



Paper Tests

Paper versions of online theory tests may be requested if available for those who are unable or not permitted to use computers with internet connections. The test must first be purchased on the candidate account. There will be a \$70 processing fee per candidate per request.

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. 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:

- **Additional online testing time** - Applicable to candidates in need of additional time. Time can be extended in 30 minute increments up to double the normal testing time (90 minutes). A written request must be sent to NIMS no later than one business day prior to testing via Support@nims-skills.org.
- **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.

NIMS uses Learnosity to power online assessments, which has built-in accessibility features. You can read more about the [accessibility features](#) offered by Learnosity on their website.