



## Applying for Accommodations for the PSAT, SAT, AP exams and/or ACT exams

### **BSM can apply for accommodations for ACT when all of these criteria are met:**

1. The student needs to have a complete and comprehensive assessment on file at BSM.
2. For diagnosis of ADHD, if neuropsychological testing was not pursued, we must have a copy of assessment results including scores from rating scales and provide documentation showing history of management (i.e. bi-annual well- check appointments, medication re-fill appointments)
3. For diagnosis of psychiatric/mental health disorders (i.e. anxiety, depression), we must have a copy of initial assessment and documentation from a qualified professional within the past year. We also must provide documentation showing history of treatment of the disorder (i.e. medication, therapy)
4. The student must have an accommodation plan in place at BSM for more than one year, and plan must state the need for extended time.
5. The student must be routinely using extended time on tests in more than one class.

### **BSM can apply for accommodations for Collegeboard tests (PSAT, SAT, and AP exams) if:**

1. Student has a documented disability
2. Participation in a College Board exam is impacted
3. Requested accommodation is needed
4. Accommodation is received on tests in classes at BSM

### **Complete information about the application process can be found on these websites:**

PSAT/SAT and AP exams: <http://www.collegeboard.com/ssd/student/index.html>

ACT: <https://www.act.org/content/act/en/products-and-services/the-act/services-for-examinees-with-disabilities.html>

### **Procedures for the ACT:**

1. A parent needs to fill out this form: [BSM Consent Form for Applying for Accommodations for Standardized Testing](#)
2. To register and pay for the ACT, students must first create an account with ACT at <https://my.act.org/>. BSM's school code is 242-202.
3. Following completion of student's personal information there is a prompt asking if student is requesting test accommodations. Selecting this option will automatically email instructions (Subject: Requesting Accommodations on the ACT) regarding how to work with school's ACT coordinator to complete accommodation request. Selecting this option also alerts Ms. Miller that a student has registered for the ACT and has requested accommodations.
4. Forward this email to Ms. Miller ([mmiller@bsmschool.org](mailto:mmiller@bsmschool.org)) and she will complete student's registration by selecting appropriate accommodations and submitting required documentation.

**Note:** In order to complete this request a student must be eligible for accommodations. [See Criteria for Diagnostic Documentation](#) If student's documentation is missing or incomplete this will delay process, and consequently a student may need to postpone the test.

## Procedures for the PSAT/SAT/AP exams:

1. A parent needs to fill out this form: [BSM Consent Form for Applying for Accommodations for Standardized Testing](#)
2. Mrs. Anderson will then fill out the online application for accommodations and fax your documentation if documentation is necessary.
3. Registration and payment for the **PSAT** is done by BSM, and all BSM juniors take the PSAT in October.
4. **If taking the SAT**, the **student/family** is responsible for registering and paying for SAT registration by creating an account and registering on.
5. **If taking AP exams**, BSM will instruct **students/families** on how to register each fall.

## Deadlines:

**PSAT:** Test is in October every year for juniors; please fill out the online consent form by the end of your sophomore's school year - deadline is the last week in August. Once a student is approved by the College Board, that student is approved for **all** College Board exams in the future, which includes SAT, SAT Subject Tests, and AP Exams.

**ACT/SAT:** Registration deadlines are at least one month before each ACT or SAT test; please register for the test(s) early so that your request to Mrs. Miller (ACT) or Mrs. Anderson (SAT) in plenty of time before the registration deadline (this extra time will allow for appeals if you are denied accommodations)

**AP Exams:** Registration happens in October every year. BSM must apply for extended time by the January prior to the exams students wish to take. Most students will have already been approved by the College Board at the end of sophomore year.

## IMPORTANT NOTES FOR ALL STUDENTS and PARENTS:

1. Both standardized testing companies have tightened their criteria for eligibility. Please provide complete documentation for the best chance to qualify for the accommodations you are asking for. If a student is denied extended time, he/she will be registered for the test without accommodations.
2. You should make copies of anything you are sending and keep them on file for future use.
3. Special testing for ACT approved accommodations will only be available at BSM for the September (Seniors only), December, February, April and June ACT test dates. There is no special testing in July. BSM will not be open on Sundays or holidays for special testing. The testing calendar will be made available one to two weeks before each special testing window.

## Benilde-St. Margaret's School Contacts:

### ACT Contact:

Maureen Miller, [mmiller@bsmschool.org](mailto:mmiller@bsmschool.org)

### CollegeBoard Contacts:

Kristin Gilbertson, [kgilbertson@bsmschool.org](mailto:kgilbertson@bsmschool.org)

Amanda Anderson, [aanderson@bsmschool.org](mailto:aanderson@bsmschool.org)