

# Special Accommodations Testing Information Guide



**Ohio Peace Officer Training Commission  
SCE Coordinator**

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## INTRODUCTION

The Ohio Peace Officer Training Commission (OPOTC) via Pearson VUE offers Special Accommodations Testing (SAT) for the State Certification Examination (SCE) for students who meet certain qualifying criteria. The following information is designed to assist the Commander in requesting special accommodations.

## WHO IS ELIGIBLE?

Students who have been officially diagnosed with specific mental or physical conditions, including but not limited to:

- Special education/learning disability needs such as Dyslexia, Autism, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), etc.

Students with a primary language other than English:

- English as a Second Language (ESL) or Limited English Proficiency (LEP) students
  - Student will be required to submit proof of documentation (i.e., birth certificate, proof of citizenship, and/or high school diploma from the country of graduation)

## WHAT DOCUMENTS ARE REQUIRED?

The Special Accommodations Request and Checklist (Form EX735) must be completed and submitted to the OPOTC SCE Coordinator by the Commander along with the submission of one of the following documents:

- Individualized Education Plan (IEP) – A detailed description of the educational goals, assessment methods, behavioral management plan, and educational performance of a student requiring special education services.

**OR**

- Multi-Factored Evaluation (MFE) – An in-depth analysis of the student’s psychological and educational functioning. The MFE includes all factors related to learning including intelligence, learning style, specific social or emotional problems and any other factors that can influence one’s ability to learn.

**OR**

- Documentation from a licensed medical professional – Special accommodation documentation must be made by a qualified medical professional whose credentials are appropriate to the disability. Documentation must include the battery of tests administered, dates the tests were administered, diagnosis of disability, specific accommodation requests and all other pertinent information. Please include the qualified professional’s Medical License Number. Examples of qualified professionals include the following:

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| ▪ Family Physician (M.D. or D.O.) | ▪ Optometrist                   |
| ▪ Neurologist                     | ▪ Urologist                     |
| ▪ Pediatrician                    | ▪ Occupational Therapist        |
| ▪ Clinical or School Psychologist | ▪ Audiologist                   |
| ▪ Psychiatrist                    | ▪ Speech and Language Therapist |

The supporting documentation submitted must reflect the most recent evaluation or diagnosis. A letter from the appropriate medical professional confirming the previously diagnosed condition is required.

### **WHAT ACCOMMODATIONS ARE AVAILABLE?**

The following accommodations are available. Eligibility will be determined based upon the information submitted:

- Quiet Room – Each examination will be administered on an individual basis.
- Oral Examination – Pearson Vue utilizes live, in-person readers. This accommodation will require extra time to schedule.
- Additional Examination Time – Additional time allotments will be based upon the type of examination administered.

Additional accommodations may be available upon request and with supporting documentation.

### **HOW DO I REQUEST SPECIAL ACCOMMODATIONS FOR STATE CERTIFICATION EXAMINATIONS?**

Special accommodations are time sensitive and must be requested by the Commander on behalf of the student and submitted to the OPOTC SCE Coordinator. Please refer to your respective commander manual, under Special Accommodations Testing Request, for more information. The EX735 (Special Accommodations Request and Checklist) must be submitted along with all proper and current supporting documentation.

This document does not address all learning disabilities that may qualify for special accommodations. The information provided herein serves only as a guide to assist in determining student eligibility for special accommodations for the State Certification Examination.

**FOR FURTHER INFORMATION OR TO SUBMIT A REQUEST, PLEASE CONTACT:**

[OPOTCSCECoordinator@OhioAGO.gov](mailto:OPOTCSCECoordinator@OhioAGO.gov)