



TOEFL iBT with ACCOMODATION

GUIDA PASSO PASSO
ALLA RICHIESTA



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Prenota il tuo Test TOEFL iBT con bisogni educativi speciali



Ricorda!

Se hai bisogno di misure specifiche, dovrai registrarti
al TOEFL iBT **solo dopo** l'approvazione della tua
richiesta di accommodation.

Prenota il tuo Test TOEFL iBT con bisogni educativi speciali

The screenshot shows the 'My TOEFL Home' dashboard. At the top, there is a welcome message: 'Welcome [REDACTED] You have no upcoming tests scheduled.' Below this, there is a button labeled 'Register for a test'. On the left, there is a cartoon illustration of a person sitting on a couch with a laptop and a cat. The main menu includes four sections: 'Test Preparation', 'Test Takers with Disabilities or Health-Related Needs', 'Tests and Scores', and 'Orders'. The 'Test Takers with Disabilities or Health-Related Needs' section is highlighted with a yellow box and has a yellow cursor pointing to the 'Accommodation Application Status/New Request' link. This section also contains links for 'TOEFL iBT Accommodation Information' and 'TOEFL Essentials Accommodation Information'. The other sections in the menu have their own sub-links.

1. Per la tua richiesta, clicca “**Accomodation Application Status/New Request**”
2. Seleziona “**Request New Accommodation**” per essere rimandato alla parte da compilare.

+ Request New Accommodation

Profile Information

Application for Accommodations

1. Profile Information

2. Test and Disability Information

3. Accommodation Information

4. Documentation

5. Review and Submit

Confirm Your Personal Information

If your personal information is incorrect, you need to update your profile before applying for accommodations.

ETS ID:
83F3DFE7

First/Given Name:
[REDACTED]

Middle Initial:
[REDACTED]

Last/Family Name:
[REDACTED]

Date Of Birth:
[REDACTED]

Gender:
F

Country:
Italy

Address Line 1:
[REDACTED]

Address Line 2:
[REDACTED]

City:
[REDACTED]

- Controlla che le informazioni (nome/i, cognome/i e data di nascita) siano identici a quelle riportate nel documento identificativo che presenterai il giorno del Test.

- In caso di errore, è necessario inviare una richiesta di rettifica scritta in lingua inglese, accompagnata dalla scansione del documento di identità all'indirizzo: toefl@ets.org

Test & Disability Information

Test and Disability Information

Test Information

Test and Delivery Format	Preferred Test Date	Preferred Test Center	Action
TFL - TOEFL	MM/DD/YYYY <input type="button" value="Calendar"/>		
<input checked="" type="radio"/> iBT <input type="radio"/> Paper Delivered			

Test Delivery Mode
Test Center

Testing Location:
Testing Location

+ Add a Test

Seleziona:

- Test and Delivery Format:** TOEFL
- iBT**
- Test Delivery Mode:** Test Center
- Testing Location:** La città dove vorresti fare il Test
- Preferred Test Date:** Inserisci la data in cui vorresti fare il Test

Disability Information

Disability Category:	Date of Initial Disability Diagnosis	Date of Most Recent Professional Evaluation	Action
– Select a Disabi... <input type="button" value="▼"/>	MM/YYYY <input type="button" value="Calendar"/>	MM/YYYY <input type="button" value="Calendar"/>	
Disability: – Select a ... <input type="button" value="▼"/>			
Other Disability: <input type="text"/>			

+ Add a Disability

Scegli le informazioni relative alla tua disabilità / problema.

In caso di DSA, la “Disability Category” e’ “Learning Disability”.

Accommodation Information

Accommodation Information

Previous ETS Accommodations

Test Taker Questions

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

Accommodations Request

Accommodations for Computer-Based Test

- Ergonomic Keyboard
- IntelliKeys keyboard
- Keyboard with touchpad
- Screen magnification
- Selectable background and foreground colors
- Trackball mouse

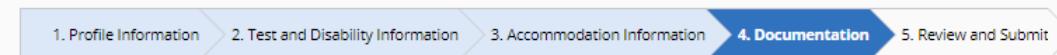
Alternate Test Formats

- Listening section omitted
- Speaking section omitted

➤ Seleziona le misure compensative o dispensative che puoi richiedere sulla base di quanto espresso dal tuo certificato medico.

Documentation

Application for Accommodations



Documentation

* Required information

Document Upload Instructions:

- When uploading your documents, please consolidate or limit the number of files uploaded to ensure no delays in your application processing time.
- Supported file types (with maximum file size) are: JPG (3072), PDF (51200), TIFF (2048), TIF (2048).
- Filename can include only characters, numbers, hyphen or underscore. No spaces are allowed.

Forms

Accommodations History form must be completed and signed by a qualified professional at your school or place of status. This person must certify that the documentation on file meets ETS Documentation Guidelines and supports the requested accommodations. For more information about the use of this form, please visit: www.ets.org/disabilities.

[COE Form](#)

Clicca su COE Form per scaricare e compilare il modulo.

Prior Non-Ets Accommodations

Have you received testing accommodations on another standardized test (e.g., SAT, ACT, GMAT, LSAT, etc.)?

Yes
 No

Controlla la prossima slide per questa parte

Supporting Documentation

[+ Upload Supporting Documents](#)

Clicca qui per aggiungere il COE Form compilato

- E' necessario compilare il COE Form sulla base di quanto espresso dal tuo certificato medico.
- Il COE Form deve essere completato **in inglese**
- Il COE form deve essere compilato o revisionato e firmato con timbro da parte del tuo Istituto (o dal Medico).
- Salva il COE form compilato, clicca "Upload Supporting Document" e carica qui il tuo COE Form.

Documentation

Application for Accommodations

1. Profile Information 2. Test and Disability Information 3. Accommodation Information 4. Documentation 5. Review and Submit

Documentation

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- Filename can include only characters, numbers, hyphen or underscore. No spaces are allowed.

Forms

Accommodations History form must be completed and signed by a qualified professional at your school or place of employment who is familiar with your disability status. This person must certify that the documentation on file meets ETS Documentation Guidelines and supports the testing accommodations you are receiving. For more information about the use of this form, please visit: www.ets.org/disabilities.

[COE Form](#)

Prior Non-Ets Accommodations

Have you received testing accommodations on another standardized test such as the ACT, SAT, GMAT, LSAT, and/or MCAT, etc?

Yes
 No

If you have more than one approval letter, please consolidate them into a single file before uploading OR upload your additional letters into the "Supporting Documentation" field.

Supporting Documentation

[+ Upload Supporting Documents](#)

[Back](#)

[Cancel](#)

[Save and Continue](#)

Alla voce **Upload Supporting Documents**, oltre al COE Form carica:

- Il certificato medico originale (in italiano) che descrive le compensazioni che ti aspettano.
- La traduzione del certificato in inglese.

Per facilitare la traduzione in inglese, ti consigliamo di usare il seguente traduttore gratuito per documenti: <https://www.deepl.com/it/translator/files>

Documentation

Prior Non-Ets Accommodations

Have you received testing accommodations on another standardized test such as the ACT, SAT, GMAT, LSAT, and/or MCAT, etc.?

Yes
 No

If you have more than one approval letter, please consolidate them into a single file before uploading OR upload your additional letters into the "Supplementary Documentation" field.

If you checked yes above, please submit a copy of your approval letter(s) from the appropriate agency(ies) which details the accommodation(s) that were granted and respond to the next question.

Do you have an ongoing need for the same testing accommodation(s)?

Yes
 No

Upload your Approval Letter:

+ Upload Approval Letter

Se hai sostenuto altre certificazioni di lingua (oltre a quelle indicate, anche IELTS, Oxford, PET, FIRST, KET, Trinity, DELE, DELF, ecc) per cui hai richiesto Accommodations, clicca "YES".

Se hai diritto alle stesse misure compensative / dispensative utilizzate per il precedente test, clicca "YES".

Se ce l'hai ancora, carica la Lettera di Approvazione alla richiesta di Accommodations ricevuta per la certificazione precedentemente svolta



- Se non hai sostenuto altre certificazioni per cui hai richiesto Accommodations, lascia questa parte vuota e procedi con le restanti informazioni

Ricapitolando

- **Muoviti in anticipo.** La richiesta di approvazione della documentazione può impiegare dalle 4 alle 6 settimane.
- Ricorda che se hai bisogno di misure specifiche, dovrai registrartial TOEFL iBT **solo dopo** l'approvazione della tua richiesta di accommodation.
- La documentazione deve essere fornita **in inglese**.





Dubbi?

Verifica sempre con il tuo Istituto.

Se rimangono dei dubbi, utilizza i canali ufficiali di ETS:

toefl-Italy@etsglobal.org

