

# Accommodations for Candidates With Disabilities

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special testing arrangements. If your needs are such that you will require extra time or assistance to take the MAT, you will be given a non-standard administration.

There is no additional charge for special accommodations for candidates with disabilities.

Most CTCs are able to administer the MAT to candidates requiring special accommodations. It is important that you notify your chosen CTC of your needs several weeks before your desired test date.

## Providing Documentation

Your request for special accommodations must be made directly to the CTC where you wish to take the MAT. Complete instructions and a printable Accommodations Request Form are available at [www.MillerAnalogies.com](http://www.MillerAnalogies.com). Fill out the form completely and give it to the CTC Test Administrator where you wish to take the MAT, along with the other documentation described in this section.

To qualify for a non-standard administration, your request for special accommodations must include the following in one complete package:

- A completed Accommodations Request Form (from the MAT website)
- A current letter (not more than three years old) on official letterhead from one of the following:
  - Licensed physician
  - School official
  - Licensed psychologist
  - Other appropriate authority who is a licensed professional with training that is applicable to diagnosing the disability

The letter must appear on the licensed professional's official letterhead and include the following:

- The licensed professional's title, address, and telephone number
- A description of the nature of the functional limitation as it applies to taking multiple-choice standardized tests
- The specific accommodations you will need for testing

In addition to describing your disability and the accommodations you require, the authority providing this documentation for you may also include test results, a signed school Individual Education Plan (diagnosis and plan), or other official documentation that identifies your disability and the accommodations required.

Immediately upon receipt of your letter from the licensed professional and the Accommodations Request Form, the CTC Test Administrator will send this documentation to The Psychological Corporation for consideration. The CTC will then inform you when you are to report for testing.

### **Additional Documentation**

Additional documentation may be required if a candidate does not provide sufficient documentation or requests changes to accommodations initially requested. In order to process a request for an accommodation, the additional information must be received by the CTC at least 30 business days before the desired examination date.

### **Retaking the MAT With Accommodations**

If you receive special accommodations for a MAT administration and then wish to retake the MAT with the same accommodations within one year, you will need to submit a new Accommodations Request Form but will not need to provide the supporting documentation a second time. *However, you must contact PSE Customer Relations to confirm that your original documentation is on file.*

### **Appeal of Decisions**

If a candidate's requested accommodations are denied or modified and he or she wishes to appeal this determination, the candidate may do so by contacting The Psychological Corporation's ADA Coordinator in writing at PSE Customer Relations, 19500 Bulverde Road, San Antonio, Texas 78259, and requesting an appeal of The Psychological Corporation's decision within seven business days of the receipt of the decision. Within 12 business days of The Psychological Corporation's receipt of the candidate's notice of appeal, The Psychological Corporation's ADA Coordinator, General Counsel, and any experts and consultants that The Psychological Corporation may deem appropriate and necessary, will hear the appeal and you will be notified of the decision.