

Documentation Guidelines:

PSYCHIATRIC DISABILITIES

The following information is provided to clarify the process for test takers submitting a Test Accommodation Request based on psychiatric disabilities. Psychiatric/psychological disabilities include but are not limited to: Depressive Disorders, Post-Traumatic Stress Disorder (PTSD), Bipolar Disorders, Disassociative Disorders, Obsessive-Compulsive Disorder, or any other psychiatric/psychological disability that is considered to be in the mental health domain and requires the expertise of a licensed mental health professional, including licensed social workers, licensed professional counselors, psychologists, psychiatrists, neurologists, or other medical specialists with experience and expertise in the area for which accommodations are being requested. For individuals reporting a Psychiatric/Psychological disability, a current and comprehensive psychological evaluation must be provided. The presentation of a diagnosis without objective evidence of a substantial functional impairment in daily living is not sufficient. The exact nature and extent of the impact of the condition on the test taker's ability to take the GMAT exam under standardized conditions must be clearly illuminated.

1. **The evaluation must be conducted by a qualified evaluator.** The evaluator should be an impartial professional who is not a family member of the test taker. All reports must be typed on official letterhead, dated, and signed with the name, title, and professional credentials of the evaluator.
2. **The medical assessment must be current.** The evaluator should indicate the level of impairment at which the individual is currently functioning, with or without the benefits of treatment. The determination of whether or not an individual who plans to take the GMAT exam “is substantially limited in one or more major life activities” must be based on a current assessment of the impairment and the impact of that impairment on the individual's ability to complete the GMAT exam under standard conditions. In general, documentation for the impairment should be no older than three years old, and for conditions that may change even more quickly, documentation must be recent enough to demonstrate the current impact.
3. **The medical assessment report must include a clear statement of the diagnosis.** For individuals requesting documentation on the basis of a psychiatric disability, the evaluator must include the DSM-IV criteria, specify which symptoms are present, and describe the extent to which the test taker meets the criteria (please see DSM-IV for specific criteria).
4. **Relevant assessment behavior and information should be provided if appropriate.** A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores, if applicable, must be provided. When possible, psychological information relating to the individual should include the impact of medication or other treatment on the individual's ability to take the GMAT exam under standard testing conditions.

5. **The assessment report must recommend specific accommodations, and each accommodation must include a rationale.** Each recommended accommodation should include a detailed explanation of its relevance to the disability that is diagnosed. Please note: A prior history of accommodation(s) does not, in itself, without demonstration of a current need, warrant the provision of a similar accommodation for the GMAT exam. If no prior accommodation has been provided, the evaluator and/or test taker should include a detailed explanation as to why no accommodation was used in the past and why accommodation is needed at this time.

APPLICATION PACKET CHECKLIST

From the test taker:

- Completed GMAT Test Accommodation Request Form
- Test fee (see *Bulletin* at mba.com)

From the qualified, non-family evaluator:

- Current psychological assessment with clear statement of diagnosis
- Relevant assessment behavior and information, if appropriate
- Specific accommodation recommendations, with a rationale for each accommodation
- Documentation substantiating the diagnosis with a review of the DSM-IV criteria for the disorder.