

2023–24

**TOEFL[®] Essentials[™]
Bulletin Supplement**

**for Test Takers with Disabilities
or Health-related Needs**

NOTE: This *Supplement* contains procedures and forms for requesting accommodations for the TOEFL[®] Essentials[™] test. It should be used together with the 2023–24 *TOEFL Essentials Information Bulletin*.

Visit the ETS website at **www.ets.org/disabilities**
for the most up-to-date information.

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GENERAL INFORMATION

ETS is committed to serving test takers with disabilities or health-related needs by providing reasonable accommodations that are appropriate, given the purpose of the test.

Practice tests are available and support the following experiences: General Experience, Screen Reader Accommodation, and Transcript and Closed Captioning Accommodation. We strongly encourage you to use these practice tests so that you are fully aware of the kinds of interactions you will encounter in the actual test.

Many test takers with disabilities successfully take a TOEFL® Essentials™ test with appropriate accommodations. Some test takers with disabilities may want to ask their prospective institution or fellowship sponsor whether it is willing to waive the test requirement and consider their application based on other information. We encourage test takers to choose the path they think is more suitable for them.

Important: Test takers requesting accommodations **MUST** complete a TOEFL Essentials Registration Form and a *Testing Accommodations Request Form* and submit them to ETS Disability Services. The forms may be submitted online, via email, mail or courier service. We strongly encourage using the convenient online registration system. You must submit your request and have your accommodations approved by ETS Disability Services **before** your TOEFL Essentials test may be scheduled. Accommodations cannot be applied to a test that has already been scheduled.

Submit your request as early as possible. Documentation review may take approximately four to six weeks once your request and complete paperwork have been received at ETS. If additional documentation is requested, it may be approximately another two to four weeks from the time the new documentation is received until the review is complete.

Information about TOEFL Essentials policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures and score reporting information is available in the *TOEFL Essentials Information Bulletin* and on the TOEFL® website at www.ets.org/toefl. It is recommended you review this information prior to requesting accommodations.

To submit your accommodations request online, you will need to create an ETS account at www.ets.org/mytoefl. In your ETS account you may upload documentation and indicate your preferred test date. You may also view your approved accommodations and test appointments. In addition, if you are approved for extended test time, extra breaks, screen magnification, and/or selectable background and foreground colors, you may also self-schedule your test online through your ETS account. If you are requesting and are approved for accommodations, other than the four listed above, you cannot schedule your test online. Your approval letter will provide instructions for scheduling your test, as well as information about practice tests. We strongly encourage you to use these practice tests so that you are fully aware of the kinds of interactions you will encounter in the actual test.

Using Previously Approved Accommodations

If you were previously approved for accommodations on a TOEFL Essentials test, review your approval letter to determine if your accommodations approval is still current. If your accommodations have not expired, you may register following the directions on your letter.

If you have received accommodations from ETS for another test (for example, the GRE or TOEFL iBT), and your accommodations approval is still current, you may request the same accommodations for a TOEFL Essentials test during the 2023–24 testing year without providing disability documentation. The accommodations ETS previously approved for you will be approved again if they are appropriate for the current test.

GENERAL INFORMATION (cont.)

If you have received testing accommodations on another standardized test such as the ACT, SAT, GMAT, LSAT and/or MCAT, etc., you may request the same accommodations for the TOEFL Essentials test during the 2023-24 testing year by submitting a copy of your approval letter. No disability documentation is required. The accommodations approved for you by another testing agency will be granted if they do not violate test construct or test security.

Pre-approved Personal Items

Certain items are allowed in the testing area without prior approval. These include, but are not limited to, bandages, spinal cord stimulators, foot stool, lumbar support cushion, service animals and hearing aids/cochlear implant. However, if your hearing aids or cochlear implant have Bluetooth capabilities, accommodations must be requested. The full list of pre-approved personal items for at-home testing is available at <https://www.prometric.com/sites/default/files/Permissible-items.pdf>.

If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump which is attached to your body plus the transmitter used to program the pump). A continuous glucose monitor attached to your pump does not require prior approval; however, if you wish to have your glucose test kit in the testing area, you must request accommodations.

CONTACT INFORMATION

ETS Disability Services

Monday – Friday 8:30 a.m. – 5 p.m. U.S. Eastern Time (New York)

Phone: 1-866-387-8602 (toll-free in the U.S., U.S. Virgin Islands, Puerto Rico and Canada)
+1-609-771-7780 (all other locations)

General Email Inquires: stassd@ets.org

Request for Testing Accommodations: disability.reg@ets.org

Mail: ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054 U.S.A.

Courier Service: ETS Disability Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414 U.S.A.

HOW TO REQUEST ACCOMMODATIONS

Steps to Request Accommodations

To request accommodations for a TOEFL Essentials test, follow the steps below:

1. Complete the *TOEFL Essentials Testing Accommodations Request Form*.
2. Complete the *TOEFL Essentials Test Registration Form* (if not submitting your materials online).
3. Determine if disability documentation is needed.
4. Submit completed forms.

Detailed information regarding each of these steps is provided in this *Supplement*.

STEP 1: COMPLETE THE TOEFL ESSENTIALS TESTING ACCOMMODATIONS REQUEST FORM

Complete the Testing Accommodations Request Form on pages 10–21 in this *Supplement* or access and complete the form in your ETS account at www.ets.org/mytoefl.

Part I — Applicant Information

Complete this section and sign the Applicant’s Verification Statement even if you are requesting accommodations identical to those approved for you by ETS previously.

Part II — Accommodations Requested

Complete this section even if you are requesting accommodations identical to those approved for you by ETS previously. If you are requesting accommodations other than those listed in Part II, you must describe them under “Other Accommodations.”

Accommodations for Health-related Needs

Health-related needs are most commonly those affecting digestion, immune function, respiration, circulation, endocrine functions, etc., and frequently require only minor accommodations. Documented health needs include conditions such as diabetes, Crohn’s disease and chronic pain. Minor accommodations include but are not limited to: extra breaks for medication, snacks, beverages or glucose-testing materials which are necessary during the test session.

Documentation for health-related needs should include a letter of support from a medical doctor or other qualified professional stating the nature of the condition and the rationale for the requested accommodation(s). Please note, handwritten documentation or a note on a prescription pad is not sufficient.

Commonly Requested Accommodations

- **Extended Test Time (all tests are timed)**
 - 25 percent (time and one-quarter) or 50 percent (time and one-half) or 100 percent (double time)
- **Breaks** — The testing clock stops for breaks and does not affect your testing time. Breaks may be used for medication, snacks, trips to the restroom, etc. Some disabilities, by their nature, result in fatigue, the need for rest, and/or restroom breaks while not impacting the actual test taking. In these cases, breaks may be more appropriate than extended test time.
- **Computer Display Adjustments**
 - Screen Magnification
 - Selectable Background and Foreground Colors
- **Omitted Sections** (only for applicants who are deaf or hard-of-hearing or have speech-related disabilities)
 - Listening and Speaking section (only for applicants who are deaf or hard-of-hearing)
 - Speaking section (only for applicants who are deaf or hard-of-hearing or have speech-related disabilities)

Part III — Certification of Eligibility: Accommodations History

All applicants are encouraged to submit *Part III — Certification of Eligibility: Accommodations History* form which serves two distinct purposes:

- To provide verification of an individual's use of accommodations either in college or in the workplace
- As a shortcut for approval of certain specific accommodations for particular disabilities

Step 2: COMPLETE THE TOEFL ESSENTIALS TEST REGISTRATION FORM (if not submitting your materials online)

If you plan to submit your materials to ETS Disability Services by email or mail instead of online, complete the *TOEFL Essentials Test Registration Form* on pages 22–25 in this *Supplement*.

Step 3: DETERMINE IF DISABILITY DOCUMENTATION IS NEEDED

DO NOT submit disability documentation if you are able to use the Certification of Eligibility (COE) as a shortcut for approval and/or you are submitting evidence of testing accommodations approval from ETS or another standardized testing agency. Submitting unrequired documentation will delay the review process. **For more information regarding documentation guidelines, please visit www.ets.org/disabilities.**

If you have a learning disability, ADHD, TBI, ASD, a psychiatric disability and/or a physical disability and are requesting 50% extended test time (time and one-half) or less and/or extra breaks, you do not need to submit documentation if you are submitting a valid *Part III — Certification of Eligibility: Accommodations History* form.

If you are blind or legally blind, you do NOT need to submit documentation if you are submitting a valid *Certification of Eligibility: Accommodations History* form and are requesting only accommodations from the list below.

- Screen magnification
- Selectable background and foreground colors
- 50 percent extended test time (time and one-half) or less
- Breaks

If you are deaf or hard-of-hearing, you do NOT need to submit documentation if you are submitting a valid *Part III — Certification of Eligibility: Accommodations History* form and are requesting only accommodations from the list below.

- 50 percent extended test time (time and one-half) or less
- Breaks

Step 4: SUBMIT YOUR COMPLETED FORMS AND DOCUMENTATION TO ETS DISABILITY SERVICES

Requests for testing accommodations may be submitted online or via email, mail or courier service. We strongly encourage using the convenient online registration system. Be sure to include the appropriate documents with your submission. An incomplete application will cause a delay in processing your request.

Submitting Your Material Online in Your ETS Account

You may submit materials online through your ETS account at www.ets.org/mytoefl. Once signed in, select “Accommodation Status/New Request” under the “Test Takers with Disabilities or Health-related Needs” section on the home page and follow the instructions.

Submitting Your Material by Email

Be sure to attach the following items with your email message:

- Completed *Testing Accommodations Request Form*
- Completed *TOEFL Essentials Test Registration Form*
- Disability documentation (if required)

Requests for accommodations should be sent to disability.reg@ets.org.

Please note: Do not include credit card information with your email or mail (payment is needed at time of scheduling). Once your application has been received at ETS, you will receive an email with instructions regarding payment options.

Submitting Your Material by Mail or Courier Service

Be sure to include the following with your request:

- Completed *Testing Accommodations Request Form*
- Completed *TOEFL Essentials Test Registration Form*
- Disability documentation (if required)

Mail your material to the appropriate address below.

Mail

ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054
U.S.A.

Courier Service

ETS Disability Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414
U.S.A.

Once your accommodations have been approved, you will receive an email from ETS Disability Services with instructions regarding how to register for the TOEFL Essentials test.

Regardless of how you submit your material, ETS Disability Services will contact you via email regarding your application.

REQUESTS TO CHANGE OR CANCEL TESTS

If you need to reschedule or cancel your test appointment, you must do so at least 4 days before your test date. For example, if your test appointment is on Saturday, you must reschedule or cancel by Tuesday. If we don't receive your request at least 4 days in advance, your test fee won't be refunded. Proctors can't make schedule changes for you. To reschedule your test, you must provide:

- your appointment number
- the exact name you used when you registered
- the fee for rescheduling is US\$30. The fee must be paid before you can register for a new test date.
- If you are testing in the U.S., U.S. Virgin Islands, Puerto Rico or Canada, you can use the online registration system, or call 1-877-863-3546 to reschedule or cancel your test.
- If you are testing at any location outside the U.S., U.S. Virgin Islands, Puerto Rico or Canada, you can use the online registration system or TOEFL Services to reschedule or cancel your test appointment. Go to **www.ets.org/toefl/essentials/contact** to see contact information for your area.
- Test appointments can't be rescheduled or cancelled by regular mail or email.

If you need to cancel or reschedule an alternate test format, contact ETS Disability Services.

Policies for rescheduling or canceling your test appointment can be found on the TOEFL Essentials website at **www.ets.org/toefl/test-takers/essentials/register/how-to-register**.

TEST PREPARATION

For test preparation information, go to “Prepare for the Test” at www.ets.org/toefl/test-takers/ibt/prepare

Practice tests are available and support the following experiences: General Experience, Screen Reader Accommodation, and Transcript and Closed Captioning Accommodation. We strongly encourage you to use these practice tests so that you are fully aware of the kinds of interactions you will encounter in the actual test.

If you need preparation materials in an alternate format, please contact ETS Disability Services. See page 4 of this supplement for contact information.

SCORING AND REPORTING

If the Listening section is omitted for an applicant who is deaf or hard-of-hearing, no Listening section score or total score will be reported. If the Speaking section is omitted for an applicant who is deaf or hard-of-hearing, or for an applicant with a speech-related disability, no Speaking section score or total score will be reported. Only scores for the sections that are taken will be reported. The score report will indicate that the section or sections were not taken by the test taker. No other information will be provided.

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM

Part I — Applicant Information

Instructions: Complete this page and sign the Applicant's Verification Statement on page 14.

Today's Date: ____/____/____
Month Day Year

Applicant's Name (print your name as it appears on your ID documents — leave one blank box between names)

| First Name | M.I. | Last Name |
|------------|------|-----------|
| | | |

Address Line 1

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|--|
| |
|--|

Address Line 2

| |
|--|
| |
|--|

| City | State or Province |
|------|-------------------|
| | |

| ZIP or Postal Code | Country |
|--------------------|---------|
| | |

| Gender | Date of Birth | U.S. Social Security Number |
|--|---|---|
| <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Undisclosed | <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Year | (last 4 digits) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Day Phone Number

| |
|--|
| |
|--|

Evening Phone Number

| |
|--|
| |
|--|

Fax Number

| |
|--|
| |
|--|

Email Address

| |
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Nature of your disability (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Blind or legally blind <input type="checkbox"/> Low vision <input type="checkbox"/> Deaf <input type="checkbox"/> Hard-of-hearing <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Learning Disability <input type="checkbox"/> Traumatic Brain Injury <input type="checkbox"/> Autism Spectrum Disorder (e.g., Asperger) | <input type="checkbox"/> Physical (identify condition) _____ <input type="checkbox"/> Psychiatric (identify condition) _____ <input type="checkbox"/> Medical condition (identify condition; must submit documentation) _____ <input type="checkbox"/> Other (identify condition; must submit documentation) _____ |
|---|---|

When was your disability first diagnosed? ____/____/____ **Date of professional's most recent evaluation:** ____/____/____
Month Year Month Year

Other than testing accommodations, describe what strategies, devices or medications you ordinarily use to manage your condition (Optional):

(continued on next page)

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM

Part I — Applicant Information (*continued*)

ACKNOWLEDGMENT

This Acknowledgment, including the Privacy Notice at www.ets.org/legal/privacy, contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the U.S. to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

Third Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org.

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

Additional Information

This paragraph containing additional information is of general application, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org.

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information Retention: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

For Hong Kong residents only: Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

For Australian residents only: Please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

For Canadian residents only: This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

For Singapore residents only: In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

Contact Information

If you have questions or requests concerning our use of your Personal Information, you should contact etsinfo@ets.org.

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.¹

¹ If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM
Part I — Applicant Information (continued)

Applicant’s Name: _____
 (please print) First Name M.I. Last Name

Verification Statement to Be Signed by Applicant

I attest to the fact that the information recorded on this application is true, and if this application is not sufficient, I agree to provide ETS with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to ETS a copy of any pertinent information required to establish the need for the accommodation(s) requested herein. If I am requesting the use of an assistive device, I am familiar with its use.

I understand that all information that is necessary to process this application must be available to ETS sufficiently in advance of the test administration date to provide time to evaluate and process my request for accommodations. I also understand that processing can take approximately four to six weeks from the time the application is complete. If additional information is requested, it may be another approximately two to four weeks from the time the new documentation is received until the review is complete. I acknowledge that ETS reserves the right to make final determination as to whether any requested accommodation is warranted and appropriate.

If I am submitting Part III — *Certification of Eligibility: Accommodations History* form, I acknowledge that my request for accommodations will not be processed if I alter or revise Part III in any way after the appropriate official has completed it. I also understand that ETS does not waive its right to ask the person who completes Part III on my behalf to submit the supporting documentation, if necessary, either before or after the test administration date.

I authorize any person completing Part III on my behalf to release this information to ETS upon ETS’s request. For quality assurance, the *Certification of Eligibility: Accommodations History* form may be subject to audit resulting in a review of the actual disability documentation on file.

I acknowledge that any submitted information may also be used for research purposes, and that in no case will any individual be identified by name in research studies, and that the information will be protected by the terms of ETS’s Confidentiality of Data Policy.

I further understand that ETS reserves the right to withhold or cancel my scores if it is subsequently determined that, in ETS’s judgment, any information presented in this application or supporting documentation is either questionable, inaccurate or used to obtain accommodations that are not necessary.

I understand that ETS has contracted with an external panel of expert consultants with whom it may consult to augment its in-house expertise. By submitting my request for accommodations, I authorize and provide my consent to ETS to share my personal information as needed concerning this request.

 Signature of Applicant Today’s Date

Keep a copy of this completed form for your records.

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM

Part II — Accommodations Requested

Applicant's Name: _____
(please print) First Name M.I. Last Name

Today's Date: ____/____/____
Month Day Year

Previously Approved Standardized Testing Accommodations

If you have been approved for testing accommodations by ETS which have not expired and your accommodations are identical to those you are requesting now, please check all tests completed and indicate the month and year:

Program: GACE® GRE® HiSET® ParaPro Praxis®
 School Leadership Series TOEFL® Essentials™ TOEFL iBT®

Previous test date(s) (month/year): _____

Have you received testing accommodations on another standardized test such as the ACT, SAT, GMAT, LSAT and/or MCAT, etc.?

Yes No

If you checked "Yes" above, please submit a copy of your approval letter(s) from the appropriate agency(ies) which details the accommodations that were granted, and respond to the next question.

Are you still experiencing the functional limitations caused by the disability(ies) for which testing accommodations were previously approved on another standardized test?

Yes No

REQUESTED ACCOMMODATIONS (Check all that apply)

Extended Testing Time

25 percent (time and one-quarter) 50 percent (time and one-half) 100 percent (double time)

Breaks. Breaks are not included in testing time (can be used for medication, snacks, trips to the restroom, etc.)

Yes

Computer Display Adjustments

Screen magnification
 Selectable background and foreground colors

Alternate Test Formats

Braille (only for applicants who are blind or have low vision)
 Large-print test book
 Large-print answer sheet
 Listening section omitted (only for applicants who are deaf or hard-of-hearing)
 Speaking section omitted (only for applicants who are deaf or hard-of-hearing or have speech-related disabilities)
 Listening and Speaking sections omitted (only for applicants who are deaf or hard-of-hearing or have speech-related disabilities)

(continued on next page)

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM
Part II — Accommodations Requested (*continued*)

Applicant's Name: _____
 (please print) First Name M.I. Last Name

Other Accommodations. If you are requesting accommodations other than those listed on page 15 (e.g., medical supplies/ assistive devices), please describe them below (including make/model information, if applicable) and submit appropriate documentation.

1. _____

2. _____

3. _____

4. _____

5. _____

TOEFL[®] Essentials[™] TESTING ACCOMMODATIONS REQUEST FORM

Part III — Certification of Eligibility: Accommodations History

Applicant's Name: _____
(Please Print) First Name M.I. Last Name

The Certification of Eligibility (COE): Accommodations History serves two distinct purposes:

- to provide verification of an individual's use of accommodations in either college or in the workplace
- as a shortcut for approval of certain specific accommodations for most disabilities.

A completed COE: Accommodations History will only be considered in place of disability documentation from qualified applicants with

1. Learning Disability (LD), Attention Deficit Hyperactivity Disorder (ADHD), Traumatic Brain Injury (TBI), Autism Spectrum Disorder (ASD), psychiatric disabilities and/or physical disabilities, who are requesting 50% extra time or less and/or breaks only; OR
2. Blindness/legal blindness and/or hearing losses who are requesting those accommodations listed on page 7 for these conditions.

For individuals with medical or chronic health-related conditions, or for any other accommodations (double time, etc.), applicants must submit disability documentation or verification of approval of the same accommodations from another standardized testing agency directly to ETS for review.

This form must be completed and signed by an authorized professional representing one of the following:

- Office of Accessibility/Disability Services at test taker's college or university
- Human Resources office at test taker's place of employment
- Department of Vocational Rehabilitation (DVR) office in test taker's state of residence

Certification of Eligibility: Accommodations History forms completed and signed by members of the applicant's family, or by the individual who diagnosed or is treating the disability, will not be considered.

After reading this page, please complete pages 18 to 21.

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM
Part III — Certification of Eligibility: Accommodations History (*continued*)

Applicant's Name: _____
(Please Print) First Name M.I. Last Name

Provide the following information regarding the disability documentation on file:

- A. Name and credentials of the professional who completed the most recent evaluation.
(e.g., Susan Smith, MD, Psychiatrist)

_____ Name Degree Area of Expertise

- B. Date of professionals most recent evaluation: _____ / _____
Month Year

- C. Applicants diagnosed disability or disabilities, as stated in the documentation, for which accommodations have been granted:

- D. Please indicate the accommodations the applicant has received at your institution.

Extended testing time (NOTE: all tests are timed; if applicant is requesting more than 50% extended time, disability documentation or verification of approval of the same accommodations from another standardized testing agency directly to ETS for review.

25% 50% 100% Other _____

Please list all other approved testing accommodations: If the student used a "reduced distraction testing environment," please describe that environment.

1. _____
2. _____
3. _____
4. _____
5. _____

- E. During what period of time has the applicant used the above accommodations?

From _____ / _____ To _____ / _____
Month Year Month Year

TOEFL® Essentials™ TESTING ACCOMMODATIONS REQUEST FORM
Part III — Certification of Eligibility: Accommodations History (continued)

Applicant's Name: _____
(Please Print) First Name M.I. Last Name

Authorized Professional's Verification Statement

To be signed by an authorized person in the Office of Accessibility/Disability Services, a Human Resources counselor at place of employment or a Vocational Rehabilitation counselor. **NOTE: The evaluator who diagnosed or is treating the individual cannot complete this form.**

Authorized Professional's Verification Statement (continued)

Signature of Authorized Professional Today's Date

Print Name

Title

Name of Institution/Agency/Place of Employment

Telephone Fax #

Email Address

Attach Business Card Here

2023–2024 TOEFL® Essentials™ TEST REGISTRATION FORM for registration by mail*

You can also register online or by phone.

- **Online:** www.ets.org/mytoefl
- **Phone:** If you are testing in the U.S., U.S. Virgin Islands, Puerto Rico or Canada, call 1-877-863-3546. For all other locations, visit www.ets.org/toefl/essentials/contact for contact information.
- **Test takers requesting testing accommodations:** If you are requesting accommodations for the TOEFL® Essentials™ test, please go to www.ets.org/disability.

If you can only register by mail for the TOEFL Essentials test, you must complete pages 2–4 of this form and submit it along with your payment. If the form is not completed in its entirety, it will be returned. The completed form and payment must be received at ETS at least 4 weeks before your earliest test date. If necessary, please staple the forms before mailing.

If you don't receive a confirmation, call the location where you mailed your paperwork **at least 3 business days** before your registration deadline.

- Print all information clearly, using black or blue ink.
- The name you enter on this form must exactly match the name on the primary identification document you present on the day of your test. Please go to www.ets.org/toefl/test-takers/essentials/register/id for a list of identification requirements.
- **If you are testing in the United States, U.S. Territories, or Canada:**
For **credit/debit card** payments only:
ETS-TOEFL Essentials
PO Box 6051
Princeton, NJ 08541-6051, USA
- For **courier service:**
TOEFL Services
1425 Lower Ferry Rd.
Ewing, NJ 08618-1414, USA

* Registration by mail is not available for testing in India. Visit www.etsindia.org/toefl-essentials to register.

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2023–2024 TOEFL Essentials Test Registration Form (continued)

You must verify that your computer and testing room meet the at home testing requirements before you register for the TOEFL Essentials test.

All required fields must be completed, or your form will be returned. Required fields are noted with an asterisk (*).

Create your ETS account at www.ets.org/mytoefl. Once your account has been created, your ETS ID will be on your My TOEFL home page. If you previously created an account for TOEFL, do not create a new one. Enter your ETS ID for that account in the spaces provided.

*** ETS ID**

*** Last (Family/Surname) Name** (as on photo ID):

*** First (Given) Name** (as on photo ID):

Middle Name or Middle Initial (as on photo ID):

*** Address Line 1:**

Address Line 2:

Address Line 3:

Address Line 4:

*** City:**

*** State or Province:**

*** Code for Country of Citizenship** (refer to *Bulletin*):

*** ZIP or Postal Code:**

*** Country Code for this Mailing Address** (refer to *Bulletin*):

*** Native Country Code** (refer to *Bulletin*):

Gender:

 Male Female Undisclosed

*** Date of Birth:**

*** Native Language Code** (refer to *Bulletin*):

Identification Document to be presented on test day: _____

Number on Identification Document:

Country Listed on Identification Document:

*** Primary Phone Number** (include area code, country code, or city code):

Secondary Phone Number (include area code, country code, or city code):

*** Email Address:**

TEST DATE AND TIME

Specify 4 test dates in order of preference. TOEFL Essentials test appointments are available 24 hours a day, 1 day a week. Find appointments as early as 24 hours after you register! Please check the TOEFL Essentials website www.ets.org/s/toefl-essentials/test-takers/take/ for the latest information. Your form and payment must be received at ETS at least 4 weeks before your earliest test date choice. **If requesting accommodations please contact Disability Services using the contact information on page 4.**

MM: Month of the Year DD: Day of the Month YY: Year AM: Morning PM: Afternoon EVG: Evening

Please indicate which time zone you will be taking your test in.

Time Zone

| | | | | | | |
|--|--|--|--|--|------------|---------------|
| | | | | | City _____ | Country _____ |
|--|--|--|--|--|------------|---------------|

| | | | | | | | | | | | | | |
|------------------------|----|----|----|----|----|-----|--|----|----|----|----|----|-----|
| | MM | DD | YY | AM | PM | EVG | | MM | DD | YY | AM | PM | EVG |
| * First Choice: | | | | | | | | | | | | | |
| | MM | DD | YY | AM | PM | EVG | | MM | DD | YY | AM | PM | EVG |
| Second Choice: | | | | | | | | | | | | | |
| | MM | DD | YY | AM | PM | EVG | | MM | DD | YY | AM | PM | EVG |
| Third Choice: | | | | | | | | | | | | | |
| | MM | DD | YY | AM | PM | EVG | | MM | DD | YY | AM | PM | EVG |
| Fourth Choice: | | | | | | | | | | | | | |

If your requested test date(s) cannot be accommodated, you will be scheduled for the next available test date unless you check the box below.

Do not reschedule me; please return my payment.

OFFICIAL SCORE REPORT RECIPIENTS

Using the **Destination Search** at www.ets.org/toefl/test-takers/ibt/where-to-study/destinations-search, indicate where you would like your official score reports sent. The Department Code list is also in the *TOEFL Essentials Information Bulletin*. Enter a department code only if you are applying for graduate study. If you are not applying for graduate study, you must fill in 00 as the department code for each institution or agency you list.

| | |
|--|---|
| <p>1. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>2. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>3. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>4. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>5. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>6. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>7. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>8. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>9. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>10. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> | <p>11. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>12. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>13. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>14. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>15. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>16. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>17. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>18. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>19. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> <p>20. Score Report Recipient: Institution: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/> Department: <input style="width: 40px;" type="text"/><input style="width: 40px;" type="text"/></p> |
|--|---|

The TOEFL Essentials test fee varies by location. To find out what the fee is for your testing location, go to the “Registration” section of the TOEFL Essentials test taker website—www.ets.org/toefl/test-takers/essentials/register and select your country from the drop down menu. Terms relating to fees and payment are contained in the *Bulletin* and apply to this form. **Fees are subject to change without notice.**

TOEFL Essentials test fee.....\$ _____

Tax (include any Value Added or similar taxes where applicable)\$ _____

TOTAL AMOUNT DUE (DO NOT SEND CASH).....\$ _____

PAYMENT (Information about payment policies is in the *Information Bulletin* and on the website.)

Payment type: Credit/Debit Card

Indicate which card you are using, and enter your card number, expiration date, and the cardholder’s name in the spaces below. Your card will be billed for all services you request on this form. Any debit/check card branded with one of the accepted credit card logos can be used.

- American Express®
- Discover®
- JCB®
- MasterCard®
- VISA®
- China UnionPay®
- Diners Club International®
- RuPay®

Credit/Debit Card Number

Expiration Date

____ - ____

Month Year

Name on Credit/Debit Card

All outstanding balances from prior ETS tests or services must be paid in full in order to register for any future ETS test or service.

I understand and acknowledge the terms and conditions outlined in the Acknowledgment attached as pages 11–14 of this form.

Please write, DO NOT PRINT, the following statement and sign your name.

I hereby agree to the conditions set forth in the 2023–2024 *TOEFL Essentials Information Bulletin*, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test and whose name and address appear on this form.

Signature: _____ Date: _____

Thank you for registering to take the TOEFL Essentials test. Confirmation of this registration will be sent to your email address. Do NOT send your registration form more than once. This will help avoid extra processing by TOEFL Services and unnecessary charges to you.



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