

## TESTING ACCOMMODATIONS REQUEST FORM

Fairness among candidates is an important priority for us. Various accommodation options are available to ensure that candidates can take their tests under the best possible conditions.

Please send the following documents in a single e-mail to [mh@etsglobal.org](mailto:mh@etsglobal.org) at least 4 weeks before the desired test date:

- 1) The completed accommodation request form
- 2) The required supporting documents

After reviewing the documents provided, if your request is accepted by ETS Global, an accommodation agreement letter will be sent to you by e-mail and we will help you register for the test session of your choice. **Please do not register in a public test center without contacting us first.**

For any accommodation requests for the TOEFL iBT® test, please consult:  
<https://www.ets.org/disabilities/test-takers.html>.

### 1. YOUR ACCOMMODATION REQUEST

#### Privacy notice and consent to data collection

We collect your last name, first name, e-mail address, telephone number, test center preferences and a supporting document in order to process your request to arrange a test session.

By submitting this information, you consent to its collection and use for this purpose. Your data will remain confidential and will only be shared with authorized parties. It will be kept solely for the time required to process your request and will then be securely deleted.

You have the right to access, correct or delete your information at any time by contacting us at:  
[privacy@etsglobal.org](mailto:privacy@etsglobal.org).

#### Please complete the following information:

##### Candidate information:

Last name:

First name:

Email:

Telephone number:

Test session location:      Within your academic institution or training organization

   Within a public test center

Specify the city of the test center:

##### I am applying for the following test:

TOEIC® Listening and Reading Test

TOEIC Bridge® Test

TOEFL ITP® Test



### Which accommodation(s) are you requesting?

Please refer to the appendix on page 3 for further details on available accommodations.

- PRM (Person with Reduced Mobility) wheelchair accessible room
- Additional time for the Reading section
- Additional time for the Listening section
- Enlarged A3 format test booklet
- Enlarged A3 answer sheet
- Audio test (Listening section only)
- Braille test
- Omit the Reading section
- Use of headphones for the Listening section
- Omit the Listening section
- Oral Interpreter script for the Listening section
- Recorder
- Breaks
- Medical equipment: to be specified
- Food and beverages

---

Other accommodation (please describe)

## 2. REQUIRED SUPPORTING DOCUMENTS (CHOOSE ONE)

Please provide one of the documents listed below with the testing accommodations request form:

- A **current medical certificate typed in English** and **signed** by an authorized professional qualified to make the diagnosis;
- Documentation of any **previously granted testing accommodations**.



## APPENDIX: MAIN ACCOMMODATIONS

For any desired accommodation that is unlisted, please contact us by e-mail at: [mh@etsglobal.org](mailto:mh@etsglobal.org)

### Additional time:

Candidates may request extra time to read and prepare questions.

### Visual support:

- **A3 enlargement** of test booklet and answer sheet. Candidates may request an enlarged version of the test material (booklet).
- **Braille test.** Candidates may request to take the test in Braille. This accommodation is not available for test sessions at public test centers.
- **Audio test** (Listening section only). Candidates may request an adapted version of the test. **Please note:** the candidate will only receive a score for the Listening section of the test. ETS Global does not provide an audio description of the Reading section. The audio test only is not available for test sessions at public test centers.

### Hearing support:

- **Candidate can be placed as close as possible to the sound source in the test room.**
- Candidates may request **headphones** from the TCA (Test Center Administrator) to better hear the Listening section.
- **Oral Interpreter Script** for the Listening section. The Listening section of the test is read to the candidate by an English-speaking reader.
- **Omit the Listening section.** The candidate will only receive a score for the Reading section.

[www.etsglobal.org](http://www.etsglobal.org)

[mh@etsglobal.org](mailto:mh@etsglobal.org)