

# **2022–23 *GRE*<sup>®</sup> Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs**

This *Supplement* contains procedures and forms for requesting accommodations for the *GRE*<sup>®</sup> *General Test* and/or the *GRE*<sup>®</sup> *Subject Tests*. It should be used together with the 2022–23 *GRE*<sup>®</sup> *Information Bulletin*.

**[www.ets.org/gre/disabilities](http://www.ets.org/gre/disabilities)**

## CONTACT INFORMATION

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All questions related to accommodations should be directed to ETS Disability Services.

### **ETS Disability Services**

**Phone:** 1-866-387-8602 (toll-free in the U.S., U.S. Virgin Islands, Puerto Rico, and Canada)  
1-609-771-7780 (all other locations)  
Monday–Friday 8:30 a.m.–5 p.m. U.S. Eastern Time (New York)

### **General Email Inquiries:**

*stassd@ets.org*

### **Requests for Testing Accommodations:**

*disability.reg@ets.org*

**Mail:** ETS Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054

### **Courier Service:**

ETS Disability Services  
225 Phillips Boulevard  
Ewing, NJ 08628-1426

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## GENERAL INFORMATION

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ETS is committed to serving test takers with disabilities or health-related needs by providing reasonable accommodations that are appropriate given the purpose of the test.

While many test takers with disabilities successfully take a *GRE*<sup>®</sup> test with appropriate accommodations, some test takers with disabilities may want to ask their prospective institution or fellowship sponsor whether it is willing to waive the test requirement and consider their application based on other information.

**Important:** Test takers requesting accommodations **MUST** complete a *Testing Accommodations Request Form* and submit it to ETS Disability Services. The form may be submitted online, via email, mail or courier service. We strongly encourage using the convenient online registration system. You must submit your request and have your accommodations approved by ETS Disability Services **before** your GRE test may be scheduled. Accommodations cannot be applied to a test that has already been scheduled.

Submit your request as early as possible. Documentation review takes approximately four to six weeks once your request and complete paperwork have been received at ETS. If additional documentation is requested, it may be approximately another two to four weeks from the time the new documentation is received until the review is complete. ETS is committed to producing alternate test formats as quickly as possible; however, production times may vary, especially if you are taking a GRE Subject Test.

Information about GRE program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, testing procedures and score reporting information is available in the *GRE*<sup>®</sup> *Information Bulletin* and on the GRE website at [www.ets.org/gre](http://www.ets.org/gre). It is recommended you review this information prior to requesting accommodations.

To submit your accommodations request online, you will need to create an ETS account at [www.ets.org/mygre](http://www.ets.org/mygre). In your ETS account you may upload documentation and indicate your preferred test date and location. You may also view your approved accommodations and test appointments. In addition, if you are approved for extended test time, extra breaks, screen magnification and/or selectable background and foreground colors, you may also self-schedule your test online through your ETS account. If you are requesting and are approved for accommodations other than the four listed above, you cannot schedule your test online. Your approval letter will provide instructions for scheduling your test.

### Using Previously Approved Accommodations

If you have received accommodations from ETS for another test (for example, the *TOEFL*<sup>®</sup> test, a *Praxis*<sup>®</sup> test, or a School Leadership Series assessment) and your accommodations approval is still current, you may request the same accommodations for a GRE test during the 2022–23 testing year without providing disability documentation. The accommodations ETS previously approved for you will be approved again if they are appropriate for the current test.

If you have received testing accommodations on another standardized test such as the ACT, SAT, GMAT, LSAT and/or MCAT, etc., you may request the same accommodations for the GRE test during the 2022–23 testing year by submitting a copy of your approval letter. No disability documentation is required. The accommodations approved for you by another testing agency will be granted if they do not violate test construct or test security.

## GENERAL INFORMATION (cont.)

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### Reduced-distraction Setting

Many test takers request a reduced-distraction setting. The testing centers are designed to have minimal distractions with each test taker assigned to an individual carrel with earplugs or headphones available upon request to further reduce environmental noise.

### Pre-approved Personal Items

Certain items are allowed in the testing area without prior approval. These include, but are not limited to, bandages, spinal cord stimulators, foot stool, lumbar support cushion, service animals and hearing aids/cochlear implant. However, if your hearing aids or cochlear implant have Bluetooth capabilities, accommodations must be requested. The full list of pre-approved personal items for use at test centers is available at [www.ets.org/disabilities/prometric](http://www.ets.org/disabilities/prometric).

If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump which is attached to your body plus the transmitter used to program the pump) or your pump is especially noisy. If the pump cannot be silenced and is likely to disturb other test takers, requesting accommodations is a good idea so you may be scheduled in a separate room. A continuous glucose monitor attached to your pump does not require prior approval; however, if you wish to have your glucose test kit in the testing area, you must request accommodations.

## HOW TO REQUEST ACCOMMODATIONS

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### Steps to Request Accommodations

To request accommodations for a GRE test, follow the steps below:

1. Complete the *Testing Accommodations Request Form*.
2. Complete the *GRE Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs* (if not submitting your materials online).
3. Determine if Disability Documentation is Needed.
4. Submit completed forms.

Detailed information regarding each of these steps is provided in this *Supplement*.

## STEP 1: COMPLETE THE TESTING ACCOMMODATIONS REQUEST FORM

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Complete the *Testing Accommodations Request Form* on pages 11–23 in this *Supplement* or access and complete the form in your ETS account at [www.ets.org/mygre](http://www.ets.org/mygre).

### Part I — Applicant Information

Complete this section and sign the Applicant's Verification Statement even if you are requesting accommodations identical to those approved for you by ETS within the last two years.

## STEP 1: COMPLETE THE TESTING ACCOMMODATIONS REQUEST FORM (cont.)

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### Part II — Accommodations Requested

Complete this section even if you are requesting accommodations identical to those approved for you by ETS within the last two years. If you are requesting accommodations other than those listed in Part II, you must describe them under “Other Accommodations.”

#### Accommodations for Health-related Needs

Health-related needs are most commonly those affecting digestion, immune function, respiration, circulation, endocrine functions, etc., and frequently require only minor accommodations.

Documented health needs include conditions such as diabetes, Crohn’s disease and chronic pain. Minor accommodations include but are not limited to: extra breaks for medication, snacks, beverages or glucose testing materials that are necessary during the test session.

Documentation for health-related needs should include a letter of support from a medical doctor or other qualified professional stating the nature of the condition and the rationale for the requested accommodation(s). Please note, handwritten documentation or a note on a prescription pad is not acceptable.

#### Commonly Requested Accommodations

- **Extended Test Time (all tests are timed)**
  - 25 percent (time and one-quarter) or 50 percent (time and one-half) or 100 percent (double time)
- **Extra Breaks** — The testing clock stops for breaks and does not affect your testing time. Breaks may be used for medication, snacks, trips to the restroom, etc. Some disabilities, by their nature, result in fatigue, the need for rest, and/or restroom breaks while not impacting the actual test taking. In these cases, extra breaks may be more appropriate than extended test time.
- **Accommodations for Computer-delivered General Test Only**
  - Screen magnification
  - Selectable background and foreground colors
  - JAWS screen reader (only for applicants who are blind, legally blind, or have low vision)
- **Assistance**
  - Human reader
  - Human scribe
  - Assistance for spoken directions (only for applicants who are deaf or hard-of-hearing)
    - Oral interpreter
    - Sign language interpreter
  - Assistance for note taking (only for applicants who are blind, legally blind, or have low vision)
    - Braille slate and stylus
    - Perkins brailler

## STEP 1: COMPLETE THE TESTING ACCOMMODATIONS REQUEST FORM (cont.)

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- **Alternate Test Formats**

- Braille
- Large-print test book
- Large-print answer sheet (applies to the GRE Subject tests only)
- Recorded audio
- Recorded audio with tactile figure supplement (only applicants who are blind, legally blind, or have low vision)
- Recorded audio with large-print figure supplement (only applicants who are blind, legally blind, or have low vision)

### **Part III — Certification of Eligibility: Accommodations History**

All applicants are encouraged to submit *Part III — Certification of Eligibility: Accommodations History* form which serves two distinct purposes:

- To provide verification of an individual's use of accommodations either in college or in the workplace
- As a shortcut for approval of certain specific accommodations for particular disabilities

## STEP 2: COMPLETE THE GRE TEST AUTHORIZATION REQUEST FORM FOR TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS (IF NOT SUBMITTING YOUR MATERIALS ONLINE)

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If you plan to submit your materials to ETS Disability Services by email or mail instead of online at [www.ets.org/mygre](http://www.ets.org/mygre), complete the *GRE Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs* form on pages 24–25 in this *Supplement*.

## STEP 3: DETERMINE IF DISABILITY DOCUMENTATION IS NEEDED

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**DO NOT** submit disability documentation if you are able to use the COE as a shortcut for approval and/or you are submitting evidence of testing accommodations approval from ETS or another standardized testing agency. Submitting unrequired documentation will delay the review process. **For more information regarding documentation guidelines, please visit [www.ets.org/disabilities](http://www.ets.org/disabilities).**

*If you are blind or legally blind*, you do NOT need to submit documentation if you are submitting a *Certification of Eligibility: Accommodations History* form and are requesting only accommodations from the list below.

- Screen magnification
- Screenreader
- Selectable background and foreground colors
- Braille
- Large print (test book and/or answer sheet)

### STEP 3: DETERMINE IF DISABILITY DOCUMENTATION IS NEEDED (cont.)

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- Recorded audio
- Human reader
- Scribe
- Braille slate and stylus for note-taking only
- Perkins braille for note-taking only
- Extra breaks
- 50 percent extended test time (time and one-half)
- 100 percent extended test time (double time) when also requesting braille, a human reader, recorded audio, or a screenreader

***If you have low vision or some other condition which affects visual functioning***, such as an eye coordination disorder, refer to the “Guidelines for Documentation of Blindness and Low Vision in Adolescents and Adults” on line at <https://www.ets.org/disabilities/documentation/> and submit your documentation.

***If you are deaf or hard-of-hearing***, you do NOT need to submit documentation if you are submitting a valid *Part III — Certification of Eligibility: Accommodations History* form and are requesting only accommodations from the list below.

- 50 percent extended test time (time and one-half) or less
- Extra breaks
- Sign language interpreter (for check-in assistance and spoken directions only)
- Oral interpreter (for check-in assistance and spoken directions only)

***If you have a learning disability, ADHD, TBI, ASD, a psychiatric disability and/or a physical disability*** and are requesting 50% extended test time (time and one-half) or less and/or extra breaks, you do not need to submit documentation if you are submitting a valid *Part III — Certification of Eligibility: Accommodations History*.

You must submit disability documentation if:

- You are requesting accommodations other than accommodations that can be approved based on a COE (see above); **OR**
- You indicate in Part I of the *Testing Accommodations Request Form* that you have a medical condition, or you check “Other” under “Nature of your disability;” **OR**
- You were first diagnosed with a disability within the past 12 months; **OR**
- You are requesting accommodations different from those ETS or another standardized testing agency approved for you; **OR**
- You have not previously used the accommodations being requested; **OR**
- You have a sensory disability and your accommodations request does NOT match the specifications listed above; **OR**
- You are unable to submit a valid *Part III — Certification of Eligibility: Accommodations History* form.

## STEP 4: SUBMIT YOUR COMPLETED FORMS AND DOCUMENTATION TO ETS DISABILITY SERVICES

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Requests for testing accommodations may be submitted online or via email, mail or courier service. We strongly encourage using the convenient online registration system. Be sure to include the appropriate documents with your submission. An incomplete application will cause a delay in processing your request.

### Submitting Your Material Online in Your ETS Account

You may submit materials online through your ETS account at [www.ets.org/mygre](http://www.ets.org/mygre). Once signed in, select “Accommodation Status/New Request” under the “Test Takers with Disabilities or Health-related Needs” section on the home page and follow the instructions.

### Submitting Your Material by Email

Be sure to attach the following items with your email message:

- Completed *Testing Accommodations Request Form*
- Completed *GRE Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs*
- Disability documentation (if required)

Requests for accommodations should be sent to [disability.reg@ets.org](mailto:disability.reg@ets.org).

**Please note:** Do not include credit card information with your email or mail (Payment is needed at time of scheduling). Once your application has been received at ETS, you will receive an email with instructions regarding payment options.

### Submitting Your Material by Mail or Courier Service

Be sure to include the following with your request:

- Completed *Testing Accommodations Request Form*
- Completed *GRE Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs*
- Disability documentation (if required)
- Appropriate GRE test fee (only if registering for a GRE Subject Test)

Mail your material to the appropriate address below.

#### Mail

ETS Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054  
U.S.A.

#### Courier Service

ETS Disability Services  
225 Phillips Boulevard  
Ewing, NJ 08628-1426  
U.S.A.

Once your accommodations have been approved, you will receive an email from ETS Disability Services with instructions regarding how to register for the GRE test.

Regardless of how you submit your material, ETS Disability Services will contact you via email regarding your application.

## CHANGING OR CANCELING YOUR TEST

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If you are scheduled to take a computer-delivered test at a Prometric® center, you may change or cancel your test by calling Prometric at 1-800-967-1139. For all other computer-delivered testing locations (including at home) or paper-delivered testing sites, contact ETS Disability Services (refer to page 2).

Policies for changing or canceling your test are included in the *GRE® Information Bulletin* and on the GRE website at [www.ets.org/gre](http://www.ets.org/gre).

## TEST PREPARATION

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Information about test preparation materials for the *GRE® General Test* is available at [www.ets.org/gre/prepare](http://www.ets.org/gre/prepare). Information about test preparation for the *GRE® Subject Tests* is available at [www.ets.org/gre/subject/prepare](http://www.ets.org/gre/subject/prepare). If you need GRE test preparation materials in an alternate format, contact ETS Disability Services (refer to page 2).

Test takers are advised to consult ETS’s “Tips for Test Takers with Disabilities,” which is available at [www.ets.org/disabilities/tips](http://www.ets.org/disabilities/tips).

## SCORE REPORTING

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Test takers may view their scores in their ETS account ([www.ets.org/mygre](http://www.ets.org/mygre)) approximately 10–15 days after a computer-delivered test or approximately six weeks after a paper-delivered or alternate format test. Test takers who are blind may contact ETS Disability Services by phone (refer to page 2) for their test scores.

# GRE® TESTING ACCOMMODATIONS REQUEST FORM

## Part I — Applicant Information

**Instructions:** Complete this page using blue or black ink and sign the Applicant's Verification Statement on page 15. This form may also be completed online in your ETS account at [www.ets.org/mygre](http://www.ets.org/mygre).

**Date of application:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Applicant's Name** (print your name as it appears on your ID documents — leave one blank box between names)

First Name	M.I.	Last Name

**Address Line 1**

--

**Address Line 2**

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City	State or Province

ZIP or Postal Code	Country

Gender	Date of Birth	U.S. Social Security Number
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Month <input type="text"/> <input type="text"/> Day <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/>	(last 4 digits) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Day Phone Number	Evening Phone Number

Fax Number	Email Address

**Test I am applying for:**  GRE® General Test  GRE® Subject Test (Specify: \_\_\_\_\_)

**Testing location (for GRE General Test only):**  I intend to test at home  I intend to test at a test center

**Nature of your disability (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Blind or legally blind<br><input type="checkbox"/> Low vision<br><input type="checkbox"/> Deaf<br><input type="checkbox"/> Hard-of-hearing<br><input type="checkbox"/> ADD/ADHD<br><input type="checkbox"/> Learning Disability<br><input type="checkbox"/> Traumatic Brain Injury<br><input type="checkbox"/> Autism Spectrum Disorder (e.g., Aspergers) | <input type="checkbox"/> Physical (identify condition) _____<br><input type="checkbox"/> Psychiatric (identify condition) _____<br><input type="checkbox"/> Medical condition (identify condition; must submit documentation) _____<br><input type="checkbox"/> Other (identify condition; must submit documentation) _____ |
|--|---|

**When was your disability first diagnosed?** \_\_\_\_\_ / \_\_\_\_\_ **Date of professional's most recent evaluation:** \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Other than testing accommodations, describe what strategies, devices or medications you ordinarily use to manage your condition (Optional):

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# **GRE<sup>®</sup> TESTING ACCOMMODATIONS REQUEST FORM**

## **Part I — Applicant Information (*continued*)**

### **ACKNOWLEDGMENT**

This Acknowledgment, including the Privacy Notice at [www.ets.org/legal/privacy](http://www.ets.org/legal/privacy), contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

#### **Personal Information**

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

#### **How We Use Your Personal Information**

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

#### **International Transfer**

ETS, its website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the U.S. to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

## ACKNOWLEDGMENT (cont.)

### Third Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

### Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information; (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: [etsinfo@ets.org](mailto:etsinfo@ets.org).

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

### Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you to provide the Testing Service you have purchased or otherwise requested from us.

### Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

### Additional Information

This paragraph containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: [etsinfo@ets.org](mailto:etsinfo@ets.org).

## ACKNOWLEDGMENT (cont.)

**Purpose and Legal Basis for Processing:** To provide tests and testing services as requested, including processing for the administration of tests, such as marking, and score reporting to test takers and nominated score recipients.

**Legitimate Interests relied upon:** ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

**International Transfers:** Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third-party transfer agreements, in accordance with applicable laws.

**Personal Information Retention:** Personal Information is generally held for five years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at [etsinfo@ets.org](mailto:etsinfo@ets.org) if you require further information.

**Data Subject Rights:** In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

**Supervisory Body:** Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

*For Hong Kong residents only:* Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

*For Australian residents only:* Please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

*For Canadian residents only:* This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties, we contractually require third parties to have a written procedure in place that comply with the requirements of the applicable privacy laws in Canada.

*For Singapore residents only:* In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

### Contact Information

If you have questions or requests concerning our use of your Personal Information, you should contact: [etsinfo@ets.org](mailto:etsinfo@ets.org).

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.





# **GRE® TESTING ACCOMMODATIONS REQUEST FORM**

## **Part II — Accommodations Requested (*cont.*)**

### **REQUESTED ACCOMMODATIONS** (Check all that apply)

**Extended Testing Time** (**NOTE:** All tests are timed; if you are requesting more than 50 percent extended test time, documentation must be submitted.)

- 25 percent (time and one-quarter)     50 percent (time and one-half)     100 percent (double time)

**Extra Breaks.** Breaks are not included in testing time (can be used for medication, snacks, trips to the restroom, etc.)

- Yes

### **Accommodations for Computer-delivered Tests**

- Screen magnification  
 Selectable background and foreground colors  
 JAWS screen reader (only applicants who are blind, legally blind, or have low vision)

### **Alternate Test Formats**

- Braille (only applicants who are blind, legally blind, or have low vision)  
 Large-print test book  
 Large-print answer sheet (applies to the GRE Subject Tests only)  
 Recorded audio  
 Recorded audio with tactile figure supplement (only applicants who are blind, legally blind, or have low vision)  
 Recorded audio with large-print figure supplement (only applicants who are blind, legally blind, or have low vision)















## 2022–23 GRE® Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs

Test takers with disabilities or health-related needs can request accommodations online at [www.ets.org/mygre](http://www.ets.org/mygre). Use this form ONLY if you are a test taker with a disability or health-related needs, are requesting testing accommodations and are submitting your request by email, mail or courier service.

- To request testing accommodations, complete this form and follow the instructions in the *GRE® Bulletin Supplement for Test Takers with Disabilities or Health-related Needs* at [www.ets.org/gre/disabilities](http://www.ets.org/gre/disabilities).
- After your accommodations have been approved, you will be provided with payment options.

Submitting Requests by Mail or Courier Service		Submitting Requests via Email
<b>Mail:</b> ETS Disability Services P.O. Box 6054 Princeton, NJ 08541-6054 USA	<b>Courier Service:</b> ETS Disability Services 225 Phillips Boulevard Ewing, NJ 08628-1426 USA	<b>Email:</b> <a href="mailto:disability.reg@ets.org"><u>disability.reg@ets.org</u></a>

**\*Required Field**

<b>*Preferred Test Date</b> (For Subject Test dates, visit <a href="http://www.ets.org/subject/register/centers_dates">www.ets.org/subject/register/centers_dates</a> .)	<b>Test Code</b>

<b>Test Location:</b> Choose two test locations in order of preference. Print the city and country for each choice below. See available test centers at <a href="http://www.ets.org/gre/centers">www.ets.org/gre/centers</a> .	
<b>First-choice Test Center City and Country:</b>	<b>Second-choice Test Center City and Country:</b>

<b>*ETS ID (8 characters):</b> Your ETS ID is located on the My GRE home page of your ETS account.

<b>*First (Given) Name</b> <small>(as on photo ID document; up to 24 characters):</small>	<b>Middle Initial</b>	<b>*Last (Family) Name</b> <small>(as on photo ID document; up to 32 characters):</small>

<b>*Address Line 1</b> (up to 32 characters):

<b>*Address Line 2</b> (up to 32 characters):

2022–23 GRE® Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs (cont.)

<b>*City</b> (up to 25 characters):	<b>*State/Province/ Territory:</b>	<b>*Postal Code</b> (up to 9 characters):	<b>*Country Code</b> (Refer to <a href="http://www.ets.org/gre/countrycode">www.ets.org/gre/countrycode</a> ):

<b>*Primary Phone</b> (include Area Code):	<b>Alternate Phone</b> (include Area Code):

<b>*Date of Birth</b> (MM-DD-YYYY):	<b>*Gender</b> (M/F):	<b>U.S. Social Security Number:</b>

<b>*Email Address</b> (up to 45 characters):

I understand and acknowledge the terms and conditions outlined in the Acknowledgment attached on pages 26–28 of this form.

I hereby agree to the conditions set forth in the 2022–23 GRE® Information Bulletin and on the GRE website, specifically those concerning test administration, payment of fees, the reporting of scores and the confidentiality of test questions. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACKNOWLEDGMENT

This Acknowledgment, including the Privacy Notice at [www.ets.org/legal/privacy](http://www.ets.org/legal/privacy), contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

## Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

## How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

## International Transfer

ETS, its website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the U.S. to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

## ACKNOWLEDGMENT (cont.)

### Third Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

### Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information; (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA; email: [etsinfo@ets.org](mailto:etsinfo@ets.org).

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

### Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you to provide the Testing Service you have purchased or otherwise requested from us.

### Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

### Additional Information

This paragraph containing additional information is of general application, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA; email: [etsinfo@ets.org](mailto:etsinfo@ets.org).

## ACKNOWLEDGMENT (cont.)

**Purpose and Legal Basis for Processing:** To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

**Legitimate Interests relied upon:** ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

**International Transfers:** Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third-party transfer agreements, in accordance with applicable laws.

**Personal Information Retention:** Personal Information is generally held for five years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at [etsinfo@ets.org](mailto:etsinfo@ets.org) if you require further information.

**Data Subject Rights:** In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

**Supervisory Body:** Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

*For Hong Kong residents only:* Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

*For Australian residents only:* Please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

*For Canadian residents only:* This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties, we contractually require third parties to have a written procedure in place that comply with the requirements of the applicable privacy laws in Canada.

*For Singapore residents only:* In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

### Contact Information

If you have questions or requests concerning our use of your Personal Information, you should contact: [etsinfo@ets.org](mailto:etsinfo@ets.org).

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.