

WOODWARD ACADEMY

ESTABLISHED 1900

PROCEDURES FOR UPPER SCHOOL STUDENTS WHO WISH TO HAVE OFFICIAL ACCOMMODATIONS AT WOODWARD ACADEMY

The following guidelines are for students who wish to utilize academic accommodations at Woodward Academy and on standardized testing – PSAT, SAT, ACT, and AP Exams.

1. The student must submit report of current (within the past five years) psycho-educational evaluation to Kendra Clemons, Accommodations Coordinator (Located in the Upper School Counselors Suite).
2. If the report supports the requested accommodations, personnel in the Accommodations Office will contact the student when the form is ready. (From the date the report is submitted, the Office has two weeks to complete the accommodation Form.) If a report does not support the requested accommodation, the parent will be contacted.
3. When the student picks up the Accommodation Form, he/she will sign the Form, as well as have a parent **and** a teacher sign the Form. **This form must be processed every year and should be picked up by the student the first weeks of school and/or each semester.**
4. The student will then return the signed Form to the Accommodations Coordinator and receive copies of the Form (one for each current teacher). He/she will also be given an Acknowledgement of Receipt Form to be signed by each teacher.
5. **When the student presents the Official Accommodation Form to each teacher, he/she should discuss with the teacher the procedures to follow in that class to take advantage of the stated accommodations.**
6. The Acknowledgement of Receipt Form must be returned to the Accommodations Coordinator as soon as it is completed by the student.
7. Students have the responsibility of reminding the teacher each time a test is given that he/she may need extra time.
8. On test/quizzes that are given during a regular class period, students may have 50% more time than is allowed under un-timed conditions. On semester exams, students may have 100% more time than is regularly allowed.
9. Each year the student is enrolled in Woodward Academy (Middle or Upper Schools), he/she has the responsibility of delivering Accommodation Forms to each teacher. The Office will provide the Forms as long as the psycho-educational evaluation remains current (within five years). In the event of new testing, a copy of the report should be submitted to the Transition Office, and the Accommodation Form will be updated based on the results.

Accommodation Practices approved by Woodward Academy (Middle and Upper Schools)

1. The use of laptop computers in the classroom.
2. With permission from the instructor, the use of tape recorders in the classroom.
3. Assistance with note taking.
4. Extended time for students to complete tests and classroom assignments. **Tests are to be completed by the end of the day of the test. Completion of testing is not to carry over to the next day.** Students with extended time accommodations may receive up to 50% additional time on in class quizzes and tests and 100% additional time on semester exams.
5. Electronic aid for spelling, such as the Franklin Speller.
6. In cases of extreme disability in a given area, alterations in course requirements may be considered on a case-by-case basis.
7. Oral reading and/or interpretation of directions and test questions at the discretion of the instructor.
8. Permission to mark answers on test rather than use a scantron.
9. Use of calculator when appropriate.

Basic Procedures for Accommodations for PSAT, SAT, ACT

1. Students who wish to apply for accommodations with The College Board must have received the same accommodations at Woodward for at least four months.
2. Students or parents must contact the Gigi Moore, SSD Coordinator (Transition Office) to request an application for College Board accommodations. It must be completed and returned for processing. The College Board is currently taking 2 to 10 weeks to review new applications, so the paperwork needs to be returned to the Transition Office at least 10 weeks prior to taking the first of these exams.
3. After the student has been approved for non-standard testing by ETS, students register for SAT tests online. In order to make arrangements for the administration of the test, **THE SSD COORDINATOR MUST BE NOTIFIED OF THE REGISTRATION AND THE ACCOMMODATIONS THAT HAVE BEEN REQUESTED EACH TIME A STUDENT REGISTERS FOR A NON-STANDARD TEST.**
4. As stated in #9, Psycho-educational evaluations must be kept current (within the past five years) to retain College Board accommodations.
5. Applications are on-line at www.act.org. You can select Standard, Extended time (50%) or Non-standard (100%), reader, computer. For **50% extended time**: register on-line, but complete the extended time application and get it to Gigi Moore for processing. For **100% extended time and/or computer**; reader/cassette: complete the Non-standard testing application and get it to Gigi Moore with a check to ACT, and she will process the request.

Non-standard applications must be mailed at least 8 weeks prior to the test. An application must be submitted for each test. ACT requires that evaluations be current within 3 (three) years.