

SOA Testing Accommodations

The Society of Actuaries (SOA) is committed to complying with the Americans with Disabilities Act (“ADA”), and ensuring equal access to our examinations and certification programs.

Testing Accommodations

The SOA provides appropriate and necessary testing accommodations for candidates with documented disabilities and/or special needs.

- Testing accommodations are adjustments or modifications to the standard testing conditions that alleviate the impact of the candidate’s disability on the examination process, provided such accommodation does not:
 - Fundamentally alter the nature of the examination
 - Impose an undue administrative or financial burden on the SOA
 - Compromise the security, validity or reliability of the examination; or provide an unfair advantage to the candidate with the disability.
- Testing accommodations must be reasonable, consistent with the nature and purpose of the examination, and necessitated by the candidate’s disability.
- Depending on the nature of the candidate’s impairment and/or the format, structure and setting of the examination, appropriate accommodations may include, but are not limited to:
 - A braille or large print version of the test
 - Additional testing time
 - Ability to bring and consume food/drink
 - A quiet room
 - Use of a reader or scribe
 - Use of other special aids (such as Zoom Text or a touch pad mouse)
 - Wheelchair accessible testing location and/or table/desk

Accommodation Requests

The ADA defines “disability” as an impairment that substantially limits one or more major life activities.

- To be eligible to receive an accommodation, the candidate’s disability must currently substantially limit a major life activity related to the candidate’s ability to take our examinations under the standard terms and conditions applicable to all candidates.
- Decisions with respect to accommodation requests are made on a case-by-case basis, based on the documentation submitted in support of the request.
- The documentation submitted must establish that the candidate currently is substantially limited in a major life activity related to his/her ability to take our examinations and also provide a rationale and an objective basis for why the requested accommodation is necessary.
- To the extent that a candidate previously has received testing accommodations in similar testing situations and/or pursuant to an Individualized Education Program (IEP) or a Section 504 Plan, the SOA will consider those accommodations previously granted in rendering its decision with regard to a candidate’s request for accommodation submitted to the SOA. **Accordingly, candidates are strongly encouraged to submit documentation of accommodations previously received.**

Certification Programs

Our certification programs include a series of examinations that candidates typically take over a period of several years. The examinations may differ with respect to format, structure and setting. For example:

- Certain of the examinations are multiple choice, whereas others are written-answer examinations.
- Certain of the examinations are paper/pencil tests, whereas others are computer-based testing.
- Certain examinations may be conducted at testing centers, whereas others may be administered at individually proctored sites.

Accommodations approved will depend not only on the nature of a candidate’s impairment, but also the format, structure and setting of the particular examination at issue. The examinations may differ with respect to format, structure and setting.

Recertifying Accommodation(s) for Subsequent Exam(s)

Once the SOA has granted a candidate an accommodation for a particular examination, the candidate will only be required to submit documentation in support of request(s) for accommodation for subsequent examinations in the same certification program under the following circumstances:

1. The candidate is requesting an accommodation other than one previously approved;
2. The candidate's impairment is one which may change over time; or
3. The subsequent examination differs in format, structure or setting from the examination for which the accommodation(s) initially were approved.

The candidate is still required to certify that the previously approved accommodations remain necessary.