Special Accommodation Request Form

EC-Council Special Accommodation Request Form

Please submit the completed form to EC-Council as following:-

E-mail Address	Send the form to certmanager@eccouncil.org
	Please attach the form as a scanned document that includes the certifying authority's signature.

Section 1: APPLICANT INFORMATION

Name : ....

Email Address : ....

EC-Council Voucher Number (if available) : ....

Please list all examinations and versions for which you are requesting accommodations:

....

....

....

....

....

Signature: ....   Date: ....

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Section 2: DOCUMENTATION OF ACCESSIBILITY NEEDS

I have known .... since ....
(Examination applicant name)   **(Date)**

in my capacity as a ....
(Professional title)

I have read the accompanying description of potential accessibility barriers and understand the nature of the examination(s) to be administered, and I certify that I have documentation on record supporting the need for accommodation. I believe that this applicant should be provided the following accommodations (identify relevant accommodations):

☐ Accessible testing site (for example, ramp for wheelchairs)

☐ Amanuensis (recorder of answers)

☐ Extended exam time—one and one-half times the usual allotment

☐ Extended exam time—twice the usual allotment

☐ Extra time for breaks (specify frequency and duration): ....

☐ Reader (person to read the exam items aloud)

☐ Separate testing room

☐ Special chair (specify type): ....

☐ Special input device, such as a trackball mouse (specify type): ....

☐ Special output device, such as a larger monitor (specify type): ....

☐ Written instruction of exam procedures

☐ Other (please describe in the space below):

....

....

....

....

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Justification for accommodation (include description of condition):

....

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....

Contact information for professional certifying accommodation needs:

Professional's Name : ....

Professional's Title   : ....

Phone Number   : ....

Email Address   : ....

Signature: ....   Date: ....

POTENTIAL ACCESSIBILITY BARRIERS

Standard format for EC-Council certification exams present the following potential accessibility barriers.

Manual
Examinees must use a mouse to point-and-click, click-and-drag, navigate from one question to the next by clicking, and perform tasks in a simulated or emulated software environment. Exam question formats include multiple choice questions, in which the candidate answers by clicking on the selected response(s).

Optical
Reading text: Exam questions are written at a reading level appropriate to the content. The electronic exams must be read on a 15-inch or larger monitor with at least 1024 × 768 resolution. The font can be as small as 9 pt. in graphics and 11 pt. in text. Graphics will be displayed on the monitor (possibly in color).

Physical Stamina
Exams last for 4 hours (standard)

If you need more information in order to decide what accommodations are necessary, please contact the EC-Council Certification Division at certmanager@eccouncil.org   .