

# Documentation Guidelines:

## PHYSICAL AND SYSTEMIC DISABILITIES

The following information is provided to clarify the process for test takers submitting a test accommodation(s) request based on physical and systemic disabilities. Physical and systemic disabilities include but are not limited to: Mobility Impairments, Multiple Sclerosis, Cerebral Palsy, Chemical Sensitivities, Spinal Cord Injuries, Cancer, AIDS, Muscular Dystrophy, Systemic Lupus, Spina Bifida, or any other physical or systemic disability that is considered to be in the medical domain and requires the expertise of a physician or other medical specialist with experience and expertise in the area for which accommodations are being requested. The medical documentation must clearly specify the exact nature of the condition and its impact on the test taker's ability to take the GMAT exam under standardized conditions. The manner in which the condition affects test taking must be addressed.

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 and whether the individual is substantially limited in one or more major life activities. Documentation for the impairment should be current, preferably within the last three years. However, for conditions that typically do not change over time, such as permanent physical disabilities, older documentation may be sufficient to demonstrate the current impact.
3. **The medical assessment report must include a clear statement of the diagnosis.** For physical or systemic illness, a description of present symptoms that meet the criteria for diagnosis should be provided.
4. **Relevant assessment behavior and information should be provided if appropriate.** A summary of assessment procedures and evaluation instruments used to make the diagnosis, if applicable, should be provided. When applicable, medical 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 evaluator 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 medical assessment with clear statement of diagnosis
- Relevant assessment and information, if appropriate
- Specific accommodation recommendations, with a rationale for each accommodation