Determinations Regarding Requests for Accommodations

The SOA endeavors to render appropriate determinations on requests for accommodations in a timely manner.

- Depending on the nature of the impairment and the accommodation requested, the SOA may consult with external, appropriately qualified professionals in rendering a determination.

- The SOA will notify the candidate once the determination is made and confirm (which may be in electronic email form) those accommodations that have been approved.

Approved Requests

If the request for accommodation is granted, the SOA will make arrangements with the testing site, and send the testing administrator/proctor confirmation (which may be in electronic email form) of those accommodations that have been approved.

- In the event that a candidate who has been granted accommodation(s) determines not to take the examination for which the accommodations were requested, the candidate must promptly notify the SOA.

- Except in extraordinary circumstances, such notice should be received at least one week prior to the examination date.

Denied Requests

If the request for accommodation is denied (whether in full or in part) or determined to be incomplete, the SOA will notify the candidate.

- A candidate may request reconsideration of the determination, and may submit additional documentation in support of the request for reconsideration if he/she desires.

- In the event that insufficient time remains to process the candidate's request for reconsideration prior to the examination, the candidate may opt to take the examination with those accommodation(s), if any, approved in the SOA's original determination, or alternatively, postpone taking the examination to the next available testing date.

- The SOA reserves the right to make final judgment regarding testing accommodations.

Contact Us

For additional information regarding requests for accommodation, or if you have questions or concerns regarding an accommodation determination, please contact:

Email: accommodations@soa.org