

## TESTING ACCOMMODATIONS FOR CERTIFICATION EXAMINATIONS

### 1. Scope

The American Board of Criminalistics (ABC) encourages all professionals to achieve certification. The ABC does not discriminate against any individual seeking certification, including persons with disabilities or who require testing accommodations. The ABC will assure its services are delivered equitably and efficiently to all criminalists, while at the same time protecting the integrity of the examinations. The ABC will maintain the organization's testing accommodations procedure and associated forms on the website.

### 2. Request for Accommodation

- 2.1 Any individual who requires an adjustment to testing conditions must include the following documents with the Request for ABC Examination Seat (09-0310F) and sitting fee, at least 60 days prior to the requested examination date:
- Application for Testing Accommodations, Form 09-0201F
  - Testing Accommodations Authorization and Release, Form 09-0202F  
NOTE: This form must be notarized by an official Notary Public. This form allows the Board to consult a licensed, unbiased medical professional to evaluate the request.
  - Documentation of Disability or Medical Condition, Form 09-0203F
- 2.2 Forms must be complete and include contact information, the examinations for which the candidate is seeking accommodations, the disability or medical condition description, and the requested accommodations.
- 2.3 The application for testing accommodations packet must be accompanied by sufficient supporting medical documentation to corroborate the request. Supporting documentation must be provided for each disability or medical condition for which accommodations are being requested and must include a comprehensive written report outlining the diagnosis and basis for testing accommodations request.
- 2.3.1 Documentation may be no more than 2 years old. If the original diagnosis is greater than two years prior to the date of the application for accommodation, reassessment documentation must be provided.
- 2.3.2 Documentation must be from a licensed medical professional who conducted the assessment and formed the diagnosis.
- 2.3.3 The medical professional must fill out the Documentation of Disability or Medical Condition Form (09-0203F) and provide any assessment results and records for each specific diagnosis.
- 2.3.4 Documentation must be provided for each disability or medical condition claimed below:
- Attention deficit disabilities
  - Learning disabilities (reading or writing)
  - Physical disability
  - Vision disability
  - Hearing disability

- Other disability or medical condition – must be clearly indicated on the Application for Testing Accommodations
- 2.4 Requested accommodations must be reasonable and appropriate to the specific disability or medical condition. Modifications to the testing process may be made unless a fundamental alteration to the exam would result.
- 2.5 Descriptions of all past testing accommodations must be submitted with the following details:
- Name(s) of college(s) or school(s) where accommodations were granted
  - Time frames of when these accommodations were granted
  - Copies of previous accommodation letters (colleges, SAT, GRE, etc.)
- 2.6 If testing accommodations have not been granted in the past, an explanation of why they are necessary for the certification examination is required.
- 2.7 Recommended testing accommodations must be included by a licensed medical professional in the Documentation of Disability or Medical Condition Form (09-0203F).
- 2.8 The requested testing accommodation must be clearly indicated on the Application for Testing Accommodations (09-0201F).
- 2.9 Individuals with disabilities will not be tested separately from other examinees unless absolutely necessary. Testing all candidates at the same time ensures the testing process is equal for all participants.
- 2.10 Reasonable testing accommodations include the following:
- Additional testing time
    - 1.5 times the standard testing time
    - 2 times the standard testing time, the maximum allowed time extension
    - Unlimited time is not an option
  - Approved Assistive Device (brace, magnifying glass, pillow, etc.)
  - Reader who will read the examination out loud for visually impaired candidates
  - Scribe to complete written tasks for a candidate with physical impairments
  - Medical Breaks: includes additional time for restroom breaks, time to leave the examination to take medications, time to leave examination to attend to dietary needs, etc.  
NOTE: Medical breaks cannot be requested with additional test time. If medical breaks and additional time are both needed, the medical break time should be a planned part of the additional test time frame.
- 2.11 Instructions for requesting accommodations will be available on the ABC website.
- 3. Review**
- 3.1 The Registrar's Office will ensure that all of the required forms have been provided.
- 3.2 The Registrar's Office will notify the President that a request for testing accommodations has been received.

- 3.3 A three-person review panel will be formed consisting of the officers of the organization.
- 3.4 A medical legal professional may be contracted to assist with the review at the discretion of the review panel.
- 3.5 A copy of application for testing accommodations materials will be sent to the President via Certified Mail or electronic means within 14 days of the postmark date on the application materials.
- 3.6 The review panel will make a decision on the testing accommodations request within 30 days of the postmark date of the information received from the Registrar's Office.
  - 3.6.1 If additional information is needed from the applicant, the review panel will make a decision within 30 days of the postmark date of the information from the applicant.
  - 3.6.2 If a medical or legal professional is necessary, the review panel will have an additional 30 days to make a decision.
- 3.7 Accommodations will be approved for up to 2 years.
- 3.8 The President will notify the Registrar's Office of the approved testing accommodations via Approved Testing Accommodations Form (09-0204F).
- 3.9 The Registrar's Office will notify the applicant of the approved testing accommodations. Notification will be written and will include a copy of the Approved Testing Accommodations Form.
- 4. Test Site**
  - 4.1 The Registrar's Office will notify the Test Site Manager and the Local Arrangements Coordinator (LAC) of the approved testing accommodations by sending a copy of the Approved Testing Accommodations Form. Additionally, a copy of the form will be sent to the Test Site Manager along with the test packets.
  - 4.2 The Test Site Manager is responsible for ensuring that the approved testing accommodations have been met.
  - 4.3 If the accommodations include an ergonomic device (e.g., cushion, brace, etc.), the TSM will thoroughly inspect the device prior to seating the candidate.
  - 4.4 In the event a candidate presents at the test site with an ergonomic device that has not been previously approved, the TSM may allow the device. Any such accommodations must not interfere with the testing experience of other candidates.
  - 4.5 The Test Site Manager will document compliance with the testing accommodations on the Exam Offering Report Form (07-0104F).

**5. Records Retention**

5.1 The review panel will submit any materials generated in the review to the Registrar’s Office for inclusion in the Applicant’s, Affiliate’s or Certificiant’s file.

<b>Record</b>	<b>Retention</b>	<b>Location</b>
09-0201F	5 years after an applicant’s or certificiant’s status becomes inactive	Effective January 1, 2021, new records will be retained in a testing accommodations folder in Google Drive.  Records received prior to January 1, 2021, will be held in the Registrar’s Office.
09-0202F	5 years after an applicant’s or certificiant’s status becomes inactive	Effective January 1, 2021, new records will be retained in a testing accommodations folder in Google Drive.  Records received prior to January 1, 2021, will be held in the Registrar’s Office.
09-0203F	5 years after an applicant’s or certificiant’s status becomes inactive	Effective January 1, 2021, new records will be retained in a testing accommodations folder in Google Drive.  Records received prior to January 1, 2021, will be held in the Registrar’s Office.
09-0204F	5 years after an applicant’s or certificiant’s status becomes inactive	Effective January 1, 2021, new records will be retained in the certificiant’s file in Google Drive.  Records received prior to January 1, 2021, will be held in the Registrar’s Office.