



## **Academic and Educational Testing Accommodations for Students**

### Accommodations to the Regular Education Program

Springside Chestnut Hill Academy recognizes that even within a population of very high-achieving students, there will be the need to accommodate various learning styles and needs. Teachers and administrators work to provide a variety of activities, assignments, and assessments to allow success for a wide range of learners. In addition, students may qualify for and receive specific individual educational accommodations in their classes. Students who seek these accommodations to the regular education program at SCH must comply with the following documentation guidelines and criteria to demonstrate the need for such accommodations:

1. Need must be documented by testing that:
  - has occurred within a maximum of three calendar years of the initial request for accommodations;
  - is conducted by a certified school psychologist or psychiatrist;
  - provides a comprehensive psycho-educational evaluation including assessment of all educationally relevant aspects of the student's functioning;
  - provides documentation of impairment in daily functioning that is significant enough to warrant each specific accommodation;
  - contains evidence for the need for specific accommodations.
2. The report of the evaluation must be submitted in full to SCH Academy, where it will be reviewed by the school psychologist and the Head of Upper School.
3. When the above steps have been completed, the school psychologist will review the report and determine in consultation with the Head of Upper School which recommendations are to be implemented by the school. These recommended accommodations will be delineated in an Official Accommodations Plan (OAP).
4. Both the school and the parents will review the OAP and sign it before the OAP will take effect.
5. A summary of the report and OAP, prepared by the school psychologist, will be retained in the student's file and pertinent information will be disseminated each year to his or her teachers.



6. The OAP may be reviewed every school year under the auspices of the Head of Upper School and the school psychologist to ensure that it remains both necessary and sufficient to provide the support that is appropriate to the student.

SCH Academy is committed to providing the accommodations delineated in the OAP in the most expeditious and confidential manner. Parents will be notified by SCH Academy when evaluations need to be updated. The privacy of students and their families is very important to SCH Academy. Once an evaluation report is received, it is kept in a locked, confidential file separate from the student's academic file. Only one copy of the evaluation will be kept in the files located in the office of the school psychologist; evaluation reports may not be removed from the office where the files are kept. SCH Academy staff members do not make copies of the report for their own student files.

**Accommodations to the regular education program may include:**

- Extended time for quizzes, tests and exams
- Use of laptop computers for note-taking and/or test-taking
- Preferential seating or alternative testing environment
- Extra breaks during extended examination times
- Provision of audiobooks to support learning

**Accommodations cannot include:**

- Unlimited time for quizzes, tests and exams
- Alternative assessment formats
- Reduction of number or length of assignments
- Use of calculator for all math coursework
- Alteration of graduation requirements