

# Checklist for Completing



## Testing Accommodations Request Form(s)

### Section 1: Checklist for GED Candidate

This checklist can be used to assist you, the GED testing candidate (or an advocate acting on behalf of the candidate), and the Chief Examiner at your local GED Testing Center with instructions on how to properly complete the GED Testing Accommodations Request form. You do not need to submit this form with your request for accommodations.

Candidate Last Name: \_\_\_\_\_ Candidate First Name: \_\_\_\_\_

Candidate Social Security or Social Insurance Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Be sure to ask the Chief Examiner at your local GED Testing Center any questions you may have about any part of the documentation/request process that you do not understand.

- As of 09/01/05, The GED Testing Office no longer accepts forms L-15 or SA-001. Please obtain the appropriate disability form from your local GED Testing Center or online at <http://www.emsc.nysed.gov/ged/mods.shtml>. The approved forms are: 1) Learning and Cognitive Disabilities, 2) Attention-Deficit/Hyperactivity Disorder, 3) Emotional/Mental Health, and 4) Physical/Chronic Health Disability.
- **Complete the GED candidate section** (Section One) at the top of the request for accommodation form(s), providing complete and accurate information in all areas of this section.
- Be sure to **sign the candidate signature line** of the request for accommodation form(s). If you are under the age of 18, a parent or guardian must also sign.
- **Be sure the professional diagnostician or advocate has completed all of the appropriate sections.** Your advocate may assist you by providing information from your medical and/or educational records onto your request for accommodations form(s). The advocate can also sign on Section Three *as long as the name of the professional diagnostician is listed*.
- **Letters are required from the specialist making the diagnosis.** For Physical/Chronic Health and Emotional /Mental Health accommodation requests, the letter must be *less than 6 months old*; for ADHD form, the letter must be *less than 3 years old*. **The letter must be on official letterhead and signed by the specialist making the diagnosis.**
- **Return your completed request for accommodations form(s) and all supporting documentation to the GED Chief Examiner at the testing center where you will take your test.**

### Section 2: Checklist for GED Chief Examiner

- **Provide the professional diagnostician, advocate or candidate with the appropriate accommodation request form**, which can be downloaded from <http://www.emsc.nysed.gov/ged/mods.shtml>.
- To assist with the application process, **provide the candidate and/or advocate with all relevant resources** (e.g., information on how to complete the form, test schedules for your test center, brochures/pamphlets, etc.).
- The **Chief Examiner must complete and sign Section Two** before it is submitted to the GED Testing Office for review. The Chief Examiner should review the *entire* form to ensure all information is complete and all relevant supporting documentation is attached.

If the Application Request has not been completed by the candidate, advocate, and/or diagnostician:

- Return application to professional diagnostician, advocate or candidate for additional information/documentation. Provide the professional diagnostician, advocate or candidate with specific written directions for properly completing the forms, including:
  - Date returned: \_\_\_\_\_
  - Items needed to complete the forms: \_\_\_\_\_

When the Application Request is complete, mail the entire application to the GED Administrator in Albany, New York. Date sent: \_\_\_\_\_

General Educational Development (GED) Testing Service will not discriminate against candidates for testing on the basis of any legally protected characteristic, including, but not limited to, race, color, religion, sex, sexual orientation, pregnancy, marital status, physical or mental disability, age, veteran status, and national origin.