

Supplement for Test-Takers with a Disability

Everything you need to know to apply
for accommodations on a GMAC™ exam.



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Requesting Accommodations on a GMAC Exam

While GMAC administers exams all over the world, we provide reasonable exam accommodations to test-takers who have documented disabilities within the spirit and framework of the Americans with Disabilities Act (ADA). The ADA defines a disability as a physical or mental impairment that substantially limits a person's ability to perform one or more major life activities.

If you have a disability and would like to access exam-related accommodations, we invite you to submit a GMAC Accommodation Request by completing the following steps:

1. Create a candidate account on mba.com. This will provide you with an ID number. While you need to create an mba.com account to begin the accommodations process, it is important that you do not schedule the exam you wish to take until you receive an accommodation decision.
2. Review the exam information and policies and procedures for the exam you plan to take. This will help you understand its content, structure, and requirements.
3. Gather supporting documentation and write an accommodation rationale statement (see [Preparing Your GMAC Accommodation Request](#) section of this document).
4. Submit your completed GMAC Accommodation Request. Note that we cannot accept accommodation requests that are submitted by email.

Various accommodations are available. Accommodations may vary by GMAC exam, the nature of your disability, and where you take your exam (online vs. test center). Common accommodations include:

- 50% additional time
- 100% additional time
- Additional rest break
- A reader who can read items to you
- A recorder who can record your responses
- Access to JAWS or Zoom Text software

A more complete list of possible accommodations is included on the Accommodation Request Form. You may also request accommodations not listed on that form by including that information in a personal statement.



Contact GMAC at testingaccommodations@gmac.com if you have any questions about accommodation requests.



Submitting a GMAC Accommodation Request does not guarantee that it will be approved.

Accommodations are intended to mitigate disability-related barriers within GMAC exams. Accommodation request decisions are made on a case-by-case basis after careful review of your information and documentation. Accommodations will likely not be approved if:

- Documentation is inadequate (e.g., outdated, missing information)
- The accommodation request is not *reasonable*

Accommodations are not reasonable, for example, if they (a) affect the measurement of skills, (b) impact the exam's predictive validity, or (c) compromise exam security. If any of these situations apply, GMAC may deny your request or request more information from you.



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Accommodation Decision Timeline

Review the timeline below for processing GMAC Accommodation Requests.

Day 1:

You submit your GMAC Accommodation Request.

Day 2-7:

GMAC assigns your request for review.

Days 8-25:

GMAC reviews your request.

Days 8-25:

GMAC sends you a written decision with next steps.

GMAC generally reviews accommodation requests in the order in which they are received. The timeline above may be impacted at certain times of the year when testing volume increases.

If the documentation you submit is incomplete or outdated, we will send you a decision letter with a request for more documentation. If this happens, you should submit a new request including the additional documentation at your earliest convenience. The submission of a new request resets the timeline.

 Contact GMAC at testingaccommodations@gmac.com if you have any questions about accommodation requests.

Preparing your GMAC Accommodation Request

We understand that each person is unique, and we will be as flexible as we can be when making accommodation decisions, while still being fair to other test takers and to the organizations and institutions that depend on the reliability and validity of our assessment scores. Documentation is important in our decision-making process, and we will ask you to provide:

- A personal statement (i.e., written narrative of your experiences)
- Supporting documentation (e.g., healthcare documentation, verification of previous accommodations)

A few items to keep in mind as you gather your documentation:

- **All documentation must be in English or translated to English.**
If translation is necessary, you must employ a professional translator and include proof of their qualifications (e.g., certificate) in your submission.
- **Plan in advance.**
Be mindful of application deadlines and the GMAC Accommodation Request timeline
- **Consult with an advisor.**
If you are a college student working with a Disability Services/Resources staff member, it may be helpful to meet with them to review your records. They may also assist you in preparing your GMAC Accommodation Request. We suggest that you request a letter from them to provide verification of the accommodations you use at their institution and include this in your accommodation request submission.
- **Schedule an appointment with the healthcare provider who diagnosed or evaluated your disability.**
Talk to your provider about the guidelines in this supplement and determine if updates to your documentation are needed.

Review the following pages for detailed guidelines on writing your personal statement and for what supporting documentation is helpful to us in reviewing your request.





Accommodation Rationale Guidelines

An accommodation rationale statement is an opportunity for you to share information from your own perspective. When writing your statement, focus on an overview of your disability and test-taking abilities from your perspective. We recommend that you address the following:

- How are you impacted when studying for tests and when taking tests (including practice tests)?
- Tell us when you were diagnosed and provide context, where possible, for that diagnosis.
- How are you impacted in work settings? Include any accommodations used in the workplace.
- What accommodations did you receive during and prior to college? Describe how these accommodations provided equitable access for you in educational environments as well as your experiences within certain classroom settings.
- What were your experiences taking any other high-stakes exams (e.g., SAT, PSAT, ACT, GRE, TOEFL, LSAT, CAT)? Include any accommodations you were approved for on each exam, if any, as well as your scores for each.
- What languages did you speak growing up and what is your primary language now?



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General Documentation Guidelines

Documentation of your disability and previous accommodation usage is important for our team to understand the impact of your disability and to consider the reasonableness of your accommodation request. The following guidelines are applicable to all accommodation requests and disability types.

Evaluations and documentation should be performed by an appropriately licensed professional with expertise in the area being assessed. The evaluator should not be a family member of the test taker.

Documentation should include:

- A clear diagnosis with a description of the nature of your disability consistent with the Americans with Disabilities Act (ADA) standard.
- An indication of the impact of your disability in academic and exam settings.
- A rationale for why the requested accommodation(s) is/are necessary for you on a GMAC exam.
- A statement, if applicable, on any medications you are taking that may impact your experience taking a GMAC exam.

In addition, documentation should:

- List the licensed professional's name, title, and credentials (i.e., license and certification information, area of specialization, employment, locality of practice).
- Be typed on official letterhead, dated, and signed by the evaluator.
- List all tests that were administered to you. Test results should be presented in enough detail to allow a comparably trained professional to review them.
- Include any secondary information gathered. This information should be clearly identified.

Review specific documentation guidelines by disability type in the following section.

Documentation Guidelines by Disability

Disability Type	Supporting Documentation Guidelines
<p>Neurodevelopmental Disorders (e.g., Attention-Deficit/Hyperactivity Disorder, Learning and Cognitive Disorders)</p>	<p>Clear, current documentation should be provided that reflects your functioning as an adult. Evaluations should generally be completed within the last five years and include timed, standardized measures of academic skills. These types of evaluations are typically performed by a licensed psychologist with experience in assessing the educational impact of disabilities.</p> <p>Your documentation should help us determine what accommodations are reasonable and appropriate for you at present within the context of a GMAC exam. Keep in mind that our goal is to understand your typical functioning. If you typically take medication but chose not to do so during your evaluation, your evaluator should address how these evaluation results may relate to your functioning in settings where you would typically take medication.</p> <p>It will be particularly important for your evaluation to include:</p> <ul style="list-style-type: none"> • Objective, performance-based, age-normed measures of academic fluency. • Objective, age-normed, performance-based measures of timed, extended, complex reading, writing, and math skills (e.g., Scholastic Abilities Test for Adults, Nelson-Denny). • Performance-based measures of attentional skills. Examples include The Test of Variables of Attention (TOVA), IVA, and Conners' Continuous Performance Test 3rd Edition (Conners CPT 3). • An abbreviated I.Q. test will be necessary to place your current test results in a meaningful context.
<p>Physical and Systemic Disabilities (e.g., mobility impairment, cancer, Spina Bifida, Diabetes)</p>	<p>If you have a disability that is expected to remain relatively stable over time in terms of its symptoms and functional impact, we may be able to accept documentation that is more than three to five years old. If you have a condition that is known to be variable in its course, we may need to review documentation of severity and functional impact that is more current.</p>

Disability Type	Supporting Documentation Guidelines
<p>Depressive Disorders, Anxiety Disorders, Trauma- and Stressor-Related Disorders</p>	<p>A clear DSM-5-TR or ICD-11 diagnosis should be provided, along with a detailed description of the specific symptoms that you have displayed and how these symptoms relate to relevant criteria and how alternative explanations for your present difficulties have been ruled out.</p> <p>An indication of the severity of the functional impact of your disability in academic/testing settings, as well as in activities of daily living. The evaluator should provide a detailed description of your past and current symptoms, their severity for you as compared with most people, and the functional impact these symptoms have had, in multiple life areas. Ideally, normed, standardized questionnaire measures, as well as information from outside sources, would be used to help clarify the severity and impact of your impairment. Normed, performance-based measures of attention, processing speed, or other cognitive skills impairment may be particularly helpful in clarifying the severity of any cognitive impairments you may report.</p> <p>A brief description of treatments, medications, supports, and accommodations (formal and informal) that have been used to address your impairment and the impact that these supports and accommodations have had on your functioning.</p> <p>A statement from your evaluator substantiating accommodations that they believe are appropriate for you in academic and testing settings at this time given the nature and current impact of your impairment. Your evaluator should make specific statements as to how the accommodations being requested are expected to address the symptoms or challenges you are experiencing. Your evaluator should also indicate the extent to which you are currently making use of similar accommodations in other settings and how those accommodations have related to your specific symptoms.</p>
<p>Sensory Disabilities (e.g., blind/low-vision, deaf/hard-of-hearing)</p>	<p>If you have a disability that is expected to remain relatively stable over time in terms of its symptoms and functional impact, we may be able to accept documentation that is more than three to five years old. If you have a condition that is known to be variable in its course, we may need to review documentation of severity and functional impact that is more current.</p> <p>For individuals reporting a Deafness/Hard-of-Hearing disability, a recent audiogram should be provided. For individuals reporting a Blindness/Low-Vision disability, current visual acuity data should be provided.</p>



Next Steps

Once we review your GMAC Accommodation Request and reach a decision, we will notify you of that decision via email. Approval letters will include instructions for scheduling accommodated exams. If your request is not approved, we will notify you in writing and explain our rationale.

Contact testingaccommodations@gmac.com if you have any questions about accommodation request preparation or about an accommodation decision you received.