



## Accommodations for Individualized Education Plans (IEPs)

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NIMS offers the following accommodations for learners with IEPs:

| Description  | Notify NIMS  | Cost (in addition to test fee) |
|--|--|--------------------------------|
| <b>A third party (not an instructor) may sit with a student to read the exam aloud*</b>                                      | Training programs are not required to notify NIMS of this accommodation  | \$0                            |
| <b>NIMS can mail a paper version of any exam, along with a scantron form, permitting the student to take a exam on paper</b> | Notify NIMS as soon as possible to allow time to mail exam.<br><br>When exam has been taken, mail exam and scantron to NIMS for grading. | \$0                            |
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\*In similar fashion, translators may sit in with any student needing language assistance during testing.

Tips for administering written exams:

- All testing (online or on paper) requires presence of a [proctor](#) that has registered with NIMS.
- All testing (online or on paper) has a 90 minute time limit.
- All written tests range in length from approximately 50 to 100 questions.

See more testing tips by viewing the **Downloads** box at <https://www.nims-skills.org/web/nims/6>.