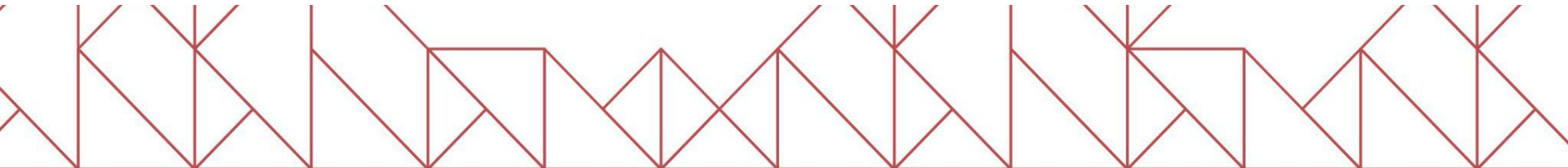


**Upper School Learning Support
Parent Video:
ACT Accommodations**



ACT Exam

4 sections with multiple-choice questions

1 Optional Writing Test

Spring Junior Year - Fall Senior Year

English	45 min. 75 questions
Math	60 minutes 60 questions
Reading	35 minutes 40 questions
Science	35 minutes 40 questions
Writing	40 minutes 1 prompt

ACT Accommodations Takeaways

National vs. Special



Which Testing Program to Select for Accommodations or English Learner Supports

National

Select NATIONAL if you are not proficient in English or have a documented disability requiring accommodations that can be provided at a test center. Examples include:



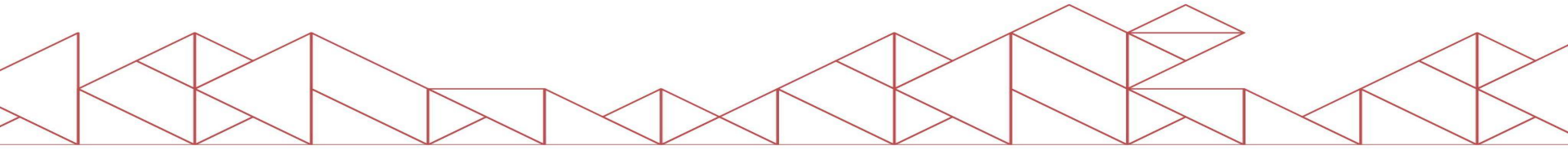
Special

Select SPECIAL if you have a documented disability requiring accommodations that cannot be provided at a test center. Examples include:



ACT is STRICT on dates. All accommodations requests & appeals must be submitted by the published late registration deadline - no exceptions!

You must notify the school any time you register for a test so accommodations can be recertified.



Documentation Guidelines

Documentation must be written by a qualified professional and must meet all of these guidelines:

- States the specific impairment as diagnosed
- Is current (refer to **specific diagnosis**)
- Describes presenting problems and developmental history, including relevant educational and medical history
- Describes substantial limitations (adverse effects on learning or other major life activities) resulting from the impairment, as supported by test results
- Describes how the recommended accommodations address the substantial limitation and alleviate the impact of the disability when taking a timed standardized test
- Establishes the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization
- Includes comprehensive assessments (neuropsychological or psychoeducational evaluations) with evaluation dates used to arrive at the diagnosis



ACT

Testing within the last 3 years. Visual impairments and psychiatric disorders must be within the last year.

How to Submit an Accommodations Request?

Requesting Accommodations
3 Step Checklist for Students and Parents

No. 1 Register

- Register for the ACT test
- Indicate need for accommodations
- Select type of accommodations needed
- Complete Registration

Which accommodations do I need? [Click here for more info](#)

No. 2 Forward Email

- Receive email from ACT with accommodation instructions
- Complete consent to release information form
- Forward the email and form to your school official

No. 3 Check In

- School official submits your request to ACT
- ACT reviews request and notifies your school official
- School official should contact you within two weeks of submitting your request.

ACT

- Register for a test
- Send **ACT ID Number** to school
- Send **Release Form** to school
- School will submit the request & let you know about the decision.

Registration Directions

Register to Test

Your Accommodations

Exit

Your Accommodations

Please choose your accommodations type.

Are you an examinee with a disability who needs accommodations to access the ACT?

Yes

No

Please select the type of accommodation you need

National extended time, or National standard time with accommodations. Select if you:

- Normally use standard time or up to time-and-a-half for tests in school,

AND

- Can use a regular type (10-pt.) or large type (18-pt.) test booklet,

AND

- Will test at a test center in the United States, US territories, Puerto Rico, or Canada.

Special Testing. Select if you:

- Normally use more than time-and-a-half on tests (or use extended time only on writing tests),

OR

- Require testing over multiple days,

OR

- Normally use alternate test formats such as braille, DVDs, or a computer for essays,

OR

- Need accommodations and will test outside United States or Canada.

You will receive an email from noreply@act.org within 24–48 hours informing you how to work with your school to request accommodations. Please note all accommodations requests must be reviewed and approved by ACT and registration deadlines apply.

Continue

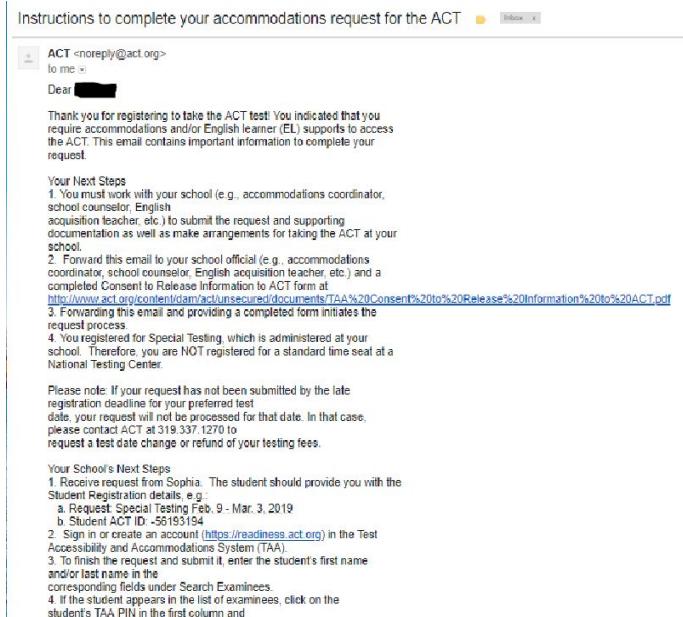
- When you're registering for the test you will select "yes" when asked if you need accommodations to access the ACT.
- From there select "National extended time" or "Special Testing"

ACT ID Number

Once you complete registration ACT will send you an email confirming registration. Forward that email to us since we need that code to submit the accommodation request.

The email subject is usually.....

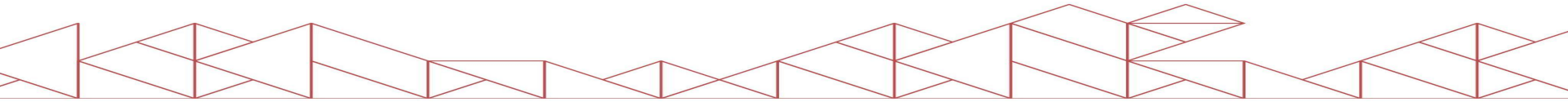
Subject: ACTION NEEDED! Complete your ACT Accommodations/Supports Request



Accommodations Approved

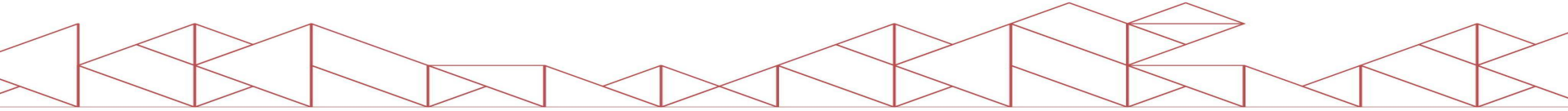
- ACT will notify the school of the approval & we'll send you a copy of the Decision Notification approval letter to you for your records.
- National Testing Approval - go to the test center listed during registration on test day.
- Special Testing Approval - About a week before test you'll get an email on when/where we will test & what to bring.

*Ignore the 3 week testing window email ACT sends



Accommodations Denied

- ACT will notify the school of the denial & we'll send you a copy of the Decision Notification denial letter to you for your records.
- The denial letter will include very specific reasons & what additional support it needs to approve the request.
- Submit new or additional documentation for consideration, but know that it can take an additional 7 weeks from the date of receipt to make a decision.



Registration Ticket

If you've registered for an upcoming ACT administration, you'll want to print a copy of your Admission Ticket.

1

LINDSAY, SAMANTHA G.
FORSYTHE

2 Test Date: Saturday, JUN 13, 2015
Reporting Time: 8:00 AM
Test Option: ACT PLUS WRITING

Test Center: BROOKS HILL HIGH SCHOOL
BROOKS HILL HIGH SCHOOL
CL B/C - ROOM 141
115 OREEMOUSH STREET
BROOKLINE MA 02445

3 **Matching Information:**
On the test date, you **MUST** enter on your answer document the matching information **EXACTLY** as it is printed below:

Match Name
(1) 5 100033

Match Number

Date of Birth

4 SAMANTHA G LINDSAY

5 Test Center Messages (if any)
TESTING ROOM ASSIGNMENT WILL BE POSTED ON THE WALL, DEPOSITS ROOM 141.

What to Bring:

- Acceptable ID and a printed paper copy of this Admission Ticket
- #2 pencils and good eraser (no pens or mechanical pencils)
- A permitted calculator may be used on the ACT Mathematics Test only. It is your responsibility to know whether your calculator is permitted. Visit the most current information on the ACT calculator policy visit: www.actstudent.org or call 800-456-5461 for a recorded message.
- A watch to pace yourself. Not all items have clocks.
- Snacks to eat outside of the test room during break.

What NOT to Bring:

- ANY electronic devices (e.g., cell phone, music player)
- Reading materials, dictionaries, notes, or scratch paper
- Highlighters, correction fluid, colored pencils, or other aids

GROUP 5

The ACT
Admission Ticket

Required for admission: You will NOT be admitted to test without a printed paper copy of this ticket.

- **For National testing:** The examinee must submit photo identification. Testing location will be provided on the examinee's admission ticket.
- **For Special testing:** The examinee sometimes isn't required to submit photo identification. The first approval will assume the school is willing to test Special Testing, unless noted by the school. Any subsequent requests will require the school to recertify their ability to administer Special testing during the published window.



Helpful Links & Resources

[ACT Documentation Requirements](#)

[Criteria for Diagnostic Documentation](#)

[ACT Exceptions](#)

[National Vs. Special](#)

[Preparing for the ACT with Special Testing](#)

[Accessible Support Guide for ACT](#)

[ACT Registration Video: The ACT Extended Time vs. Special Testing Comparison](#)