

NEHA Food *Handler* Exam

Exam Accommodation and Irregularities

Exam Accommodations: Handling Examinees with Special Needs

All Test Administrators/Proctors should be notified of any exam accommodation requests for special needs examinee prior to the exam date. Test Administrators/Proctors CANNOT act as Readers, Translators, or Interpreters for any exam administration.

Examinees with Disabilities

National Registry provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the *Americans with Disabilities Act*, *Uniform Guidelines on Employee Selection Procedures* and the *Standards for Educational Psychological Testing*. This includes alternate test formats, (e.g., oral instead of written) and test aids (e.g., readers).

Foreign Language Translations

An examinee with limited English proficiency is permitted to hire and pay for a qualified Translator/Interpreter to assist the proctor in administering the exam for a language that is not offered. The Translator/Interpreter needs to be fluent in both English and the examinee's native language. The Translator/Interpreter may have no personal relationship with the examinee. The Translator/Interpreter also may only read the questions and answers exactly as they are written on the exam. They may NOT provide subjective opinions or provide cues to the examinee. Examinees who want to use a Translator/Interpreter must submit a written request prior to the exam day. Credentials of the Translator/Interpreter must accompany the written request form prior to exam day. Test Administrator/Proctor CANNOT act as Translator/Interpreter for any exam.

Examinees with limited English proficiency are permitted to use a printed bilingual English-Native Language dictionary (e.g., English-Spanish) during the exam. Administrator/Proctor will examine the dictionary prior to exam. English language dictionaries are not allowed.

Time Allowances

Exam materials must be collected/returned after one hour from the start of the exam. Additional time may be extended with prior approval. Extended time is Time and a Half (3 Hours).