

Americans with Disabilities Act (ADA) Guidelines

The CB shall:

- (a) Be responsible for processing, reviewing, and approval of all ADA accommodations.
- (b) Transmit approvals to PSI's ADA Coordinator.
- (c) Be responsible for all costs to administer approved accommodations including but not limited to additional testing time, readers, and sign language interpreters.
- (d) Direct ADA approved candidates to schedule with PSI's ADA Coordinator to ensure approved accommodations are provided in accordance with the Americans with Disabilities Act of 1990.

The PSI Candidate Information Bulletin contains a section that informs candidates, who may have difficulty in taking the examination, of the procedures to request the accommodations. PSI headquarters will contact the Proctor for the requested test center to arrange the specific accommodations and schedule the exam.

Candidates who arrive at the test center for a scheduled examination who have not made a prior request for a special accommodation should be offered the opportunity to take the exam without the accommodation and informed that they should contact PSI if this is not acceptable.

The accommodations offered are unique to the special needs of each candidate. Possible accommodations include, but are not limited to:

- Extended time for the examination
- An oral examination by PSI authorized personnel only
- A paper and pencil examination
- A magnifying screen
- An elevated monitor
- A dedicated proctor

Candidates with blood sugar disorders are not required to get prior authorization for small hard candy items at the examination station. Have the candidate remove the items from the plastic wrapper as this could cause a distraction to other candidates.

PSI complies with the standards set forth within ADA. Proctors will make every effort to assist in the accommodation and examination needs of candidates with disabilities.

If a candidate appears to be having difficulty taking an examination, the proctor will inquire if there is anything that can be done to improve the candidate's examination experience. Actions such as adjusting the contrast of the monitor, adjusting the chair height, or adjusting the screen angle will be undertaken immediately.