



## **DISABILITY ACCOMMODATION REQUEST GUIDELINES**

Thank you for your inquiry about modifying our tests for the purposes of a disability accommodation. Permission is needed if any portion of the test is modified, including digital/computer adaptations and altering the size of plates/images.

Modification use is generally granted after careful review. Electronic adaptation would be allowed with use restrictions (not to be disseminated in any form or used outside the organization) and requires close supervision to ensure the security of copyrighted materials.

**To request a modification**, please email the following information on letterhead stationary to [permissions@academictherapy.com](mailto:permissions@academictherapy.com):

- Name, position, credentials, and contact information of requestor;
- The exact titles for materials requested to be modified, including version (full titles, not abbreviations);
- How the material will be modified;
- A brief description of the purpose of the modification and the special needs being addressed

**For electronic adaptation of test materials/forms**, please include the following additional information:

- Specify what parts of the test will be electronically adapted (for example, manual, test plates/images, record forms, audio, etc.);
- How the electronic adaptation will be used;
- Who will develop the electronic adaptation;
- How the integrity of the test (such as image quality and size, adherence to basal and ceiling rules, accurate scoring, etc.) will be maintained in the electronic adaptation;
- How the security of the electronic adaptation will be maintained