

DOCUMENTATION GUIDELINES FOR PSYCHOLOGICAL DISABILITIES

BACKGROUND INFORMATION: We understand that each person is unique, and we will be as flexible as we can when making accommodations decisions, while still being fair to other test takers and to the organizations that depend on the reliability and validity of GMAT® exam scores. To help us understand your unique history and current needs, it will help us to be able to review the background information requested below. You may provide this information to us in the form of a personal statement, or if you prefer, you may refer to other sources such as a professional report for this information. This is intended as an opportunity for you to share information in your own perspective, so please do not be concerned regarding formatting or other technical aspects of the information we are requesting. If we feel that clarification is needed, we will let you know.

- Tell us when you believe that you first began experiencing symptoms of a psychological disorder and when it was diagnosed.
- Describe how your psychological disorder is impacting you at present when you study, when you take exams, and, in particular, when you take GMAT® practice exams.
- Describe how your psychological disorder has impacted you in work settings. It will be helpful for you to state what your job titles have been, what duties you performed in your jobs, and how your psychological disorder has affected your ability to carry out your duties. Also describe any accommodations, supports, and coping strategies you have used in work settings to manage your psychological disorder. We realize that many persons choose not to inform their employer that they have a psychological disorder. Nonetheless, we would like for you to tell us about your work and how you believe your psychological disorder has impacted your ability to function in occupational settings. If you have never held a job, you may simply state this, but please also tell us if you believe that your psychological disorder prevented you from working.
- Describe any effect your psychological disorder is having on you at present in social situations and when carrying out practical tasks.

- Tell us if you believe that your psychological disorder impacted your functioning in school. If so, tell us how it affected your functioning and your grades and whether or not you received any formal or informal accommodations in school to address your psychological disorder.
- Tell us if you believe that your psychological disorder has affected your functioning on standardized tests. If so, tell us whether you had any accommodations on these tests and what your scores were on these tests, to the best of your recollection.

PROFESSIONAL ASSESSMENT: We will also need to be able to review the results of an assessment performed by a licensed mental health care professional with training and experience in psychiatric assessment and differential diagnosis (e.g., a psychiatrist, clinical psychologist, or other comparably trained expert). This assessment should capture the nature and severity of your psychological disorder and its impact on your functioning in real-world settings. Many psychological disorders have a variable course over time, and functioning can sometimes be improved markedly with treatment. At the same time, we realize that it may not be feasible for you to undergo a second, complete evaluation if you have already undergone a thorough evaluation in years past. Thus, it is recommended that you provide us with both a thorough initial evaluation (even if it is several years old) and at least a brief, recent update (no more than 6 months old) from a mental health care professional that addresses the current severity and impact of your disorder. Your evaluation should include all of the following:

- A clear statement as to the appropriate DSM-IV, DSM-V, or ICD-10 diagnoses that apply to you. This statement should be supported by a description of your symptoms, and an indication of how they fit with relevant diagnostic criteria.
- An indication of the severity of the functional impact of your disorder in academic/testing settings, as well as in employment and other life realms. The evaluator should provide specific examples of how your disorder is affecting you at present in work, school, social, and practical life realms. Normed, performance-based measures of attention, processing speed, or other cognitive skills may be helpful in clarifying the severity of any cognitive impairments you may report.
- A brief description of treatments, medications, supports, and accommodations (formal and informal) that have been used to address your impairment and the impact that these supports and accommodations have had on your functioning.

- Ideally, your evaluator would include a statement as to what accommodations your evaluator believes are appropriate for you in academic and testing settings at this time given the nature and current impact of your impairment.
- If you are taking medications that may impact your functioning on the GMAT® exam, the prescribing physician should provide a statement indicating what medications you typically take in academic and testing situations and what impact they appear to be having on your functioning in relation to your psychiatric symptoms, as well as in cognitive skills such as concentration, processing speed, etc.
- Your evaluator should describe very specifically how alternative explanations for your present difficulties were ruled out.
- Your evaluator should indicate what sources of information were reviewed as part of the evaluation. Reliance solely on self-report information is generally not considered sufficient. Information from others who know you well and/or review of medical, school, or employment records are often considered to be helpful.

Once we are able to review this information, we may have additional questions.

You may wish to share these guidelines with a mental health care professional who knows you well to assist you in preparing appropriate materials and completing an appropriate updated evaluation if necessary.

All documentation needs to be submitted to us in English. If materials need to be translated, you should employ a professional translator and you should include a statement or certificate indicating the qualifications of the professional translator. All documents submitted to us become the property of GMAC® and cannot be returned to you.

