

# 2022-23

# The *Praxis*® Tests and School Leadership Series Assessments

# Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs

**NOTE:** This supplement contains procedures and forms for requesting accommodations for the tests listed above.

Use this supplement **together** with the information and registration form(s) found in the *Praxis* and SLS *Information Bulletins* and/or on each testing program's website, at **www.ets.org/praxis** and **www.ets.org/sls**.

Visit the ETS website at **www.ets.org/disabilities** for the most up-to-date information.

### **CONTACT INFORMATION**

All questions related to accommodations should be directed to ETS Disability Services.

ETS Disability Services

Monday – Friday 8:30 a.m. – 5 p.m. U.S. Eastern Time (New York)

**Phone:** 1-866-387-8602 (toll-free in the U.S., U.S. Territories and Canada)

1-609-771-7780 (all other locations)

**General Email** 

Inquiries: stassd@ets.org

Requests for Testing Accommodations: disability.reg@ets.org

Mail: ETS Disability Services Courier Service: ETS Disability Services

PO Box 6054 225 Phillips Boulevard

Princeton, NJ 08541-6054 U.S.A. Ewing, NJ 08628-1426 U.S.A.

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### **GENERAL INFORMATION**

ETS is committed to serving test takers with disabilities or health-related needs by providing reasonable accommodations that are appropriate given the purpose of the test.

While many test takers with disabilities successfully take the *Praxis* or School Leadership Series Assessment (SLS) with appropriate accommodations, some test takers with disabilities may want to ask their prospective institution or fellowship sponsor whether it is willing to waive the test requirement and consider their application based on other information.

**Important:** Test takers requesting accommodations MUST complete a *Testing Accommodations Request Form* and submit it to ETS Disability Services. The form may be submitted online, via email, mail or courier service. We strongly encourage using the convenient online registration system. You must submit your request and have your accommodations approved by ETS Disability Services **before** your *Praxis* or SLS test may be scheduled. Accommodations cannot be applied to a test that has already been scheduled.

Submit your request as early as possible. Documentation review takes approximately four to six weeks once your request and complete paperwork have been received at ETS. If additional documentation is requested, it may be approximately two to four weeks from the time the new documentation is received until the review is complete. ETS is committed to producing alternate test formats as quickly as possible; however, production times may vary.

Information about *Praxis* or SLS program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures and score reporting information is available in the *Praxis* or SLS *Information Bulletin* and on the *Praxis* or SLS website at *www.ets.orglpraxis* or *www.ets.orglsls*. It is recommended you review this information prior to requesting accommodations.

To submit your accommodation request online, you will need to create an ETS account. *Praxis* test takers can go to *https://www.ets.orglpraxis*; and SLS test takers can go to *https://www.ets.orglsls*. In your ETS account you may upload documentation and indicate your preferred test date and location. You may also view your approved accommodations and test appointments. In addition, if you are approved for extended test time, extra breaks, screen magnification and/or selectable background and foreground colors, you may also self-schedule your test online through your ETS account. If you are requesting and are approved for accommodations other than the four listed above, you cannot schedule your test online. Your approval letter will provide instructions for scheduling your test.

### **Using Previously Approved Accommodations**

If you were previously approved for accommodations on a *Praxis* or SLS test, review your approval letter to determine if your accommodations approval is still current. If your accommodations have not expired, you may register following the directions on your letter.

If you are registering for a paper-based test, complete Parts I and II of the Accommodations Request Form and the Registration Form even if you are requesting accommodations identical to those approved for you by ETS within the last two years.

If you have received accommodations from ETS for another test (for example, the *TOEFL*® test, GRE, or GACE assessment) and your documentation is still current, you may request the <u>same</u> accommodations for a *Praxis* or SLS test during the 2022–23 testing year without providing disability documentation. The accommodations ETS previously approved for you will be approved again <u>if</u> they are appropriate for the current test.

### **Reduced-distraction Setting**

Many test takers request a reduced-distraction setting. The testing centers are designed to have minimal distractions with each test taker assigned to an individual carrel with earplugs or headphones available upon request to further reduce environmental noise.

### **Pre-approved Personal Items**

Certain items are allowed in the testing environment without prior approval. These include, but are not limited to, bandages, spinal cord stimulators, foot stool, lumbar support cushion, service animals and hearing aids/cochlear implant. However, if your hearing aids or cochlear implant have Bluetooth capabilities, accommodations must be requested. The full list of pre-approved personal items is available for use at test centers or for at-home testing at www.ets.orgldisabilitieslprometric.

If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump which is attached to your body plus the transmitter used to program the pump) or your pump is especially noisy. If the pump cannot be silenced and is likely to disturb other test takers, requesting accommodations is a good idea so you may be scheduled in a separate room. A continuous glucose monitor attached to your pump does not require prior approval; however, if you wish to bring your glucose test kit into the testing room, you must request accommodations.

### **Steps to Request Accommodations**

To request accommodations for a *Praxis* or SLS test, follow the steps below:

- 1. Complete the Testing Accommodations Request Form.
- 2. Complete the *Praxis* or SLS *Test Authorization Voucher Request Form* (if not submitting your materials online).
- 3. Gather your disability documentation.
- 4. Submit completed forms.

Detailed information regarding each of these steps is provided in this *Supplement*.

### ☐ STEP 1: Complete the Testing Accommodations Request Form

Complete the *Testing Accommodations Request Form* on pages 10–22 in this *Supplement* or access and complete the form in your ETS account. *Praxis* test takers can go to *https://www.ets.org/praxis*; and SLS test takers can go to *https://www.ets.org/sls*.

### Part I — Applicant Information

Complete this section and sign the Applicant's Verification Statement even if you are requesting accommodations identical to those approved for you by ETS within the last two years.

### Part II — Accommodations Requested

Complete this section even if you are requesting accommodations identical to those approved for you by ETS within the last two years. If you are requesting accommodations other than those listed in Part II, you must describe them under "Other Accommodations."

### **Accommodations for Health-related Needs**

Health-related needs are most commonly those affecting digestion, immune function, respiration, circulation, endocrine functions, etc., and frequently require only minor accommodations. Documented health needs include conditions such as diabetes, Crohn's disease and chronic pain. Minor accommodations include but are not limited to: extra breaks for medication, snacks, beverages or glucose testing materials which are necessary during the test session.

Documentation for health-related needs should include a letter of support from a medical doctor or other qualified professional stating the nature of the condition and the rationale for the requested accommodation(s). Please note, handwritten documentation or a note on a prescription pad is not acceptable.

### **Commonly Requested Accommodations**

- Extended Test Time (all tests are timed)
  - 25 percent (time and one-quarter) or 50 percent (time and one-half) or 100 percent (double time)
- Extra Breaks —The testing clock stops for breaks and does not affect your testing time. Breaks may be used for medication, snacks, trips to the restroom, etc. Some disabilities, by their nature, result in fatigue, the need for rest, and/or restroom breaks while not impacting the actual test taking. In these cases, extra breaks may be more appropriate than extended test time.

### Accommodations for Computer-delivered Tests

- Screen magnification
- Selectable background and foreground colors
- JAWS screen reader (only for applicants who are blind, legally blind, or have low vision)

### Assistance

- Human reader (available only at test centers)
- Human scribe (available only at test centers)
- Assistance for spoken directions (only for applicants who are deaf or hard-of-hearing; available only at test centers)
  - » Oral interpreter
  - » Sign language interpreter
- Assistance for note taking (only for applicants who are blind, legally blind, or have low vision)
  - » Braille slate and stylus
  - » Perkins brailler

### Alternate Test Formats

- O Braille
- Large-print test book
- Large-print answer sheet
- Recorded audio<sup>1</sup>

### Part III — Certification of Eligibility: Accommodations History

All applicants are encouraged to submit *Part III* — *Certification of Eligibility: Accommodations History* form which serves two distinct purposes:

- To provide verification of an individual's use of accommodations either in college or in the workplace
- As a shortcut for approval of certain specific accommodations for particular disabilities

<sup>&</sup>lt;sup>1</sup>For recorded audio versions of tests containing graphics, a tactile or large-print figure supplement can be provided.

☐ STEP 2: Complete	Praxis or SLS Tes	t Authorization	Voucher Request	t Form (if not	submitting your
materials online)			_		

If you plan to submit your materials to ETS Disabilities Services by email or mail instead of online at *https://www.ets.org/disabilities/test\_takers/*, complete the *Praxis* or *SLS Test Authorization Voucher Request Form* on pages 23–28 in this *Supplement*.

### ☐ STEP 3: Gather Your Disability Documentation

You must submit disability documentation if any of the following are true:

- You are requesting accommodations greater than 50 percent extended test time (time and one-half) and/or extra breaks.
- You indicate in Part I of the *Testing Accommodations Request Form* you have a medical condition, or you check "Other" under "Nature of your disability."
- You were first diagnosed with a disability within the past 12 months.
- You are requesting accommodations different from those ETS approved for you within the last two years.
- You have not previously used the accommodations being requested.
- You have a sensory disability and your accommodations request does NOT match the specifications which follow below.
- You are unable to submit a valid Part III *Certification of Eligibility: Accommodations History* form.

**DO NOT** send documentation if you are not required to do so. Submitting unrequired documentation will delay the review process. An Individualized Education Program (IEP) or 504 Plan which provides a history of disability and accommodations use may be helpful; however, an IEP or 504 Plan alone is not sufficient information for accommodation decision making. **For more information regarding documentation guidelines, please visit** www.ets.orgldisabilities.

If you are blind or legally blind, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History form and are requesting only accommodations from the list below.

- Screen magnification
- Selectable background and foreground colors
- Braille
- Large print (test book and/or answer sheet)
- Recorded audio
- Human reader
- Human scribe
- Braille slate and stylus for note-taking only
- Perkins brailler for note-taking only
- 50 percent (time and one-half) or less extended test time
- Extra breaks

If you are blind or legally blind, a request for 100 percent extended test time (double time) does not require documentation if you are submitting a Part III — Certification of Eligibility: Accommodations History form and you are requesting braille, a human reader or recorded audio.

If you have low vision or some other condition which affects visual functioning, such as an eye coordination disorder, refer to the "Guidelines for Documentation of Blindness and Low Vision in Adolescents and Adults" online at https://www.ets.org/disabilities/documentation/

If you are deaf or hard-of-hearing, you do NOT need to submit documentation if you are submitting a Part III — Certification of Eligibility: Accommodations History form and are requesting only accommodations from the list below.

- 50 percent or less extended test time (time and one-quarter or time and one-half)
- Extra breaks
- Sign language interpreter (for check-in assistance and spoken directions only)
- Oral interpreter (for check-in assistance and spoken directions only)

### ☐ STEP 4: Submit Your Completed Forms and Documentation to ETS Disability Services

Requests for testing accommodations may be submitted online or via email, mail or courier service. We strongly encourage using the convenient online registration system. Be sure to include the appropriate documents with your submission. An incomplete application will cause a delay in processing your request.

### **Submitting Your Material Online in Your ETS Account**

You may submit materials online through your ETS account. *Praxis* test takers can go to *https://www.ets.org/praxis*; and SLS test takers can go to *https://www.ets.org/sls*. Once signed in, select "Accommodation Status/New Request" under the "Test Takers with Disabilities or Health-related Needs" section on the home page and follow the instructions.

### **Submitting Your Material by Email**

Be sure to attach the following items with your email message:
☐ Completed Testing Accommodations Request Form
☐ Completed <i>Praxis</i> or <i>SLS Test Authorization Request Form for Test Takers with Disabilities or</i>
Health-related Needs
☐ Disability documentation (if required)

Requests for accommodations should be sent to *disability.reg@ets.org*.

**Please note:** Do not include credit card information with your mail or email. Once your application has been received at ETS, you will receive an email with instructions regarding payment options.

### **Submitting Your Material by Mail or Courier Service**

Be su	re to include the following with your request:
	Completed Testing Accommodations Request Form
	Completed Praxis or SLS Test Authorization Request Form for Test Takers with Disabilities of
	Health-related Needs
	Disability documentation (if required)

Mail your material to the appropriate address below.

Mail ETS Disability Services PO Box 6054 Princeton, NJ 08541-6054 U.S.A. Courier Service ETS Disability Services 225 Phillips Boulevard Ewing, NJ 08628-1426 U.S.A. Once your accommodations have been approved, you will receive an email from ETS Disability Services with instructions regarding how to register for the *Praxis* or SLS test.

Regardless of how you submit your material, ETS Disability Services will contact you via email regarding your application.

### CHANGING OR CANCELLING A TEST

Policies for changing or canceling your test are included in the *Praxis* Information Bulletin and on the *Praxis* website at *www.ets.orglpraxis*.

If you are scheduled to take a computer-delivered test at a Prometric® center, you may change or cancel your test by calling Prometric at 1-800-967-1139. For all other testing, contact ETS Disability Services. See page 2 for contact information.

### PRAXIS OR SLS TEST PREPARATION

Information about test preparation materials for the *Praxis* test is available at *www.ets.org/praxis/prepare/materials*. Information about test preparation for the SLS is available at *www.ets.org/sls/prepare/materials*.

If you need *Praxis* or SLS test preparation materials in an alternate format not already on the program website, contact ETS Disability Services. See page 2 for contact information.

Test takers are advised to consult ETS's Tips for Test Takers with Disabilities, which is available at www.ets.orgldisabilitiesltips.

### SCORE REPORTING

Information about score reporting can be found in the *Praxis*/SLS Information Bulletin or on the program's websites. *Praxis* score reporting information can be found at *http://www.ets.org/praxis/scores*; School Leadership Series score reporting information can be found at *https://www.ets.org/sls/scores/reports*. Test takers who are blind can contact ETS Disability Services by phone for their test scores. See page 2 for contact information.

### Part I — Applicant Information

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### **ACKNOWLEDGMENT**

This Acknowledgment, including the Privacy Notice at *www.ets.orgllegallprivacy*, contains the terms and conditions between you and Educational Testing Service ("ETS," "we," "us," "our") regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as "Testing Services"). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

### **Personal Information**

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store use, disclose (including to public authorities and score recipients), extract and transmit (collectively "use") the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as "Personal Information." Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

### **How We Use Your Personal Information**

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

#### International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the U.S. to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

### **Third Party Disclosure**

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

### **Your Rights**

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org.

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

### **Further Communications**

We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

### **Governing Law**

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

### Additional Information

This section containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services): ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org.

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information Retention: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

For Hong Kong residents only: Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/ or perform any of our other contractual obligations to you which requires us to have the Personal Information.

For Australian residents only: please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

For Canadian residents only: This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

For Singapore residents only: In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

### **Contact Information**

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org.

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.<sup>1</sup>

<sup>&</sup>lt;sup>1</sup>If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

### Part I — Applicant Information (continued)

Applicant's Nam	e:		
(Please Print)	First Name	M.I.	Last Name
	Verificati	ion Statement to Be Signed	I by Applicant
agree to provide accommodations	ETS with any additional ir s. I also give permission to	nformation or documentation rec o release to ETS a copy of any p	and if this application is not sufficient, I quested in order to evaluate my request for ertinent information required to establish the se of an assistive device, I am familiar with
in advance of the I also understand If additional infor documentation is	e test administration date to d that processing can take mation is requested, it ma s received until the review	to provide time to evaluate and per approximately four to six weeks by be approximately another two	on must be available to ETS sufficiently process my request for accommodations. It is from the time the application is complete. It is to four weeks from the time the new to ETS reserves the right to make final and appropriate.
accommodations I also understand	s will not be processed if I d that ETS does not waive	alter or revise Part III in any way	story form, I acknowledge that my request for y after the appropriate official has completed it. completes Part III on my behalf to submit the inistration date.
release this infor accommodations For quality assur	mation to ETS upon ETS's supersedes any informat	s request. I also understand that tion contained in the Certification Eligibility: Accommodations Histo	ommodations History form on my behalf to the documentation in support of my request form of Eligibility: Accommodations History form.  Ory form may be subject to audit resulting in a
•	ntified by name in researc	-	rch purposes, and that in no case will any on will be protected by the terms of ETS's
in ETS's judgme	nt, any information presen	9	cores if it is subsequently determined that, ting documentation is either questionable,
its in-house expe		quest for accommodations, I au	sultants with whom it may consult to augment thorize and provide my consent to ETS to
Signature of App	olicant		Today's Date

Keep a copy of this completed form for your records.

### Part II — Accommodations Requested

Applicant's Name:			
(Please Print) First Name	M.I.	Last Name	
Today's Date: / / / / / If you have received ETS approval with and your documentation is still current.	•	ommodations identical to those you are requge:	uesting now,
Program: GACE® GRE  School Leadership Seri		ParaPro Praxis®	
Previous test(s) taken:		Previous test date(s) (month/year):	
	STED ACCOMMODATIO	INS (Check all that apply)	
	ests are timed; if you are requ	uesting more than 50 percent extended time	
Extra Breaks. Breaks are not included ☐ Yes	I in testing time (can be used	for medication, snacks, trips to the restroor	n, etc.)
Accommodations for Computer-deli  ☐ Screen magnification ☐ Selectable background and foreground			
Alternate Test Formats  ☐ Braille (only applicants who are blir ☐ Large-print test book ☐ Large-print answer sheet ☐ Audio recording¹	nd or have low vision)		

(continued on next page)

<sup>&</sup>lt;sup>1</sup> For recorded audio versions of tests containing graphics, a tactile or large-print figure supplement can be provided.

### Part II — Accommodations Requested (continued)

Applicant's Name	e:		
Please Print)	First Name	M.I.	Last Name
	TE: If you are requesting a ust submit documentation		e, and your disability is NOT blindness or le
Human scribe Braille slate a		•	•
	e interpreter for check-in and only at test center	-	ns only (only for applicants who are deaf o
•	ter for check-in assistance only at test centers)	and spoken directions only (or	nly for applicants who are deaf or hard-of-
			an those listed above (e.g., medical suppli formation, if applicable) and submit approp

### Part III — Certification of Eligibility: Accommodations History

Applicant's Name:				
(Please Print)	First Name	M.I.	Last Name	

The Certification of Eligibility (COE): Accommodations History form serves two distinct purposes:

- to provide verification of an individual's use of accommodations in either college or in the workplace
- · as a shortcut for approval of certain specific accommodations for most disabilities

A completed COE: Accommodations History will only be considered in place of disability documentation from qualified applicants with

- Learning Disability (LD), Attention Deficit Hyperactivity Disorder (ADHD), Traumatic Brain Injury (TBI), Autism Spectrum Disorder (ASD), psychiatric disabilities and/or physical disabilities, who are requesting 50% extended time or less and/or additional breaks only; OR
- 2. Blindness/legal blindness and/or hearing loss who are requesting those accommodations listed on pages 7–8 for these conditions.

For any other accommodations (double time, scribe, reader, etc.) applicants must submit disability documentation directly to ETS for review.

This form must be completed and signed by an authorized professional representing one of the following:

- Office of Accessibility/Disability Services at test taker's college or university
- Human Resources office at test taker's place of employment
- Department of Vocational Rehabilitation (DVR) office in test taker's state of residence

Certification of Eligibility: Accommodations History forms completed and signed by members of the applicant's family, or by the individual who diagnosed or is treating the disability, will not be considered.

After reading this page, please complete pages 19 to 22.

### Part III — Certification of Eligibility: Accommodations History (continued)

Applicant's Name:				
(Please Print)	First Name	M.I.	Last Name	

### DIRECTIONS FOR COMPLETING THE CERTIFICATION OF ELIGIBILITY: ACCOMMODATIONS HISTORY

The COE can be used in lieu of documentation or as verification of the accommodations used in a postsecondary setting. The authorized professional should initial each of the documentation criteria listed below. Please clearly write your initials for each item.

### Does the candidate's documentation...

	Yes	No	N/A	
1.				Meet the recency criteria set forth at <b>www.ets.org/disabilities</b> (e.g., LD, ADHD, and/or ASD within 5 years; psychiatric with 1 year, etc.)?
2.				Include complete educational, developmental, and medical history relevant to the disability for which accommodations are being requested?
3.				Describe the functional limitations resulting from the diagnosed disability?
4.				List the test instruments used in the evaluation report and relevant subtest scores used to document the stated disability? (All test instruments should have adult norms.)
5.				Describe the specific accommodation(s) requested and adequately support each requested accommodation?
6.				Present itself on official letterhead, typed, signed, and dated by an evaluator qualified to make the diagnosis (include information about license, certification, and area of specialization)?

### Part III - Certification of Eligibility: Accommodations History (continued)

Applica	ant's Name	e:					
(Please	e Print)	First Name		M.I.		Last Na	ame
Provide	e the follov	ving informatio	n regarding the	disability doc	umentation on f	île:	
A.		nd credentials o san Smith, MD		nal who comp	leted the most r	ecent evaluation.	
		Name		De	gree		Area of Expertise
В.	Date of p	orofessionals n	nost recent eval	uation: Montl			
C.	Applican been gra		disability or disa	bilities, as sta	ted in the docur	mentation, for wh	ich accommodations have
D.	Extended	d testing time (	NOTE: all tests	are timed; if a	as received at yapplicant is reque appropriate bo	esting more than ox:	50% extended time
		nent," please d	escribe that env	ironment.	ns: If the studen		d distraction testing
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	3.						
	4.						
	5						
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E.	During w			iicani used in	e above accom		
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### Part III — Certification of Eligibility: Accommodations History (continued)

(Please	Print)	First Name	M.I.	Last Name	
F.	Has the a	pplicant used these acco	ommodations for at least one s	emester or four months?	
	yes	no			
	☐ Colleg ☐ Place	s the applicant used the e/University of Employment (indicate):	accommodations?		

I certify that the accommodations indicated in Part III – *Certification of Eligibility: Accommodations History* form are those that were documented as necessary and approved for the applicant.

I certify that I have reviewed the Educational Testing Service (ETS) Documentation Criteria (including ETS guidelines about LD, ADHD and psychiatric disabilities, if applicable), and that the applicant's documentation supporting the disability or disabilities and the need for specific accommodations meets those criteria and is on file in this office. For quality assurance, Part III – *Certification of Eligibility: Accommodations History* form may be subject to an audit resulting in a review of the actual disability documentation on file.

In the event that ETS requests a copy of any of the documentation cited above, I agree to send ETS, for its consideration, the complete file of documentation pertinent to establishing the need for these accommodations. I understand that the applicant authorizes the release of this information pursuant to the applicant's verification statement.

I also understand that if ETS determines at any time that the applicant's documentation does not meet ETS's Documentation Criteria, ETS will withhold or cancel the applicant's score(s).

### Part III — Certification of Eligibility: Accommodations History (continued)

ie:		
First Name	M.I.	Last Name
ed by an authorized pe at place of employmer	erson in the Office of Accessibility/D at or a Vocational Rehabilitation cou	isability Services, a Human Resources nselor. <b>NOTE: The evaluator who</b>
horized Professional		Today's Date
ion/Agency/Place of E	mployment	
	Fax	< #
	Attach Business Card He	ere
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# **TEST AUTHORIZATION VOUCHER REQUEST FORM**



If paying by paper check or money order, mail this completed form with your test fee to:

ETS-*Praxis* PO BOX 382065 Pittsburgh, PA 15251-8065

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## TEST AUTHORIZATION VOUCHER REQUEST FORM (continued)

### **ACKNOWLEDGMENT**

This Acknowledgment, including the Privacy Notice at *www.ets.org/legal/privacy*, contains the terms and conditions between you and Educational Testing Service ("ETS," "we," "us," "our") regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as "Testing Services"). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

### **Personal Information**

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively "use") the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as "Personal Information." Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

### How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- · improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

#### International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the U.S. to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

### Third-Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

#### Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

#### **Further Communications**

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will

## TEST AUTHORIZATION VOUCHER REQUEST FORM (continued)

have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

### **Governing Law**

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

#### Additional Information

This section containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services): ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services. *For Hong Kong residents only*: Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

For Australian residents only: please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

For Canadian residents only: This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

For Singapore residents only: In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

#### **Contact Information**

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org.

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.<sup>1</sup>

If you are a minor as determined by applicable law <u>and</u> living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

# **TEST AUTHORIZATION VOUCHER REQUEST FORM**



If paying by paper check or money order, mail this completed form with your test fee to:

ETS — SLS P.O. Box 382065 Pittsburgh, PA 15251-8065

If you would like to pay for your test registration with a credit/debit card or PayPal, and are not requesting testing accommodations, you do not need to fill out this form. You may register online.

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### TEST AUTHORIZATION VOUCHER REQUEST FORM (continued)

### **ACKNOWLEDGMENT**

This Acknowledgment, including the Privacy Notice at **www.ets.org/legal/privacy**, contains the terms and conditions between you and Educational Testing Service ("ETS," "we," "us," "our") regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as "Testing Services"). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

### Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store use, disclose (including to public authorities and score recipients), extract and transmit (collectively "use") the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as "Personal Information." Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

### How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

#### International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the U.S. to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

### Third-Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

#### Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

## **TEST AUTHORIZATION VOUCHER REQUEST FORM** (continued)

### Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

### Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

#### Additional Information

This section containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services): ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

For Hong Kong residents only: Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/ or perform any of our other contractual obligations to you which requires us to have the Personal Information.

For Australian residents only: please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

For Canadian Residents only: This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

For Singapore Residents only: In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

### Contact Information

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org. By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.<sup>1</sup>

<sup>1</sup> If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

