

64B-1.005 Special Testing Accommodations.

(1)(a) The department will provide reasonable and appropriate accommodations to candidates with physical, mental, or specific learning disabilities to the extent permitted by cost, administration restraints, security considerations and availability of resources. Accommodations made will vary depending upon the nature and the severity of the impairment.

(b) For national examinations the national vendor will determine the accommodations available to candidates who demonstrate to the department the necessity of such accommodations due to disability.

(2)(a) Candidates requesting special testing accommodation due to a disability shall file a request for special testing accommodation no later than sixty (60) days prior to the first day of the examination for which special testing accommodation is requested on form DH-MQA 4000, 6/08, Application For Candidates Requesting Special Testing Accommodations in Accordance with the Americans with Disabilities Act, for which special testing accommodation is requested. Form DH-MQA 4000, 2/11, is hereby incorporated by reference, and can be obtained at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-01306> and on the Testing Services website at: <http://www.doh.state.fl.us/mqa/Exam/index.htm> or from the Division of Medical Quality Assurance, Bureau of Operations, Practitioner Reporting and Examination Services, 4052 Bald Cypress Way, Bin C-90, Tallahassee, Florida 32399-3290. If a candidate becomes disabled after the sixty-day deadline has passed and that candidate has not requested special accommodation, the department will provide any such requested accommodation that can be made available without posing undue burden or jeopardizing the security and integrity of the examination. However, in no event will accommodation be provided to exam candidates requesting special accommodation ten (10) days or less, before the examination.

(b) In addition to form DH-MQA 4000, 2/11, the candidate shall provide the department with documentation of his or her disability completed by a practitioner licensed pursuant to Chapter 490, (Psychology), Chapter 458 (Medical Practice), Chapter 459 (Osteopathy), Chapter 461 (Podiatry), Chapter 463 (Optometry), Chapter 468, Part I (Speech-Language Pathology & Audiology), or Chapter 460 (Chiropractic Medicine), F.S., or by a comparable practitioner licensed in another jurisdiction in the United States. Such documentation shall be sufficient to allow an independent reviewer to evaluate the diagnosed condition(s) and shall include:

1. The diagnosis and duration of the candidate's condition;
2. The name of the test(s) used for diagnosis; and
3. Recommendations regarding appropriate accommodations and testing environment.
4. Reasonable accommodations shall be made for candidates who qualify. All accommodations must be directly linked to the amelioration of the identified functional limitations caused by the asserted disability. Permissible accommodations include:
 - a. Additional Time: Provided for candidates requiring extra time to take an examination. However, in no event shall a candidate be provided an untimed examination.
 - b. Alternate Setting: Individual and small group examination administrations shall be available to qualified candidates.
 - c. Alternate Recording of Responses: The candidate's responses can be recorded by a proctor or by another method approved by the department. In the event answer sheets are machine-scored, the proctor shall transcribe the candidate's responses onto a machine-scannable answer sheet. In these instances, the candidate will verify that the answer marked was the candidate's intended option.
 - d. Alternate Format: The test booklet can be produced in an appropriate manner as approved by the department on a case-by-case basis, based on the practitioner's recommendation.
 - e. Assistive Devices: The candidate will be allowed to use appropriate assistive devices approved by the department based on the practitioner's recommendation.

(3) The department reserves the right to request further evidence on the necessity of the accommodation when the information submitted to substantiate a candidate's need for the requested accommodation is insufficient, incomplete, inconclusive, unclear, or does not substantiate the need for the requested accommodation.

(4) In no case shall any modifications authorized herein be interpreted or construed as an authorization to provide a candidate with assistance in determining the answer to any test question. No accommodation or modification shall be made that adversely affects the security or integrity of the examination.

(5) If a candidate approved for special testing accommodations receives a failing grade on his or her examination and requests an examination review, the candidate will receive the same approved accommodation at the review.

(6) Candidates who have previously received special testing accommodations for an examination in accordance with the Americans with Disabilities Act and need accommodations for another examination or for a retake of the same examination must submit their request to the department no later than (60) days from the date of the first day of the examination for which special

testing accommodation is requested on form DH-MQA 1191, 2/11, Reapplication for Candidates Requesting Special Testing Accommodations in Accordance with the Americans with Disabilities Act. Form DH-MQA 1191, 2/11, is hereby incorporated by reference, and can be obtained at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-01308> and on the Examination Services website at: <http://doh.state.fl.us/mqa/Exam/index.htm> or from Division of Medical Quality Assurance, Bureau of Operations, Practitioner Reporting and Examination Services, 4052 Bald Cypress Way, Bin C-90, Tallahassee, Florida 32399-3290. Candidates must file form DH-MQA 1191, 2/11, each time accommodations are needed.

(7) Candidates requesting special testing accommodation due to a religious belief shall submit their request to the department no later than sixty (60) days from the date of the first day of the examination for which special testing accommodation is requested on form DH-MQA 4001, 2/11, Application For Special Testing Accommodations Due to a Religious Conflict. Form DH-MQA 4001, 2/11, is hereby incorporated by reference, and can be obtained at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-01307> and on the Examination Services website at: <http://www.doh.state.fl.us/mqa/Exam/index.htm> or from the Division of Medical Quality Assurance, Bureau of Operations, Practitioner Reporting and Examination Services, 4052 Bald Cypress Way, Bin C-90, Tallahassee, Florida 32399-3290. If the sixty-day deadline has passed and that candidate has not requested special accommodation, the department will provide any such requested accommodation that can be made available without posing undue burden or jeopardizing the security and integrity of the examination. However, in no event will accommodation be provided to exam candidates requesting special accommodation ten (10) days or less, before the examination.

(8) Candidates requesting the use of a translation dictionary due to English as a second language- shall submit their request to the department no later than forty (40) days from the date of the first day of the examination for which special testing accommodation is requested on form DH-MQA 1192, 2/11, Application For Use of a Translation Dictionary Due to English as a Second Language. Form DH-MQA 1192, 2/11, is hereby incorporated by reference, and can be obtained at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-01309> or on the Examination Services website at: <http://www.doh.state.fl.us/mqa/Exam/index.htm> or from the Division of Medical Quality Assurance, Bureau of Operations, Examination Services, 4052 Bald Cypress Way, Bin C-90, Tallahassee, Florida 32399-3290. If the forty-day deadline has passed and that candidate has not requested special accommodation, the department will provide any such requested accommodation that can be made available without posing undue burden or jeopardizing the security and integrity of the examination. However, in no event will accommodation be provided to exam candidates requesting special accommodation ten (10) days or less, before the examination. Translation Dictionaries due to English as a second language are only available where approved by the applicable board and testing vendor policy.

(9) National examinations used by the department may require that special testing accommodations be reviewed and approved by the National vendor.

Rulemaking Authority 456.004(5), 456.017(1) FS. Law Implemented 456.017(1) FS. History—New 9-7-98, Amended 7-20-03, 1-8-09, 9-30-09, 6-28-12, 11-5-14.