



Together, we can set the foundation for English language learning and prepare students for future success.

# Handbook Supplement for Test Takers with Disabilities or Health-Related Needs

*TOEFL Junior*® Standard Test  
*TOEFL Junior*® Comprehensive Test

*TOEFL*® *Primary*™ Step 1 Test  
*TOEFL*® *Primary*™ Step 2 Test  
*TOEFL*® *Primary*™ Speaking Test

## GENERAL INFORMATION

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This *Handbook Supplement for Test Takers with Disabilities or Health-Related Needs* contains policies and instructions to request nonstandard testing accommodations for the following testing brands:

*TOEFL Junior*® Standard  
*TOEFL Junior*® Comprehensive  
*TOEFL*® *Primary*™ Reading and Listening – Step 1 & Step 2  
*TOEFL*® *Primary*™ Speaking

The information in this *Handbook Supplement* should be used in conjunction with the information provided in the appropriate Handbook for the test you are taking.

## CONTACT INFORMATION

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The information in this *Handbook Supplement* and in the Handbook for the test you are taking should answer any questions you may have about the *TOEFL Junior*® or *TOEFL*® *Primary*™ brand tests.

Handbooks and additional information about the tests in this publication may be found at:

[http://www.ets.org/toefl\\_junior](http://www.ets.org/toefl_junior)  
[http://www.ets.org/toefl\\_primary](http://www.ets.org/toefl_primary)

If you have questions or comments regarding the *TOEFL Junior*® or *TOEFL*® *Primary*™ brand tests, please contact your local representative. You may also contact the TOEFL Junior or TOEFL Primary Program, ETS, Rosedale Road, Princeton, New Jersey 08541, USA, or email us at [toefljunior@ets.org](mailto:toefljunior@ets.org) or [toeflprimary@ets.org](mailto:toeflprimary@ets.org).

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.

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## **POLICIES FOR TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS**

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ETS and its local representatives 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 ETS requirements.

ETS recognizes that laws governing the release of personal information vary from country to country. In some countries, ETS local representatives may not request that test takers provide certain types of personal information. To the extent allowable by local law, test takers should provide sufficient documentation to allow the ETS local representative to fairly evaluate the accommodation request.

All requests for accommodations must be approved in accordance with ETS and/or local policies and procedures, and must be made using the Testing Accommodations Request Form in this *Handbook Supplement*. The ETS local representative must review documentation in order to provide appropriate accommodations. All test takers requesting any accommodations must register through the ETS local representative. Documentation review takes approximately three weeks after all necessary documentation has been submitted.

If ETS has approved accommodations for you within the last two years and your documentation is still current, complete the Testing Accommodations Request Form with any other appropriate registration forms and fees, and be sure to indicate the previous test name and test date. You will not need to resubmit your documentation if you are requesting the same testing accommodations.

For complete program policies, tests offered, test dates, test center procedures and score reporting information, see each program's website and *Handbook* provided by your ETS local representative.

Braille, audio reader, or large-print format: 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.

Omitted test section: If a test section is omitted, the score report for that section will say, "The test taker did not respond to any questions in this section. Therefore, the scores for this section cannot be provided." If a test provides an overall score or total score, the test taker will receive an NS (No Score).

**A test date is not confirmed until your accommodations are approved and you receive a confirmation of accommodations letter from your ETS local representative.**

## TESTING ACCOMMODATIONS OFFERED

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**NOTE:** 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 pages 11–12. 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 the accommodations you need are not listed below, please submit the necessary documentation.

### Accommodations for Paper-based Tests

#### **Alternate Test Formats**

- Braille\*
- Large-print test book\*
- Large-print answer sheet
- Audiocassette or CD recording
- Listening section omitted\*\*

#### **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.)

#### **Assistance**

- Reader
- Scribe
- Sign Language Interpreter (for spoken directions only)\*\*
- Printed copy of spoken directions (PBT only)\*\*

### Accommodations for Computer-based Tests

#### **Alternate Test Formats**

- Listening section omitted\*\*

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

#### **Assistance**

- Ergonomic keyboard
- IntelliKeys keyboard
- Keyboard with touchpad

\* Only applicants who are blind or have low vision

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

## HEALTH-RELATED NEEDS AND MINOR ACCOMMODATIONS

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“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 of these documented health needs require **only minor accommodations**. Minor accommodations include, but are not limited to, special lighting; an 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, follow the instructions for completing the Testing Accommodations Request Form and include, if allowable by local laws, 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.

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 is especially noisy. If the pump is noisy and likely to disturb other test takers, requesting accommodations is a good idea so you can be scheduled in a separate room.

If you require minor accommodations, follow the instructions for completing Part 1 – Applicant Information, and sign the Verification Statement; Part II - Testing Accommodations Request form and include, if applicable by local laws, 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 requested. A note on a prescription pad is not acceptable.

## INFORMATION FOR REQUESTING ACCOMMODATIONS

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### How to Request Accommodations and Register for the First Time

If you have never requested accommodations before or you need to request accommodations that are different from those for which you have previously been approved, you must submit the Testing Accommodations Request Form found on page 8 in this *Handbook Supplement* to your ETS local representative. You must also include any appropriate registration forms and fees by the registration deadline provided, as required by your ETS local representative.

All requests for testing accommodation(s) 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 a completed Request for Nonstandard Testing Accommodations form (page 8).
  - You must complete Part I – Applicant Information, and sign the Verification Statement (page 10).
  - You must complete Part II – Testing Accommodations Request (pages 11–12).
  - You must submit your disability documentation. See page 13 for ETS Documentation Criteria.

The ETS local representative will review your documentation and determine whether it supports the request for accommodations. An Individualized Education Plan (IEP) or 504 Plan alone may not be used.

## How to Register Using Previously Approved Accommodations

If your request for accommodation(s) has been approved by ETS or an ETS local representative within the last two years, and your documentation is still current, you may request the same test accommodation(s). You must also include any appropriate registration forms and fees by the registration deadline provided, as required by your ETS local representative.

### What to Include in Your Request

- You must complete Part I – Applicant Information, and sign the Verification Statement (page 10).
- You must complete Part II – Testing Accommodations Request (pages 11–12).
- You must submit disability documentation if you are requesting accommodations that are different from those that have been approved by ETS for you within the last two years. See page 13 for ETS Documentation Criteria.

All requests for testing accommodation(s) 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.

### If Your Request is Approved

Once your request for accommodation(s) is approved, your ETS local representative will send you a letter confirming the accommodation(s) that have been approved for you and identify the testing location and test administrator. Allow up to three weeks from the time your complete request is received by the ETS local representative to receive your confirmation of accommodations letter. If the center cannot accommodate your request on the testing date you request, you will be contacted by the ETS local representative to arrange an alternate administration date.

### Scoring and Reporting

In most cases, score reports contain no indication of whether a test was taken with accommodations. 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 with accommodations. Score reports do not indicate the nature of the disability or the accommodations given. Score recipients also are reminded that test scores should be considered as only one part of a student's record.













## **DEADLINE FOR ACCOMMODATIONS REQUESTS**

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

## **REQUESTS TO CHANGE OR CANCEL TESTS**

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For program policies regarding requests to change or cancel tests, please contact your local test representative. Rescheduling is permitted within the same testing year.

## **INFORMATION ABOUT THE TESTS**

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For sample questions for the test you will be taking, go to the website and follow the “Preparing for the Test” link.

- *TOEFL Junior*® — [http://www.ets.org/toefl\\_junior](http://www.ets.org/toefl_junior)
- *TOEFL Primary*™ — [http://www.ets.org/toefl\\_primary](http://www.ets.org/toefl_primary)





For more information about the  
*TOEFL Junior®* Tests,  
visit our website at [http://www.ets.org/toefl\\_junior](http://www.ets.org/toefl_junior)  
and for the  
*TOEFL® Primary™* Tests,  
visit our website at [www.ets.org/toefl\\_primary](http://www.ets.org/toefl_primary).

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