

### Policies for ACT Special Testing 2015–2016

#### **General Information**

- ACT Special testing occurs at an examinee's school. It is designed for examinees whose disabilities require accommodations that cannot be provided at a test center. Examples include:
  - O more than time-and-a-half testing time
  - testing over multiple days
  - o alternate test formats (Braille, DVDs or a reader)
  - O use of a scribe or computer for the writing test
  - extended time on the writing test only
- ACT provides test accommodations in accordance with Title III of the Americans with Disabilities Act (ADA).
- The summary Guidelines for Documentation on page 3 and the detailed information on www.act.org reflect professional standards. ACT reviewers are looking for objective evidence that demonstrates impairment as recognized by the ADA and a need for the requested accommodation(s).
- The ACT® test is offered only in English. Accommodations (including extended time) are not available solely on the basis of limited English proficiency.

#### **Confidentiality of Documentation**

All documentation provided to ACT will be kept confidential, will be used solely to determine eligibility for accommodations, and will not become part of the examinee's score record.

#### **Deadlines**

- It is in the examinee's best interest to apply as early as possible.
- Mail the request by the regular deadline for the requested test window. Do NOT register online.
- Requests postmarked after the regular deadline and received by the late deadline will be processed for the requested date if the late registration fee is included.
- Requests received after the late deadline will be processed for the next test date.
- Requests will **not** be considered for standby testing.
- If testing outside the United States or Canada, requests must be received by the regular deadline.
- For a complete list of deadlines, visit www.actstudent.org.

#### Preparing for the ACT

- A regular-type copy of Preparing for the ACT, which includes information about the tests, test-taking strategies, and a complete practice test, is available at www.actstudent.org.
- Practice tests can be ordered in braille, large type, or on DVDs by completing the Alternate Format Practice Tests Order Form at www.actstudent.org.

#### **Score Reports**

- Score reports for the ACT (no writing) are normally mailed within 2-8 weeks after the answer folder is received.
- Score reports for the ACT with writing are normally mailed within 5–8 weeks after the answer folder is received.
- The "Test Location" is reported as "School" on all score reports.
- If the retest restrictions are violated, the scores will be cancelled automatically without refund.

#### **Fees**

- The regular registration fee covers one report to your high school and up to four college choices at the time of registration.
- Payments must be in the form of a check\* or money order payable to ACT in US dollars and drawn on a US or US affiliate bank.
- If eligible (ask your school counselor), you may pay with a fee waiver.

Fee Description	Fee	Location(s)	
ACT (no writing)	\$39.50	Within the US, US territories, Puerto Rico, or Canada	
	\$79.50	All other locations	
ACT with writing	\$56.50	Within the US, US territories, Puerto Rico, or Canada	
_	\$96.50	All other locations	
**Late Registration	\$25.00	Only available within the US, US territories, Puerto Rico, or Canada	
Test Date Change	\$24.00	All locations	

\*This is notification that when you pay by check you are authorizing ACT, Inc., to convert your check to an electronic entry. When we use this information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. If your check is returned to us due to insufficient or uncollected funds, it may be re-presented electronically and your account will be debited.

\*\*If a Request is postmarked after the regular deadline and received before the late deadline it will be processed for the preferred test date IF the Late Registration fee is included.

#### If the Approved Examinee Does Not Test

- The test fee for the ACT is nonrefundable once the examinee's Request is approved, even if he or she does not test.
- An examinee can request a full refund if the Request is not approved and the examinee does not test.
- An examinee is considered "tested" if they break the seal on their test booklet or open the booklet.
- Examinees who do not test within the designated window may request the following:

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Test Date Change	<ul> <li>Submit a new Request for ACT Special testing specifying the new testing window along with the Test Date Change fee.</li> </ul>
	These requests must be postmarked by the regular deadline for the new testing window.
	<ul> <li>Test Date Change requests are not issued until after ACT receives the unused test materials.</li> </ul>
Refund of Writing Test Fee	<ul> <li>Examinees scheduled to take the ACT with writing may request a refund for the writing test.</li> </ul>
	<ul> <li>Refunds are not issued until after ACT receives the unused test materials.</li> </ul>
	<ul> <li>Refund requests received after July 31,</li> </ul>

2016, will not be honored.



## **Procedures for Requesting ACT Special Testing**

#### Overview

The procedures for requesting ACT Special testing are outlined below. Please review these steps before completing the Request. **Do NOT register online.** 

#### Step 1: Choose an appropriate accommodations program.

- Special testing: Special testing at school is designed for examinees whose documented disabilities require accommodations that cannot be provided at a test center. Examples include:
  - o more than 50% time extension
  - testing over multiple days
  - alternate test formats (braille, DVDs, or a reader)
- use of a scribe or computer for the writing test
- extended time on the writing test only
- National testing: If the examinee can test at a test center within the United States, US territories, Puerto Rico, or Canada, and use a regular type (10-point) or large type (18-point) test booklet, do not complete this form. Instead, request one of the following:

#### **National Standard Time with Accommodations**

- Examples of accommodations available include:
  - assign to a wheelchair-accessible room
  - large type test booklet
  - marking multiple-choice responses in the test booklet
- Examinees with hearing impairments may request seating near the front to lip-read spoken instructions.
- A sign language interpreter to sign spoken instructions (not test items).
- The Request for ACT National Standard Time with Accommodations is available at www.actstudent.org.

#### **National Extended Time**

- Extended Time (50% time extension).
- Approved examinees taking the ACT (no writing) have up to 5 hours to work on all four multiple-choice tests at their own pace.
- Approved examinees taking the ACT with writing have up to 6 hours to work on all five tests at their own pace.
- The total time allowed for both test options includes breaks between tests.
- The Request for ACT Extended Time National Testing is available at www.actstudent.org.

Note: Examinees applying for either of the National testing options can register online at www.actstudent.org or by mail.

#### Step 2: Review the policies and procedures provided.

- It is important to read and understand the policies and procedures before the Request is submitted.
- o For questions or additional assistance, please call 319.337.1332.

#### Step 3: Complete the Request and provide the required documentation.

- To request Special testing, do not register online.
- Complete and submit to ACT one Request for ACT Special Testing per examinee.
- Supporting documentation is required. If any of the information provided is found to be false, ACT reserves the right to cancel scores.
- O Because payment must accompany the request, faxed or emailed forms will not be accepted.

#### Step 4: Submit the information to ACT.

Mail the following items to ACT Special Testing, 301 ACT Drive, PO Box 4028, Iowa City, IA 52243-4028.

- Completed and signed Request for ACT Special Testing.
- O Copy of the examinee's accommodations plan.
- Complete documentation when required.

Note: Incomplete/unsigned forms, forms without payment, or forms without all required documentation will not be processed.

Keep a photocopy for your files.

### Step 5: Receive an accommodations decision notification from ACT.

#### Approved:

 The examinee will receive an "ACT Accommodations Approval" letter.

Fee payment.

- A roster specifying the approved accommodations will be mailed to the test coordinator.
- Test materials and an additional copy of the roster will be shipped to the test coordinator.

#### NOT approved:

- The test coordinator and examinee will receive written notification.
- ACT may, at its discretion, request additional documentation to support any Request. All documentation must be submitted in writing.
- ACT will **NOT** automatically register the examinee to test at a national test center without accommodations.

# Approved for National Standard Time with Accommodations or National Extended Time:

- The examinee and test coordinator will receive notification in writing along with registration instructions.
- ACT will **NOT** automatically register the examinee if they wish to test on a national test date at a national test center as described in Step 1.



### **Guidelines for Documentation**

#### Overview

Documentation must be written by the diagnosing professional and must meet ALL of these guidelines:

- States the specific impairment as diagnosed.
- Is current (diagnosed or reconfirmed within three academic years).
- · Describes presenting problem(s) and developmental history, including relevant educational and medical history.
- Describes the substantial limitations (e.g., adverse effects on learning, academic achievement, or other major life activities) resulting from the
  impairment, as supported by the test results.
- Describes specific recommended accommodations and provides a rationale explaining how these specific accommodations address the substantial limitations.
- Establishes the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization.

#### The information below indicates the required documentation for each condition:

#### ADD/ADHD

- evidence of early impairment
- evidence of current impairment, including presenting problem and diagnostic interview
- evidence that alternative explanations were ruled out
- results from valid, standardized, age-appropriate assessments
- number of applicable DSM-IV or DSM-5 criteria and description of how they impair the individual

#### Autism Spectrum Disorder

Documentation should include current information regarding adaptive behavior, executive functioning, attention, mental health, and academic fluency.

#### Hearing Impairments

Documentation should include the most recent audiogram and/or an evaluation of communication skills including speech, reading, and receptive/expressive language skills.

### Learning Disabilities

Complete test and subtest results including standard scores and/or percentiles from reliable, valid, and standardized measures from:

- an intellectual assessment using a complete and comprehensive battery
- a complete achievement battery
- evidence that alternative explanations were ruled out

#### **Medical Conditions**

- specific diagnosis and age/date of onset
- current and/or prior course of medical treatment, including the impact of medical treatment specific to the examinee
- current and/or prior therapy outcomes (e.g. physical, occupational, and/or speech therapy, mental health counseling/ psychiatric treatment)
- current impact on examinee's education (e.g. school absence, hospital and/or home bound status, reduced school schedule)
- current impact on academic functioning (e.g. psychoeducational or neuropsychological evaluations, grade reports, transcripts, and/or other standardized testing)

Refer to the *Policy for Documentation* to **www.act.org** for complete details about what documentation to submit in support of requests for accommodations.

#### Psychiatric Disorders

Due to the variable nature of these conditions, the following documentation must be within the past year:

- age of onset and course of illness
- psychological tests used
- the history of treatment for the disorder
- how the impairment affects functioning across settings

#### Speech and Language Disorders

- specific diagnosis, including presenting problems
- developmental and educational history
- evidence that demonstrates the current impact of a speech and language disorder on reading, written expression, and/or learning

#### Traumatic Brain Injuries

- the date of the accident
- status and diagnosis upon hospital admission
- length of hospital stay
- discharge date
- review of type and outcome of outpatient therapy (Occupational Therapy, Physical Therapy, Speech Therapy), if applicable
- evidence of current, continued educational impairment relating to requested accommodations, supported by objective data (psychological or neuropsychological testing, observations, rating scales, etc.)

#### Visual Impairments

- specific ocular diagnosis
- record of complete ocular examination from within the past 12 months including:
  - chief complaint
  - history of illness
  - visual acuity
  - complete ocular motility exam (versions, tropias, phorias, stereopsis)
  - slit lamp exam
  - visual field
  - pupil exam
  - optic nerve
  - retina
- results of a measure of reading (decoding, rate, and comprehension) if the diagnosed condition is purported to affect reading



## **Test Coordinator Policies for ACT Special Testing**

#### Identifying the Special Testing Coordinator

Schools normally designate a qualified member of the staff to serve as the test coordinator for Special testing. Please make the identity of this individual known to examinees who need to request Special testing. If no test coordinator has been designated for Special testing, ask a teacher or counselor at the school the examinee is currently attending. (If the examinee is not currently in school, contact the testing department at a nearby college.)

#### Special Testing Staff Requirements

All requirements listed below must be met. The Special testing coordinator and all staff must:

- be proficient in English
- be experienced in administering standardized or other "high-stakes" tests
- be a staff member of the institution where testing takes place
- have control over locked, limited-access storage at the institution to secure the test materials
- agree to administer the tests according to policies and procedures in the ACT Administration Manual Special Testing

#### **Conflict of Interest**

To protect both the examinee and testing staff from questions of possible conflict of interest, the Special testing coordinator and all staff must:

- not be a relative or guardian of the examinee
- · not be a private consultant or individual tutor whose fees are paid by the examinee or examinee's family
- not be engaged in test preparation activities for the ACT during the current academic year\*
- not be involved in coaching high school or college athletics
- not receive any compensation outside of ACT for administering the test

Note: Scores achieved under the supervision of an individual who does not satisfy ALL items listed under Special Testing Staff Requirements and Conflict of Interest will be cancelled without refund.

#### Scheduling the Test Administration

#### Testing Windows

- The ACT (no writing) and ACT with writing must be administered only during one of the designated three-week testing windows listed on the request form.
- If Special testing is scheduled on a National or International test date, the Special testing coordinator may NOT be involved with that administration.
- Examinees with similar accommodations and the same timing code may test as a group. However, examinees using a reader must test
  individually.

#### Test Site

If testing cannot be done at the examinee's school, a written explanation must be submitted with the Request. ACT approval is required. (For example, the examinee is confined to the hospital or the home.)

### Special Testing Answer Folder

- O A Universal Answer Folder for each examinee will be shipped with the test materials.
- O Answers to the multiple-choice tests will be recorded on this folder on test day.
- Identifying information, responses to the ACT Interest Inventory and Student Profile Section (optional sections), and college codes must be recorded on this answer folder prior to testing.
- o If the examinee is taking the ACT with writing, a Universal Answer Folder with Writing will also be included.

#### Compensation

- ACT will provide the test coordinator with a compensation schedule after Special testing is approved.
- Payments are based on the testing time actually used by examinee(s) within the authorized timing guidelines.
- Only the person who administers the tests will be paid.
- Test coordinators who test three or more examinees in a room with the same timing code will receive additional compensation.
- Test coordinators testing more than 10 examinees with the same timing code in one room may be assisted by a proctor.
- Testing staff who test examinees that use more than 3 hours will receive additional compensation for each half-hour actually used by the
  examinee.

#### **Retest Restrictions**

- An examinee may take the ACT no more than 12 times total.
- An examinee may test only once per National, International, State and District test date, or Special testing window.
- It is the responsibility of the test coordinator to ascertain that these restrictions have been met.
- If the retest restrictions are violated, the scores will be cancelled automatically without refund.

<sup>\*</sup>Only if the school district contract specifically requires the teacher or counselor to participate in school-sponsored test preparation courses may that person serve as coordinator.



### Request for ACT Special Testing 2015–2016

**General Information** This form is to be completed by the Special testing coordinator. Faxed or emailed forms will not be accepted. Incomplete and/or unsigned forms will not be processed. Do not register online. A. Examinee Information (print or type) B. Test Coordinator Information (print or type) Examinee Name (Last, First, Middle Initial) Date of Birth (MM/DD/YY) Test Coordinator Name (Last, First, Middle Initial) Title Examinee Street Address or PO Box (if not available, use school address) School Name (attach explanation if not the examinee's school) Street Address of School (required for shipping materials) РО Вох City ZIP /Postal Code State / Province Email Address (optional) State/Province ZIP/Postal Code High School Code (if currently attending) Email Address Phone Number (daytime) C. Previous Approval of the Same Accommodations on the ACT Has the examinee been approved for accommodations on the ACT and does the current IEP, 504 Plan, or official accommodations plan support providing these accommodations? If yes, complete only Sections A-H and M. In the box to the right, write in the test date and ACT Reference Number found on the examinee's approval letter. Then submit this Request. If no, complete the entire application and attach required documentation before submitting. Test Date **ACT Reference Number** D. Test Option, Testing Window, and Deadline Mark only one testing window and test option. Note: If a Request is postmarked after the regular deadline but received before the late deadline, it will be processed for the preferred test date IF the Late Registration fee is included. For a complete list of deadlines, visit www.actstudent.org. **Testing Window Regular Deadline Testing Window Regular Deadline** Test Option (mark one) September 12-October 4, 2015 February 6-February 28, 2016\* ACT (no writing) August 7 January 8 October 24-November 15, 2015 April 9-May 1, 2016 ACT with writing September 18 March 4 December 12, 2015-January 3, 2016 November 6 June 11-July 3, 2016 May 6 \*This window is not available outside the United States or Canada. E. Diagnosed Disability (check all that apply) Learning Disability (01) Psychological Disability (03) □(RD) Reading Disorder □(AD) ADD/ADHD □(DW) Writing Disorder/Written Expression □(AX) Psychiatric Disorder\* □(DA) Mathematics Disorder (e.g. Mood or Anxiety Disorders) □(BD) Emotional/Behavioral Disorder □(SL) Speech/Language Disorder\* □(AU) Autism Spectrum Disorder Physical/Sensory Disability (02) □(AU) Asperger's Disorder/PDD\* □(DF) Hearing Impairment\* □(TB) Traumatic Brain Injury\* □(PH) Motor Impairment □(PD) Other Psychological/Cognitive Disability Including mental or intellectual disability (e.g. cerebral palsy, muscular dystrophy) Full scale IQ is required: □(VI) Visual Impairment\* (e.g. 20/100 corrected visual acuity) Other Disability (07) □(TR) Tourette's Syndrome\*  $\square$ (HB) Confined to the home\* □(EP) Epilepsy or Seizures\* □(OD) Other\* \*Complete documentation is required if the first diagnosis was within the last 3 years and for ALL visual, hearing, psychological, emotional, or physical disorders. F. Test Format Requested (check at least one) Alternate formats must be supported by an accommodations plan and documentation. Examinees using reader's script must test individually. Examinees using DVDs may test as a group.  $\square$ (01) Regular type (10-point) □(07) Reader's script w/regular type □(19) DVDs w/regular type  $\square$ (02) Large type (18-point) □(08) Reader's script w/large type □(20) DVDs w/large type □(03) Braille (printed copy included) □(09) Reader's script w/raised line drawings □(21) DVDs w/raised line drawings

Extended time on each test (50% more time); all in one day. (See National Extended Time on page 2 before checking this box.) H. Additional Accommodations Requests (e.g. computer, double time, mark answers in the test booklet)

☐ Standard time on each test; authorization to test over multiple days.

☐ Extended time on each test; authorization to test over multiple days.

G. Time Requested (check one)

☐ Extended time only on writing test (60 minutes)

ı.	Curi	rent IEP, 504 Plan, or C	omicial Accommodations Plan	1					
	1.		st current test accommodations/seck the box to indicate the plan yo  504 Plan	. •		or official accommodation  ☐ Exceptions Statement			
		The IEP, 504 Plan, or of effective dates must also	ficial accommodations plan must o appear on each page.	state the need for the requested	accommodations	•			
	2.								
	3.	<ul><li>The section labeled</li><li>Any Additional Re</li></ul>	apply? in place less than 3 academic yea I <b>Diagnosed Disability</b> includes equests are checked. v of full documentation, including	an asterisk indicating full docun	·	red.			
J.	Cur	rent Time Accommoda	ations at School						
	Che	eck YES or NO. If NO, see	e "Exceptions Statement and Cor	mplete Documentation Required	" below.				
			s your school officially <b>permit</b> this diagnosis and supporting do		sts (classroom and	d standardized) <b>as a res</b>	sult of		
exai who the acc prov	minee o has basis commo vided Sch I cer plan	e due to the diagnosis, att reviewed the examinee's for providing that accom- odations are not currently for this examinee outside tool Official's Signature tify that I have read and un- and documentation is sub	ach a signed statement on school file to: 1) state under what circum modation (include <b>complete doc</b> provided; 3) explain why you belie of school, if known. Exceptions remains and Contact Information and extended the Policies for ACT Specimitted in accordance with the Policies for the Information of the Information accordance with the Policies for Information of the Info	of letterhead from a qualified profinations accommodations would cumentation—see "Guidelines eve accommodations should be equire additional time for review; cial Testing and that the information cies for ACT Special Testing. I further accommodations are stored to the control of the control	essional (on staff d be permitted for for Documentatio allowed for the A apply as early as n on this form and ther certify that the	at the school or school or this examinee in the sch n" on page 3); 2) explair CT; 4) describe any assi possible. in the attached accommodinformation provided is ac	district) nool and n why istance		
	Schoo	ol Official's Signature (may not be a	relative of examinee)		Fax Numb	per (include area code)			
	Print C	Official's Name, Title, and School		Email	Phone nu	mber (include area code)			
L.	Exa	minee Signature							
		I certify that I am the person whose information is submitted in accordance with the Policies for ACT Special Testing on this form, and that the information provided is accurate to the best of my knowledge.							
	Testi	I understand that by signing below, I consent to the ACT Privacy Policy (www.act.org/privacy.html), which is incorporated into these Policies for ACT Special Testing by reference, including consent to the collection of personally identifying information and its subsequent use and disclosure.							
	infor	Without limiting the above statement, I specifically authorize the release to ACT of diagnostic information by school officials, physicians, or others having such information, and full documentation, if requested. I understand that any documentation provided to ACT will remain with the application and will not become part of my examinee score record.							
	or a	International Examinees: By signing below, I am also providing my consent to ACT to transfer my personally identifying information to the United States to ACT or a third party service provider for processing, where it will be subject to use and disclosure under the laws of the United States. I acknowledge and agree that it may also be accessible to law enforcement and national security authorities in the United States.							
	Examir	nee's Signature	(Parent or	guardian must also sign if examinee is under	18.)	Date			
M.	Tes	t Coordinator Signatur	re ·						
	mem I will	I certify that I personally meet all of the requirements for the Special Testing Coordinator specified in the ACT Policies for ACT Special Testing and that I or a member of my staff who also meets the same requirements will administer the tests in accordance with the ACT Administration Manual sent with the test materials I will ensure that the test materials are kept secure and confidential, used only for the examinee identified on this form, and returned to ACT immediately after testing.							
	I understand that by agreeing to be a Special Testing coordinator, I consent to the ACT Privacy Policy (www.act.org/privacy.html), which is incorporated into thes Policies for ACT Special Testing by reference, including consent to the collection of my personally identifying information and its subsequent use and disclosure.								
	International Test Coordinators: By my signature, I am also providing my consent to ACT to transfer my personally identifying information to the United States to ACT or a third party service provider for processing, where it will be subject to use and disclosure under the laws of the United States. I acknowledge and agree that it may also be accessible to law enforcement and national security authorities in the United States.								
	Test C	Coordinator Signature (must match the	ne name in Section B)			Date			
N.	Ret	urn of Request Form							

Detach and mail this completed form, all required supporting documentation, and fee payment to: ACT Special Testing, 301 ACT Drive, PO Box 4028, Iowa City, IA 52243-4028