

## Written Test Accommodations FAQs

***Q: What qualifies as a disability for accommodations for the written test?***

**A:** Mental disabilities include, but are not limited to, any mental or psychological disorder or condition such as mental retardation, organic brain syndrome, emotional or mental illness, or a specific psychological disorder or condition that requires special education or related services.

*For more information about qualified disabilities and medical conditions, see California Government Code section 12926.*

***Q: How do I request accommodations to take the written test?***

**A:** A candidate who seeks an accommodation is responsible for making the request and providing documentation substantiating the need for accommodation.

***Q: What is the valid time period for an accommodation evaluation?***

**A:** The evaluation and supporting documentation shall be valid for a period of three (3) years from the date on which it was submitted to FCTC, except that no further documentation will be required in cases where the evaluation clearly states that the applicant's condition is not expected to change over time in any way that would reduce the need for the requested accommodations.

***Q: What are the qualifications for professional evaluators?***

**A:** To be considered a qualified evaluator, the professional must meet the following requirements:

1. Possesses sufficient qualifications to evaluate for the existence and nature of the disability or medical condition, and to recommend accommodations.
2. Cannot be the spouse of the candidate nor related to the candidate by blood or marriage.
3. For a **physical disability or medical condition**: The evaluator must be a licensed health care practitioner who is qualified to make the diagnosis and has expertise pertaining to the disability or medical condition.
4. For a **mental disability or diagnosis**: The evaluator must be a licensed mental health care professional who is qualified to make the diagnosis and has expertise pertaining to the diagnosis.
5. For a **learning disability**: The evaluator must be one of the following:

a. A licensed psychologist or physician who has a minimum of three (3) years of experience working with adults with learning disabilities, and who has training in all of the areas described below.

**OR**

b. Another professional who possesses a master's or doctorate degree in special education or educational psychology from a regionally accredited institution AND who has at least three (3) years of equivalent training and experience in all of the areas described below.

- Assessing intellectual ability level and interpreting tests of such ability;
- Screening for cultural, emotional and motivational factors;
- Assessing achievement level; and,
- Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing, and mathematics.

***Q: What is the appeal process for a denied accommodations request?***

**A:** A candidate's appeal of a decision denying (in whole or in part) a request for accommodation or auxiliary aids or services, must be in the form of a signed or otherwise verified request setting forth all of the following:

- (a) Candidate's name;
- (b) Date of request;
- (c) The appeal itself; and
- (d) The facts relied upon in support of the appeal.

The appeal must be accompanied by any documentation not previously provided that the candidate wishes FCTC to consider.