



## **TEXAS BOARD OF PROFESSIONAL GEOSCIENTISTS**

*P. O. Box 13225 • Austin, Texas 78711 • office (512) 936-4400 • fax (512) 936-4409*  
*www.tbpg.state.tx.us*

### **Examination Special Accommodations Requests**

It is the policy of the Texas Board of Professional Geoscientists to allow an examination candidate with documented disabilities who qualifies as disabled under the Americans with Disabilities Act (ADA) to take licensing examinations under special conditions. The goal of TBPG is to provide special and reasonable consideration to disabled, qualified examinees who demonstrate functional limitations that affect their ability to take the exam.

For information and assistance regarding needs that fall under the ADA, or for more information about disability rights, contact the US ADA Information Line at 800/514-0301 (voice) or 800/514-0383 (TTY) or go to the ADA web site at ([www.ada.gov](http://www.ada.gov)).

#### **Requesting exam accommodations:**

The goal of such accommodation is to ensure that the exam results of an individual with documented disabilities accurately reflects the individual's aptitude or achievement level (or whatever other factor the exam purports to measure) rather than the individual's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

An exam candidate must indicate any need for accommodations during the examination registration process, or upon application to sit for the examination. In order to qualify for special accommodation, an examination candidate must:

- qualify as disabled under the Americans with Disabilities Act (ADA)
- submit a written statement from a licensed physician which documents that the examination candidate is disabled and describes the special conditions the candidate needs
- provide supporting documentation outlining the special needs of the candidate

*Please Note:* Additional documentation may be required. If additional documentation is requested, you will be provided a written letter detailing what additional information is required.

Typical special conditions that are approved include, but are not limited to:

- additional time up to 50%
- a separate examination area to control/minimize noise and distractions
- adjustment to the font/print size on an examination booklet
- a reader or recorder for individuals with mobility or vision impairments, who cannot read or write on their own

If a special accommodation is not requested in advance, the Examination Administrator cannot guarantee the availability of accommodation on site at the time of the examination administration.

**Approval process:**

The review/approval process can take up to 30 days and will not begin until all required documentation has been received by TBPG. Please account for processing time when planning to take the examination.

**ASBOG® Examinations Special Conditions Request:**

A request for special accommodation and/or modification to the examination(s) for the Association of State Boards of Geology (ASBOG)®'s Fundamentals of Geology and Practice of Geology must be received by ASBOG® no later than ninety (90) calendar days prior to the scheduled examination; therefore, you must submit the request to TBPG one hundred and twenty (120) calendar days prior to the scheduled examination.

Please note that ASBOG® does not alter, revise nor compromise the contents of its examinations in any way; adjustments are made only in the physical administration of the examinations. The ASBOG® examinations are administered in English only.

**Texas Geophysics Examination (TGE) Special Accommodation Request:**

An exam candidate must indicate any need for accommodations during the examination registration process/upon application to sit for the examination. In order to qualify for special accommodation request, an examination candidate must:

- qualify as disabled under the Americans with Disabilities Act (ADA)
- notify TBPG upon application of the examination for which the candidate is requesting the special consideration
- submit a written statement from a doctor which documents that the examination candidate is disabled and describes the special conditions the candidate needs
- provide supporting documentation outlining the special needs of the candidate

*Please Note:* Additional documentation may be required. If additional documentation is requested, you will be provided a written letter detailing what additional information is required.

**CSSE Examinations Special Accommodation Request:**

A special accommodation request for the Council of Soil Science Examiners' (CSSE) Fundamentals of Soil Science and Practice of Soil Science examination must be submitted to the CSSE in accordance with the rules of the CSSE. For more information on the exam, please visit the CSSE website at [www.soils.org](http://www.soils.org) or contact Marta McCoy by phone at 608-268-4955.