



2018–19

The *Praxis*® Tests and School Leadership Series Assessments

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

NOTE: This supplement contains procedures and forms for requesting accommodations for the tests listed above.

Use this supplement **together** with the information and registration form(s) found in the *Praxis* and SLS *Information Bulletins* and/or on each testing program's website, at www.ets.org/praxis and www.ets.org/sls.

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

CONTACT INFORMATION

All questions related to accommodations should be directed to ETS Disability Services.

ETS Disability Services

Monday – Friday 8:30 a.m. – 5 p.m. U.S. 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)

General Email

Inquiries: *stassd@ets.org*

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.

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GENERAL INFORMATION

ETS is committed to serving test takers with disabilities or health-related needs by providing reasonable accommodations that are appropriate given the purpose of the test.

The Praxis® Bulletin Supplement for Test Takers with Disabilities or Health-related Needs contains procedures and forms for requesting testing accommodations. The *Supplement* should be used in conjunction with the information in the *Praxis® Information Bulletin*.

While many test takers with disabilities successfully take *Praxis* or SLS tests with appropriate accommodations, some test takers with disabilities may want to ask their prospective institution whether it is willing to waive the test requirement and consider their application based on other information.

HOW TO REQUEST ACCOMMODATIONS

Requests for accommodations must be submitted to ETS Disability Services for consideration. Requests can be submitted online, by email, or by mail.

Important: Test takers requesting accommodations MUST complete a *Testing Accommodations Request Form* and submit it to ETS Disability Services. The form can be found for *Praxis* at <https://www.ets.org/praxis/about/bulletin/> and for SLS at https://www.ets.org/s/sls/pdf/req_for_ns_accom.pdf. The form can be submitted online or by mail.

You must submit your request and have your accommodations approved by ETS Disability Services before your *Praxis* or SLS test can be scheduled. Accommodations cannot be applied to a test that has already been scheduled.

Submit your request 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.

Information about *Praxis* or SLS program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures, and score reporting information is available in the *Praxis* or SLS *Information Bulletin* and on their respective websites, www.ets.org/praxis or www.ets.org/sls. It is recommended that you review this information before requesting accommodations. It is also recommended that you review “Tips for Test Takers with Disabilities,” available at www.ets.org/disabilities/tips.

To submit your accommodations request online, you will need to create an ETS account. *Praxis* test takers can go to <https://www.ets.org/praxis>; and SLS test takers can go to <https://www.ets.org/sls>. In your ETS account you can view approved accommodations and test appointments. In addition, if you are approved for certain testing accommodations (extended time, extra breaks, screen magnification, selectable background and foreground colors), you can also self-schedule your test online through your ETS account after your accommodations have been approved. If you are requesting and are approved for accommodations other than the four listed above, you cannot schedule your test online; however, you will be able to indicate your preferred test date and location online.

Steps to Request Accommodations

To request accommodations for a *Praxis* or SLS test, follow the steps below:

1. Determine the accommodations you need.
2. Complete the *Testing Accommodations Request Form*.
3. Gather your disability documentation.
4. If submitting your material by mail or email, complete the appropriate test registration form.
5. Submit all completed forms and required documentation to ETS Disability Services by mail or email, or online, through your ETS Account.
6. Register and submit payment once your request is approved.

Detailed information regarding each of these steps is provided in this supplement.

□ **STEP 1: Determine the Accommodations You Need**

The first step in requesting accommodations is to determine the specific accommodations that you need. As you make this determination, it is important to know about the medical aids that do not require approval, the minor accommodations that can be made for health-related needs, and the most commonly requested and approved accommodations.

Pre-Approved Personal Items That Do Not Require Accommodations

Certain medical devices are allowed in the testing room without having to request approval. These items include, but are not limited to, earplugs (foam with no strings), bandages, hearing aid/cochlear implant, spinal cord stimulator, catheter, canes, crutches, and service animals. The full list of items not requiring approval as accommodations is available at www.ets.org/disabilities/test_takers/faq/.

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.

Minor Accommodations

Minor accommodations are intended to accommodate those with health-related needs, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc. Documented health needs include conditions such as diabetes, epilepsy, and chronic pain. 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.

Please follow the steps in this Bulletin Supplement for requesting accommodations. The documentation needed is 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.

Most Commonly Requested and Approved Accommodations

- **Extended Testing Time** (all tests are timed)
 - 50 percent (time and one-half)
 - 100 percent (double time; documentation required)
- **Extra Breaks** —The testing clock stops for breaks and does not affect your testing time. Breaks can be used for medication, snacks, trips to the restroom, etc.
- **Accommodations for Computer-delivered Tests Only**
 - Screen magnification
 - Selectable background and foreground colors
 - JAWS screen reader (only for applicants who are blind or have low vision)
- **Assistance**
 - Human reader
 - Scribe
 - Assistance for spoken directions (only for applicants who are deaf or hard-of-hearing)
 - » Oral interpreter
 - » Sign language interpreter

- Assistance for note taking (only for applicants who are blind or have low vision)
 - » Braille slate and stylus
 - » Perkins brailler®
- **Alternate Test Formats**
 - Braille
 - Large-print test book
 - Large-print answer sheet

STEP 2: Complete the Testing Accommodations Request Form

Complete the *Testing Accommodations Request Form* in this supplement. You can complete the form in this supplement or you can access this form through your ETS account. *Praxis* test takers can go to <https://www.ets.org/praxis>; and SLS test takers can go to <https://www.ets.org/sls>.

Part I — Applicant Information

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

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)

You are encouraged to submit a Certification of Eligibility: Accommodations History form as verification of your use of accommodations in employment or post-secondary education within the past three years.

If you have received approved accommodations from ETS for a *Praxis* or School Leadership Series assessment within the last two years and your documentation is still current, you may request the same accommodations for a *Praxis* or SLS test during the 2018–19 testing year and you do NOT need to complete this section.

STEP 3: Gather Your Disability Documentation

You must submit disability documentation if any of the following are true:

- You are requesting accommodations other than 50 percent extended time (time and one-half) and/or extra breaks.
- You indicate in Part I of the *Testing Accommodations Request Form* that you have a medical condition or you check “Other” under “Nature of your disability.”
- You were first diagnosed with a disability within the past 12 months.
- 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.
- You have not previously used the accommodations you are now requesting.
- You have a sensory disability and your accommodations request does NOT match the specifications that follow.
- You are unable to submit a valid Certification of Eligibility: Accommodations History form.

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 provides a history of disability and accommodations use; however, an IEP or 504 Plan alone is not sufficient documentation.

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.

- Screen magnification
- Selectable background and foreground colors
- Braille
- Large print (test book and/or answer sheet)
- Recorded audio
- Human reader
- Scribe
- Braille slate and stylus for note-taking only
- Perkins braille[®]
- 50 percent extended time (time and one-half)
- Extra breaks

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 human reader, or recorded audio.

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.

- 50 percent extended testing time (time and one-half)
- Extra break(s)
- Sign language interpreter (for check-in assistance and spoken directions only)
- Oral interpreter (for check-in assistance and spoken directions only)

Using Previously Approved Accommodations

If you were previously approved for accommodations on a *Praxis* or SLS test, please review your approval letter to determine if your accommodations approval has expired. If your accommodations have not yet expired, you may reregister following the directions on your letter.

If you have received approved accommodations from ETS for another test (for example, the TOEFL test or GRE) and your documentation is still current, you may request the *same* accommodations for a *Praxis* or SLS test during the 2018–19 testing year without having to provide disability documentation. The accommodations ETS previously approved for you will be approved again *if* they are appropriate for the current test.

STEP 4: If Submitting Your Materials by Mail or Email, Complete the Appropriate Test Registration Form
If you plan to submit your materials to ETS Disability Services by mail or email, complete the appropriate registration form in this supplement. Choose from the following test registration forms:

- 2018–19 Praxis Test Authorization Voucher Request Form (https://www.ets.org/s/praxis/pdf/cdt_authorization_voucher_request.pdf)
- 2018–19 School Leadership Series Test Authorization Voucher Request Form (https://www.ets.org/s/sls/pdf/authorization_voucher_request.pdf)

STEP 5: Submit Completed Forms and Documentation to ETS Disability Services

Requests for testing accommodations may be submitted via mail, email or online. Be sure to include the appropriate documents with your submission. An incomplete application will cause a delay in processing your request.

Submitting Your Material Online in Your ETS Account

You can submit materials online through your ETS account at <https://www.ets.org/mypraxis> or <https://www.ets.org/mysls>. Once signed in, select “Accommodation Status/New Request” under “Test Takers with Disabilities or Health-related Needs” section on the home page and follow the instructions.

Be sure to include the following with your request:

- Testing Accommodations Request Form
- Disability documentation (if required)
- Appropriate test fee (only if registering for a paper-delivered Test to ensure it is received prior to registration deadline).

Once your accommodations have been approved you will receive an email from ETS Disability Services with instructions regarding how to register for the *Praxis* or SLS test.

Submitting Your Material by Email

Be sure to attach the following completed forms with your email message:

- Testing Accommodations Request Form
- Disability documentation (if required)
- Appropriate *Praxis* or SLS test registration form

Requests for accommodations should be sent to disability.reg@ets.org. Do not include credit card information with your email. Once your application has been received, you will be sent an email with instructions regarding payment options.

Submitting Your Material by Mail or Courier Service

Be sure to include the following with your request:

- Testing Accommodations Request Form
- Disability documentation (if required)
- Appropriate *Praxis* or SLS test registration form
- Appropriate *Praxis* or SLS test fee (only if registering for a Paper-delivered *Praxis* Test to ensure it is received prior to registration deadline)

Mail your material to the appropriate address below.

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.

STEP 6: Register and Submit Payment Once Your Request Is Approved

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

If You Were Approved for Accommodations for the Computer-delivered Test

Your approval letter will include instructions that you must follow to schedule your test. When scheduling your test, you will need to provide the authorization/voucher number and the information contained in the letter. Payment will be required at the time you schedule your test.

If You Were Approved for an Alternate Test Format

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

If You Were Approved for Accommodations for a *Praxis* or SLS Paper-delivered Test

The approval letter will identify the testing location and test administrator for your test administration. 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.

CHANGING OR CANCELLING A TEST

If you are scheduled to take a computer-delivered test at a Prometric® center, you may change or cancel your test by calling Prometric at 1-800-967-1139. For all other computer-delivered testing, contact ETS Disability Services. See page 2 for contact information.

PRAXIS OR SLS TEST PREPARATION

Information about test preparation materials for the Praxis test is available at www.ets.org/praxis/prepare/materials. Information about test preparation for the SLS is available at www.ets.org/sls/prepare/materials.

If you need *Praxis* or SLS test preparation materials in an alternate format not already on the program website, contact ETS Disability Services.

SCORE REPORTING

Information about score reporting can be found in the Praxis/SLS Information Bulletin or on the program's websites. Praxis score reporting information can be found at <http://www.ets.org/praxis/scores>; School Leadership Series score reporting information can be found at <https://www.ets.org/sls/scores/reports>. Test takers who are blind can contact ETS Disability Services by phone for their test scores. See page 2 for contact information.

**PRAXIS/SCHOOL LEADERSHIP SERIES TESTING ACCOMMODATIONS
REQUEST FORM**

Part I — Applicant Information

Instructions: Complete this page and sign the Applicant's Verification Statement on page 16.

Today's Date: ____ / ____ / ____
Month Day Year

Applicant's Name (print your name as it appears on your ID documents — leave one blank box between names)

First Name	M.I.	Last Name

Address Line 1

--

Address Line 2

--

City	State or Province

ZIP or Postal Code	Country

Gender	Date of Birth	U.S. Social Security Number
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Year	(last 4 digits) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Day Phone Number

--

Evening Phone Number

--

Fax Number

--

Email Address

--

Test/assessment I am applying for: Praxis School Leadership Series

Nature of your disability (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Blind or legally blind | <input type="checkbox"/> Physical (identify condition) |
| <input type="checkbox"/> Low vision | _____ |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Psychological (identify condition) |
| <input type="checkbox"/> Hard-of-hearing | _____ |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Medical condition (identify condition; must submit documentation) |
| <input type="checkbox"/> Learning Disability | _____ |
| <input type="checkbox"/> Traumatic Brain Injury | <input type="checkbox"/> Other (identify condition; must submit documentation) |
| <input type="checkbox"/> Autism Spectrum Disorder (e.g., Asperger) | _____ |

When was your disability first diagnosed? ____ / ____ Date of professional's most recent evaluation: ____ / ____
Month Year Month Year

Other than testing accommodations, describe what strategies, devices or medications you ordinarily use to manage your condition (Optional):

ACKNOWLEDGMENT

This Acknowledgment, including the Privacy Notice at www.ets.org/legal/privacy, contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), 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

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the US to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

Third Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org.

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

Additional Information

This paragraph containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org.

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information Retention: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

For Hong Kong residents only: Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

For Australian residents only: please be informed that if you agree 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.

For Canadian Residents only: This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

For Singapore Residents only: In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

Contact Information

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org.

By indicating “Accept,” you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.¹

¹If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking “Accept” must be a parent or guardian.

**PRAXIS/SCHOOL LEADERSHIP SERIES TESTING ACCOMMODATIONS
REQUEST FORM**

Part I — Applicant Information (*continued*)

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

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 with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to ETS 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 sufficiently in advance of the test administration date to provide time to evaluate and process my request for accommodations. I also understand that processing can take 4 to 6 weeks from the time the application is complete. If additional information is requested, the 4 to 6 week time frame begins when the requested information is received. I acknowledge that ETS reserves the right to make final determination as to whether any requested accommodation is warranted and appropriate.

If I am submitting Part III — Certification of Eligibility: Accommodations History, I acknowledge that my request for accommodations will not be processed if I alter or revise Part III in any way after the appropriate official has completed it. I also understand that ETS does not waive its right to ask the person who completes Part III on my behalf to submit the supporting documentation, if necessary, either before or after the test administration date.

I authorize any person completing Part III on my behalf to release this information to ETS upon ETS's request. I also understand that the documentation in support of my request for accommodations supersedes any information contained in the Certification of Eligibility: Accommodations History. For quality assurance, the Certification of Eligibility: Accommodations History may be subject to audit resulting in a review of the actual disability documentation on file.

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.

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

I understand that ETS has contracted with an external panel of expert consultants with whom it may consult to augment its in-house expertise. By submitting my request for accommodations, I authorize and provide my consent to ETS to share my personal information as needed concerning this request.

Signature of Applicant

Today's Date

Keep a copy of this completed form for your records.

PRAXIS/SCHOOL LEADERSHIP SERIES TESTING ACCOMMODATIONS REQUEST FORM

Part II — Accommodations Requested (*continued*)

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

Assistance (**NOTE:** If you are requesting a human reader and/or a scribe, and your disability is NOT blindness or legal blindness, you must submit documentation for review.)

- Human reader
- Scribe
- Braille slate and stylus (for note taking only; and only applicants who are blind or have low vision)
- Perkins braille (for note taking only, and for applicants who are blind or have low vision)
- Sign language interpreter (for check-in assistance and spoken directions only) (Only applicants who are deaf or hard-of-hearing)
- Oral interpreter (for check-in assistance and spoken directions only) (Only applicants who are deaf or hard-of-hearing)

Extended Testing Time (**NOTE:** All tests are timed; if you are requesting more than 50 percent extended time, documentation must be submitted.)

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

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

- Yes

Other Accommodations. If you are requesting accommodations other than those listed on page 17 and above (e.g., separate testing room or use of a calculator), please describe them below and submit appropriate documentation.

NOTE: If you are requesting a large-print paper test as an accommodation on a test that is ordinarily computer-delivered, please indicate here.

1. _____
2. _____
3. _____
4. _____
5. _____

TEST AUTHORIZATION VOUCHER REQUEST



If paying by paper check or money order, mail this completed form with your test fee to:

ETS-Praxis
PO BOX 382065
Pittsburgh, PA 15251-8065

- Check here if you are not requesting testing accommodations.
- Check here if you are requesting testing accommodations. Before you fill out this form, you must create a profile at www.ets.org/praxis/register. When you create your profile, a candidate ID number will be assigned to you. After you get your candidate ID number, complete this form and follow the instructions in the *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* at www.ets.org/praxis/register/disabilities.

PLEASE PRINT ALL INFORMATION CALLED FOR BELOW.

NAME: Print your last name, first name, and middle initial.												
Last Name – first 15 letters										First Name – first 10 letters		M.I.
MAILING ADDRESS: Number and Street (include apartment number)												
City				State		ZIP Code (U.S. only)				Country Code (Outside U.S. & P.R. only)		
EMAIL ADDRESS												
DATE OF BIRTH			SOCIAL SECURITY NUMBER			DAYTIME TELEPHONE NUMBER			Candidate ID (if known)			
Month	Day	Year	–	–		–	–					
TEST CODE		TEST NAME										

For test takers requesting an accommodation:

PREFERRED TEST DATE _____ PREFERRED TEST LOCATION _____

PAYMENT Please make check or money order payable to ETS-Praxis. **Do not send cash.** Orders received without payment or with incorrect payment may be returned. If you are requesting an accommodation and prefer to pay online, do not send your payment with this form. You can pay online after your accommodation has been approved.



NOTE: By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment and you will not receive a canceled check. If you do not have sufficient funds in your account, an additional service fee of \$20 will be added to your account.

Payment enclosed

If paying by credit card, indicate which card you are using and provide your card number, expiration date and the cardholder's signature.

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

American Express® Discover® JCB® MasterCard® Visa®

Charge Card Account Number _____ Expiration Date (MM/YY) _____

Cardholder's Signature _____

I understand and acknowledge the terms and conditions outlined in the Acknowledgment policy on the next page of this form.

Please write, DO NOT PRINT, the following statement.

I hereby agree to the conditions set forth in the 2017-18 Praxis Information Bulletin, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

Signature: _____ Date: _____

TEST AUTHORIZATION VOUCHER REQUEST

ACKNOWLEDGMENT

This Acknowledgment, including the Privacy Notice at www.ets.org/legal/privacy, contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), 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

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the US to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

Third-Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

TEST AUTHORIZATION VOUCHER REQUEST

Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

Additional Information

This paragraph containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information Retention: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

For Hong Kong residents only: Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

For Australian residents only: please be informed that if you agree 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.

For Canadian Residents only: This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

For Singapore Residents only: In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

Contact Information

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org.

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.¹

¹If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

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.

Computer-voiced with tactile figure supplement: A test taken on computer that provides synthetic speech and keyboard navigation for test takers who are blind or have low vision. A raised-line figure supplement with labeling in braille is provided for graphics. Available only for applicants who are blind or have low vision for the GRE General Test in the U.S. only.

Computer-voiced with large-print figure supplement: A test taken on computer that provides synthetic speech and keyboard navigation for test takers who are legally blind or have low vision. A large-print figure supplement is provided. Available only for applicants who are legally blind or have low vision for the GRE General Test in the U.S. only.

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).

Human 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 human reader reads the test directions, questions and answer choices to the test taker. A human reader does not interpret, reword or explain the test, though the reader may repeat test content at the test taker's request.

iBT: Tests delivered via the Internet; a specific ETS test platform used for some ETS tests.

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 need to be filled in.

Large-print figure supplement: A set of enlarged figures, primarily for test takers with low vision who are taking the test in an audio format.

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-delivered test: Any test that is ordinarily given on paper rather than on computer, or offered as an accommodation for a computer-delivered test.

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.

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.

Spellchecker: An ETS-approved spellchecker is a simple hand-held device that is sent prior to the test date to test takers who qualify for this accommodation. It is NOT the standard software spellchecker included in programs such as Microsoft® Word.

Tactile figure supplement: A raised-line figure supplement to enable a test taker who is blind or has low vision to feel the figures. The figure supplement is labeled in braille.

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."



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