

Human Resources Division Civil Service Exam
Testing Accommodations Request Form

Name:

NEOGOV Person ID (if known):

Examination:

Examination Date:

Accommodation(s) Requested:

You must provide written documentation (letters and/or reports) from a qualified health professional or professionals supporting the accommodation(s) you are requesting.

What We Look for in Documentation:

- Diagnosis is clearly stated.
- Effect of diagnosis on ability to perform activities of daily living is described.
- Recommended accommodation(s) are justified.
- Evaluators' professional credentials are provided.

Written documentation MUST:

- Include the information listed above
- Be current, typewritten, and legible
- Be complete with all pages, signed by qualified health professional(s), and dated

Human Resources Division (HRD) will NOT accept:

- Original documents
- Handwritten or unsigned letters or reports
- Screenshots
- Reports or letters with missing information/pages, and/or
- Self-reported diagnoses

Incomplete documentation will delay processing of your request, and you may be required to submit additional information.

Requests should be submitted at least four (4) weeks prior to the examination date above, and will be evaluated on a case-by-case basis. All documentation provided in support of an accommodation request will be retained by HRD and may be submitted to one or more qualified professionals for an impartial review. Accommodations granted on other exams (including other civil service exams) do not necessarily entitle an applicant to accommodations on the civil service examination for which this request is being submitted.

Submit this form, and all required documentation, to: **civilservice@mass.gov**