

Documentation Guidelines:

SENSORY DISABILITIES (VISION AND HEARING)

The following information is provided to clarify the process for test takers submitting a Test Accommodation Request based on sensory disabilities. Sensory impairments include but are not limited to: Deafness/Hard-of-Hearing and Blindness/Low-Vision or any other impairment that is considered to be in the sensory domain and requires the expertise of a licensed medical professional, such as an ophthalmologist, optometrist, or audiologist. The severity of the hearing or vision loss must be apparent in the documentation. 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 must be provided.

- 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 benefit of assistive devices, and whether the individual is substantially limited in one or more major life activities.
- 3. The medical assessment report must include a clear statement of the diagnosis.** Generic terms such as “hearing loss” or “visual impairment” without a specific diagnosis that illuminates the exact nature and extent of the condition are not adequate. The report should explain how the applicable functional limitations affect the individual’s ability to take the GMAT exam under standard conditions.
- 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 testing scores, if applicable, should be provided.
- 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) without demonstration of a current need does not in itself warrant the provision of a similar accommodation for the GMAT exam. If no prior accommodation has been provided, the evaluator and/or test taker being evaluated 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 data and information
- Specific accommodation recommendations, with a rationale for each accommodation