DRC’s Guide to Requesting Accommodations for
Graduate Level Entrance Exams
Professional School Entrance Exams
Licensure Board Exams

This packet contains the following:

1. Frequently Asked Questions
2. Useful Web links
3. Accommodation History Letter Request Form
4. Individual Release Form
1. I am planning to take a graduate level entrance exam, professional school entrance exam, or licensure board exam. Are accommodations available for these exams?

Yes, accommodations can be requested for graduate level entrance exams, professional school entrance exams, and licensure board exams. Please review the information at the links provided on page 4. The web links will provide information about the process for requesting accommodations, the documentation guidelines and the forms used to make the accommodation request. Please be aware that the request process and documentation requirements vary for each exam and were established by the testing agency administering the exam, not the Disability Resource Center.

2. How far in advance should I begin this process?

Plan to begin the process at least 3 months in advance of when you would like/need to take the exam. A testing agency’s review process could take at least 6-8 weeks.

3. What can the DRC provide in support of my accommodation request?

The DRC can provide an accommodation history letter verifying the period of time you have been registered with our office and the accommodations you have received while a student at UF. In the case of the GRE, the DRC can complete the ‘Certificate of Eligibility’ (COE) provided in the GRE ‘Bulletin Supplement for Test Takers with Disabilities’, unless your document does not meet GRE currency guidelines or it has been more than three (3) years since you have accessed accommodations. In these instances, the DRC will provide an accommodation history letter.

   a. What do I do if I need an accommodation history letter from the DRC?

      Please complete an Accommodation History Letter Request form which can be either downloaded from our website or secured from our front office. Once you have returned the form, your letter will be available within 3 business days.

   b. What do I do if I need a ‘Certificate of Eligibility’ completed by the DRC?

      If you need the ‘Certificate of Eligibility’ completed by the DRC, you can either make an appointment with the DRC Director or drop off the ‘Certificate of Eligibility’ for completion by the DRC Director. If you would like to drop off the COE for completion by the DRC Director, please provide the entire application (‘Bulletin Supplement’) for review. The COE will be completed within 3 business days.
4. **What do I do if I need a copy of the documentation in my DRC file?**

If you need to obtain a copy of the documentation in your DRC file, please complete and submit an *Individual Release Form* to the DRC. The form may be downloaded from our website or secured from our front office. Once you have returned the form, your documentation will be available within 3 business days.

5. **Will I need updated documentation?**

That will depend on the age of your most recent documentation and the requirements established in the documentation guidelines for the exam you are planning to take. Generally, documentation for ADD or a learning disorder will need to be no more than 5 years old. Documentation for medical/health-related impairments or psychiatric impairments will need to be no more than 6 months-1 year old. If the testing agency does not publish documentation guidelines, you may want to contact the testing agency’s disability services office in order to ask for clarification. If your documentation is out-of-date, you will be responsible for securing new and/or updated documentation.

6. **What if I have specific questions about the accommodation process?**

You are welcome to schedule an appointment with the DRC Director to discuss the accommodation request process. Please bring copies of the required forms with you to your appointment.
Graduate Level Entrance Exams/Professional School Entrance Exams/
Licensure Board Exams
Web Links for Accommodation Request Process

Dental Admission Test (DAT):
“Testing Accommodations” (pgs. 17-19) in the Program Guide:
http://www.ada.org/~/media/ADA/Education%20and%20Careers/Files/dat_examinee_guide.ashx

Graduate Management Admission Test (GMAT):

Graduate Record Examination (GRE):
http://www.ets.org/disabilities/test_takers/

Law School Admission Test (LSAT):
http://www.lsac.org/jd/lsat/accommodated-testing/

Medical College Admission Test (MCAT):
https://www.aamc.org/students/applying/mcat/accommodations/

Pharmacy College Admission Test (PCAT):

Florida Teacher Certification Examination (FTCE):
http://www.fl.nesinc.com/FL_altarrangements.asp

Multistate Professional Responsibility Examination (MPRE):
http://www.ncbex.org/about-ncbe-exams/mpre/ada-testing-accommodations/

National Council of Examiners for Engineering and Surveying (NCEES):
http://ncees.org/exams/special-accommodations/ada-testing-accommodations/

Nursing Licensure Exam (Florida Board of Nursing):
“Special Testing Accommodations”:
http://floridasnursing.gov/special-testing-accommodations/
Dean of Students Office
Disability Resource Center
Accommodation History Letter Request Form

Name:_________________________________________ UFID#:__________________

Mailing Address:__________________________________________________________

Phone number:__________________________________________________________

E-mail address:__________________________________________________________

Indicate which exam you are requesting a history letter for:

__ DAT
__ GMAT
__ GRE
__ LSAT
__ MCAT
__ PCAT
__ FTCE
__ MPRE
__ NCEES
__ Other:__________________________

Please indicate how you would like to receive the letter:

__ Pick-up at DRC
__ Mail to the address indicated above
__ Fax to the following number:__________________________________________
__ Scan/e-mail to the following address:________________________________
__ Other:__________________________

__________________________________________
Signature

UFID#

Date
Dean of Students Office
Disability Resource Center
Individual Release Form

I, _____________________________________________, give permission to the Disability Resource Center to copy and release to me the following information in my DRC file:

___ Psycho-education evaluation
___ Psychological evaluation
___ Documentation from Medical/Mental health provider
___ Most recent accommodation letter
___ Other information, as specified: ____________________________________________________

Delivery Method:
___ Pick-up

___ Fax to the following number: _____________________________________________________

___ E-mail to the following e-mail address:______________________________________________

___ Mail to the following address: ____________________________________________________

__________________________________________  ____________________________  ____________
Signature                                      UFID#                                  Date

__________________________________________  ____________________________  ____________
DRC Staff                                     Signature                                Date