

Acuity Insights Accommodations Extension Request Form

Last updated: April 2026

Applicants with a disability, functional limitation, or medical condition may apply for accommodations for Casper, Professional Skills Development, and Video Interviews.

Before Submitting Your Request

Before submitting a request, please ensure you have completed the following requirements based on the assessment(s) you are taking:

- **For Casper:** You must create an account and reserve a test date at my.acuityinsights.app.
- **For Professional Skills Development:** You must create an account at platform.acuityinsights.com. A specific reservation is not required to apply for accommodations, as your program will add you to their assessment directly.
- **For Video Interviews:** You must create an account at platform.acuityinsights.com and reserve your interview.

If a reservation is not yet possible for your cycle, please specify your intended test date in your email or on your request form.

Accommodations Extension Requests

Acuity Insights recognizes that some conditions are chronic and/or lifelong, and are unlikely to substantially change in as few as five (5) years. As such, applicants with a future assessment reservation that falls outside of their accommodations validity period and would like to continue to receive the same accommodations as were previously granted by the Acuity Insights Team are required to complete and submit:

- This Extension Request Form - To be completed by the applicant
- If required, additional supporting documentation, such as evidence demonstrating the persistence of symptoms

Deadlines

To ensure our team has sufficient time to review your request, all materials must be submitted according to the following timelines:

- **For Casper and Professional Skills Development:** Materials must be submitted at least four (4) weeks prior to your assessment date.
- **For Video Interviews:** Materials must be submitted at least two (2) weeks prior to your interview date, or as soon as possible.

Exceptions to these timelines are granted only in extreme circumstances, such as medical emergencies or specific CaRMS deadlines.

Submission & Confirmation

Submit your documents to accommodations@acuityinsights.com. You may also request a secure upload link via this email address for sensitive files.

Our team generally acknowledges receipt within one (1) business day. If you have not received a confirmation within five (5) business days, please follow up with us directly.

Official Approval Confirmation

Please be advised that accommodations are only considered officially approved once you have received a formal Accommodation Approval Letter from the Acuity Insights Team.

Correspondence discussing potential options or the status of your review does not constitute an approval. You must receive your final approval package prior to your test date for accommodations to be applied to your account.

For complete details on requirements and procedures, please refer to the [Acuity Insights Accommodations Policy](#).

Waiver: Certification and Authorization (Applicant)

The information collected by this form is used for the purposes of assessing eligibility for accommodations. I authorize Acuity Insights to review and distribute the collected information with internal members on an as-needed basis.

I, the applicant, acknowledge that I have read and agree with the terms outlined in the policy entitled: Acuity Insights Accommodations Policy. I certify that all the information on this form is true and correct. I acknowledge and agree that any information I have submitted or has been submitted on my behalf is confidential to Acuity Insights.

I authorize Acuity Insights to contact the entities identified in this request form, and the professionals identified in the documentation I am submitting in connection with it, to obtain further information. I authorize such entities and professionals to provide Acuity Insights with all requested information.

Should I decide to request a review and/or an appeal, I understand that the aforementioned information may be distributed to additional members of the Acuity Insights Team and/or members of a review panel (as outlined in Section 7.2 of the Acuity Insights Accommodations Policy) for further deliberation.

X _____ Date: _____
Signature