

# Accommodated Testing Frequently Asked Questions

## Law School Admission Council Accommodations Contact Information

- **E-mail:** accom@LSAC.org; **place name and LSAC account number in the subject line.**
- **Phone:** 215.968.1001
- **Fax:** 215.504.1420; documentation received via facsimile must be legible.
- **US Mail:** LSAC Accommodated Testing, PO Box 8512, Newtown PA 18940-8512
- **Courier Service:** LSAC Accommodated Testing, 662 Penn Street, Newtown PA 18940-0995

## What must I submit in order for my request for accommodations to be reviewed?

- Requests for accommodations will be reviewed only if you are registered for the LSAT® and all of the following are received by LSAC: a Candidate Form, an Evaluator Form completed by each qualified professional who is familiar with the impact of your disorder/condition on a major life activity involved in taking the LSAT or standardized admission tests, and other documentation described in the LSAC guidelines appropriate to your impairment.
- Please pay particular attention to the requirement that you submit information regarding prior standardized tests, including the name of the test, the date administered, your score(s) broken down by subtests (i.e., verbal, math, etc.), and accommodations provided and used, if any. All scores should be provided for tests taken under standard and accommodated conditions. Verification from the testing agency is required if you received accommodations.

## When is the deadline for submitting documentation for an accommodations request?

- There are two separate registration periods: regular registration and late registration. If you register during the regular registration period, you are not eligible for late registration for the same LSAT administration. Once you have registered during the regular registration period, you may not withdraw or cancel your registration and reregister for that same test during the late registration period.
- Accommodated Testing must receive all accommodation requests and documentation by the deadline associated with your registration for an administration of the LSAT. This includes **supplementary information** and **requests for reconsideration**. There are no exceptions to this deadline. Documentation received after the receipt deadline will not be reviewed.
- Please be advised that for deadline purposes, delivery to PO Box 8512 at the Newtown, PA post office does not constitute receipt by LSAC. Especially near the deadline, to ensure timely receipt by LSAC, you should consider the use of a courier service and should direct delivery to LSAC's offices at LSAC Accommodated Testing, 662 Penn Street, Newtown PA 18940-0995.
- Documentation forwarded via facsimile must be received in our office by 11:59 PM (ET) on the deadline associated with your LSAT registration. We are not able to process a facsimile that is missing pages or is not legible.

## Will LSAC confirm receipt of my documentation?

- Accommodation request status is available under **LSAT Status** for online account holders.
- LSAC will not automatically confirm receipt of documentation due to the large number of requests; however, LSAC will attempt to respond to inquiries regarding the status of your file. You should retain evidence of all transmittals.
- Put your name and LSAC account number on each page of documentation that you submit for review (both front and back if the page is two-sided). This includes faxes and e-mail. **LSAC does not return documentation or provide copies. You must retain the originals of all documentation forwarded to LSAC.**
- The Accommodated Testing auto-response message **confirms** receipt of e-mails.

## I have been diagnosed with a disorder/condition. Will I automatically be granted accommodations?

- A diagnosis alone does not qualify you for accommodations. You must document the current functional impact of an impairment that limits a major life activity and provide both a rationale and an objective basis for the requested accommodations.

## I have been granted accommodations in the past. Does this automatically qualify me for accommodations on the LSAT?

- Your history of previously approved accommodations will be considered. However, the documentation provided must substantiate the current need for the accommodations requested.

## Will accommodations be automatically denied if I have not been previously granted accommodations for past standardized tests or in college/university?

- No. Each request is reviewed on a case-by-case basis, and all of the documentation provided is fully considered. Therefore, it is advisable to provide all information requested on our forms and in the guidelines.

## If there is a problem with my documentation, will you contact my evaluator?

- We notify you in writing if additional documentation is needed. It is advisable to check the status of your request via your LSAC online account. It is your responsibility to make sure that all documentation is submitted to LSAC by the appropriate deadline. LSAC will not contact your evaluator.

## Why does LSAC's process require detailed documentation?

- The LSAT is a high-stakes test. In order to be fair to all test takers, we must ensure that our decisions are based on appropriate documentation that supports your legal right to accommodations. Because LSAC receives over 2,000 accommodation requests in a year, we must have a process that relies on written submission. We attempt to provide as much direction as possible so that you submit appropriate documentation to support your request.