

Documentation Guidelines for Physical Disabilities and Health-Related Conditions Quick Reference Guide

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. This abbreviated version of our documentation guidelines for physical disabilities and health-related conditions is provided as a quick reference. For full details, please review the ETS *Guideline for Documentation of Physical Disabilities and Chronic Health-Related Conditions in Adolescents and Adults* at <http://www.ets.org/disabilities/documentation/>.

Documentation must:

- ▶ **Be completed by a qualified evaluator.**
Professional qualifications of those providing diagnoses, offering clinical judgments, and making recommendations for accommodations for test takers with physical disabilities and chronic health-related conditions must hold appropriate licensure/certification and have comprehensive training and relevant expertise in the specialty. In addition, the name, title, and professional credentials of the evaluator should be included on letterhead, typed in English, dated, and signed. See reference I of the guideline.
- ▶ **Include test taker's identifying information.**
Provide the test taker's identifying information, including full name and date of birth. See section I of the guideline.
- ▶ **Be current.**
Documentation needs to be from an evaluation conducted within the last twelve months. See statement II of the guideline.
Some physical disabilities and chronic health conditions are of a permanent nature (e.g., cerebral palsy, diabetes). In such cases the information provided can be a simple statement from a qualified professional that indicates the functional impact of the disability or chronic health condition. See section II of the guideline.
If the nature of the medical condition is episodic or transitory (e.g., lupus, chronic fatigue syndrome), the documentation should address the frequency and duration of the test taker's current functional limitations and need for accommodations. See section II of the guideline.
- ▶ **Provide specific diagnosis/diagnoses.**
Qualified professionals are encouraged to cite the specific objective measures used to help substantiate diagnoses. See section III of the guideline.
- ▶ **Discuss the current functional limitations.**
This would include daily life activities in academic and/or employment environments, with the understanding that a physical disability or chronic health condition usually presents across a variety of settings. See section IV of the guideline.
- ▶ **Discuss side effects the test taker experiences from prescribed medications and therapies.**
See section III of the guideline.
- ▶ **Include a rationale for each accommodation or device.**
Establish a link between the requested accommodations and the individual's current functional limitations that is pertinent to the testing situation. See section IV of the guideline.

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