TESTING ACCOMMODATIONS - INFORMATIONAL PAGE

The Counseling Department has put together this informational page outlining the process for submitting accommodation requests through the College Board and the ACT. You will work with your school counselor/case manager. The accommodations request will be submitted through online portals for each agency by our school.

THE COLLEGE BOARD

Some students with documented disabilities are eligible for accommodations on College Board exams. Students CANNOT take the SAT, PSAT/NMSQT, PSAT 10, or AP Exams with accommodations UNLESS their request for accommodations has been approved by the College Board's Services for Students with Disabilities (SSD).

You will need to complete a College Board Consent to Release Information form and give it to your school counselor or case manager.

It can take up to 7 weeks for accommodations to be approved.

Once you're approved for accommodations, you will receive a College Board Eligibility Letter with a seven-digit SSD Eligibility Code. You'll be asked to enter this code when you register for the SAT Tests online if you want the pre-approved accommodations activated.

As a student whose accommodation request has been approved, your next step depends on which exam you are preparing for. For the SAT, use your SSD number each time you register online. If you're approved for accommodations after you register, check your SAT admission ticket to make sure it's been updated, or contact Services for Students with Disabilities (SSD) through the College Board website. For PSAT and AP Exams, the school has access to the approved accommodations information for each student prior to testing.

Most students, including students testing with accommodations, take the SAT at test centers. Some accommodations are not available at test centers; students who are approved for "school-based accommodations" will test at our school.

The ACT

Some students with documented disabilities are eligible for accommodations on the ACT exam. Students CANNOT take the ACT with accommodations UNLESS their request for accommodations has been approved by the ACT.

You will need to complete the ACT Consent to Release form and return it to your counselor or case manager.

You must first register for the ACT test and indicate your need for accommodations BEFORE the school can submit a request for the accommodations. When registering for the ACT with Accommodations, you must register to test by creating an account or signing in on the ACT website. You will be asked for your high school code – our school code is 311360 and for your accessibility needs. Please keep in mind the following when registering – you will choose:

National Testing - Select "National" if you can test at a test center and need additional accommodations or English learner support. Examples include:

- One and one-half time, or breaks as needed with standard time
- Wheelchair accessibility
- Large Print (18 point font) test booklet
- Need to mark answers in test booklet
- Sign language interpreter for verbal instructions
- Use of authorized bilingual word-to-word dictionary or translated written test directions

Special Testing - Select "Special" if you have documented disabilities requiring accommodations that cannot be provided at a test center. Examples include:

- Double-time or triple-time
- Alternate test formats (braille with raised line drawings; pre-recorded audio; screen reader software; or a human reader in a 1:1 setting)
- Scribe to record answers and/or a computer for the writing essay (paper-based testing)

You will receive an email from the ACT with instructions for working with your school to submit a request for accommodations. Be sure to forward the email to your counselor or case manager (include the date of testing and the student's ticket number).

The school will submit your request, with documentation to the ACT.

Decision notifications can take up to 4 weeks.

Once approved for accommodations the school receives the ACT Decision Notification letter. You will be sent the ACT Decision Notification with your Personal Identification Number (PIN).

When registering for a future ACT test date, please DO NOT make a new profile. You will use your approved ACT PIN number and then notify the school so the student's pre-approved accommodations can be activated in the ACT online accommodations system. Our coordinator will assign the future test date for which the examinee has requested.

Most students testing with accommodations will take the ACT at "National Testing" centers. Some accommodations are not available at test centers, students who are approved for "Special Testing" will test at our school.

For more information on the accommodations and EL support process, see ACT Accommodations page.

Please keep in mind that no student is automatically approved by either the College Board or the ACT because they are approved for accommodations with an IEP or 504. If you have any additional questions, please contact your student's school counselor or case manager.