

Appendix F: Use of an Emergency Accommodation on the NJSLA and NJGPA

Directions: This form is appropriate in cases where a student needs a new accommodation immediately prior to the assessment due to unforeseen circumstances. Cases could include students who have a recently-fractured limb (e.g., fingers, hand, arm, wrist, or shoulder); whose only pair of eyeglasses has broken; or a student returning from a serious or prolonged illness or injury. If the principal (or designee) determines that a student requires an emergency accommodation on the day of the NJSLA and NJGPA test, this form must be completed and maintained in the student’s assessment file. **The parent must be notified that an emergency accommodation was provided.** The District Test Coordinator is required to submit the completed form to the appropriate NJSLA and NJGPA state contact.

District Name:	Date:
School Name:	Telephone Number:
Student Name:	Grade:
Student ID #:	DOB:

Name and Title of Person Completing this Form:

Staff Member’s Name

Title/Position

Reason for needing an emergency test accommodation (attach documentation if needed):

Describe what the testing accommodation will be:

Who will administer the accommodation?

Staff Member’s Name

Title/Position

Principal Signature

Date

District Test Coordinator Signature

Date