

Appendix B: Detailed Checklist for Accommodation Requests on USMLE Exams

At least one year before you plan to take the exam

- Find the information about the exam accommodation request process
- Find the deadline for making requests:
 - Identify the appeal procedure and any associated timelines
 - Aim to make your request at least 60 days in advance of their recommended deadline.
- Make a list of what historical documentation you need to gather:
 - All historical evaluations
 - Supplemental letters of support from previous instructors
 - Letters documenting historical accommodation approval
 - *K-12*
 - *AP exams*
 - *SAT/ACT exams*
 - *Undergraduate*
 - *Post-baccalaureate program*
 - *Graduate school*
 - *Workplace*
 - *Professional school*
 - *MCAT accommodations*
- Locate the documentation requirements for making your request
 - Print a copy of the requirements
 - Compare your most recent documentation to the requirements
 - If your documentation doesn't match, identify the specific reasons why and make a list

- If you need a new evaluation, begin contacting potential evaluators immediately to determine the cost and how soon you can be evaluated
- Share the following information with the new evaluator:
 - *All historical evaluations*
 - *The NBME's requirements for documentation*
 - *The list of things you think are missing from your historical documentation*
 - *The deadline for submitting your application to the NBME*
 - *After your evaluation, meet with your evaluator for a summary of your historical documentation, an explanation of any consistencies among them, and a list of any new results.*
- **Schedule an appointment with your disability office or designated personnel to discuss your application**
 - A disability services office might have copies of your historical evaluations or other materials you can include
 - Request a letter of support and the "Certification of Prior Test Accommodations" form
 - Ask for tips and advice about your application and inquire about other students' recent experiences
 - Inquire about any financial support towards re-evaluation and recommended referral