



Paper Testing & Other Accommodations

Paper Tests

Paper versions of online theory tests may be requested under the following circumstances:

- Students with Individualized Education Plans (IEPs). Test fees are unchanged when paper tests are required for students or adult learners with documented IEPs.
- Those who are incarcerated and are not permitted to use computers with internet connections. Fees are \$70 per level one test and \$100 per level two or three test.
- Those who are unable to access a computer with an internet connection. Fees are \$70 per level one test and \$100 per level two or three test.

To request a paper theory test:

A representative of the school or company where testing will occur must email a written request to support@nims-skills.org at least one week prior to desired testing time.

The written request must contain all of the following:

1. Candidate name
2. Organization name
3. Theory test name
4. Payment method (see fees above)
5. Proctor name, title, and mailing address.*

*Paper tests are only mailed to registered proctors.

Other Accommodations

Additional arrangements can be made when IEPs or language challenges are present:

- **Readers** – During paper or online testing, a third party may sit with a candidate to read the test aloud. Readers are not required to register with NIMS. A proctor must be present during testing. Proctors are permitted to serve as Readers. NIMS does not need to be notified if a candidate requires a Reader during testing.
- **Translators** – Applicable to candidates for whom English is not a first language, a translator may accompany a candidate during testing to translate test questions. Translators are not required to register with NIMS. A proctor must be present during testing. Proctors may serve as Translators when possible. NIMS does not need to be notified if a Translator is used during testing.