

Disability Documentation Policies

Documentation Criteria

Documentation on file for the applicant must:

- **Be typed or printed on official letterhead and be signed** by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).
- **Clearly state the diagnosed disability or disabilities.**
- **Describe the functional limitations** resulting from the disability or disabilities.
- **Be current** — i.e., completed within the:
 - last five years for learning disabilities (LD), attention deficit/hyperactivity disorder (ADHD), autism spectrum disorder (ASD) or intellectual disability (ID)
 - last 12 months for psychiatric disabilities
- (**Note:** This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature.)
- **Include complete educational, developmental and medical history** relevant to the disability for which testing accommodations are being requested.
- **Include a list of all test instruments** used in the evaluation report and relevant subtest scores used to document the stated disability; all test instruments must have adult norms. (This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature.)
- **Describe the specific accommodations requested.**
- **Adequately support each of the requested testing accommodation(s).**

Policy Statements for Specific Disabilities

- ADHD
- Autism Spectrum Disorder
- Blindness/Low Vision
- Deaf/Hard of Hearing
- Intellectual Disabilities
- Learning Disabilities

- [Physical Disabilities and Chronic Health Conditions](#)
- [Psychiatric Disabilities](#)
- [Traumatic Brain Injury](#)

Insufficient Documentation

Requests for accommodations may not be approved if documentation does not conform to ETS's documentation criteria. See some of the main [reasons why documentation is deemed insufficient by ETS](#).

You must submit disability documentation if:

- you are requesting accommodations other than 50 percent (time and one-half) and/or extra breaks
- you were diagnosed with a disability within the past 12 months
- you indicate in Part I of the Testing Accommodations Request Form that you have a physical disability or a psychiatric condition, or you check "Other" under "Nature of your disability"
- you are requesting accommodations that are different from those that have been approved by ETS for you within the last two years
- you have not previously used the accommodations you are now requesting
- you are not submitting a Certification of Eligibility: Accommodations History

DO NOT send documentation if you are not required to do so. If documentation is not needed, submitting it will delay the review process. **An Individualized Education Program (IEP) or 504 Plan alone may not be used.**

Blind, Legally Blind or Low Vision

If you are blind or legally blind, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- Screen magnification
- Selectable background and foreground colors
- Braille

- Large print (test book and/or answer sheet)
- Computer-voiced (*GRE*® revised General Test only)
- Audiocassette or CD recording
- Reader
- Scribe
- Braille slate and stylus
- Perkins brailler
- 50 percent extended time (time and one-half)
- Extra break(s)

If you are blind or legally blind, a request for 100 percent extended time (double time) does not require documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting braille, a reader, audio recording, or the computer-voiced GRE revised General Test.

If you have low vision or some other condition that affects visual functioning, such as eye coordination difficulty, please refer to the [Policy Statement for Documentation of Blindness and Low Vision in Adolescents and Adults](#).

Deaf or Hard of Hearing

If you are deaf or hard of hearing, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- Listening section omitted (*TOEFL iBT*® and paper-delivered test)
- Speaking section omitted (*TOEFL iBT* test only)
- 50 percent extended testing time (time and one-half)
- Extra break(s)
- Printed copy of spoken directions
- Sign language interpreter (for spoken directions only)
- Oral interpreter (for spoken directions only)