

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

William Treacy, Executive Director  
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333 Guadalupe, Tower 3, Suite 900  
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**Application for Testing Accommodations**  
**for the**  
**Uniform Certified Public Accountant Examination**  
**FORM G**  
**ACCOMMODATIONS REQUEST FORM**

The following accommodations are available for the CPA Exam. Please note that not all accommodations can be provided at every Prometric Test Center; accommodations vary by location. Check all accommodations you wish to request.

This form was completed by  and concurred by  
[YOUR NAME]

[HEALTH CARE PROVIDER'S NAME]

- Extended Scheduled Breaks** - Breaks are offered between testlets. All candidates have an opportunity to take a break between testlets to use the restroom or access food/water. The exam clock continues to run down during a break. A break monitor is not required because the candidate cannot return to previously viewed exam content after returning for an extended break. There are three options for Extended Scheduled Breaks:
  - One (1) Hour Lunch Break:** The exam clock stops for up to one hour during a regularly scheduled break, allowing the candidate to break for a meal.
  - Two (2) Extended 45-Minute Scheduled Breaks:** The candidate is permitted to take two breaks of up to 45 minutes each, off-the-clock, during two of the three regularly scheduled breaks between testlets.
  - Three (3) Extended 30-Minute Scheduled Breaks:** The candidate is permitted to take three breaks of up to 30 minutes each, off-the-clock, during each of the three regularly scheduled breaks.
  
- Additional Testing Time** - Candidates have the three (3) Extended Time options. The table on the next page details the amount of time that is allocated for each exam under these options.
  - Time and a quarter**
  - Time and a half**
  - Double time**

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**ACCOMMODATIONS REQUEST -- continued**

EXTENDED TIME OPTIONS		AUD	BEC	FAR	REG
		Hours	Hours	Hours	Hours
Standard Time		4	4	4	4
Extended Time Options	Multiplier	AUD	BEC	FAR	REG
Time and a quarter	1.25	5	5	5	5
Time and a half	1.5	6	6	6	6
Double time	2	8	8	8	8

- Separate Room** - Candidate tests alone in a separate room, or with a proctor (reader or recorder). Not necessarily a quiet or reduced distraction testing area. Separate rooms are not available at all testing centers.
- Permission to Stand/Kneel** - Candidate is permitted to stand or kneel during the exam. Must be approved for a separate room.
- Waive Biometrics/Fingerprinting** - Candidate is permitted to bypass biometrics/fingerprinting and wanding, for medical reasons.
- Logistical Provisions** - Non-standard accommodations (anything that is not on the list). Please explain below:

**Personal Assistant**

- Reader** - A reader proctor assists the candidate with reading test items. A separate room is required.
- Recorder (Writer)** - A recorder proctor assists the candidate with entering responses on the computer. A recorder may also act as a reader if a candidate is approved for both Reader and Recorder. A separate room is required.
- Medical Attendant** - Medical aid provided by the candidate.
- Sign Language Interpreter** - Assists candidate with general communication with test center staff. Interpreter may not enter the testing area to sign exam content.

**Equipment**

- 27" LCD Monitor** - Large LCD Monitor. Must be approved for a separate room.
- Enlarged Key Keyboard**
- Ergonomic Keyboard**

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**ACCOMMODATIONS REQUEST -- continued**

- Head Master Mouse** - Must be approved for a separate room.
- Height Adjustable Table** - Used to accommodate wheel chairs. Not sufficient for a candidate who needs to test standing. Must be approved for a separate room.
- High Table (Table Top Riser)** - Accommodation for a candidate who needs to test standing. Must be approved for a separate room.
- Intellikeys Keyboard** - Must be approved for a separate room.
- Left Handed Mouse**
- Magic Arm and Super Clamp**
- Noise Cancelling Headphones** - Noise blocking headphones are available to all candidates.
- Non-Programmable Calculator**
- Reinforced Chair** - 500 pound capacity chair.
- Scratch Paper and Pencils** - Candidate is provided colored scratch paper and pencils. Note: An erasable noteboard is provided to all candidates.
- Screen Magnifier** - Equipment is placed on the computer monitor. Offers limited magnification and is preset.
- Special Chair with Adjustable Arms** - Office style chair.
- Touch Pad Keyboard/Mouse**
- Touch Pad Mouse**
- Trackball Mouse**
- Zoomtext** - Special software that allows for screen magnification up to 10 times regular size. Software adjusts with the keyboard and allows the candidate to actively zoom in and zoom out, as needed.

**Candidate Supplied Item**

- Allowance for Diabetic Supplies** - Candidate is permitted to have diabetic supplies available in the testing room. Must be approved for a separate room.
- Permitted Item: Food** - Food may be snacks, a sandwich, etc. Must be approved for a separate room.
- Permitted Item: Water** - Bottled water only. Must be approved for a separate room.