

APPLYING FOR TESTING ACCOMMODATIONS ON SAT & ACT

Listed below are the steps to obtain testing accommodations for SAT & ACT. The student's counselor completes the necessary paperwork. Testing and use of accommodations is verified with the Learning Center Director. In order to qualify, students must have current testing (no older than 3 years for ACT; 5 years for SAT), a specific need for accommodations and the diagnosis must be clearly stated in the testing report, and documentation of the student's regular use of the accommodation(s) at school must be included. Listed below are the steps for each test.

SAT

1. For PSAT, the counselor will submit an online SSD (Services for Students with Disabilities) application to the College Board.
2. Testing must be on file, current (5yrs), and contain full diagnostic testing including an achievement test as well as a cognitive test. Testing must clearly state a diagnosis and recommend the need for the accommodations. The counselor will apply for only accommodations being used at school.
3. If approved, a letter will be sent to the school and student. College Board will issue an identification code known as a SSD code. This same code will be used at registration for the student on all future tests such as SAT, SAT II, and AP exams. ONCE APPROVED, THE STUDENT IS APPROVED FOR ALL FUTURE EXAMS AS LONG AS THEY USE THEIR SSD CODE AT REGISTRATION. If you misplace the SSD code, contact the assigned counselor.
4. Registration for the SAT with accommodations must be done by the student or parent online using the SSD code. Go to www.collegeboard.com to register.

ACT

1. The student will need to go to the ACT website to register for the test. Go to www.act.org. The student will need to request the *need for accommodations* when prompted during the online application. (St. Pius

X High School is a testing site in September, October, April, and June and we always have an extended time room.)

2. ACT will then send the counselor an email to complete an online application for accommodations. The counselors will only apply for accommodations that are being used at school.
3. Recent diagnostic testing report (3yrs) must be on file at school that also includes both cognitive and achievement tests, and a diagnosis. Testing must clearly state a need for the accommodations. An "Accommodation Plan" is required and will be included in the application.
4. An email will be sent to the counselor & student if the student is approved for Special Testing or Extended Time on ACT. If NOT approved, the student will automatically be signed up to take the test under standard time conditions.
5. ALL FUTURE TESTS CAN BE DONE BY REGISTERING ONLINE. USE YOUR "ACT ID NUMBER" FOUND ON YOUR SCORE REPORT OR LAST ADMISSION TICKET TO REGISTER. ACT WILL ASK IF YOU WANT TO USE YOUR ACCOMMODATIONS AGAIN AND BY CLICKING THE "YES" BUTTON IT WILL AUTOMATICALLY BE ARRANGED. Go to www.act.org to register.

If you have additional questions, do not hesitate to reach out to the Director of Counseling or Learning Center Director. If the student decides he or she no longer requires accommodations, please notify one of us as soon as possible prior to the scheduled test and we will move the student into standard testing.

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