Request for Nonstandard Testing Accommodations

This form can be used only if the student meets ALL of the following criteria:

1. Has a documented disability that necessitates testing accommodations
2. Has 1) documentation on file at school (IEP, 504 Plan) and/or 2) documentation from a professional that provides support for the specific accommodations requested. (A current medical evaluation is needed for medical conditions or visual/hearing impairments. A current psychological evaluation must be submitted if the student has a learning disability, ADHD, or autism spectrum disorder.)
3. Receives the requested accommodations for school-based tests.
4. Has already registered with the CTY Talent Search or already registered as a Non-Talent Search Participant.

This form may be used for the following computerized tests:

- Computerized SCAT for students
- Computerized STB for students in 5th grade and above

Note: Requests for accommodations in CTY summer or CTY Online programs must be made separately than SCAT testing accommodations. Please visit the Disability Services web page for more details: http://cty.jhu.edu/disability

Student Name________________________________________
Address_____________________________________
City_________________ State_______ Zip_______
Date of Birth_______/_______/__________ Current Grade________
Parent/Guardian Contact Name_____________________________________________________
Day Phone (_____)_________________ Evening Phone (_____)_________________
E-Mail____________________________________________ Do you prefer ______email or ______phone?
Has your child tested with CTY previously? Yes________ No________ If so, when? ____________

REQUESTED ACCOMMODATIONS
___ Trained reader
___ Extend test time by 1.5
___ Double test time
___ Other_____________________

What documentation is the basis for these recommendations?
___ IEP
___ 504
___ Psychological evaluation
___ Medical evaluation

Please attach a copy of the documentation.

I understand that: 1) All requests are reviewed by a licensed staff psychologist. 2) I will be notified by mail, within 10 business days, whether the special conditions are approved, denied or require more documentation. If the conditions are approved, specific instructions for scheduling the test at a Prometric Center under non-standard conditions will be included with the approval notification. 3) My child is already registered with CTY’s Talent Search. 4) All requests must be submitted annually since they do not automatically renew. 5) If the conditions are granted, I will have to call a special telephone number to register with Prometric or my child will not receive the special conditions. 6) Nonstandard appointments may be difficult to obtain and take at least 30 days notice to set up after obtaining approval from CTY.

(Parent/Guardian Signature agreeing to above) (Today’s date)
For security purposes, we would recommend that supporting documents be submitted by postal mail. However, if you’d prefer to email your supporting documents, please email us (kasahara@jhu.edu) first to let us know that you are submitting documents through email (no supporting documents should be attached or included in this first email). Upon receipt of your notice, we will email you a message whose subject line begins with [secure]. This message will enable you to register with a Cisco portal site which will allow messages, attachments, and subsequent exchanges through their service to be encrypted. This service needs to be initiated on our end by CTY. So, make sure to wait until you receive the reply e-mail message, titled [secure], from us.

Submit this completed form and documentation to:

Dr. Emiko Kasahara  
CTY Diagnostic & Counseling Cntr.  
The Johns Hopkins University  
McAuley Hall  
5801 Smith Ave, Ste 400  
Baltimore, MD 21209

Or,  
kasahara@jhu.edu