



Administrative Form 6410  
SPECIAL REQUEST ACCOMMODATION FOR  
CBE/MASTERY EXAM

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**Responsible:** Office of Academics – Department of Assessment

**PURPOSE**

This form is used when an IEP or 504 committee requests a testing accommodation (for an individual student) to be considered that is not standard for a CBE or Mastery Exam in the Washoe County School District.

**PROCEDURES**

1. Requests should be submitted as early as possible, and not less than 30 days prior to the intended test date. Requests must be submitted prior to each test attempt.
2. The accommodation request must be reasonable and consistent with accommodations used in the student's instructional program, and must explain in detail the student's specific circumstances and the reason(s) the student requires the accommodations(s). A copy of the full IEP or 504 Plan must accompany be included with the request form.
3. Requests will be reviewed on a case-by-case, per administration basis and only if, in the judgment of the Department of Assessment, the requested accommodations do not affect the validity of the student's score. The approval letter, if the accommodation is granted, must be included with the student's IEP or 504 Plan.
4. This Administrative Form is associated with the Administrative Procedures for Credit by Exam (6311) and for Recovering Credit through a Mastery Exam (6406).

**REVISION HISTORY**

Date	Revision	Modification
07/29/2015	1.0	Form created

## **SPECIAL REQUEST ACCOMMODATION**

Student Name	
Student ID Number	
School Name	
Test Date	
Test Name	
Eligibility for Test Verified by Counselor (Name)	
Current Testing Accommodations, course/subject specific (attach additional documentation as needed)	
Current Instructional Accommodations course/subject specific, (attach additional documentation as needed)	
Description of accommodation and detailed narrative of the student's specific circumstance; explain the reason the student requires the accommodation	
Site Administrator Submitting Request	
Date Submitted	

Include a copy of the full IEP or 504 Plan with this form and submit it to the Department of Assessment.