



Getting testing accommodations for a standardized test does take time (ETS estimates at least six weeks) but for many students that time can be used to study for the exam.

Don't worry: there is no notation anywhere that you will have received accommodations for this test. If you are applying for accommodations for the Praxis those accommodations will more easily transfer to the GRE (if you were to take that test as well) since both tests are administered by ETS.

There are three routes to obtaining testing accommodations:

- 1) If **you have had SNAP accommodations** here at the College of Charleston or some other school or workplace in the past three years:
 - a. You won't have to attach your testing to the packet. There are two forms to fill out:
 - i. Payment form (https://www.ets.org/s/praxis/pdf/cdt_authorization_voucher_request.pdf). We highly encourage you to put a credit card number down because if you send a check they will cash it the minute they receive it and not when you are approved. If you do a credit card number then they won't bill you until you are approved and you call to make an actual test date.
 - ii. Application for Accommodations (called a Bulletin Supplement) https://www.ets.org/s/disabilities/pdf/bulletin_supplement_test_takers_with_disabilities_health_needs.pdf
 1. On this document you will complete pages 14-17.
 2. You will give the packet to the SNAP office and they will complete pages 18-21.
 - iii. Then you mail the entire packet in to the address provided (track it through USPS) and call to ensure they received it.
- 2) If you have been tested (in the past three years) but **never received accommodations**:
 - a. You would fill out two forms:
 - i. Payment form (https://www.ets.org/s/praxis/pdf/cdt_authorization_voucher_request.pdf). We highly encourage you to put a credit card number down because if you send a check they will cash it the minute they receive it and not when you are approved. If you do a credit card number then they won't bill you until you are approved and you call to make an actual test date.
 - ii. Application for Accommodations (called a Bulletin Supplement) https://www.ets.org/s/disabilities/pdf/bulletin_supplement_test_takers_with_disabilities_health_needs.pdf
 1. On this document you will complete pages 14-17.
 2. You will then attach your documentation to the packet (make a copy for yourself, though).
 - iii. Then you mail the entire packet in to the address provided (track it through USPS) and call to ensure they received it.



- b. If you have **not been tested** within the past three years you will need to be re-tested. The Center for Disability Services has a comprehensive website that lists places to get tested in town (some of which take insurance or work on a sliding fee scale): <http://disabilityservices.cofc.edu/application/diagnostic-services.php>
 - i. Then you would follow the steps above.
- 3) Extended Test Time for Test Takers Whose Primary Language is Not English:
- a. Certificate of Documentation (https://www.ets.org/s/praxis/pdf/plne_certification_documentation.pdf) which should be notarized by a notary from the College of Charleston (<http://hr.cofc.edu/benefits/assets/other/notaries>)
 - b. Eligibility Form (https://www.ets.org/s/praxis/pdf/plne_eligibility.pdf) which you fill out.
 - c. Payment form (https://www.ets.org/s/praxis/pdf/cdt_authorization_voucher_request.pdf). We highly encourage you to put a credit card number down because if you send a check they will cash it the minute they receive it and not when you are approved. If you do a credit card number then they won't bill you until you are approved and you call to make an actual test date.

Then you mail the entire packet in to the address provided (track it through USPS) and call to ensure they received it.

TIPS:

Also, know that if you receive more time-- this is a long test to begin with-- so it will make for a really long day. Ask for extra breaks on the paperwork and take a snack! Or consider taking it in smaller sections (like just reading, then just math, then just writing).

Tips Before, During, and After the Test

Before

- ✓ Study actively – make study guides, flashcards, form a study group, etc.
- ✓ Ease test anxiety by doing practice tests in a test-like situation with time constraints
- ✓ Eat normal meals, exercise, and take breaks while preparing for the test and get a full night's sleep before

The Day of the Test

- ✓ Avoid thinking you need to cram just before, strive for a relaxed state of concentration
- ✓ Don't go to the exam on an empty stomach & take a small snack with you
- ✓ Avoid speaking with any fellow students who have not prepared, express negativity, or will distract you

During

- ✓ Read the directions carefully and budget your test taking time
- ✓ Change positions to help you relax
- ✓ If you go blank, skip the question and go on

After

- ✓ Once you are finished, stop thinking about the test and move on
- ✓ Don't talk to anyone right after the test to "rehash" it
- ✓ Reward yourself for studying hard and completing the test