

NCLEX Test Accommodation

Background Information:

The Board is committed to providing accessible examinations to qualified candidates with disabilities.

The Board contracts with the NCSBN for test administration that will be conducted by the testing service under contract with the NCSBN. It is the policy of the NCSBN to cooperate with Member Boards in providing appropriate examination modifications for disabled NCLEX candidates whom Member Boards deem eligible for licensure. The NCSBN does so by designing and approving procedures which ensure that such modifications are psychometrically sound and safeguard the fairness and security of the testing process for all candidates. (*NCLEX Manual*, Tab 5, page 5) This policy is consistent with the guidelines found in the *NCLEX Manual*, Tab 5.

Procedure:

- The application for licensure by examination includes a question about need for accommodation.
- More specific information is sent to individuals on request or when an applicant responds "yes" to special accommodations on the application.
- A written request for accommodation is made by the applicant and includes the reason for accommodation, what accommodations are requested, the preferred time period for testing, and the preferred test center.
- The applicant arranges for two supporting documents to be sent to the Board - 1) a letter from an appropriate medical professional confirming the disability and diagnosis, and identifying the special accommodations that are needed; and 2) a letter from the applicant's nursing program indicating what accommodations, if any, were granted by the program.
- Board staff reviews the documentation and determines whether the requested accommodation is sufficiently supported, e.g. the diagnosis is appropriate to ADA, and the accommodation is appropriate to the diagnosis.
- Board staff who are responsible for review and approval or processing the application for accommodation are thoroughly familiar with and follow any specific instructions in the *NCLEX™ Manual*, Tab 5.
- When approved, the intention to request special accommodation is entered into the individual's record in MBOS. This entry triggers MBOS to print an NCLEX Modification Request Form. Staff completes this form and faxes it to NCSBN for review and approval (for test security and psychometric soundness).
- NCSBN notifies the testing service of the approved accommodation.
- The applicant receives an authorization packet with instructions for scheduling the day and time of the test.

References: NCLEX Manual, Tab 5, pages 1-14

Authority for approval: OAR 851-31-0010

Policy History: Adopted August 1997, reviewed and modified January 2002

Review by: August, 2002