented medical needs include diabetes, epilepsy, or chronic pain. These test takers must submit Parts I (Applicant Information) and II (Testing Accommodations Requested) of the *Request for Nonstandard Testing Accommodations* form, along with a letter of support from a medical doctor or other qualified professional stating the nature of the condition and the reason for the minor accommodation(s) requested, and the appropriate registration form and fees.

Submitting Your Request to the ETS Preferred Vendor

Send all completed requests for testing accommodation(s) to your local ETS Preferred Vendor (EPV).

A list of EPVs can be found on the web at www.ets.org/toeic, www.ets.org/toeicbridge, or www.ets.org/tfi.

If Your Request Is Approved

Once your request for accommodation(s) is approved, your local ETS Preferred Vendor (EPV) will send you a letter confirming the accommodation(s) that have been approved for you and identify the testing location and supervisor. Allow up to six weeks from the time your completed request is received by the EPV to receive your letter of authorization. If the center cannot accommodate your request on the scheduled testing date, you will be contacted by the EPV to arrange an alternate administration date.

Scoring and Reporting

In most cases, score reports contain no indication of whether a test was taken with accommodation(s). In rare instances, when an accommodation significantly alters what is tested (for example, if an entire test section must be omitted), a statement may be included with the score report indicating that the test was taken under nonstandard testing conditions. Score reports do not indicate the nature of the disability or the accommodation(s) given. Score recipients are also reminded that test scores should be considered only one part of an applicant's record.

Request For Nonstandard Testing Accommodations

INSTRUCTIONS: Send all required items to your ETS Preferred Vendor in **ONE** mailing.

What to Send	Who Should Send It
1 Completed registration form and fee	ALL applicants
2 Part I—Applicant Information (see pages 5–6)	ALL applicants
3 Part II—Testing Accommodations Requested (see page 7)	ALL applicants
4 Disability Documentation <p>Submit your documentation and history of testing accommodations with Parts I and II. The ETS Preferred Vendor will review your documentation and determine whether it supports the request for accommodations. An Individualized Education Program (IEP) or 504 Plan alone may not be used.</p>	<p>ALL applicants, <i>unless you are registering for the identical accommodations that have been approved for you by ETS or your local EPV within the last two years.</i></p> <p>Submit your documentation, including history of testing accommodations, to the ETS Preferred Vendor</p> <ol style="list-style-type: none"> 1. if you have a disability that is not specifically listed in Part I; or 2. are requesting any accommodation(s) other than 50% extended testing time (time and one-half), extra breaks, and/or braille (if you are blind or have low vision); or 3. have not previously used the testing accommodations you are requesting; or 4. were diagnosed with a disability within the last 12 months. <p>If you have a visual disability and are submitting documentation for review, please use the ETS Vision Documentation Report for documentation of a visual disability located on the Disabilities tab of the program’s website.</p>

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Request for Nonstandard Testing Accommodations *(continued)*

INSTRUCTIONS: All applicants must complete this section and sign the Applicant’s Verification Statement that follows.

PART I — APPLICANT INFORMATION

Applicant’s Name (please print—leave a blank box between names)

Last	First	M.I.

Mailing Address

Country

--

Registration Number (provided by EPV)

--

Gender

Male <input type="checkbox"/>	Female <input type="checkbox"/>
--------------------------------------	--

Date of Birth

Month <input type="checkbox"/>	Day <input type="checkbox"/>	Year <input type="checkbox"/>
---------------------------------------	-------------------------------------	--------------------------------------

Day Phone Number (Voice/TTY)

--

(Include country/area code)

Evening Phone Number (Voice/TTY)

--

(Include country/area code)

Fax Number

--

(Include country/area code)

E-mail Address

--

I would prefer to be contacted via: E-mail Mail Phone Fax

I am applying for the following test: TOEIC TOEIC Bridge TFI

Nature of your disability (check all that apply):

<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Deafness
<input type="checkbox"/> Learning disability	<input type="checkbox"/> Hard-of-hearing
<input type="checkbox"/> Blindness	<input type="checkbox"/> Physical disability (describe) _____
<input type="checkbox"/> Low vision	<input type="checkbox"/> Other (describe) _____

Date your disability was first diagnosed: ____ / ____ **Date of professional’s most recent evaluation:** ____ / ____
Month Year Month Year

Name and credentials of professional who administered the most recent evaluation _____

Have you received testing accommodations within the past 5 years in college and/or employment? No Yes

If yes, please list the accommodations received:

Request for Nonstandard Testing Accommodations *(continued)*

Applicant's Name: _____

(Please print)

Last

First

M.I.

Verification Statement to be Signed by Applicant

I attest to the fact that the information recorded on this application is true, and if this application is not sufficient, I agree to provide ETS and/or the ETS Preferred Vendor (EPV) with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to ETS and/or the EPV a copy of any pertinent information required to establish the need for the accommodation(s) requested herein. If I am requesting the use of an assistive device, I am familiar with its use.

I understand that all information that is necessary to process this application must be available to ETS and/or the EPV sufficiently in advance of the test administration date to provide time to evaluate and process my request for accommodations. I acknowledge that ETS and/or the EPV reserves the right to make final determination as to whether any requested accommodation is warranted and appropriate.

I acknowledge that any submitted information may also be used for research purposes, and that in no case will any individual be identified by name in research studies, and that the information will be protected by the terms of ETS's Confidentiality of Data Policy.

ETS's Confidentiality of Data Policy can be found on the program's website.

I further understand that ETS and/or the EPV reserves the right to withhold or cancel my scores if it is subsequently determined that, in ETS's and/or the EPV's judgment, any information presented in this application or supporting documentation is either questionable, inaccurate, or used to obtain accommodations that are not necessary.

Signature of Applicant_____
Date

Keep a copy of this completed form for your records.

Request for Nonstandard Testing Accommodations *(continued)*

Applicant's Name: _____
 (Please print) Last First M.I.

PART II — TESTING ACCOMMODATIONS REQUESTED

If you have received approval from ETS or your local EPV within the last two years for accommodations identical to those you are requesting now, and your documentation is still current, please indicate the following:

Previous test(s) taken: _____ Previous test date(s): _____

Alternate Test Format (check all that apply)

- Braille (TOEIC and TOEIC Bridge tests only)
 Large print**
 Audio only (Listening section only)**
 Omit Listening section*

Extended Testing Time (Note: All tests are timed)

- 50 percent (time and one-half) 100 percent (double time)

Additional Rest Break(s) Yes

Assistance

- Reader Sign language interpreter (for directions)*
 Recorder/writer of answers Printed copy of spoken administration directions*

Other Accommodations (describe).

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

**Only applicants who are blind or have low vision

Request for Nonstandard Testing Accommodations *(continued)*

Applicant's Name: _____
 (Please print) Last First M.I.

PART III — ETS DOCUMENTATION CRITERIA

The documentation submitted must generally satisfy the ETS documentation criteria. ETS acknowledges that documentation from international sources will vary in scope and substance, and therefore will be reviewed on a case-by-case basis in accordance with the following criteria:

Documentation for the applicant *must*

- **be typed in English, or translated by an authorized translator into English and printed on official letterhead** and **signed** by an authorized professional qualified to make the diagnosis (include information about license or certification and area of specialization);
- **clearly state the diagnosed disability or disabilities;**
- **describe the functional limitations** resulting from the disability or disabilities and how they are relevant to the testing situation;
- **include complete educational, developmental, and medical history, including history of accommodations use**, relevant to the disability for which testing accommodations are being requested;
- **include a list of all test instruments** used in the evaluation report and relevant subtest scores used to document the stated disability. (This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature);
- **describe the specific accommodations requested;**
- **adequately support the need for each of the requested testing accommodation(s);**
- **be current, depending on the disability. For specific currency requirements for different types of disabilities, please go to www.ets.org/disability.**

ETS provides a comprehensive suite of English Language Learning products and services that encourage learning, assess progress and measure proficiency. Backed by years of research, our programs support teachers and decision makers and help individuals achieve academic, business, and personal success. To learn more, visit www.ets.org/ell.

For more information about the TOEIC® test, contact:

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