Massachusetts Civil Service
Testing Accommodations Request Form

Name:

NEOGOV Person ID (if known):

Examination: **Examination Date:**

Accommodation(s) Requested:

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

Requirements for Documentation from Qualified Health Professional(s):

- Must be on letterhead, typed, dated, signed, and include the contact information, title, and credentials of each professional.
- Must be dated within five (5) years of the request for accommodation.
    - If the date of assessment is dated more than five (5) years prior to the date of the request, the applicant should include additional documentation from a qualified medical professional, that has treated or evaluated the applicant within one (1) year of the request, which includes a statement that no material changes have occurred since the original assessment or the nature of the requested accommodation, if the original documentation does not provide that information.
- The documentation must include the specific functional limitation and describe the specific impact on daily life activities.
- Include a detailed description of the medical, psychological, educational and/or cognitive functioning tests that were conducted, the results and an interpretation of those results.
- Include the effect of the impairment on the applicant's ability to perform activities of daily living and how it affects the applicant's ability to test.
- Include a justification for each recommended accommodation.

Please note that HRD will NOT accept:

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

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 documentation to: **CS-ReasonableAccommodations@mass.gov**

Last Updated: February 2026