

Special Testing Accommodation Requests

If the IEP or 504 committee considers a testing accommodation (for an individual student) not listed on the “Testing Accommodations for Students in Special Education and 504 Programs” form, the district test director may submit a written request for the accommodation with a copy of the student’s accommodation plan to the test security coordinator at the Nevada Department of Education. Requests should be submitted as early in the school year as possible, and no later than one month prior to the scheduled test date. The request must be reasonable and consistent with accommodations used in the student’s instructional program, and must explain in detail the student’s specific circumstances and the reason the student requires the accommodation. The Department will review requests on a case-by-case basis and only if, in the judgment of the Department, the requested accommodation does not affect the validity of the student’s score, and does not violate state law or regulation. Written approval from the Department must be included with the student’s IEP or 504 accommodation plan. The following flowchart describes the special request process.

Special Testing Accommodation Request Directions:

1. The school submits requests to the District Test Director.
2. The District Test Director submits request to the Nevada Department of Education (bpaul@doe.nv.gov)
3. If the request is allowed as an accommodation, designated support, or universal tool, then there is no special request required.
4. If the special request is **not** allowed as an accommodations, designated support, or universal tool; NDE will review the request to see if any laws or security protocols are being violated. If laws or security protocols are being violated the request will be denied.
5. If the special request does not violate any laws or security protocols; NDE will review the request to determine if the accommodation fundamentally changes the construct of what is being assessed. If the request fundamentally changes the construct of what is being assessed, then the request will be denied.
6. If there is no fundamental change to the construct of what is being assessed, NDE will approve the request to allow for the special testing accommodation. District Test Directors will be notified in writing by NDE no later than 2 weeks.

(Scribes for the full write and reading aloud of ELA passages are special requests only.)