

Sequoia High School
IB Application for Inclusive Access Arrangements

Dear Licensed Professional,

In order for _____ (Family: please enter student's first and last name) to apply for testing accommodations on his/her/their IB exams, the IB organization requires the following items from you as the licensed professional:

- 1) This form completed by a licensed professional **AND placed in a sealed envelope with the licensed professional's signature across the sealed envelope flap.**
- 2) A psychological OR medical report (letter). This report must meet these criteria:
 - a. Written by a licensed professional who is qualified to evaluate and diagnose
 - b. Provide a diagnosis
 - c. Provide the test or techniques used to arrive at this diagnosis
 - d. Include testing accommodation request(s). This must match the accommodations given to the student in their 504 Plan or I.E.P and the requests checked on this form.
 - e. Based on nationally standardized psychological tests with report results as standard scores (mean of 100 and standard deviation of 15) if it is a psychological report
 - f. Written on official letterhead of the licensed professional completing this form
 - g. All psychological/medical reports must be undertaken within three years of the intended examination that the request relates to and dated accordingly. However, the IB can be flexible with the date of medical reports for students with permanent sensory and/or physical challenges.

Please read through the entire form and check appropriate boxes. Please remember to confirm these requests on the psychological/ medical report.

Category for Testing Accommodations	Specific Diagnosis
	Please select the one main diagnosis that is most relevant for exam accommodations:
Specific learning difficulties/ disabilities	☐ Dyslexia ☐ Dysgraphia ☐ Dyscalculia ☐ Dyspraxia ☐ Information processing difficulties ☐ Other:
Physical challenges	☐ Fine motor challenges ☐ Cerebral Palsy ☐ Muscular dystrophy ☐ Other:
Communication & speech difficulties	☐ Specific Language Impairment - Receptive ☐ Specific Language Impairment - Expressive ☐ Auditory processing difficulties ☐ Fluency disorders (stuttering/stammering)

Category for Testing Accommodations	Specific Diagnosis
	Please select the one main diagnosis that is most relevant for exam accommodations:
	☐ Verbal Dyspraxia/Apraxia ☐ Other:
Sensory challenges	☐ Visual ☐ Hearing ☐ Other:
Social, emotional and behavioral difficulties	☐ Attention Deficit/Attention Deficit Hyperactive Disorder ☐ Personality disturbances ☐ Emotional disturbances (eating disorders, depression, excessive stress reaction) ☐ Other
Mental health challenges	☐ Depression ☐ Anxiety ☐ Obsessive Compulsive ☐ Post Traumatic Stress ☐ Other:
Autism spectrum / Asperger's syndrome	☐ Autism ☐ Aspergers syndrome ☐ Pervasive developmental disorders ☐ Other:
Medical challenges	☐ Diabetes ☐ Cancer ☐ Asthma ☐ Cystic Fibrosis ☐ Epilepsy ☐ Rheumatoid conditions ☐ Other:
Intellectual challenges	☐ None ☐ Other:
Other	

Accommodation Category 1: Additional Time

Check ALL boxes below that apply:

Additional Time: WRITTEN Exams ONLY:

- ☐ A standard score on one or more cognitive processing measures that affect speed of working (eg., working memory, processing speed, long term/short term retrieval, visual-motor coordination). **Must meet criteria, check and initial score below:**
 - ☐ A standard score between 90 and 100
 - ☐ A standard score of 90 or less
 - ☐ A standard score of 75 or less

- ☐ A standard score on an assessment of reading (reading fluency or reading comprehension). **Must meet criteria, check and initial score below:**
 - ☐ A standard score between 90 and 100
 - ☐ A standard score of 90 or less
 - ☐ A standard score of 75 or less
- ☐ A standard score on an assessment of writing (writing fluency and/or written expression). **Must meet criteria, check and initial score below:**
 - ☐ A standard score between 90 and 100
 - ☐ A standard score of 90 or less
 - ☐ A standard score of 75 or less
- ☐ Standard scores below 90 in at least three measures (where at least one includes a score on an assessment of reading or writing) that affect speed of working and there is no request for a scribe/ word processor or reader.
- ☐ A physical, sensory, psychological or medical challenge due to which additional time is required.

Additional Time: Mathematics ONLY:

- ☐ A standard score of 90 or less in a test of mathematical fluency.

Additional Time: ORAL Exams ONLY (English/ French/ Spanish Orals):

- ☐ A standard score that is 90 or below in processing speed measures that affect expressive and/or receptive speech
- ☐ Speech and communication challenges (eg. stuttering) or psychological challenges (eg., social phobia, anxiety etc.)

Accommodation Category 2: Access to Writing
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Check ALL boxes below that apply:

- ☐ **Word processor. Must meet criteria, check and initial score below:**
 - ☐ A medical, physical or sensory condition due to which the word processor is required to access written assessments.
- ☐ **Speech recognition software. Must meet criteria, check and initial score below:**
 - ☐ A standard score on a free writing speed test that is below average for their age and below average speed for their age in typing.
 - ☐ A standard score of 90 or less on written expression/spelling/information processing/working memory and below average speed for their age in typing.
 - ☐ A medical, physical, or sensory condition due to which the candidate cannot either write or type for the duration demanded by the assessment task.
- ☐ **Scribe. Must meet criteria, check and initial score below:**
 - ☐ A standard score on a free writing speed test that is below average for their age
 - ☐ A standard score of 90 or less on written expression/spelling/information processing/working memory
 - ☐ Handwriting that is largely illegible to someone who is not familiar with it which may be caused due to underlying mild processing or coordination challenges
 - ☐ A medical, physical, or sensory condition due to which a scribe is required to access written assessments

- ☐ **Graphic Organizer. Must meet criteria, check and initial score below:**
 - ☐ The standard score on written expression/information processing/working memory is 90 or less
 - ☐ A medical or psychological condition due to which the candidate has difficulties in focusing, planning and organizing and has access to graphic organizers as usual way of working
- ☐ **Transcriptions. Must meet criteria, check and initial score below:**
 - ☐ A medical, physical or sensory condition due to which the candidate cannot type and that causes the candidate's writing to be illegible or incomprehensible.
 - ☐ A medical, physical or sensory condition that causes difficulties in accessing the scantron (bubble sheets) answer sheets.

Accommodation Category 3: Access to Reading

Check ALL boxes below that apply:

- ☐ **Reader. Must meet criteria, check and initial score below:**
 - ☐ A standard score on a psychological test of 90 or less on reading speed/reading accuracy/reading comprehension
 - ☐ A medical, physical or sensory condition due to which a candidate either cannot read/ has difficulty in reading
- ☐ **Reading software. Must meet criteria, check and initial score below:**
 - ☐ A standard score on a psychological test of 90 or less on reading speed/reading accuracy/reading comprehension.
 - ☐ A medical, physical or sensory condition due to which a candidate cannot read/ has difficulty in reading.
- ☐ **Examination reading pen. Must meet criteria, check and initial score below:**
 - ☐ A standard score on a psychological test of 90 or less on reading speed/reading accuracy/ reading comprehension
 - ☐ A medical, physical or sensory condition due to which a candidate either cannot read/ has difficulty in reading
- ☐ **Augmentative communication device. Must meet criteria, check and initial score below:**
 - ☐ A speech impairment and the communication device is the usual way of working.
- ☐ **Communicators. Must meet criteria, check and initial score below:**
 - ☐ A hearing impairment and needs this arrangement to access information through sign language, finger spelling or lip speaking and that the communicator is a teacher with qualification in technical language who can sign or finger-spell all technical words.

Accommodation Category 4: Access to Listening Comprehension (for Spanish/French Language Acquisition Listening Exam)

- ☐ **Additional time for listening. Must meet criteria, check and initial score below:**

- ☐ A mild or moderate hearing condition due to which the candidate would require additional time for listening and there is no request for additional time for producing written responses
- ☐ A mild or moderate auditory processing disorder due to which the candidate would require additional time for listening and there is no request for additional time for producing written responses
- ☐ **Lip reading and 25% additional time. Must meet criteria, check and initial score below:**
 - ☐ A mild or moderate hearing condition which requires the candidate to lip read

Accommodation Category 5: Access to Four Function Calculators (for exams that do not allow graphic calculators)
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- ☐ **Four function calculator. Must meet criteria, check and initial score below:**
 - ☐ A standard score of 90 or less in a test of mathematical fluency

Accommodation Category 6: Modified papers
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- ☐ 18 point on A3 enlargement –standard printing
- ☐ 24 point on A3 enlargement –standard printing
- ☐ 36 point on A3 enlargement –standard printing
- ☐ 48 point on A3 enlargement –standard printing
- ☐ 16 point on A4–standard printing
- ☐ 18 point on A3 enlargement –single sided
- ☐ 24 point on A3 enlargement –single sided
- ☐ 36 point on A3 enlargement –single sided
- ☐ 48 point on A3 enlargement –single sided
- ☐ 16 point on A4– single sided
- ☐ 18 point on A3 enlargement – double spaced
- ☐ 24 point on A3 enlargement – double spaced
- ☐ 36 point on A3 enlargement – double spaced
- ☐ 48 point on A3 enlargement – double spaced
- ☐ 16 point on A4 –double spaced
- ☐ 18 point on A3 enlargement – single sided, double spaced
- ☐ 24 point on A3 enlargement – single sided, double spaced
- ☐ 36 point on A3 enlargement – single sided, double spaced
- ☐ 48 point on A3 enlargement – single sided, double spaced
- ☐ 16 point on A4 enlargement – single sided, double spaced
- ☐ Braille Grade 1 (uncontracted)
- ☐ Braille Grade 2 (contracted)
- ☐ Electronic PDF version for use with reading software
- ☐ Standard examination on coloured paper
 - ☐ Light blue
 - ☐ Dark blue
 - ☐ Light green
 - ☐ Dark green
 - ☐ Beige
 - ☐ Gray
 - ☐ Lavender
 - ☐ Pink

- ☐ Light yellow
- ☐ Dark yellow

Accommodation Category 7: Other
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Please explain any additional accommodation requests not listed above

This form must be submitted to the Sequoia IB Office in a sealed envelope with the licensed professional's signature on the sealed envelope flap.

Licensed Professional Name

Date

License Number

Licensed Professional Signature