



English as a Second Language (ESL) Accommodation

English as a second language (ESL) examinees may receive up to 1.5X the standard time allotted for the test. The COQB exams have a 3½ hour time limit. With **approved** documentation, an examinee is allowed up to 5 hours and 15 minutes to complete the exam.

To qualify as an ESL examinee, documentation is required.

Submit ONE of the following prior to scheduling an exam:

- 1. Score of 85 or below on the *Test of English as a Foreign Language, Internet-Based Test (TOEFL-iBT)*, taken within the two (2) years prior to application.**

Documentation Required: Your TOEFL-iBT scores must be sent directly, or you may attach them in an envelope that has been SEALED BY ETS. (See the mailing address below.)

- 2. Prior ESL accommodation.**

Documentation Required: Attach documentation showing prior ESL accommodation.

- 3. Letter from testing/educational institution, medical provider, or qualified professional.**

Documentation Required: A letter from a testing/educational institution regarding extended time for ESL students clearly stating the student's need for the accommodation, and the rationale behind it.

IMPORTANT: Allow 30 days for processing. Accommodations MUST be approved by OSFM Staff.

Email:

OSFM.Quest@ncdoi.gov

Subject Line: ESL Accommodation [examinee initials]

Mailing Address:

NC OSFM
c/o COQB Testing
1202 Mail Service Center
Raleigh, NC 27699-1202

COQB ESL Accommodation Request

SAMPLE LETTER TEMPLATE

[Date]

To Whom It May Concern,

This letter is to formally request extended time on tests for [Student Name]. [Student Name] has been identified as needing additional time to complete exams due to the challenges associated with processing and responding to test questions in English.

[Student Name] is actively working to improve their English language skills, but the current time constraints on tests do not accurately reflect their knowledge and understanding of the subject matter. Extended time will allow [Student Name] to better demonstrate their comprehension and abilities without being penalized for the time it takes to process and translate the language.

This request is supported by ***at least one*** of the following:

- [Specify documentation, e.g., a letter from a qualified professional, language proficiency assessments, etc.]
- [Specify any previous accommodations granted, if applicable]
- [Specify any specific observations from instructors regarding the student's performance under timed conditions]

We kindly request that [Student Name] be granted time and a half on all tests. This accommodation is crucial for ensuring a fair and accurate assessment of their knowledge.

Sincerely,

[Signature of specialist]

[Printed name of specialist]

[Name of Institution/Department]

[Contact Information]