**Section 25.740 Accommodation of Persons with Special Needs**

a) Persons with special needs include those with visual, physical, or other disabilities who would not be able to take the required tests under standard conditions. Each request for an accommodation shall be submitted on a form specified by the State Superintendent and made available on the web site of the testing contractor. Detailed requirements for requesting accommodations may be found on the contractor's website.

b) Each request for an accommodation must include a signed statement from a medical or human services professional licensed in this or any other state, such as, but not limited to, a physician, psychiatrist, or psychologist, describing the condition upon which an accommodation is being requested and specifying the exact nature of the needed accommodations. All requests and supporting documentation shall be uploaded electronically to the testing contractor's website. If required, requests may also be sent via mail. Additional documentation may be required per the requirements on the testing contractor's website. Requests for special accommodations will be honored if possible, subject to appropriate documentation provided by the examinee. An examinee needing accommodations is advised to register and submit a request well in advance of the applicable deadline in order to provide the greatest possible amount of time for the testing contractor to make the necessary arrangements. The testing contractor will notify each person requesting an accommodation as soon as the disposition of the request has been determined.

c) Special test administration procedures may include, but will not be limited to:

1) testing arrangements for visually impaired persons, such as:

A) a special examiner to read the test or execute the examinee's choice of answers;

B) permission to use magnifying devices; or

C) the use of a Braille version of the test;

2) testing arrangements for hearing-impaired persons, such as:

A) providing written instructions for administering the tests; or

B) providing captioning for audio materials; and

3) other arrangements determined on a case-by-case basis, as warranted by the individual's needs and the availability of appropriate means for meeting them.

d) Special test administration procedures for persons for whom English is not the first language shall be limited to the allotment of extra time.

(Source: Amended at 45 Ill. Reg. 7269, effective June 3, 2021)