



NRFSP Test Administrator/Proctor Handbook FSMCE Exam Administration

Exam Accommodations 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 in order to obtain approval from National Registry and to prepare for the accommodation. The examinee is responsible for submitting all requests for exam accommodation to National Registry. If, at the time of the exam, an examinee's accommodation request has not been approved by National Registry, the examinee can either postpone the exam to another date OR take the exam without the requested accommodation. Test Administrators/Proctors CANNOT act as Readers, Translators, or Interpreters for any exam administration. See page 27 for additional information on how to submit a request for exam accommodations or foreign language translation.

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 or Large-print exam booklets). On the day of the exam, Readers must complete the *Agreement Form for Readers and Translators Form* and the form must be submitted with the exam.

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 in the exam booklet and may NOT provide subjective opinions or provide cues to the examinee. Examinees who want to use a Translator/Interpreter must submit a *Request for Foreign Language Translation Form* prior to the exam date, listing the credentials of the Translator/Interpreter. On the day of the exam, Translators/Interpreters must complete the *Agreement Form for Readers and Translators Form* and the form must be submitted with the exam. If the request is denied, an *Appeal Request Form* can be submitted within 30 days of the denial. Test Administrators/Proctors CANNOT act as Translators or Interpreters for any exam administration.

Examinees with limited English proficiency are permitted to use a printed bilingual English-Native Language dictionary (e.g., English-Spanish) during the exam if they prefer to take the exam in English. English-Native Language Dictionaries do not need prior approval from National Registry, but the Test Administrator/Proctor must report the use of a dictionary on the *Incident Report Form*, and inspect the dictionary when the examinee checks in. English Language dictionaries are not allowed.

Time Allowances

Exam materials must be collected/returned after two hours from the start of the exam. Additional time may only be extended if an approved Exam Accommodation has been granted through the Examination Accommodation Request process. The approved extended time is either Time and a Half (3 Hours) or Double Time (4 Hours), unless otherwise stated in the exam accommodation approval letter.