

Directions:

This is the template that contains the information requested from Cambridge to possibly grant student accommodations on an AICE exam. We only apply for 25% Extended time, Supervised Rest Breaks, Color overlays or modified papers (must be ordered VERY early), or Word Processors (without spelling or grammar check). Please have the health care specialist provide all of the information below with as much detail as possible. Please note that the health care specialist MUST be specific, especially when the diagnosis is something vague like “specific learning disability” or “Language impairment.” It would also help for the health care specialist to print this letter on their office letterhead if possible.

Disclaimer:

Also, please know that this may not suffice. As a private entity, Cambridge is not required to allow us to provide accommodations to students and may request additional information.

Dear Ms. Drucker,

We are requesting that (Student First and Last Name) receive Centre Delegated Access Arrangements; (25% ET, Supervised Rest Breaks, etc.). He/She needs them because they have been diagnosed with (Specific Diagnosis). This diagnosis is a barrier to the assessment because it causes the student to (Explain how the diagnosis makes it harder for the student to complete an exam). Having the specific Access Arrangement listed will allow the student to complete the exam because (Explain how the Access Arrangement will help). I am currently treating this student for (Specific Diagnosis).

As this student’s healthcare provider this year, I can attest to the fact that this student is in need of these accommodations to complete the exam, if granted. This student has the ability to prepare for the exam and complete the full course of study. My area of expertise is (medical specialty) and I have been a health care provider in this area for (number of years).

Sincerely,

(Signature of healthcare provider)
(Printed name of qualified specialist)
(Official position/Title)
(Years of experience in field)
(Credentials of qualified specialist)