

Policy and Procedures for Testing Accommodations

The American Academy of Neurology's Resident In-service Training Examination (RITE®) is a self-assessment tool designed to assist neurology residents in assessing their current level of knowledge in neurology and neuroscience. The RITE is not a certifying or qualifying examination. Program directors and institutions may not use RITE score results in any manner that could directly affect a resident's ability to complete their residency program, gain acceptance into a fellowship program, or affect their licensing, certification, or credentialing. To report misuse of RITE scores, contact AAN at theRITE@aan.com.

Physicians with disabilities may wish access to the RITE. Accordingly, the AAN endeavors to administer the RITE, where feasible, in a manner that best ensures equal access to individuals with documented qualifying disabilities who demonstrate and request a need for accommodation(s) or auxiliary aides via these policies, provided that the requested accommodation is reasonable, not unduly burdensome and does not fundamentally alter the measurement of the skills or knowledge being self-assessed.

Approved accommodations are not a guarantee of improved performance or test completion. Also, examinations administered with accommodations are not identified or flagged to residency programs. Self-assessment results are reported to individuals and programs without acknowledgment of a testing accommodation.

Please note there are specific deadlines for requesting an accommodation to allow for AAN to consider the request and, if granted, implement the request in a timely manner. Individuals who request an accommodation because of a disability must advise AAN in writing no later than the deadline published on the RITE webpage and in the Institution Preparation Guide/Proctor's Manual. Required documentation includes the following:

- Application for Testing Accommodations
- All supporting documentation as detailed in the next section

These procedures must be followed each time an individual requests an accommodation, regardless of previous requests and/or granted accommodations.

The steps to apply for an accommodation and the documentation requirements under this policy are intended to be limited to the minimum amount of information necessary for AAN to determine whether an individual is entitled to the requested accommodation. Documentation requesting reasonable accommodations must identify the nature of the disability, the major life activities affected by the disability, and a rationale for the need for the specific requested accommodations to standard procedures. All supporting medical documentation is the individual's responsibility and must be prepared, organized, and obtained at the requesting individual's expense.

Documentation and other evidence substantiating the disability includes but is not limited to each of the following:

- A letter and/or report by a qualified professional who has made an individualized assessment of the applicant diagnosing the individual's disability and identifying one or more major life activities that the disability substantially limits, including, but not limited to, hearing, seeing, breathing, performing manual tasks, caring for oneself, and/or learning (reading and writing).

The diagnosis must be printed on the qualified professional's letterhead, with the qualified professional's credentials, address, and telephone number. The diagnosis must include the candidate's name, date of birth, and date of evaluation, and it must be signed by the qualified professional.

- A history of the disability, including previous settings in which accommodations have been granted. If there is no history of prior accommodations, the examiner must explain why current circumstances necessitate accommodations.
- Diagnostic information about the specified disability using standard nomenclature from sources such as the International Classification of Diseases (ICD) and the APA's current Diagnostic and Statistical Manual of Mental Disorders (DSM-5).
- Specific recommended accommodations with a rationale for why each accommodation is needed. A description of any functional limitations associated with the disability is helpful to the AAN's evaluation of the request.

Examination Format and Testing Accommodations Requirements

AAN administers the RITE via a computer-administered examination format. Testing accommodations may include, but are not limited to, extended testing time and/or use of assistive technology. Requests for a separate examination room are to be assessed, approved, and managed by the physician's Program Director and not AAN.

Requirements for Individuals with Learning Disabilities

The following information is provided to clarify the documentation process for individuals submitting a request for accommodation based on a learning disability or cognitive impairment. In order to ensure the documentation is sufficient, this documentation process and the requirements herein should be shared with the qualified professional who evaluated the individual and diagnosed a learning disability or cognitive impairment.

1. The individual's assessment must be conducted by a qualified professional.
2. The individual's assessment must be current; in most cases, the report should be done within 3 years of the request for accommodation.
3. The individual's assessment must be adequate; objective evidence of a substantial limitation in cognition or learning must be provided, including current functional limitations relative to the requested accommodation.

Requirements for Individuals with Attention-Deficit/Hyperactivity Disorder (ADHD)

To ensure the documentation is sufficient, this documentation process and the requirements herein should be shared with the qualified professional who evaluated the individual and diagnosed an ADHD impairment.

1. The individual's assessment must be conducted by a qualified professional.
2. The individual's assessment must be current; in most cases, the report should be done within 3 years of the request for accommodation.

3. The individual's assessment must be adequate; objective evidence of a history of ADHD through adulthood must be provided, including current functional limitations relative to the requested accommodation and academic recommendations supported by a rationale for why the accommodation is needed.

Review/Storage of Documentation

An email detailing the specific accommodation requested because of a disability must be submitted each year an individual sits for the RITE. Documentation should be emailed to theRITE@aan.com with the subject line "Accommodation Request."

All support documentation submitted to AAN in support of an accommodation request will be kept in a secure manner for 90 days after test administration, after which time it will be deleted.

If AAN does not find appropriate and sufficient evidence to grant an accommodation, the individual will be informed and be given a reasonable opportunity to supplement the request with additional information. Any individual who is denied an accommodation may appeal this decision by submitting the following materials to the attention of AAN:

- A written request for a formal appeal of the denial of accommodations
- Additional written information in support of the appeal

All appeal materials must be emailed to theRITE@aan.com within 30 days of the date indicated on the letter of denial of accommodations. The appeal materials will be sent to the AAN legal department, which will review the materials, deliberate, and make a determination. In all events, this determination is final and binding.

Application for Testing Accommodations

Name _____

Title _____

Email _____

Nature of disability

_____ Attention-Deficit/Hyperactivity Disorder (ADHD)

_____ Psychiatric

_____ Hearing

_____ Learning

_____ Physical

_____ Visual

_____ Other (A) please specify:

In order to fully evaluate your accommodation request, in addition to the professional documentation listed, please write a brief personal statement describing your disability and its impact on your daily life and professional practice.

How long ago was your disability first professionally diagnosed?

_____ Less than 1 year

_____ 1 to 2 years

_____ 3 to 4 years

_____ More than 4 years

What accommodations are you requesting? (Accommodations must be appropriate to the disability)

If you are requesting additional time, please indicate the amount of time supported by your documentation.

___50% More time ___ Double time ___ Other (please specify): _____

Prior testing accommodations you have received:

Standardized examinations

___ Medical College Admission Test (MCAT) Month/Year _____

Accommodations received _____

___ National Board of Medical Examiners (NBME) Month/Year _____

Accommodations received _____

___ National Board of Osteopathic Medical Examiners (NBOME) Month/Year _____

Accommodations received _____

Medical School Month/Year _____

Accommodations received _____

I certify that the above information is true and accurate. If test accommodations provided to me include a deviation from the standard testing time schedule, I agree that, from the time I begin the examination until I have completed it, I will not communicate in any way, to the extent possible, with any other individuals taking the examination, and I will not communicate in any way with any such individuals about the content of the examination.

Signature/Date _____